

**TOWN OF DRYDEN  
TOWN BOARD MEETING  
March 11, 2021  
Via Zoom**

Present: Supervisor Jason Leifer, Cl Daniel Lamb, Cl James Skaley,  
Cl Loren Sparling, Cl Leonardo Vargas Mendez

Elected Officials: Bambi L. Avery, Town Clerk  
Rick Young, Highway/DPW Superintendent

Other Town Staff: Amanda Anderson, Bookkeeper  
Ray Burger, Planning Director

Supv Leifer called the meeting to order at 6:00 p.m.

**Financials & Human Resources**

**Abstract Approval**

**RESOLUTION #64 (2021) – APPROVE ABSTRACT #3**

Cl Skaley offered the following resolution and asked for its adoption:

RESOLVED, that this Town Board hereby approves Abstract #3, as audited, general vouchers #135 through #223 (\$880,971.43) and TA vouchers #11 through #14 (\$4,579.89), totaling \$885,551.32.

2<sup>nd</sup> Cl Vargas-Mendez

Roll Call Vote	Cl Sparling	Yes
	Cl Vargas-Mendez	Yes
	Cl Skaley	Yes
	Cl Lamb	Yes
	Supv Leifer	Yes

**Communicable Disease Preparedness Plan**

The board first reviewed the Communicable Disease Preparedness Plan in January. Since then the Union has reviewed and approved it. Recreation Supervisor was added to the list of staff positions that can perform remotely.

**RESOLUTION #65 (2021) – ADOPT COMMUNICABLE DISEASE PREPAREDNESS PLAN**

Supv Leifer offered the following resolution and asked for its adoption:

RESOLVED, that this Town Board hereby adopts the attached Communicable Disease Preparedness Plan as amended.

2<sup>nd</sup> Cl Lamb

Roll Call Vote	Cl Sparling	Yes
	Cl Vargas-Mendez	Yes
	Cl Skaley	Yes

Cl Lamb Yes  
Supv Leifer Yes

**Communications Policy**

Amanda Anderson said she had been tasked with developing a website and social media policy and the town attorney had suggested a combined communications policy. This was developed after reviewing policies in place in other municipalities. The guidelines would apply to all town officials, employees and volunteers, including those on board and committees. The board briefly discussed the policy and will review it further before voting on it next week.

**Discussion/Action Items**

**Recreation Supervisor**

Andrew Pierce has been running the Recreation Department since the resignation of the Recreation Director. He took the civil service test for Recreation Supervisor and passed and can be moved from provisional to permanent.

**Resolution #66 (2021) - Appointment of Andrew Pierce as Recreation Supervisor**

Supv Leifer offered the following resolution and asked for its adoption:

RESOLVED, that this Town Board hereby appoints Andrew Pierce, from the certified list of candidates through Tompkins County Civil Service, to the permanent position of Recreation Supervisor as of February 25, 2021.

2<sup>nd</sup> Cl Vargas-Mendez

Roll Call Vote	Cl Sparling	Yes
	Cl Vargas-Mendez	Yes
	Cl Skaley	Yes
	Cl Lamb	Yes
	Supv Leifer	Yes

**Electronic Recycling for Town Hall**

A list of outdated/unused electronic equipment has been prepared and shared with the board. A resolution is needed to dispose of the equipment.

**Resolution #67 (2021) - Electronic Recycling for Town Hall**

Supv Leifer offered the following resolution and asked for its adoption:

Whereas, electronic equipment at Town Hall has been replaced but the old equipment has not been properly disposed of.

Whereas, all computers for recycling have had their hard drives removed. The removed hard drives will be crushed so no information can be obtained from the memory. If a computer could not have the hard drive removed (unable to access the internal components), the computer will be destroyed so it cannot be reused. All cell phones have had their SIM cards removed for destroying.

Whereas, all electronic equipment will be taken to the County recycling center for proper recycling.

RESOLVED, that the list of electronic equipment provided to the Town Board and attached to these minutes will be recycled at that local recycling center.

