

**MINUTES OF THE EMERGENCY SPECIAL MEETING OF THE TOWN BOARD OF THE TOWN OF FORT ANN
HELD ON WEDNESDAY, MARCH 18, 2020 AT 6:00 P.M. AT THE FORT ANN TOWN HALL**

PRESENT: Supervisor Samuel J. Hall
Councilman Dennis Fletcher
Councilwoman Gretchen Stark
Councilman Michael Sexton
Councilwoman Deborah Witherell

OTHERS PRESENT: Barbara Winchell, Town Clerk, Paul Winchell, Highway Superintendent, Chad Wilson

Meeting was called to order at 6:00 p.m. with the Pledge of Allegiance to the Flag.

Purpose of this meeting is in response to COVID-19 and personnel issues and was advertised in *The Post Star*.

**RESOLUTION #45-2020
BOND RESOLUTION AUTHORIZING THE ISSUANCE OF \$171,032.90 AGGREGATE PRINCIPAL AMOUNT OF SERIAL BONDS OR A STATUTORY INSTALLMENT BOND OF THE TOWN OF FORT ANN TO PAY THE COSTS FOR THE PURCHASE OF A NEW 2021 FREIGHTLINER 108SD TRUCK AND EQUIPMENT PACKAGE FOR THE HIGHWAY DEPARTMENT OF THE TOWN OF FORT ANN AND AUTHORIZING THE ISSUANCE OF BOND ANTICIPATION NOTES OF THE TOWN OF FORT ANN FOR THE AFORESAID PURPOSES AND IN CONNECTION THEREWITH**

On motion of Councilwoman Witherell, seconded by Councilman Fletcher to accept resolution entitled “Bond Resolution Authorizing the issuance of \$171,032.90 Aggregate Principal Amount of Serial Bonds or a Statutory Installment Bond of the Town of Fort Ann to Pay the Costs for the Purchase of a new 2021 Freightliner 108SD Truck and Equipment Package for the Highway Department of the Town of Fort Ann and Authorizing the issuance of Bond Anticipation Notes of the Town of Fort Ann for the Aforesaid Purposes and in Connection Therewith.”

ADOPTED AYES 5 Fletcher, Sexton, Stark, Witherell, Hall

RESOLVED, this resolution, or a summary hereof, shall be published in full in the Post Star, which has been designated as the official newspaper of the Town for such purpose, together with a notice of the Clerk of the Town in substantially the form provided in Section 81.00 of the Local Finance Law. The adoption of this Resolution is considered an action under the New York State Environmental Quality Review Act (SEQRA). The Town hereby declares that this action is a Type II action pursuant to 6 NYCRR 617.5(27), and hereby declares that the action does not have a significant impact on the environment and the action is hereby precluded from further environmental review.

**RESOLUTION #46-2020
IN RESPONSE TO COVID-19 PUBLIC HEALTH EMERGENCY**

On motion of Councilman Sexton, seconded by Councilwoman Stark to accept resolution entitled “Resolution in Response to COVID-19 Public Health Emergency.”

ADOPTED AYES 5 Fletcher, Sexton, Stark, Witherell, Hall

RESOLVED, the Supervisor shall be granted the authority to cancel regularly scheduled meetings of the Town Board and the powers granted in this resolution shall expire on September 1, 2020 unless otherwise extended or modified by a resolution of this Board.

Supervisor Hall stated he could've declared a state of emergency but wants to keep the Town Board involved in these decisions and operate as we need to.

**RESOLUTION #47-2020
DECLARING SURPLUS PROPERTY**

On motion of Councilwoman Witherell, seconded by Councilwoman Stark to accept resolution entitled "Resolution Declaring Surplus Property."

ADOPTED AYES 5 Fletcher, Sexton, Stark, Witherell, Hall

RESOLVED, the Fort Ann Town Board hereby declares the 2016 FORD F-450 dump 9.5 foot v plow as surplus property.

