

**Town of Hoosick  
Regular Board Meeting  
Monday July 13, 2020 7:00 pm**

***Our Town Board meeting is not open to the public due to Pause New York. The meeting can be seen live via the internet at Zoom.com or the Hoosick New York Facebook Page, note there is a Facebook link through the Town of Hoosick Web- Site [www.townofhoosick.org](http://www.townofhoosick.org).***

**Pledge of Allegiance**

**Roll Call:** William Hanselman, Jerry McAuliffe, Supervisor Mark Surdam, Eric Sheffer, and Jackie Houghton

**Previous Meeting(s) Minutes-** have been reviewed by the board and are available from the Town Clerk or [www.townofhoosick.org](http://www.townofhoosick.org) .

**Reports-** Monthly Operating Statement, Abstract of Vouchers, and Revenues have been issued to the Town Board, Clerk, Highway Superintendent, Assessor and Recreation Supervisor.

**Welcome/Public Comments-** Open time to share thoughts, concerns, and announcements with the Board that are Town related. Please limit remarks to 3 minutes.

- **We answered public questions throughout the meeting as they come in.**

**COVID-19 Review, effects and discussion**

- NYS Coronavirus hotline: 888-364-3065
- NYS Coronavirus emotional support hotline: 844-863-9314
- NYS Coronavirus website: <https://coronavirus.health.ny.gov>

**Basic Precautions**

- Practice Social Distancing.... Avoiding close contact with people who are sick.
- Avoiding touching your eyes, nose, and mouth.
- Staying home when you are sick.
- Covering your coughs or sneezes with a tissue, then throw the tissue in the trash.
- Cleaning and disinfecting frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Constantly practicing good hand hygiene.

**Correspondence/Announcements -**

- **Rensselaer County Farm Fresh Guide-** List 10 Farms in the Town of Hoosick. Is available at [www.townofhoosick.org](http://www.townofhoosick.org) .
  - **Rensselaer County Summer Food for Kids Flyer-** Details available at [www.townofhoosick.org](http://www.townofhoosick.org) .
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### Town Clerk's Report

- **Monthly Report**-The Clerk's report was not available at the meeting due to circumstances that was out of her control. This will be provided at the next meeting.
- **Facilities Use Request- Field Hockey request.** No request had been received via email prior to the meeting.
- **Mail Machine**- Supervisor Surdam did check with the Village of Hoosick Falls on the set up that they have in their office. This is something that is leased with Pitney Bowes and it is the same set up that we are looking for. We will contact Pitney Bowes for better pricing for the upcoming meeting.

### Assessor's Report

- **NYS Office of Real Property Tax Services Letter**- this would be a difference of \$900 and this will not affect us at all.

### Superintendent of Highway's Report

- **Bovie Hill Road**- The project is about 90% complete. The road has since reopened and Bill is waiting for all of it to settle to put the finishing top coat on the road before winter. There will be a total of all spent available at the next meeting.

### Town Historian

- Phil talked about the museum and all of the changes that have happened inside the museum. Encouraged everyone to stop in and see the rooms. The museum is now open from 11-2. Phil also mentioned that Alex Brooks did a book regarding George Holcomb.

### Recreation

- **Pool & Summer Camp up and running**- Ashley states that camp is going good and everyone understands the situation. Kim states that swimming lessons are good and the pool is running well. Average attendance Monday –Friday is right around 90 people. Weekends are right around 60 people.
- **Swimming Lessons- Sessions are available, check with Town Clerks office for availability.**
- **Additional Pool & Summer Camp Staff Appointments- Bauer Ward & Kasey Billert Lifeguards, Katherine Danforth WSI Pre-K lessons, and Ayla Fauler Admissions.**

#### MOTION

Houghton made the motion to approve additional pool and camp staff. Sheffer seconded. All Ayes carried.

- **WSI Reimbursement Request via email**- A request was sent via email for reimbursement of Lifeguard/WSI from last year. This is how reimbursement works: 1<sup>st</sup> year of service to the town, you will be reimbursed half. If you return as a Lifeguard/WSI the following year, you will be reimbursed the balance of the class.
- **Summer Camp Reimbursement Request**- there was a request for reimbursement of 1 week of camp. They are having surgery and are not able to attend for the week. This was approved. There is also someone else looking for reimbursement of swimming lessons and this was approved as well.