2<sup>nd</sup> Cl Lamb

Roll Call Vote	Cl Sparling	Yes
	Cl Vargas-Mendez	Yes
	Cl Skaley	Yes
	Cl Lamb	Yes
	Supv Leifer	Yes

**Heating & Air Duct Update**

Rick Young has obtained three estimates for work on the town hall HVAC system. With respect to the air quality problem he was told that because the air system hadn't been properly functioning for the past 18 to 24 months, it is not surprising that there is a potential traceable mold issue. Once the system is clean and operational, they can do a re-evaluation. He will email the three estimates.

**Highway/DPW Department**

R Young reported he has put in for another bridge grant for the Genung Road bridge and the Mill Street bridge in the Village of Dryden. Barton & Loguidice will assist in preparation of the grant application. The County will cover the local costs if we are successful in the grant process.

R Young would like to purchase a new dump truck and plow equipment with funds from the equipment budget at a total cost not to exceed \$250,000.00. The purchase will be made through the Onondaga County Contract #8996. Henderson will do the plow equipment and Tracey Road Equipment will do the chassis.

**RESOLUTION #68 (2021) – AUTHORIZE PURCHASE OF TRUCK**

Supv Leifer offered the follow resolution and asked for its adoption:

RESOLVED, that this Town Board hereby authorizes the Highway Superintendent to purchase a 2022 Western Star 4700SF cab and chassis and snowplow equipment from the Onondaga County contract #8996 at a cost not to exceed \$250,000.00.

2<sup>nd</sup> Cl Sparling

Roll Call Vote	Cl Sparling	Yes
	Cl Vargas-Mendez	Yes
	Cl Skaley	Yes
	Cl Lamb	Yes
	Supv Leifer	Yes

**Varna Water/Sewer Projects**

Cl Skaley provided an update. Municipal Solutions has prepared proposals to provide services in connection with the Varna Water and Sewer projects. The amount of the contract for each, water and sewer, is estimated at \$26,000 over a 24-month period. A contract for each project is necessary for budgeting purposes. Municipal Solutions will also be preparing the uniform plan which shows all parts of the process and will provide a timeline.

Bond counsel has advised that the Full EAF to be considered next week will require letters to other agencies with respect to lead agency status. Easements from Cornell & Maifly are needed and the town attorney is working on securing those. This all must happen prior to the release of any funds to us. The current plan is to secure a short-term loan from EFC to show CDBG that we are co-funding in order to access a possible 1.25 million dollar grant. That loan could be paid off with bond funds.

**RESOLUTION #69 (2021) – AUTHORIZE AGREEMENT WITH MUNICIPAL SOLUTIONS –  
VARNA WATER**

Supv Leifer offered the following resolution and asked for its adoption:

Whereas, Municipal Solutions has agreed to provide financial consultation with the Town on its consolidated water project, and

Whereas, they have provided to the Town a contract to provide financial services for the water project, therefore be it

RESOLVED, that the Town Board approves the contract to Municipal Solutions to provide financial guidance for the consolidated water project and authorizes the Supervisor to sign said agreement.

2<sup>nd</sup> Cl Skaley

Roll Call Vote	Cl Sparling	Yes
	Cl Vargas-Mendez	Yes
	Cl Skaley	Yes
	Cl Lamb	Yes
	Supv Leifer	Yes

**RESOLUTION #70 (2021) – AUTHORIZE AGREEMENT WITH MUNICIPAL SOLUTIONS –  
VARNA SEWER**

Supv Leifer offered the following resolution and asked for its adoption:

Whereas, Municipal Solutions has agreed to provide financial consultation with the Town on its consolidated sewer project, and

Whereas, they have provided to the Town a contract to provide financial services for the sewer project, therefore be it

RESOLVED, that the Town Board approves the contract to Municipal Solutions to provide financial guidance for the consolidated sewer project and authorizes the Supervisor to sign said agreement.

