

UNION VALE TOWN BOARD MEETING APRIL 15, 2021

VIA ZOOM VIDEO CONFERENCE 7:30 PM

PRESENT: Supervisor Maas

Town Council: Kevin Durland, Kevin McGivney, Steven Frazier, John Welsh

Town Clerk: Andrea Casey

Highway Superintendent: Ed Kading

Town Attorney: Jeff Battistoni

Call to Order and Salute to the Flag at 7:30PM

MOTION TO APPROVE MINUTES

Councilman Welsh made a motion to approve the Town Board Meeting minutes from February 18th and March 18th 2021 as written, which was seconded by Councilman McGivney. Supervisor Maas, Councilman Welsh, Councilman McGivney and Councilman Durland voted Aye. Councilman Frazier voted Nay.

Special Presentation - Maureen Brennan Lashlee, Executive Director, Habitat for Humanity of Dutchess County - In preparation for Habitat's Special Event at the Recycling Center on April 24 & 25. Located at 1822 South Road, Wappingers Falls, NY

Town Supervisor Report

Supervisor Maas reported:

- March Cash Flow 100% of budgeted income & 77% of budgeted expenses vs this time last year 92% of revenue
- Received \$102,608.00 for sales tax which was down \$20,000 from 2020
- Town Board members have received the list of warrants/abstracts; cash receipts, escrow reports, Building Dept. report, performance vs budget report and lists of all deposits made in both the General Fund and Highway Fund.
- Cash balance for General Fund on 3/31: \$3,786,494 Highway Fund: \$1,091,107
- Performance vs budget the justice court fines were up 64% from last year in March
- Summer camp registration is up 33% vs last March
- Dog license were up 45% for the month of March
- Recycling center fees up 5% from last March
- The AUD will be completed and submitted to the State Comptrollers office by May 1
- The pop-up vaccine clinic in Union Vale has not yet been cancelled due to the pause of the Johnson and Johnson vaccine, it was requested to divert Moderna brand so the event could still be held, this has not yet been confirmed and will be communicated
- The solar farm should be opening in May 2021. \$10,800 has been received to date from rent on the property and this will increase when it becomes operational. There will be a ribbon cutting ceremony hopefully in June.
- Supervisor Maas attended an Association of Towns Luncheon on the impacts of the NYS budget that was passed; no cut in AIM funding, added 100 million to CHIPS resulting in an increase for Union Vale of \$79,196 for reimbursements for Highway funds
- There have been 3 fraudulent workers compensation claims with current employees-working with the State Cyber Security to correct this
- Met with a telecommunications consultant who worked with the Town years ago and may have some ideas to help improve cell service, they will talk again
- The 50th Anniversary celebration will be moved until 2022 in hopes to be post COVID

Board Member Reports

Councilman Welsh has been busy with annexation to put together enough info to help the case move forward. He has also been working with residents and the Supervisor on the library, and contacting residents to sign up for the vaccine. He was involved with the brush fire in Tymor park which burned close to 5 acres. Beekman Fire company assisted Union Vale and the fire was contained quickly. A reminder the burning ban is from March 15th to May 15th.

Councilman Frazier visited the recycling center to look at the shack they are working out of, he spoke with the employees on their needs and while he was there, he noticed there were many other areas that need attention. He feels the fees need to be reevaluated and adjusted to put towards ongoing maintenance.

Councilman McGivney – nothing at this time

Councilman Durland – nothing at this time

Highway Report

Superintendent Ed Kading reported they are currently changing out failing steel culvert pipes. They are also prepping for oil and chipping on roads that have been recently paved. Paving dates: May 31- June 4th Oswego, Flint, Bloomer (to protect investments from last year) and Jordan Court. April 26-30th: Paving, resurfacing and asphalt. Verbank Club, Mallory and Old Camby. Robinwood and Shaughnessy are also on the docket, pipes have been changed and are waiting for paving crews. All roads have been swept including subdivisions. If residents have a dead tree near roadways please call the Highway Dept. They are accepting brush at the Highway Garage, a service for Town residents only. There has been some commercial operations dumping and Superintendent Kading asks for this to stop.

Town Clerk Report

Town Clerk Casey reported that April is beginning of fishing season and to stop by to purchase a NYS fishing license or Tymor fishing permit, free to residents and \$30 for non-residents. The stream has been stocked and scattered in various parts of the creek and pond. The DEC Fishing Guides have finally arrived and are available to anyone.