- **WIFI @ Pool-** Eric is working on pricing for a hot spot for the pool for Kim to do paperwork from the pool. Mark is looking into hard wiring of wireless connection. This will be further discussed at the next meeting. Ashley said she uses her phone's data and did not feel that she would need it for camp.
- **Swimming Lessons Non-Resident Price complaint- Discussion**
- **New Pool tracking forms- Thank you Sydney Stowell.** The new forms seem to be doing well. There have been no complaints.
- **American Red Cross Licensed Training Provider Agreement with the Town of Hoosick has been updated and is in effect.**
- **Lifeguard & WSI training updates-**
  - **The following all obtained Lifeguard Certifications; Bauer Ward, Kim Brownell, and Rosabell Plusch.**
  - **We now have 3 Certified Life Guard Instructors (LGI) Allison Perry, Amy Perry, and Ireland Ward.**
  - **We have a request for another WSI class for August 29<sup>th</sup>-31<sup>st</sup> at the pool. We have 6 of our staff interested in taking the class.**

**MOTION**

Sheffer made the motion to approve the staff to take the WSI class. Hanselman seconded. All ayes carried.

**Supervisor Surdam's Report**

- I attended "The Annual Financial Report (AFR) Modernization Project" training class with our Bookkeeper Rae Philpot.
- Worked with Highway Superintendent Shiland and Tom Marciotta obtaining needed supplies and physically getting the pool opened.
- Worked with Janet Davendonis, Ashley St. Onge, Kim Brownell and others putting together and submitting all of the Required Rensselaer County Health Dept. paperwork for the Pool & Summer Camp. The COVID issue presented another additional layer of processes that needed to be written out and put into practice. Everyone worked extremely hard to make it happen in a very short period of time. Thank you all!!!
- Attended webinar titled "Internal Controls for Cash Receipts".
- Attended a meeting on opening the Town and Village Courts.
- Attended the Comp Alliance Training for Workplace Violence, Right to Know, and Blood Borne Pathogens.
- I worked on a proclamation to present to North Hoosick Fire Chief Alan Bornt acknowledging 35 years as the Fire Chief. Thank you to Jackie Houghton for making the actual presentation at the Banquet.
- I am at the pool 3-4 times a day in my volunteer capacity as the Certified Pool Operator (CPO). Tom Marciotta who has 30 plus years pool experience throughout NYS continues to

be extremely helpful mentoring and checking on me every week. I never know when he will just pop in to test the water himself and offer suggestions.

- Leo McGuire who will normally help with the pool maintenance has been out sick. I have been putting in a little extra time taking care of the pump room in his absence. Get well soon Leo!!
- Responded to a pool incident.
- Worked on the monthly meeting agenda and meeting prep.

### **Town Council Reports**

**Deputy Supervisor Sheffer-** Cleaned the island of the weeds with the help of others. Thank you to Jerry McAuliffe for the dump truck. Thank you to Dave Sutton for his expertise on what to pull and what not to pull. An email received from Marianne that the June meeting was cancelled. Thank you to Hoosick Rising for promoting the Island help.

**Councilperson McAuliffe- Becoming a “Purple Heart Community”- Motion** to approve **Resolution #49** of 2020 proclaiming the Town of Hoosick as a Purple Heart Community.

#### **MOTION**

McAuliffe made the motion to approve **Resolution #49** proclaiming the Town of Hoosick as a Purple Heart Community. Sheffer seconded. All ayes carried.

We will officially celebrate becoming a Purple Heart Community on Friday August 7<sup>th</sup> at 6pm in Wood Park. There is no rain date.

**Councilperson Hanselman-** Bill stated that he thinks that the turf should be racked for now and not laid out until springtime. The board agreed.

**Councilperson Houghton-**The employee handbook project has been finalized. Houghton has reviewed and everything looks good.

### **New Business**

- **2020 Inner Budget Transfer-** None was needed for this month
- **Town of Hoosick Rescue funding increase request letter-** A letter was received by the Town of Hoosick Rescue asking for an increase from the Town for building repairs, electrical upgrades and furnace repair/replacement along with other supplies that are costly. The budget for this year was \$9, 700 and the Town of Hoosick Rescue is looking for \$15,000.

#### **MOTION**

McAuliffe made the motion to approve the increase to \$15,000. Sheffer seconded. All ayes carried.