2<sup>nd</sup> Cl Skaley

Roll Call Vote	Cl Sparling	Yes
	Cl Vargas-Mendez	Yes
	Cl Skaley	Yes
	Cl Lamb	Yes
	Supv Leifer	Yes

## **COUNTY BRIEFING**

Mike Lane reported the County's biggest news is the institution of a registry for people who need Covid vaccines. People who register will be contacted when there are vaccines available in their specific category. It allows for people to let family members register them online or to register by phone via 211. Public facing government employees and people 60 years of age and over are now eligible. People should try and get the vaccine at their pharmacies, but should also get their names in on the registry.

People running for election to the County Legislature will be out petitioning for a primary and November election. Primaries are in June now instead of September, so petitioning starts in March.

D Lamb said he heard that Tompkins County may become a state vaccination site. M Lane said he understood Ithaca was being considered, and the County has performed very well in getting the vaccines out when they are received. Designation as a state site could mean more doses coming to this area.

### **Agenda Items for Next Week**

- No public hearings.
- True Green Capital would like to convert their decommissioning agreement and account to a decommissioning bond.
- The Soil and Water Conservation district has offered their services for stormwater items. There is a contract to be considered.
- The Source Water Protection Plan may be complete.
- SEQR action for the Fall Creek bank stabilization plan.

The board discussed an electronic newsletter, what it might contain and how it might be structured.

There being no further business, on motion made, seconded and unanimously carried, the meeting was adjourned at 7:30 p.m.

Respectfully submitted,

Bambi L. Avery  
Town Clerk

# Town of Dryden Communicable Disease Preparedness Plan

In effect when there is a Declared Health Emergency

**1) Positions that are considered “essential” (essential positions are jobs that must be performed onsite, are utility services, or are for the safety of the community)**

All Highway and Department of Public Works positions

Town Clerk Office

Code Enforcement

**2) Positions that can be performed remotely**

Financial and Human Resources

Secretary to the Supervisor

Planning Director and Planning Administrative position

Recreation Director and Supervisor

All positions that could be completed remotely should have the capability to have a laptop and VPN connection set up. If an employee does not currently have a laptop, they need to be able to move their computer, monitor, and have a VPN connection to allow them to connect to the server. All desktop computers should be phased out for positions that could be remote and switch to laptops with an additional screen.

All town hall phone extensions for those employees who are working remotely should be set up to forward their direct dialed phone calls to their personal cell phone. If this is not possible, all voice mails will have a message instructing the caller to communicate through town email or leave a message and the employee will return their call. Also, the employee will know how to call in at least daily to review any messages that are left on their voice mail and return any calls.

Court clerks and judges are dependent on what the state court system instructs them to do. They are not able to work remotely due to the sensitive nature of their work. If the court system is closed, they are not able to work. If the court system is able to have virtual court, they would be considered essential and so their work would have to be performed onsite.

### **3) Guidelines for staggering shifts**

Highway and DPW Employees - All employees will have staggered start and end times by at least 15 minutes to allow employees to clock in, get their equipment, and leave the building. If working in the Highway building, each employee should be working in separate areas. If employees are working on a project outside, there would be a limit of no more than 5 employees working together at a site. It is preferred that employees work alone, but there are some tasks that will need more than 1 person.

Employees who need to travel to a worksite together would be limited to 2 people per vehicle in a vehicle that has a back seat: the driver in the front seat and a second employee in the backseat. When using a snowplow, there would be one employee in the vehicle. But if needed, an additional employee would be necessary to operate the wing for heavy snow falls. In this situation, each employee would wear the proper PPE to ensure a lower chance of exposure.

Town Office Building Employees – For employees who are working remotely, set up a schedule of times such that one employee at a time can be in the workspace when fellow employees are not there. This way employees can get anything that is in the office or complete any tasks that need to be completed at the office (printing, picking up mail, looking up information, etc.).