Public Comments on Agenda Items

Sue Kilcrease – happy to hear about the library discussion, the plans the architect designed are great and it would be an exciting development with the other park programs. She is looking forward for a commitment from the Town. She is also hoping what happens in the interim prior to can be discussed. She would like to reestablish a relationship with the local libraries and hopes this is all addressed.

CAC Conservation Advisory Council Report

Jen Rubbo, Climate Smart Coordinator, update on progress so far; she has been working with Michele Gluck and the group has identified 23 items that we can get points for and she has a few more to add during the next discussion. Mrs. Gluck will be looking through this to assist with the State requirements and points. She is excited we are hosting the Habitat for Humanity event and noted the correlation between climate change and garbage & how it affects the atmosphere. She encouraged everyone to donate items to reduce this impact and support a great local cause. The CAC and Climate Smart Community Task Force will have members at the event with more information on how to reduce waste and to hand out the Orange Trash Bags for roadside trash.

Parks & Recreation

Park Manager, Jake Gosnell, commented that Maggie, Wendy and Vincent helped with the egg hunt and it went very well. Movie Night on April 30th Princess Bride will be showing, Las Tres Americans will be the food truck supplying food. The program that was during school is now transitioned back into the After-School Program but if the need arises. Soccer fields are ready and already in use. Thursday night and Saturday afternoons the GAA, outside bathrooms in the park are open. They also ventilated the bathrooms in the long barn to add extra air flow. Removed the cover from the big pool to get everything tuned up for the upcoming season. Union Vale and Beekman Fire Departments were awesome during the brush fire. They hope to seal and re-line basketball courts in Godfrey for resident use.

Geotechnical Investigation

Supervisor Maas gave the background on how we got to the point of moving forward and being responsible dam owners. The final test is drill into the rock and conduct a boring test. The cost of the test is \$35,380.00 and she noted because this is a professional service it would not have gone to bid. She would like a motion to approve this proposal so they can begin when the weather permits

MOTION FOR GEOTECHNICAL INVESTIGATION

Supervisor Maas made a motion to approve the proposal as written by SLR formerly Milone and McBroom so they can be ready when the timing is right and the details have been hammered out. This was seconded by Councilman Welsh and all were unanimously in favor.

Dutchess County's Workers Comp Plan

Supervisor Maas said they have been communicating with our attorney who will review numbers with DC and show them our calculations.

Union Vale Library Planning - Supervisor Maas explained that she and Councilman Welsh are working with the volunteer committee for the Town Library. A few things to vote on but, in the work session it was agreed the roof needed to be repaired. Initially the Town Board is pledging \$350,000. The 3-prong approach is finance, renovation and library plan. They are having a call with the Library Development in Albany. These tracks will ultimately come together in the budget, the bylaws and will be worked on by a group that will ultimately be the trustees of the library. They will continue to keep everyone posted as time moves forward.

Security in Tymor Park – A resident had dropped off a map and spoke of areas he is concerned about. The discussion about security is in the way of the Town having authority and jurisdiction. The resident will be speaking more on May 20th.

Infrastructure List

- Pool Cover – Jake Gosnell spoke about the deterioration of the pool cove due to the elements. It is a safety cover and they are currently looking for quotes on the price
- Bridge – in house experts can assist in repairing the bridge for less of a cost. They will continue to talk as money arrives

Cannabis Legislation – This topic was part of the online luncheon, towns can opt out of consumption and/ or retail dispensaries. Deadline is December 31 to pass a local law, resident input is desired; this will also be discussed during the work session.

Cyber Security Citizens Notification, - Due to our own cases it was realized the policy was outdated in so far as the reporting agency and the change to Homeland Security Emergency Services as a one stop shop for the update.

MOTION TO APPROVE UPDATE TO CYBER SECURITY CITIZENS NOTIFICATION

Councilman Welsh made a motion to approve the updated Cyber Security Citizens Notification Policy which was seconded by Councilman Durland and all were unanimously in favor.

Resurfacing the Tennis Court

The court has cracks and is in disrepair. The camp director was hopeful they would be able to utilize it for camp. They did receive a quote of \$88,300 and a second quote from a company who is local to resurface including labor: \$25,875. A 3rd contractor could resurface it, stripe for tennis and pickleball and the park staff could maintain it and will maintain his quote of \$15,000.

