

**Welcome Public**

Mayor Gutheil asks all to silence their Cell Phones  
Mayor Gutheil then asks all to stand for the Pledge of Allegiance

PUBLIC MEETING  
7:00 PM  
MARCH 18, 2020

MAYOR HARRY G. GUTHEIL JR. PRESIDING

Minutes

**Attendance:**

Mayor Gutheil	Clerk Treasurer Kelleher
Trustee Bodkin	Highway Maintenance Supervisor Chagnon
Trustee Carota	Trustee Orlow
Trustee Girard	

**Public Forum**

1. Approve minutes from January 15<sup>th</sup> and March 4<sup>th</sup>  
Motion by Trustee Carota to approve the minutes for January 15, 2020. Seconded by Trustee Girard. All were in favor. Mayor Gutheil voted yes. None opposed. Motion carried.

Motion by Trustee Girard to approve the minutes for March 4, 2020. Seconded by Trustee Bodkin. All were in favor. None opposed. Motion carried.

2. Set Future Meetings  
Mayor Gutheil said we will hold off on a presentation from Jessica Waldorf.  
Attorney Bartkowski said public meetings still have to be held.

3. Transfers  
Transfer \$1,000 from A3120.107 PD Full Time Bonus to A3120.106 P.S. PD Night Diff.  
Transfer \$500 from A9010.800 Employee Retirement Ben. to A7989.400 Code Book Contr.  
Transfer \$500 from G9010.800 Employee Retirement Ben. to G8130.101 Sewage Disp. OT  
Transfer \$200 from G9010.800 Employee Retirement Ben. to G8130.800 FICA/Medicare

Motion by Trustee Carota to approve these transfers. Seconded by Trustee Orlow. All were in favor. None opposed. Motion carried.

4. Approve Bills  
Motion by Trustee Orlow to approve bills as audited. Seconded by Trustee Bodkin. All were in favor. None opposed.

Roll call:

Trustee Bodkin, yes

Trustee Carota, yes

Trustee Girard, yes

Trustee Orlow, yes            Motion carried.

5. February Financial Statements

Motion by Trustee Girard to receive and file the February 2020 financial statements.

Seconded by Trustee Bodkin. All were in favor. None opposed.

Roll call:

Trustee Bodkin, yes

Trustee Carota, yes

Trustee Girard, yes

Trustee Orlow, yes            Motion carried.

6. Cyber Insurance Limits

Trustee Bodkin read the options to increase the insurance limits.

    \$250,000 limit annual premium is \$418.00

    \$500,000 limit annual premium is \$580.80

    \$750,000 limit annual premium is \$696.30

    \$1,000,000 limit annual premium is \$836.00

Trustee Girard suggested waiting until renewal and then raise to \$750,000 or \$1,000,000. Trustee Bodkin agrees. Discussion, then decision to increase now.

Motion by Trustee Carota to approve increasing the limit to \$750,000 which will be prorated until renewal. Seconded by Trustee Orlow. All were in favor. None opposed.

Roll call:

Trustee Bodkin, yes

Trustee Carota, yes

Trustee Girard, yes

Trustee Orlow, yes            Motion carried.

7. Mentor Program

T.J. Chagnon stated that this has been cancelled since school is cancelled.

8. Spring Newsletter

Mayor Gutheil said T.J. Chagnon has condensed the newsletter. We will insert a message with the bill that Village Hall is closed and to encourage people to pay by check or money order and put in drop box.

Still waiting for information from DOH regarding URL.

9. Sewer Rates

Trustee Girard said they asked for this agenda item for discussion because the last time they were too late and missed the billing period which is why it needs to be on the agenda tonight.

Trustee Bodkin said at the current rates the Village is charging we are just breaking even and will have payments due on the current projects.

Trustee Girard said we are still using fund balance now to balance the budget but if we raise rates a little bit in the fall then we will be in better shape then hitting people with a large increase next year. Trustee Orlow agrees.

Trustee Bodkin suggested considering a 10% increase. All agreed with Trustee Bodkin. Motion by Trustee Bodkin to increase the sewer rate by 10%. Seconded by Trustee Orlow. All were in favor. None opposed.

