

Minutes of the regular monthly meeting of the Jerusalem Town Board held via Zoom platform on May 20, 2020 at 7:00 P.M. PRESENT were: Supervisor Sisson, Councilors Castner, Jones, Martin, Stewart, Town Clerk McMichael.

GUESTS: Tim Cutler, Rich Lent

Supervisor Sisson called the meeting to order at 7:12 P.M.

RESOLUTION #63-20

APPROVAL OF MINUTES

On a motion of Councilor Stewart, seconded by Councilor Martin, the following was

ADOPTED Ayes 5 Castner, Jones, Martin, Sisson, Stewart
 Nays 0

Resolved that the minutes of the April 15, 2020 meeting be approved as read.

RESOLUTION #64-20

SUPERVISOR REPORT

On a motion of Councilor Stewart, seconded by Councilor Martin, the following was

ADOPTED Ayes 5 Castner, Jones, Martin, Sisson, Stewart
 Nays 0

Resolved that the Supervisor's Report on the Town's finances for the month of April 2020 be accepted as presented.

RESOLUTION #65-20

AUDIT OF CLAIMS

On a motion of Councilor Jones, seconded by Councilor Martin, the following was

ADOPTED Ayes 5 Castner, Jones, Martin, Sisson, Stewart
 Nays 0

Councilor Stewart will follow-up on Ribble's invoice that Water/Sewer submitted for payment as it was paid in April.

Resolved that the bills be paid as presented in the following amounts:

General:	\$ 5,712.63
Outside Village	\$ 202.68
Highway DB:	\$ 4,850.46
Sewer:	\$94,460.63
Water:	\$ 2,555.98
Branchport Light	\$ 250.81
Capital:	\$ 580.82

April Utilities:

General:	\$ 924.38
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Outside Village:	\$	71.30
Sewer:	\$	215.82
Water:	\$	932.83
Trust:		\$20,677.75

TOWN OFFICIALS

HIGHWAY SUPERINTENDENT

- Written Budget Highway report on file in the Office of the Town Clerk.
- Councilor Jones reported the Highway Department is back to work wearing masks when necessary and practicing social distancing.
- Work on gravel roads is underway.
- The Keuka Park residents asked a thank you be extended to the Highway Department for doing a great job addressing their recent complaints.

WATER/SEWER REPORT

- Councilor Stewart report restoration from the Keuka Park water rehab project should be completed in 1-2 weeks, weather permitting.
- Sewer slip lining has been done on Lake Avenue.
- The Notice to Proceed has been issued to complete the water tank painting project within 90 days.

ASSESSOR

- Report on file.

COUNCIL

- Councilor Castner met with Matt Leach and all issues have been resolved with Friend Cemetery.
- The June Clean-Up Day is cancelled due to COVID-19.
- Councilor Stewart thanked the staff and expressed his appreciation for all the effort and support received as we work through this pandemic. We all look forward to when we are able to have everyone back.

SUPERVISOR

- A decision allowing restaurants to offer outside dining is expected this week that requires contacting their local municipality to proceed. It was the consensus of the Board to support requests as long as guidelines are adhered to.
- An architect offered pro bono services to the Finger Lakes Museum that will incorporate space for the Town to relocate the office if desired as the current site is not conducive to our needs. The Museum continues fund raising efforts as they are

not able to meet grant deadlines this year. The Museum thanked the Town for the 5 trees donated.

COVID-19 UPDATE

Following discussion, procedures and rules proposed by Supervisor Sisson and Councilor Jones to reopen the office were approved as follows:

There will be no deviations from these processes & rules. We cannot change the rules that have been given to us by our Governor and jeopardize the health of our staff and Community. Of course, we will continue to follow State guidelines and change these processes as needed.

- Sneeze guards have begun being installed, except the building department which will get installed as soon as it arrives.
- Office staff will be responsible for disinfecting their own work space daily before they leave for the day. This includes wiping down all high touch areas, door knobs, desk, etc.
- When you are in the office, you are not to wander around the building - no entering other's space, no lunch gatherings, etc.
- Meeting with public:
 - If Town meeting room is needed, you must schedule the time with Town Clerk so we can avoid double bookings.
 - When scheduling a meeting, provide their name, address and phone number to record our Contact Tracing process. There are no exceptions! Also, if you meet someone outside the office in the field, you should also document this information for your own protection and provide a copy to the Town Clerk.
 - We will be by Appointment Only! Signs for the public will be put up and website will clearly state that.
 - We do not want the public wandering around the building. You will meet the person(s) at the meeting room front entrance door, take care of business with them, and wipe down the table and chairs that were used.
 - If Court is in session, you will have to meet with folks outside of the building and comply with the social distancing protocol.
- The Court will develop their own processes based on direction they're receiving from the State/County Court System and submit to the Board so we can coordinate space and flow of people.
- Disinfectant and hand sanitizer have been ordered and we will be purchasing more as it comes available.

Staffing Decisions: REMEMBER TO PRACTICE SOCIAL DISTANCING RULES - NEED TO BE 6' APART OR WEAR A FACE MASK AT ALL TIMES!

- Building Dept: CEO full time in office, Zoning/Planning Clerk schedule limited time in office*, Building Secretary on hold.
- Assessor full time in office. Assessing Clerk schedule limited time in office*.
- Town Clerk full time in office. Deputy Clerk on hold.
- Bookkeeper: Scheduled Monday & Wednesday in office*.
- Water/Sewer: Water Operator/Wastewater Maintainers full time; to be in office when clerk is not there. Billing Clerk schedule limited time in office*.
- *For those that are scheduling limited time in office, you are required to work a full day when there.
- All hourly employees must punch in and punch out when in office.