Town Clerks and Code Enforcers (who are essential) should stagger their work times as much as possible to keep employees from working in the same space at the same time. Employees and their Department Head should communicate the best way to keep the office staffed, but still complete all their tasks. If possible, the department head should arrange that one employee starts earlier in the morning and works to mid-day; a second employee would come as the first employee is leaving and then work until early evening. This would ensure that both employees would get close to their normal daily hours, the public would be served, and tasks related to Town business would be completed. Court clerks should try to follow the same system if they are allowed to work in person by the state court system.

### **4) Protocols for getting, storing, and distribution of personal protective equipment (PPE)**

Examples of PPE that would be necessary for Town of Dryden employees could include, but are not limited to disposable masks, disposable gloves, eye protection, disinfecting wipes and/or spray, and hand sanitizer.

The Town would keep enough PPE on hand to be able to supply all staff for one month. Half of the supply would be kept at the Town Office Building and the other half at the Highway Building.

The Town would also keep PPE supplies to provide to the public who would come into the Town Hall or Court who did not have the proper PPE.

#### **5) Protocol for employee exposure to disease**

When an employee has been exposed to any possible communicable disease, they will need to report the exposure to their Department Head by phone or email, not in person as soon as possible or by the morning of the next work day. The employee should not report to work until they either go the required amount of time determined by the local County Health Department or the CDC, or if possible, obtain a negative laboratory test result.

If the employee is considered essential and there is no one else available to do their job, they are allowed to work, but with some limitations. The employee must work alone and take all necessary precautions to prevent possible exposure to other employees (using recommended PPE).

#### **6) Protocol for an employee who is showing symptoms of virus**

If the employee starts to show symptoms of a virus while at the workplace, they will be sent home immediately and follow health department guidelines for treatment, testing, and reporting. All employees who worked in close proximity to the infected employee should also be sent home to monitor for symptoms. The affected employees would then follow the guidelines listed above for exposure to the virus.

Before leaving the workplace, the exposed employees should gather any tools or equipment that was used by the sick employee to be marked or set aside for cleaning. Twenty-four (24) hours after the sick employee has left, a cleaning person or employee will carefully clean and disinfect all surfaces that were marked or set aside.

If an employee who was exposed is at work due to being classified as essential and has no symptoms but receives notification that they have tested positive for the disease or virus while at the workplace, the employee should alert their department head immediately, preferably by phone or email, and leave the workplace at once. Then they should follow the instructions above for an employee who shows symptoms in the workplace.

#### **7) Leave Policy for Infected or Exposed Employees**

All full-time employees earn sick time that can be used if they are infected or exposed to a communicable disease. If the federal or state government mandates automatic sick time up to a



specified number of hours, that will be used first. Then personal sick, vacation time, or compensatory time can be used.

#### **8) Protocols for supporting contact tracing efforts through the documentation of hours and locations worked by each employee and outside contractor**

All Highway and DPW employees' hours are tracked through timecards and time sheets that report what project that each employee was working on and which piece of equipment they used. The contact tracers or the department head could compare the time sheets to see if any employees worked together on a certain day, time, and location. Also, security camera footage can be reviewed to see if any employees were in the same area in or around the building.

All Town Hall employees tend to work in their own area. The Town can question other employees to see if the infected employee was in their area and how long. Using guidance from the health department, that would determine if any employees had exposure to an infected employee. The Town Hall also has security cameras that could be used to review the activity of an employee in the building for contact tracing purposes.

All outside contractors should check in before starting work with the proper department head. The department head should have a basic report for any outside contractors. The report should include why the contractor was onsite, the time the contractor arrived and departed, where the contractor was working, and any employees the contractor came into contact with. (See Example Report at the end of this plan.)