Roll call:

Trustee Bodkin, yes

Trustee Carota, yes

Trustee Girard, yes

Trustee Orlow, yes                      Motion carried.

#### 10. Update Emergency Preparedness Plan

Mayor Gutheil said we have a need to update the back page.

Motion by Trustee to Girard to update the back page of the Emergency Preparedness Plan. Seconded by Trustee Orlow. All were in favor. None opposed.

Roll call:

Trustee Bodkin, yes

Trustee Carota, yes

Trustee Girard, yes

Trustee Orlow, yes                      Motion carried.

T.J. Chagnon stated the Superintendent of Schools is Christine Ore.

Motion by Trustee Girard to amend the previous motion to include Christine Ore. Seconded by Trustee Orlow. All were in favor. None opposed. Motion carried.

#### 11. Workforce Reduction

Mayor Gutheil said the Governor ordered an executive order. There needs to be a discussion on what is essential and non-essential employees. Today he directed the Public Works employees to go home mid-day.

Trustee Girard said the police force is exempt and does not need to go to 50% workforce reduction since they are essential. Attorney Bartkowski is certain they are exempt.

Mayor Gutheil asked the Board how they want to proceed with the workforce reduction. The purpose is to protect as many people as we can.

Trustee Girard said to follow 50/50 rule and allow their supervisor to handle it. Motion by Trustee Carota to approve T.J. Chagnon's proposal that DPW staff rotate weekly at 50% reduction in workforce unless there is an emergency. Seconded by Trustee Girard. All were in favor. None opposed.

Roll call:

Trustee Bodkin, yes

Trustee Carota, yes

Trustee Girard, yes

Trustee Orlow, yes                      Motion carried.

Mayor Gutheil asked what about the office staff and Building Inspector?

Mayor Gutheil feels the Building Inspector is an essential service. Trustee Orlow agrees. Mayor Gutheil thinks having only 1 person in the office at a time and all can work from home will work.

Trustee Bodkin asked it would be appropriate to get a mailbox placed outside the office where they all could receive mail.

Attorney Bartkowski said her interpretation of what NYCOM said is that all 3 of clerks office employees should be able to work a shift in the office because they are all essential.

Mayor Gutheil said the clerks are essential employees but could work at home. We are isolating the clerk's office. Matt French and Mayor Gutheil can use the back door.

Staff will work in shifts with a goal of only one employee in the building at a time and Board members can access the boardroom by the back entrance to the building.

Clerk Treasurer will put some hand sanitizer on the boardroom desks for their use.

Only exception would be to allow the cleaners access to the building.

Motion by Trustee Girard in response to workforce reduction by 202.4 from Governor's office as well as safety and health regarding COVID-19 and in regards to clerk's office no more than 1 appointed staff in the office at one time. Door closed at all times and public not to enter. Cleaning people have to be screened prior to entry. Board members will access the boardroom by back door. If anyone does not meet the criteria upon reporting they are not allowed to enter. Seconded by Trustee Bodkin. All were in favor. None opposed.

Roll call:

Trustee Bodkin, yes

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

Trustee Carota said he has had contact with the fire company and they are self-screening each other. They have to have the building open to the fire company members but not the public. They should only have vendors or contractors in there in an emergency situation.

The police department is not bringing people into the building that they are fingerprinting. T.J. Chagnon stated that there is an emergency 911 phone in the lobby of the police station. Mayor Gutheil said this is a reason to keep this lobby open and close the bathrooms. Trustee Carota said other police departments are locking their lobbies. If they are going to keep the lobby open then they need to be cleaned three times a day.

Attorney Bartkowski suggested leaving the lobby open only when no one is there.

All agreed no plans for any public gatherings in the Village until further notice. We will have to go back and notify people that the Board is revoking previous approvals to use the byway/gazebo.

Trustee Bodkin suggested cancelling this year's parade. If it gets to Memorial Day and things are alright we could always have a ceremony at Veterans Park. All agreed.

Motion by Trustee Bodkin with regards to the public works building, water plant, firehouse, police department and other municipal buildings all buildings are closed to the public until further notice. One exception of cleaning crews going in to clean the building.

Seconded by Trustee Orlow. All were in favor. None opposed.