- **Rensselaer County Shared Service Initiative (CWSSI)-** Eric and Mark will attend the Rensselaer County Shared Service Initiative.

#### **MOTION**

McAuliffe made the motion to approve Mark and Eric to attend the Shared Service. Hanselman seconded. All ayes carried.

- **Required Annual Training- Workplace Violence, Right to Know, Chemical Safety, and Blood Borne Pathogens- Additional online classes are available.** This is a class that needs to be done by all employees. 90% has completed this class. It is available online and you just need to sign up to complete.
- **Contact Tracing Requirements-** All departments have been keeping track of who is coming to see them and getting their name and phone number. Holli was concerned about taking temps, as most places are doing this. She was not sure if this is something that we wanted to do or not. Everything is by appointment only in the building as it is not open to the public as of yet.
- **Employee Travel Advisory Letter-** A letter is being drafted regarding traveling to the states that require quarantine once you return. This will not be paid by the town for your quarantine.
- **Opening Town Courts and Castle playground-** all playgrounds are now open. The Governor gave approval for them to be reopened.

#### **MOTION**

Hanselman made the motion to open the playgrounds back up. Sheffer seconded. All ayes carried.

- **Town Sled Park at Hoosick Falls Country Club-**It was an idea thrown out to the Town about having a sled park at the Country Club. Supervisor Surdam checked with our insurance agency and they stated that it would be a bit more for coverage but would need an agreement before this could be added.
- **Complaint of Cows on the loose-** This is neither a town issue nor a dog control issue.
- **Peddlers Permit Questions-** There has been a few people looking for Peddlers permits in the Town. Jonathan will be looking into the Local Law #2 of 1999 to update this and present it to the board for the next meeting.

#### **Old Business**

- **On-Line General Town Code-** Laws have all been sent to Jonathan for review and to forward to appropriate person. There are some laws that will need to be repealed.
- **2020 Census-** the Hoosick Response Rate is at 55.8% which is behind the County Rate of 59.2% and the NYS Rate of 57.5%. **We are approx. 6 weeks away from Census Data collectors going door to door to homes where there has been no response. Discussion**
- **SAM Grant- Update-** Nothing new to report.
- **Updating Land Use Law Commercial vs Personal Use-** The Zoning Board of Appeals has presented to the board with their decision on the issue of the Personal vs Commercial.
- **New TOH Employment Practices Manual & Compensation & Benefits Manual- Discussion**

*For specific questions about the public water supply: Email: [bpwsp@health.ny.gov](mailto:bpwsp@health.ny.gov), phone: 518-402-7650*

*For specific questions about private wells: Email: [beei@health.ny.gov](mailto:beei@health.ny.gov), phone: 518-402-7860*

*For specific questions about blood testing: Email: [beoe@health.ny.gov](mailto:beoe@health.ny.gov), phone: 518-402-7950*

New York State Water Quality Hotline, [800-801-8092](tel:800-801-8092), is available, Monday-Friday 9am-8pm and Saturday 9am-3pm.

**Scheduled Meetings-**

**Scheduled Meetings- Zoning Board** meets the First Monday of the month; **Planning Board** meets the third Monday of the month. These meetings are held at 7pm in the Court Room of the HAYC3 Armory. **This month the Planning Board meeting and the Zoning Board meeting will be held via ZOOM just as the regular monthly meeting was held.** Meeting minutes are available online @ [www.townofhoosick.org](http://www.townofhoosick.org) or from the Town Clerk.

- **Executive Session- Motion to enter into executive session to discuss a personnel issue.**

**MOTION**

Hanselman made the motion to enter into executive session at 8:48pm. McAuliffe seconded. All ayes carried.

- **Exited from Executive session**

**MOTION**

Hanselman made the motion to exit executive session at 9:22pm. McAuliffe seconded. All ayes carried.

**Adjournment**

Sheffer made the motion to adjourn the regular meeting at 9:24pm pending the signing of vouchers, McAuliffe seconded, all ayes carried.

**Bills Paid Abstract #7 2020 Vouchers 233-297**

General A	\$ 23,846.26
General B	\$ 11,467.94
Highway DA	\$ 1,914.20
Highway DB	\$ 29,938.35
Fire Protection	\$ 19,858.81
Trust & Agency	\$ <u>5,767.42</u>
Total:	\$ 128,133.51

Respectfully submitted,

Holli Cross  
Town Clerk