MOTION TO RESURFACE TENNIS COURT

Supervisor Maas made a motion to approve the resurfacing of the tennis court at a cost of \$15,000 which was seconded by Councilman Welsh.

Discussion: Councilman Frazier looked at the infrastructure list from 2019 and number of items that were listed as a priority: roof at town hall, HVAC, rear door at town hall, attendant booth at Recycling Center, paving around the roll off containers (a potential DEC recommendation), garage doors in long barn, restrooms needing new partitions. He feels the tennis courts are luxury and the others items are a necessity and would like to address those prior to resurfacing

Roll Call Vote:

Councilman Frazier: Nay
Councilman Durland: Aye
Councilman McGivney: Nay
Councilman Welsh: Aye
Supervisor Maas: Aye

Supervisor Maas spoke about last year's infrastructure list called the 'short list' and the tennis court was on it because it brings in revenue. The other items were: long barn garage doors, furnace pond dam, air conditioning condensers and air handlers, cement bridge, windows at Highway Garage, attendant's booth at recycling center, new roof at 8 Tymor Park Rd., and recently the pool cover

Councilman McGivney – spoke about the HVAC needing to be repaired will be more costly in an emergency situation.

Councilman Welsh agreed both items need to be done. Discussion on this topic continued.

Councilman Frazier got a quote from a sole proprietor, which would exempt the town from the prevailing wage policy, to repair both the heating and air conditioning in the amount of \$12,174.00. Supervisor Maas stated the heat had already been repaired as an emergency repair in January or February. There was further discussion on this topic.

Resolution #27-21 Public Health Emergency Plan for Town of Union Vale (see resolutions)

MOTION FOR BUDGET TRANSFERS

Supervisor Maas explained the items on the list provided to the Town Board. Councilman Welsh made a motion to approve said transfers which was seconded by Councilman Durland and all were unanimously in favor.

MOTION TO PAY BILLS

Councilman Welsh made a motion to approve budget adjustments, warrants, & pay bills which was seconded by Supervisor Maas and all were unanimously in favor.

Public Comments on Town Issues: *Glenn Morrison* had a personal experience with Habitat for Humanity and is happy about the recycling center hosting. Spoke about the 3-prong approach for the Library. Is the 350,000 just for the roof or for other things associated with the library? Supervisor Maas explained that the \$350k would go into the renovation budget. All this will be discussed and voted on as time moves forward. Councilman Frazier further explained that the roof does need to be replaced and is expensive because of the square footage and pitch, the proposed library would also involve modifications to the roof lines.

MOTION TO ADJOURN

At 9:08 PM Councilman Welsh made a motion to adjourn which was seconded by Councilman Durland and all were unanimously in favor.

Respectfully Submitted,



Andrea Casey, Town Clerk

draft

Town of Union Vale

RESOLUTION # 27 of 2021

RESOLUTION APPROVING THE PUBLIC HEALTH EMERGENCY PLAN FOR THE TOWN OF UNION VALE

WHEREAS, New York State amended the provisions of State Labor Law §27-c and New York State Education Law paragraphs (k) and (l) of subdivision 201-a (as amended by §1 of Part B of Chapter 56 of the laws of 2016), as applicable, by the passing of legislation S-8617B/A10832, signed by the Governor of the State of New York September 7, 2020; and

WHEREAS, the said legislation requires, in relevant part, public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease, including the identification of essential positions; facilitation of remote work for both essential, when possible, and non-essential positions; provision of personnel protective equipment; and protocols for supporting contract tracing.

NOW, THEREFORE, BE IT RESOLVED, that the Town of Union Vale Town Board does hereby approve the Public Health Emergency Plan for the Town of Union Vale as formulated for the Town of Union Vale in accordance with the requirements of S-8617B/A10832; and

BE IT FURTHER RESOLVED, that the members of an “Emergency Planning Committee”, including Town Supervisor, Betsy Maas; Town Code Enforcement Officer, George Kolb; Town Head Constable, George Treadwell; Town Highway Superintendent, Ed Kading; Town Municipal Park Manager, Jake Gosnell; and Councilman John Welsh, participated in the formulation of such Plan; and

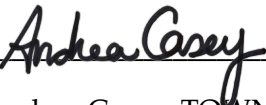
BE IT FURTHER RESOLVED, that said Committee submitted the finalized plan to the Town of Union Vale on March 30th and shall approve said plan by April 15, 2021, and that once ratified, the plan shall be incorporated into the Town of Union Vale Comprehensive Emergency Management Plan which is being updated in 2021.