Roll call:

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

Motion by Trustee Girard with regards to use of the Byway and Gazebo all public gatherings are cancelled until further notice and money will be refunded. Seconded by Trustee Orlow.

Roll call:

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

## 12. WIIA Water Project / CDBG

Mayor Gutheil said Delaware Engineering is working remotely but we are expecting a release letter by the end of the month.

#### 13. Sewer Project

Mayor Gutheil said we may be able to use our own staff to do some of the repairs and use our 60% match.

Will process the first payment out of the temporary funds on the sewer project.

All were in agreement that we try to do as much of the repairs ourselves where we can.

Mayor Gutheil said they are going out to bid on the sewer this month.

T.J. Chagnon, Robert Flores and Mayor Gutheil discussed the Village purchasing the pumps.

Delaware Engineering previously indicated they could bid it as an allowance.

Mayor Gutheil reported they are meeting the 2<sup>nd</sup> Tuesday of every month.

#### 14. Trustees Reports

Trustee Bodkin asked Attorney Bartkowski where they are on the Town of Moreau Water Agreement. Attorney Bartkowski reported that she talked to the town attorney who was presenting the revised agreement to the Town Board. She will follow up and report back to the Board.

#### 15. Mayors Report

Receive an email about the Town setting up a historical office.

Mayor Gutheil is working on the insurance renewal application. When it is complete he will email it to the Board.

Received a request to close a street for a block party on July 11<sup>th</sup>. Notify people we will get back to them pending coronavirus. All are cancelled as of now.

Mayor Gutheil met with Tory Riley and she is looking to do a study of the rail line. They want to know if the Village wants them to include in their study the portion of tracks that run through the Village. Trustee Orlow said it might be a good idea.

Trustee Girard confirmed that the museum is closed to all at this time.

Trustee Bodkin recommended moving the personnel files out of the Mayor's office to the Trustees office so the clerk can have access when needed. The Clerk and the Mayor will have a key to the file cabinet.

Motion by Trustee Girard to move the personnel files into the Trustees office and any litigation files would be taken out of the personnel files. Keys will be given to the Mayor and Clerk Treasurer. Seconded by Trustee Bodkin. All were in favor. None opposed.

Roll call:

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

Received quote on cleaning carpets from North Country Janitorial and cleaning the village buildings by Allpro.

Motion by Trustee Girard to accept the quote of \$450 from North County Janitorial to clean the carpet as soon as possible. Seconded by Trustee Orlow. All were in favor. None opposed.

Roll call:  
Trustee Bodkin, yes  
Trustee Carota, yes  
Trustee Girard, yes  
Trustee Orlow, yes            Motion carried.

Regarding Michelle Ross continued cleaning; Mayor Gutheil said to leave this up to Trustee Carota and the building committee. Trustee Carota talked to guys at the fire company and they said they can handle the cleaning on their own. Continue what she is doing in village office and police department and eliminate cleaning at the firehouse.

Motion by Trustee Carota to continue with cleaning the village office and police department twice per week. Seconded by Trustee Orlow. All were in favor. None opposed. Motion carried.

Motion by Trustee Girard to accept the quote from Allpro to do all the Village Buildings. Seconded by Trustee Orlow. Motion amended by Trustee Girard to cut them a check for \$2,432.50 and pay when they perform the duties and they have to provide proof of insurance. Seconded by Trustee Orlow. All were in favor. None opposed.

Roll call:  
Trustee Bodkin, yes  
Trustee Carota, yes  
Trustee Girard, yes  
Trustee Orlow, yes            Motion carried.

Motion by Trustee Bodkin at 9:15 pm to enter into Executive Session to discuss CSEA negotiations and the employment performance of an unnamed person(s), labor issues, update on workers comp claim and executive orders issued by the Governor. Seconded by Trustee Girard. All were in favor. None opposed. Motion carried. Trustee Orlow was excused from executive session.

**Executive Session**

Motion by Trustee Girard at 9:40 pm to adjourn Executive Session and reopen the public meeting. Seconded by Trustee Bodkin. All were in favor. None opposed. Motion carried.

No action taken in Executive Session.

Motion by Trustee Girard at 9:40 pm to adjourn the meeting. Seconded by Trustee Bodkin. All were in favor. None opposed. Motion carried.

Meeting adjourned at 9:40 pm.