Councilor Stewart will assist with getting disinfecting products. Supervisor Sisson will send this information to staff tomorrow.

SUBCOMMITTEE REPORTS

COMPREHENSIVE PLAN REVIEW

Subcommittee Chair Tim Cutler contacted Randy Roads to get him involved with the subcommittee. COVID-19 has delayed submitting our survey. A possible Zoom meeting will be scheduled.

RECREATION PROGRAM

We are waiting to hear if the Summer Recreation Program will be held this year. If allowed, program modifications will be needed in light of COVID-19.

RESOLUTION #66-20

PROVIDE DIRECT COVID-19 RELATED FEDERAL AID TO MUNICIPALITIES

On a motion of Councilor Jones, seconded by Councilor Castner, the following was

ADOPTED	Ayes	5	Castner, Jones, Martin, Sisson, Stewart
	Nays	0	

WHEREAS, the federal government recently enacted the Coronavirus Aid, Relief, and Economic Security (CARES) Act to address the economic fallout from the coronavirus pandemic in the United States; and

WHEREAS, Section 601 of the CARES Act (P.L. 116-136) provides a \$150 billion fund for states, tribal governments, and units of local government with a population in excess of 500,000 people; and

WHEREAS, less than one-half of 1 percent of municipalities in the entire United States meet this population threshold and are thus

ineligible to receive direct funding from the federal government;
and

WHEREAS, of the 933 towns in New York, 931 are not eligible for direct federal funding under the CARES Act, including the Town of Jerusalem; and

WHEREAS, towns provide essential services to the 9 million New Yorkers town residents, including, but not limited to building and code enforcement, snow removal and highway maintenance, water and sewer infrastructure and have continued to do so throughout the ongoing health crisis; and

WHEREAS, the coronavirus pandemic has created significant financial stress for local governments in New York as an estimated \$2 billion in sales tax revenue has been lost, as well as other sources of revenue such as permit fees, justice court fines, and mortgage recording tax; and

WHEREAS, the depletion of different revenue sources for local governments, combined with lack of funding, will result in reducing essential services or shifting the cost onto real property taxpayers, many of whom are experiencing their own financial stress;

NOW THEREFORE BE IT RESOLVED, that the Town of Jerusalem calls upon United States Congressional Representatives Congressman Thomas Reed, Senator Charles Schumer, and Senator Kirsten Gillibrand, to support federal funding related to the coronavirus pandemic that is directly delivered to all municipalities, regardless of population size.

RESOLUTION #67-20

APPOINTMENT - PART-TIME HIGHWAY MOWER

On a motion of Supervisor Sisson, seconded by Councilor Jones, the following was

ADOPTED	Ayes	5	Castner, Jones, Martin, Sisson, Stewart
	Nays	0	

Resolved that Harvey Ribble be appointed part-time Highway mower at an hourly rate of \$15.00.

RESOLUTION #68-20

STANDARD WORK DAY AND REPORTING RESOLUTION

On a motion of Councilor Jones, seconded by Stewart, the following was

ADOPTED	Ayes	5	Castner, Jones, Martin, Sisson, Stewart
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Nays 0

Be it resolved, that the Town of Jerusalem hereby establishes the following as standard work days for elected officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by this official to the Clerk of this body:

Title	Name	Standard Work Day (Hrs/day)	Term	Employer Record of Time Worked	Days/Month
Councilor	Steve Castner	6	1/1/2020-12/31/2023	Y	2.06
Town Clerk	Sheila McMichael	6	1/1/2020-12/31/2023	Y	20
Highway Superintendent	Anthony Hurd	8	1/1/2020-12/31/2023	Y	20

The Town Clerk is hereby directed to post this resolution on the Town of Jerusalem website for a minimum of 30 days; to file a certified copy of this resolution and affidavit of posting with the Office of the State Comptroller within 15 days after the 30 day public posting period ends; to retain records of work activities for thirty (30) years; and to provide complete copies of the NYS Comptroller upon request.

RESOLUTION #69-20

YATES COUNTY HIGHWAY DEPARTMENT INDEMNIFICATION AGREEMENT

On a motion of Stewart, seconded by Castner, the following was ADOPTED Ayes 5 Castner, Jones, Martin, Sisson, Stewart
 Nays 0

Resolved the Yates County Highway Department Indemnification Agreement be approved for a 5-year term.

PUBLIC COMMENT

- Supervisor Sisson introduced Rich Lent who is running for the Town Board position vacated by Councilor Martin this year.
- Supervisor Sisson is working with County Legislative Chair Paddock on COVID-19 matters. Legislator Cutler presented a grim fiscal report for the County related to COVID-19. The County scheduled public hearing on a local law for traffic violations to be processed through a diversion program to provide relief to the Court system. A public hearing was also scheduled to change the term of Legislators from 2 to 4 years.

Jerusalem Town Board
May 20, 2020

Supervisor Sisson recognized all those who serve and gave for our freedom as we celebrate Memorial Day on May 25th.

With there being no further business, on a motion Councilor Jones, seconded by Councilor Castner, the meeting was adjourned at 8:07 P.M.

Sheila McMichael, Town Clerk