The preceding resolution was offered by Councilman Welsh, who moved its adoption, seconded by Supervisor Maas.

The question of the adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

Councilman Frazier	<u>Aye</u>
Councilman Durland	<u>Aye</u>
Councilman McGivney	<u>Aye</u>
Councilman Welsh	<u>Aye</u>
Supervisor Maas	<u>Aye</u>

DATED: Union Vale, New York
April 15, 2021



Andrea Casey, TOWN CLERK

I, Andrea Casey, Town Clerk of the Town of Union Vale DO, HEREBY CERTIFY that the foregoing is a true copy of a resolution offered and adopted at the meeting of the Town Board, held on April 15, 2021.



Town Clerk, Union Vale – Andrea Casey

Public Employer Health Emergency Plan for **TOWN OF UNION VALE**



April 1, 2021

This plan has been developed in accordance with New York State & CDC Guidelines

Record of Changes - Page 2

PURPOSE

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and is intended to protect our valuable employees and their rights in addition to protecting all town assets and providing a well, if somewhat limited in hours, functioning governmental operation on behalf of the residents of the Town of Union Vale.

This plan has been developed with the input of Dutchess County's *Pandemic Operations Plan* and Town of Union Vale Planning Team, as required by the amended New York State Labor Law. The Plan memorializes specific actions that must be taken during pandemic-related continuity activities. It has been developed in accordance with requirements applicable to the New York State Guidelines and the Centers for Disease Control (CDC) Guidelines pandemic guidance. While COVID-19 prompted the need to develop a Pandemic Operations Plan, this product is applicable to other infectious diseases that may emerge and similarly cause a declaration of a public health emergency.

As the authorized official of Town of Union Vale, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832 which amends New York State Labor Law section 27- to address public health emergency planning requirements.

Signed on this day: April 1, 2021

Ratified April 15, 2021

By: Betsy Maas

Title: Town Supervisor

Signature:  _____

Record of Changes

Date of Change	Description of Change	Implemented by
3/12/21	Draft Plan Version 1	Betsy Maas
4/15/21	Final Version Ratified	Betsy Maas

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Purpose, Scope, Situation Overview, and Assumptions

Purpose

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

Scope

This plan was developed exclusively for and is applicable to Town of Union Vale. This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees and contractors, and the continuity of our operations that we have promulgated this plan.

Situation Overview

On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus which causes the COVID-19 severe acute respiratory syndrome. This plan has been developed in accordance with amended laws to support continued resilience for a continuation of the spread of this disease or for other infectious diseases which may emerge and cause a declaration of a public health emergency.

The health and safety of our employees and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to use [CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe](#). The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently, including:
 - After using the restroom
 - After returning from a public outing
 - After touching/disposing of garbage
 - After using public computers, touching public tables, and countertops, etc.
- Practice social distancing when possible
- If you are feeling ill or have a fever, notify your supervisor immediately and go home
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately
- Clean and disinfect workstations at the beginning, middle, and end of each shift
- Other guidance which may be published by the CDC, the State Department of Health, or County health officials.

Planning Assumptions

This plan was developed based on information, best practices, and guidance available as of the date of publication. The plan was developed to largely reflect the circumstances of the current Coronavirus pandemic but may also be applicable to other infectious disease outbreaks.

The following assumptions have been made in the development of this plan:

- The health and safety of our employees and contractors, and their families, is of utmost importance
- The circumstances of a public health emergency may directly impact our own operations.
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety
- The public and our constituency expects us to maintain a level of mission essential operations
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor
- Per S8617B/A10832, 'essential employee' is defined as a public employee or contractor that is required to be physically present at a work site to perform their job
- Per S8617B/A10832, 'non-essential employee' is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job

Concept of Operations

The Town Supervisor of Town of Union Vale, their designee, or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Town Supervisor.