#### **9) Identifying Emergency Housing for Employees, if needed**

We need to have permissions from the following organizations:

- TC3 Student Housing (if no students)
- Dryden Fire Department
- Dryden Veterans Memorial Home



<b><u>Item</u></b>	<b><u>Manufacturer / Model</u></b>	<b><u>Serial Number</u></b>	<b><u>Department</u></b>
Fax Machine	IntelliFax 2820	461325K8J309951	Media Room
Monitor	Acer	84207889940	Media Room
Printer (Scan/Copy/Fax)	Samsung Color CLX-3175FN	1461BAIQA00180E	Media Room
Printer (Scan/Copy/Fax)	HP LaserJet 3055	CNRK703978	Media Room
Printer	HP Color LaserJet 5550n	JPSC6CD08F	Media Room
Printer (Scan/Copy)	HP PhotoSmart 5512	CN240324S3	Media Room
Printer	HP LaserJet	CNBJK43179	Media Room
Printer (Scan/Copy/Fax)	HP OfficeJet 7310	MY692R71DC	Supervisor
Scanner	Xerox DocuMate 3460	0BMDD60033	Media Room
Desktop	Dell OptiPlex 9020	7030942	Media Room
Desktop	LG NexLink	Removed	Media Room
Desktop	Tempest 8000	259DASY3303439	Media Room
Desktop	HP Compaq Elite 8300 CMT	2UA3181FN3	Clerk
Desktop	LG NexLink	CQ05A21553237	Media Room
Desktop	Dell OptiPlex 960	9CTUMM1	Media Room
Desktop	Dell OptiPlex 390	00186138206114	Media Room
Desktop	Dell OptiPlex 390	00186172768927	Media Room
Desktop	Dell Precision T5500	00188020425465	Media Room
Desktop	Dell OptiPlex 390	00186138206107	Supervisor
Desktop	HP Pro	MXL2141Y07	Account Clerk
Laptop	Sony VAIO	275508533008850	Supervisor
Laptop	LG NexLink FL91	74840303211643973	Media Room
Cell Phone	Pantech AT&T (Flip)	104200730058	Media Room
Cell Phone	Samsung AT&T (Flip)	R21C85XLE2p	Media Room
Cell Phone	LG AT&T (Flip)	809KPAE107112	Media Room
Cell Phone	Nokia AT&T (Flip)	661XRM455	Media Room
Cell Phone	LG Cingular (Flip)	6028CQPY262784CGRP64	Media Room

<u>Item</u>	<u>Manufacturer / Model</u>	<u>Serial Number</u>	<u>Department</u>
Personal Digital Assistant	Palm Pilot	PN70UAX6V0R4	Media Room
Personal Digital Assistant	Palm Pilot	B0J019U0012B	Media Room
Calculator	Canon P23DH	N/A	Clerk
Scanning Radio	Uniden Bearcat 16 Channel	05053258	Media Room
Digital Camera	Casio LCD QV100	2002617B	Media Room
Foot Pedal	Panasonic	Model #RD2692	Media Room
Foot Pedal	Panasonic	Model #RD2692	Supervisor
Foot Pedal	Fellowes	000265MP0023	Media Room
Tape Recorder	Panasonic VSC	XEOEA26804	Supervisor
Thermal Printer	Datamax O'neil	34752497	Media Room
Back-UPS	TrippLite AVR750U	2309AD00M806601324	Media Room
Back-UPS	APC ES 350	AB0326242845	Media Room
Back-UPS	APC ES 550	4B1038P35738	Media Room
Back-UPS	APC ES 550	4B1038P35743	Media Room
Power Supply	Platinum Power NP-CC24AC8UL	UPC #785026080891	Media Room
Keyboards (7 Count)	Miscellaneous	N/A	Media Room
Mice (6 Count)	Miscellaneous	N/A	Media Room
Power Cords & Cables	Miscellaneous	N/A	Media Room

<u>Item (To Be Destroyed)</u>	<u>Manufacturer / Model</u>	<u>Serial Number</u>	<u>Department</u>
Laptop	Apple MacBook Pro	W8030979AUG	Supervisor
Laptop	Dell Inspiron	00196100466565	Media Room
Laptop	HP ProBook 4710S	00144562464563	Bookkeeper
Cell Phone	Motorola Droid Verizon (Smart)	Unable to Open	Media Room
Hard Drives (9 Count)	Miscellaneous	N/A	N/A
Sim Cards (3 Count)	Miscellaneous	N/A	N/A