

SPECIAL MEETING
9:00 am
MARCH 15, 2020

MAYOR HARRY G. GUTHEIL JR. PRESIDING

Minutes

Attendance:

Mayor Gutheil	Trustee Orlow
Trustee Bodkin	Attorney Bartkowski
Trustee Carota	Clerk Treasurer Kelleher
Trustee Girard	

1. Coronavirus

Mayor Gutheil stated they called this special meeting due to the coronavirus outbreak.

Attorney Bartkowski said that she had a talk with the assistant attorney for the City of Saratoga Springs which is under a State of Emergency. She learned that the capital is now closed in Albany. Public offices are closed. Purpose of this meeting is to see what the Village Board wants to do. There are state and local funds out there to help. We can close the office to the public.

Mayor Gutheil said that Attorney Bartkowski had suggested we declare a State of Emergency. He asked would we close the building or have everyone that comes in sign in.

Trustee Orlow said to keep police and DPW open to control our exposure.

Mayor Gutheil said we have water and sewer bills coming up. The Governor may extend the executive order. Attorney Bartkowski agrees.

Attorney Bartkowski asked if we want to close our buildings to have them cleaned.

Trustee Girard agrees the buildings need to be professionally cleaned.

Trustee Orlow agrees with Trustee Girard. His business just cleaned a medical office in Saratoga last weekend with GFH protocol. The office cleaned had one patient that was affected with the virus.

Attorney Bartkowski asked Trustee Orlow if he needed to self-quarantine. Trustee Orlow said he did not need to.

Trustee Girard asked Trustee Orlow if his employees were wearing N95 respiratory masks.

Trustee Orlow said they are wearing all of the above. Everyone doing the cleaning has to follow the State guidelines.

Trustee Girard asked if his people were fitted for the masks.

Trustee Orlow said he probably would not do the Village cleaning given his involvement in the community but there are several companies out there who will.

Trustee Carota said the N95 respiratory masks are not necessary unless you have a positive coronavirus outbreak. You can just wear a regular facemask.

Trustee Carota said that Village staff can do the cleaning if they have the proper supplies.

Mayor Gutheil asked if they are going to have someone clean all of the buildings.

Trustee Carota said he could oversee the cleaning of the building itself because we haven't see any coronavirus outbreaks in South Glens Falls. And he believes the staff at each building can clean the high traffic areas and telephones, etc.

Trustee Girard disagrees and said we should have an outside firm come in so staff doesn't need to do it.

Trustee Orlow said wipes have to have a 70% alcohol content to kill the virus.

Trustee Girard said that the NYS web site lists all of the products that take care of the virus.

Trustee Carota said that the problem is being able to get these products.

Trustee Orlow recommended contacting WB Mason. They have an assortment and still have availability of these supplies.

Trustee Carota suggested having the DPW Supervisor go to WB Mason in Glens Falls on Monday am and pick up supplies needed.

Mayor Gutheil asked if the Board wanted to close the building and have staff work at home. Trustee Carota does not think we have to have staff work at home. They can use

certain procedures and be interviewed every day and asked specific questions and have them sign a piece of paper.

Attorney Bartkowski said to close the building to the public. The entire Board agrees.

Trustee Girard supports closing the office and requests the staff to distance themselves 6 feet from each other.

Motion by Trustee Carota to close all of our buildings to the public and post signs saying no visitors in public buildings. Seconded by Trustee Orlow. Contact village office by phone and email to conduct business.

It was suggested that all vendors UPS, Fed Express, etc. call the office and leave packages at the door.

Trustee Carota said that inter-municipal departments can interact with each other.

Trustee Bodkin asked if there was a reason to have any inter-municipal foot traffic. All agreed that no, there is not. There's a drop box for W/S payments out front.

Trustee Girard suggested setting up temporary mailboxes for UPS, Federal Express or allow them to drop packages at the door.

Questionnaire for staff to answer each day has to include these questions:

1. Do you have a fever?
2. Do you have a cough or respiratory issue?
3. Have you been outside the country?
4. Have you been in contact with anyone outside the country?
5. Have you been in contact with anyone who is sick?

Attorney Bartkowski said there is a form on the CDC website that she can print up.

Trustee Girard said if you have the flu, a cold or the virus they don't want you to go to work.