Upon the determination of implementing this plan, all employees and contractors of Town of Union Vale shall be notified by texting, with details provided as possible and necessary, with additional information and updates provided on a regular basis. Town Board members and Department heads will be notified of pertinent operational changes by way of texting, email, social media, and web posting. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Town Supervisor will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Town Supervisor of Town of Union Vale, their designee, or their successor will maintain awareness of information, direction, and guidance from public health officials and the Governor's office, directing the implementation of changes as necessary.

Upon resolution of the public health emergency, the Town Supervisor of Town of Union Vale, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

Mission Essential Functions

When confronting events that disrupt normal operations, Town of Union Vale is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, contractors, and our constituency
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of Town of Union Vale

The Town of Union Vale has identified as critical only those priority functions that are required or are necessary to provide vital services. During activation of this plan, all other activities may be suspended to enable the organization to concentrate on providing the critical functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications with employees, contractors, our constituents, and other stakeholders will be an ongoing priority.

Essential functions are prioritized according to:

- The time criticality of each essential function
- Interdependency of a one function to others
- The recovery sequence of essential functions and their vital processes

Priority 1 identifies the most essential of functions, with priority 4 identifying functions that are essential, but least among them.

The mission essential functions for the Town of Union Vale have been identified as:

Essential Function	Description	Priority
Town Hall	Town officials and essential staff will maintain an operational town government and services by telephone, email, appointments, and virtual meetings. Town Hall will be operational regardless of whether or not the building is closed to the public.	1
Town Highway Garage	To maintain operations necessary to maintain the roads and equipment needed for those duties.	1
Town Building Department	The Building Dept. will maintain as high a level of service to the residents as possible while following current Health Department Guidelines. Reviews permit applications, conducts municipal searches, issues certificates of occupancy, serves as Code Enforcement Officer, Building Inspector and Fire Inspector for the Town.	1
Elected Officials: Town Board	Essential to provide a quorum so that decisions can be made to keep the Government functioning whether meetings are in-person or virtual.	1
Parks Department	To maintain upkeep of the parks including maintenance of buildings and outdoor areas. Snow removal at Fire Stations. Assistance with other maintenance including stocking all buildings with sanitizers and PPE and other tasks that ensure care for public property during a pandemic (when visitors, confined by working at home are at a maximum in our outdoor spaces).	1

Constables	Maintain safe Court operations and continue to protect the assets of the Town by patrolling town owned property.	1
Finance Department	Responsible for banking and segregation of funds, payroll, purchasing oversight and accounts payable, collection and accounts receivable. Oversight and collection of rent from town owned rental properties.	1
Town Clerk	The Town Clerk receives all official records of the town, records local laws/ordinances, issues licenses and permits, death records and responds to all FOIL requests on behalf of the town.	1
Recreation Department	Responsible for programs and activities for Town residents including after school programs, summer camp, pool, senior center and park programs. Assists with and responds as liaison with the community.	1
Assessor	Responsible for the preparation of equitable assessments	1
Recycling Center	Transfer Station responsible for receiving recycling, garbage and bulk items from residents.	1
Human Resources (operates in Supervisor's Office)	Responsible for personnel functions, retirement, health insurance, workers' compensation and tracking of Pandemic related quarantine days to assure employees are compensated fairly and according to law.	1

Essential Positions

Each essential function identified above requires certain positions on-site to effectively operate. The table below identifies the positions or titles that are essential to be staffed on-site for the continued operation of each essential function. Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section.

ALL Department Heads and Town Board members are deemed essential, unless determined otherwise. Seasonal and annual reporting/work requirements may lead to a department being deemed essential (on non-essential).

Essential Function	Essential Positions/Titles	Justification for Each
Highway Department	<ul style="list-style-type: none"> All Employees 	Essential for maintenance and safety of Town roads and other assets
Building Department	<ul style="list-style-type: none"> Building Inspector Fire Inspector Clerk 	Essential to the enforcement of the building code, code enforcement and to provide residents with critical services. Essential to maintain the duties of all the functions as assigned to the office.
Parks Department	<ul style="list-style-type: none"> All Employees 	Essential to maintain and protect park assets and town buildings. Provide critical management of and implementation of disinfecting procedures for all buildings.