Supervisor Hall stated that this is a very fluid moving situation with coronavirus some things we can anticipate with this state of emergency and some things we can't. Supervisor Hall stated for instance the Washington County Board of Supervisors meeting usually held on March 20, 2020 was moved up to today's date because by 2:00 p.m. today there was an order from Governor Cuomo to close buildings and reduce workforce. We are at the same point at the Town. Supervisor Hall stated he put something together in anticipation of this that is workable for the 18 employees that come to the town to work. Earlier today Town Justice Clark was notified by the Uniform Court System that the courts had to shutdown but by the time Supervisor Hall was preparing for tonight's meeting Town Justice Clark notified him that starting 3/19/2020 he was advised he could come in and out of the court. The Court Clerk will not be back to work until further notice. The Town Tax Collector will be working from home and posted a note on the Town Hall front door and changed her voice mail with instructions on how to pay taxes through March 31st deadline. There is a note also on the Town Hall front door that any Assessor questions should be directed to the Washington County Real Property Department until further notice. The Washington County Code Enforcement is shut down so the part-time Town of Fort Ann Enforcement Officer is not expected to work. The Budget Officer and Clerk to the Supervisor will come in to do payroll and work from home. The Town Clerk will come in daily to check mail, emails and voice mails and handle accordingly. The Highway Department will operate the same as Washington County Highway Department and be closed until April 1st with the exception of snow/ice &/or road washouts.

Supervisor Hall asked the Highway Superintendent to update the Town Board on where his department is at.

The Highway Superintendent stated it is too early to sweep roads and at this time the weather is a full month ahead of schedule. Paul stated the Highway is in good shape especially for mid March. Paul will stop at the Highway barn daily to check messages.

Supervisor Hall stated the whole purpose of this is to stop the spread of the virus. This is not a time to shop, go on vacation, etc.

Supervisor Hall stated he didn't have a resolution prepared but would like to take care of the employee's from a financial aspect because people are not working because they don't want to be off

from work it is what they have to do. Supervisor Hall stated the town may be able to submit this and possibly get reimbursed.

Councilwoman Witherell was concerned about only having one (1) person at the Town Hall and their safety.

The Town Clerk advised that she does have a panic button and on March 17, 2020 the Town Hall front door sign was turned to CLOSED and the door remained locked.

Councilman Sexton wondered about putting this notification on the website. The Town Clerk responded that she was just waiting for this meeting and then it would be officially on the website and a note placed on the Town Hall front door notifying the public to call (518)639-8929 and press the appropriate extension and they will get a return call from that department. This will also be on the town's website and appear in *The Post Star*.

Councilman Fletcher was concerned about the cleanliness of the Town Hall. Supervisor Hall stated that the Town Hall should be clean now that tax collection is only being done by mail and court is canceled. Having the Town Hall cleaned more than twice a month will be discussed during the 2021 budget process.

Councilman Sexton stated that the hand sanitizer is not being produced at Great Meadow Correctional Facility it is being bottled only here. Supervisor Hall stated that the sanitizer is not gel like you would expect it is liquified and after about three (3) minutes it has an awful odor.

Supervisor Hall stated that if you have less than fifty (50) confirmed cases, which is the case in Washington County, test kits are not being made available.

RESOLUTION #48-2020

MAINTAINING EMPLOYEE PAY IN RESPONSE TO COVID-19 PUBLIC HEALTH EMERGENCY

On motion of Councilwoman Witherell, seconded by Councilman Fletcher to accept resolution entitled "Resolution Maintaining Employee Pay in Response to COVID-19 Public Health Emergency."

ADOPTED AYES 5 Fletcher, Sexton, Stark Witherell, Hall

RESOLVED, that the Fort Ann Town Board hereby approves and authorizes continued payment of all current employees at their existing wages and/or salary as approved in the 2020 Town Budget, regardless of whether they are deemed non-essential and/or reassigned to work from home status; the powers granted in this resolution shall expire on September 1, 2020 unless otherwise extended or modified by a resolution of this Board

Motion was carried unanimously by roll call vote.

Councilman Fletcher wondered about going over budget figures. Supervisor Hall stated the budget officer will continue to prepare monthly financials and the town board will continue to get paper copies.

Motion was introduced by Councilwoman Witherell, seconded by Councilman Sexton to adjourn the meeting at 6:40 p.m.

Motion was carried.

Dated: March 30, 2020

Barbara J. Winchell, Town Clerk
Town of Fort Ann, New York