Trustee Carota said if you have the symptoms now, you are not allowed to work. If all DPW guys have the symptoms then we have to come up with a plan to replace them to get the work done.

Attorney Bartkowski said business as usual for police and DPW but try to separate themselves. Her sense is when the Capital closes things are getting very serious.

Vote on Motion to close all Village buildings to the public:

Trustee Orlow, yes

Trustee Girard, yes
Trustee Bodkin, yes
Trustee Carota, yes
Motion carried.

Send a notice out encouraging everyone to pay the water/sewer bill by check. If they want to pay by cash they have to put it in the drop box.

Trustee Girard asked Attorney Bartkowski if we are going to allow cash should we limit the times of the drop box. She said yes, call ahead and cash payments between 9-5 in the drop box. Mayor Gutheil asked if they want to consider sending out return envelopes to encourage payment by mail.

Trustee Carota recommended not to encourage any extra steps just say what the rules are.

Trustee Girard recommended the DPW staff check pump stations more regularly.

Trustee Bodkin agreed. What if people flush paper towels when they can't find TP.

Motion by Trustee Orlow to declare a State of Emergency effect immediately for the Village of South Glens Falls until further notice. Essential services of the Police Department and the Department of Public Works will remain open and operational. Seconded by Trustee Bodkin.

Roll call:

Trustee Bodkin, yes
Trustee Carota, yes
Trustee Orlow, yes
Trustee Girard, yes
All were in favor. None opposed. Motion carried.

Trustee Orlow recommended Trustee Carota take charge of cleaning.

Trustee Carota said he can teach the staff the proper cleaning techniques.

Trustee Girard suggested having a cleaning company do one clean sweep and then the staff can do it from there. Attorney Bartkowski agrees.

Trustee Orlow said North Country and Serve Pro can do this.

Mayor Gutheil asked if they need a written agreement from the cleaning company. Attorney Bartkowski said yes.

Motion by Trustee Orlow to hire a cleaning service for all municipal buildings. Seconded by Trustee Bodkin. All were in favor. None opposed. Motion carried.

There was a discussion about how to conduct Wednesday's Board meeting.

Trustee Bodkin said the Go To Meeting program does allow the public to call in and they could post on the website that public access is available. He believes there is a way that the public can call in and use the chat feature to allow comments.

Mayor Gutheil read the executive order and it sounds like the public has to have the ability to listen. They could have one public phone number and one for executive session.

Mayor Gutheils notice to the press will include Board meetings to be held via teleconference. We will post a notice on the front door that the meeting is by telecom.

Trustee Bodkin will set up the Wednesday meeting time for 6:30pm for 3 hours so everyone is able to sign on by 7:00pm. We will post log in information in the paper, on our website and post on door of the building.

Motion by Trustee Orlow to hold the March 18th meeting by teleconference start by 6:30 pm for log in by 7:00, a press release to that effect, post on our website and post on the door of the building until further notice meeting . Seconded by Trustee Bodkin.

Roll call:

Trustee Girard, yes

Trustee Orlow, yes

Trustee Bodkin, yes

Trustee Carota, yes

All were in favor. Motion carried.

Trustee Carota would like to meet with department heads regarding cleaning and interviewing employees. The Board supports this idea. He will call T.J. Chagnon and meet with DPW first thing in the morning. Then he will contact police and administration staff for training later.

If DPW has to be in contact with the public they should be wearing masks and keep a 6 foot distance of another.

Susan Bartkowski will send up the questionnaire from the CDC website. Sign in sheet will be just the employees clocking in because we are not going to allow any visitors or vendors.

Trustee Bodkin suggested cancelling the Planning and Zoning Board meetings while the State of Emergency is in effect.

Motion by Trustee Orlow to amend previous motion to include cancelling all Planning and Zoning Board meetings while the State of Emergency is in effect. Seconded by Trustee Bodkin. All were in favor. None opposed. Motion carried.

Trustee Bodkin said the only pending issue is the Subway approval that we are waiting for information from the State.

Motion by Trustee Orlow to adjourn the meeting at 10:33 am. Seconded by Trustee Bodkin. All were in favor. None opposed. Motion carried.

Meeting Adjourned at 10:33 am.