Chief Fiscal/Operating Officer	<ul style="list-style-type: none"> Town Supervisor 	Essential for continued operations of all departments and to keep overall government functioning. Communicates details of issues and the plan as they evolve.
Constables/Peace Officers	<ul style="list-style-type: none"> All Constables 	Essential to protect the Town's Assets by patrolling and inspecting building, parks, investigating complaints and suspicious or dangerous activities.
Elected Official:	<ul style="list-style-type: none"> Tax Collector 	Essential for tax collections January - June. Oversee all functions of the Tax Collector's duties consistent with NYS law and town policies.
Elected Official:	<ul style="list-style-type: none"> Town Clerk 	Essential duties conducted part-time. Some scheduled time in Town Hall necessary to issue permits, collect fees, etc. Using VPN to work from home is possible when deemed necessary.
Assessor	<ul style="list-style-type: none"> All Employees 	Maintain duties of the Assessor's office.
Finance Department	<ul style="list-style-type: none"> Bookkeeper Payroll Clerk 	Essential to the operation of payroll, purchasing and accounts payable, collection of accounts receivable and banking.
Town Court	<ul style="list-style-type: none"> Town Justices & Court Clerks 	Maintain the court operations consistent with permitted guidelines by the local Magistrate & State of NY.
Appointed Boards	<ul style="list-style-type: none"> Planning Board & ZBA 	Essential to fulfill the operations of these Boards. In-person or virtual meetings as needed.

Reducing Risk Through Remote Work and Staggered Shifts

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites and on all roads.

Remote Work Protocols

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Working remotely requires:

1. Identification of staff who will work remotely
2. Approval and assignment of remote work
3. Equipping staff for remote work, which may include:
 - a. Access to VPN and/or secure network drives
 - b. Internet capable laptops
 - c. Necessary peripherals
 - d. Access to software and databases necessary to perform their duties
 - e. A solution for telephone communications
 - i. NOTE: Phone lines may need to be forwarded to off-site staff in Town Hall & Parks and Recreation

The Town Supervisor will designate which staff can work from a remote location and oversee the distribution of computers as available and needed. Hours of operation and access to town buildings may be altered for the safety of both employees and residents. Protective actions taken will include but are not limited to placing barriers to access parts of buildings, offices or meeting rooms; occupancy restrictions, conducting business using

personal cell phones (office phones may be forwarded to personal phones), use of a drop box at front of Town Hall and Town Clerk's window. Increased use of email between staff members to ensure normal productivity levels. Protective actions will be taken in accordance with NY State and Dutchess County Guidelines.

Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, Town of Union Vale will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

1. Identification of positions for which work hours will be staggered
2. Approval and assignment of changed work hours as assigned by Department Manager in accordance with Town Supervisor's approval

Personal Protective Equipment

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE which may be needed can include:

- Masks
- Face shields
- Gloves
- Hand Sanitizer and Soap in hallways and restrooms

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, we are including these supplies in this section as they are pertinent to protecting the health and safety of our employees and contractors.

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and worklocation
2. Procurement of PPE
 - a. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee and contractor during any given work shift for the duration of a pandemic
 - b. Public employers must be able to mitigate supply chain disruptions to meet this requirement
3. Storage of, access to, and monitoring of PPE stock
 - a. PPE must be stored in a manner which will prevent degradation
 - b. Employees and contractors must have immediate access to PPE in the event of an emergency
 - c. The supply of PPE must be monitored to ensure integrity and to track usage rates
 - d. Supplies will be monitored and distributed by the Parks Manger in conjunction with the Town Clerk (for Town Hall)
 - e. A list of dependable suppliers will be completed to be accessed quickly when the need is identified

- f. Backups will be on hand in storage when current pandemic subsides
- g. Storage areas are in the main closets in both Town Hall and Parks & Rec Department
- h. Department Heads will submit to the Town Clerk requests for 8 weeks of PPE which will be purchased and stored as per guidelines

Staff Exposures, Cleaning, and Disinfection

Staff Exposures

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following CDC guidelines, we have established the following protocols:

- A. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a 'close contact' with someone who is confirmed infected, which is a prolonged presence - 10 minutes or more- within six feet with that person):
 - 1. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current CDC/public health guidance for the communicable disease in question.
 - a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
 - b. The Town Supervisor will be notified and will be responsible for the employee
 - c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing
 - 2. CDC guidelines for COVID-19 provide that critical essential employees may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and our constituency/public.
 - a. Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission
 - b. In-person interactions with the subject employee or contractor will be limited as much as possible
 - c. Work areas in which the subject employee or contractor are present will be disinfected according to current CDC/public health protocol at least every hour, as practical. See the section on Cleaning and Disinfection for additional information on that subject.
 - d. If at any time they exhibit symptoms, refer to item B below.
 - e. The Town Supervisor is responsible for making these decisions.

- B. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency:
 - 1. Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and residents. They should immediately be sent home with a recommendation to contact their physician.
 - 2. Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.

3. Employees should not return to work until they have met the criteria to discontinue home isolation per CDC/public health guidance and have consulted with a healthcare provider.
 4. Town of Union Vale will not require sick employees to provide a negative test result for the disease in question or healthcare provider's note to validate their illness, qualify for sick leave, or return to work; unless there is a recommendation from the NY State/public health officials to do so.
 5. CDC criteria for COVID-19 provides that persons exhibiting symptoms may return to work if at least 24 hours have passed since the last instance of fever without the use of fever-reducing medications. If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced.
 6. The Town Supervisor must be informed in these circumstances and is responsible that all protocols be followed.
- C. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:
1. Apply the steps identified in item B, above, as applicable.
 2. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.
 - a. CDC guidance for COVID-19 indicates that a period of 24 hours is ideally given before cleaning, disinfecting, and reoccupation of those spaces will take place. If this time period is not possible, a period of as long as possible will be given. CDC/public health guidance for the disease in question will be followed.
 - b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
 - c. See the section on Cleaning and Disinfection for additional information on that subject.
 3. Identification of potential employee and contractor exposures will be conducted
 - a. If an employee or contractor is confirmed to have the disease in question, their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).
 - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
 4. The Town Supervisor is responsible for enforcing these protocols.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow NY State/public health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed.

Cleaning and Disinfecting

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

1. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
 - a. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected throughout the day.
 - b. The Parks Maintenance staff will disinfect Tymor buildings and Town Hall as scheduled or needed.

- c. The cleaning staff will disinfect on weekends.
 - d. A professional cleaning company can be hired to sanitize if necessary or if Parks Maintenance staff are overloaded.
2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Soiled surfaces will be cleaned with soap and water before being disinfected.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which the Town of Union Vale is committed to reducing the burden on our employees and contractors. The *Families First Coronavirus Response Act* provided requirements related to the COVID-19 pandemic, which form the policies outlined below. This policy may be altered based upon changes in law or regulation, as applicable.

It is our policy that employees of the Town of Union Vale will not be charged with leave time for testing if mandated by the Town.

All employees are entitled to the one leave time of up to fourteen (14) calendar days as per the New York State Paid Leave for COVID-19.

Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources.

Contractors/non-employees, either independent or affiliated with a contracted firm, are not classified as employees of the Town of Union Vale and as such are not provided with paid leave time by the Town of Union Vale unless required by law.

Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work, off-site visits. This information may be used by the Town of Union Vale to support contact tracing within the organization and may be shared with local public health officials. Tracking of work hours will be done by using the PaychexFlex system and having employees log in hours on-site and when working at home. Contract tracing information will only be disseminated by the Town Supervisor with permission of the employee, if approached by local health officials.

Housing for Essential Workers

There are circumstances within a public health emergency when it may be prudent to have essential employees lodged in such a manner which will help prevent the spread of the subject communicable disease to protect these employees from potential exposures, thus helping to ensure their health and safety and the continuity of the Town of Union Vale's essential operations.

If such a need arises, hotel rooms are expected to be the most viable option. If hotel rooms are for some reason deemed not practical or ideal, or if there are no hotel rooms available, each Department Head is responsible for coordinating this with the Town Supervisor.

APPENDIX A

Emergency Contact List

<p>Town Supervisor Town of Union Vale</p>	<p>Betsy Maas Town Hall 249 Duncan Road, LaGrangeville, NY 12540 supervisor@unionvaleny.us (845) 724-5600 ext. 110 (917) 539-1660 (cell)</p>
<p>Deputy Town Supervisor Town of Union Vale</p>	<p>John Welsh 43 Cutler Lane LaGrangeville, NY 12540 councilmanjohnwelsh@gmail.com (845) 762-8899 (cell)</p>
<p>Highway Superintendent Town of Union Vale</p>	<p>Ed Kading 844 N. Clove Road Verbank, NY 12585 edkadinghighway@unionvaleny.us (845) 629-6519 (cell) (845) 724-5498 (Hwy Garage)</p>
<p>Building Department Town of Union Vale</p>	<p>George Kolb Town Hall 249 Duncan Road, LaGrangeville, NY 12540 building2@unionvaleny.us (845) 724-5953</p>
<p>Parks Department Town of Union Vale</p>	<p>Jake Gosnell 8 Tymor Park Road LaGrangeville, NY 12540 parks@unionvaleny.us (845) 724-5691 (office) (845) 392-4444 (cell)</p>

<p>Head Constable Town of Union Vale</p>	<p>George Treadwell Town Hall 249 Duncan Road, LaGrangeville, NY 12540 gtreadwell21@gmail.com (845) 337-6267 (cell)</p>
<p>Union Vale Fire Department Fire Chief</p>	<p>Steven Schmoke 3373 NY-82 Verbank, NY 12585 info@uvfdny.com (845) 677-9262 (non-emergency)</p>
<p>Tax Collector Town of Union Vale</p>	<p>Kathi Wellman Town Hall 249 Duncan Road, LaGrangeville, NY 12540 taxcollector@unionvaleny.us (845) 724-5600 ext. 109</p>
<p>Town Clerk Town of Union Vale</p>	<p>Andrea Casey Town Hall 249 Duncan Road, LaGrangeville, NY 12540 townclerk@unionvaleny.us (845) 724-5600 ext. 100</p>
<p>Finance Office Town of Union Vale</p>	<p>Danielle Carney Town Hall 249 Duncan Road, LaGrangeville, NY 12540 finance@unionvaleny.us (845) 724-5600 ext. 106</p>
<p>Assessor's Office Town of Union Vale</p>	<p>Robert Taft Town Hall 249 Duncan Road, LaGrangeville, NY 12540 assessor@unionvaleny.us (845) 724-5600 ext. 111</p>

<p>Justice Court Justices Town of Union Vale</p>	<p>Paul Pancio Town Hall 249 Duncan Road, LaGrangeville, NY 12540 ppancio@nycourts.gov (845) 724-5600 ext. 113</p>
<p>Planning Board Chair Town of Union Vale</p>	<p>Pat Cartalemi pat@aaacarting.com (914) 602-8761</p>
<p>ZBA Chair Town of Union Vale</p>	<p>Jane Smith Jssmith1@optonline.net (845) 724-3415</p>
<p>Commissioner of Emergency Management Operations Dutchess County</p>	<p>Dana Smith 392 Creek Road Poughkeepsie, NY 12601 dsmith@dutchessny.gov (845) 486-2080</p>
<p>Commissioner Behavioral & Community Health Dutchess County</p>	<p>A.K. Vaidian, MD 85 Civic Center Plaza, Suite 106 Poughkeepsie, NY 12601 (845) 486-3400 After Hours Public Health Emergencies: 845-431-6465</p>
<p>DC Behavioral & Community Health - Millbrook Office (Summer Camps- Public Health Sanitarian)</p>	<p>Kathleen Lizewski 131 County House Road, 3rd Floor Millbrook, NY 12545 klizewski@dutchessny.gov (845) 677-4001</p>

APPENDIX B

Additional Resources and References

Organization	Website (live links)
Centers for Disease Control & Prevention	https://www.cdc.gov
New York State Dept. of Health	https://www.health.ny.gov
NY Governor’s COVID Executive Orders	https://www.governor.ny.gov/executiveorders
New York Forward	https://forward.ny.gov/
Dutchess County Government	https://www.dutchessny.gov
Dutchess County COVID Department	https://www.dutchessny.gov/Departments/DBCH/2019-Novel-Coronavirus.htm
Dutchess County Behavioral & Community Health	https://www.dutchessny.gov/Departments/DBCH/dbch.htm
Dutchess County Business Notifications	https://dutchessbnn.com
Dutchess Responds (Assistance for Residents)	https://www.dutchessny.gov/Departments/DBCH/Dutchess-Responds-COVID-19.htm
NY State Liquor Authority	https://sla.ny.gov/Restrictions-in-Response-to-COVID-19