

**Town of Hamilton Special Board Meeting Minutes**  
**Monday, March 16, 2020 at 3:00 p.m.**  
**Held via Phone Conference on Speakspace**

Present: Eve Ann Shwartz, Peter Darby, Shari Taylor, Darrell Griff, Mary Lee Dinski (later), Sue Reymers, Town Clerk, Brynley Wilcox, Bookkeeper, Luke Dowsland, Highway Superintendent, Mark Miller, Codes Officer, Rochelle Harris, Assessor, Elisa Robertson, Deputy Clerk.

**Call to order:** The meeting was called to order at 3:09 p.m.

Due to COVID-19, the town board called for an emergency meeting to prepare for closure of the town offices and highway department. The goals are to find out what the policy is to close the town office, highway department and how to manage the town hall project. At this stage, NYS is calling for a 50% workforce shutdown.

The town office will close immediately to the public but continue to monitor the phones and email and respond to the public as soon as possible under the circumstances. Everyone will be working from home. Clerk Reymers further clarified that the Assessor's and Codes Officer's phone will be monitored for messages. The clerk's phone line will be forwarded to Clerk Reymers' personal cell. Everyone is making arrangements to access things at home. Deputy Clerk is having the mail held at the Post Office and will pick it up during the week. She will come into the office to distribute mail, check messages and work on processing front desk. There is a sign on the door including details on how to access services, same as website. A few details were reviewed by the Deputy Clerk. There are a couple of marriage licenses appointments scheduled. It was agreed that only one person be in the office at a time to access what they need. Discussion turned to payroll. Ms. Wilcox shared that there are only 3 monthly employees paid by check. Logistics can be figured out for April for check signing with monthly bills for their next payday.

Discussion turned to the Highway Department. Several options were discussed this morning with the Luke Dowsland. It was determined that the highway should close for now which is aligned with other area towns and the County. Supervisor Shwartz described how Madison County was starting to manage their shutdown. Luke Dowsland shared his thoughts that there are other ways for the highway to help the community. To clarify, a few of the guys are going to volunteer to fill in for SOMAC – driving the ambulances when needed during the weekdays. Mike Helly would continue to repair the ambulances as needed under the emergency town services. Luke, Ethan and Mike are all Hubbardsville Fire Department volunteers who are going to assist with SOMAC's 2<sup>nd</sup> ambulance crew on as need basis. It was determined that the highway crew would be available for snow plowing or road emergencies, but not work for now

otherwise. It would be revisited in two weeks. The seasonal part-time workers will stay on until April 1 and then be released from seasonal work.

**RESOLUTION 2020-42: Close the Town Office, Highway to the Public March 17-27**

On a motion of Councilmember Dinski, seconded by Councilmember Darby, the following resolution was: ADOPTED: Ayes: 5, Nays: 0

Resolved that the town office close to the public, office employees work at home as much as possible and monitor phones and email for town business; that the Highway department close except for snow plowing and highway emergencies; everyone will practice social distancing when handling town business; from during March 17 - 27.

Peter Darby and Mark Miller updated the group on the status of the Town Hall Project. Sheet rock arrives March 17. REA's Rob will coordinate with our electrician, Kevin Strasser and Scott Larchar, our HVAC person. Insulation will get installed into the walls. Both Kevin and Scott are closing in on finishing the first floor. Peter will clarify with REA on coordinating workers and working safely. If workers show symptoms, they should not report to work. Luke Dowsland will continue to work with Kevin as needed. Overall, it was agreed to keep 6 feet social distance.

Discussion turned to the public water fountain. Mark Miller asked if we want a water fountain with a water bottle feeder. It's about double the cost – basic is \$700 while with the water bottle is about \$1,400. Clerk Reymers advocated it for the public access to water and to promote reuse water bottles. It's a one-time cost and are a new option for water fountains now.

**RESOLUTION 2020-43: Approval of Water Fountain with Water Bottle Option**

On a motion of Councilmember Taylor, seconded by Councilmember Darby, the following resolution was: ADOPTED: Ayes: 3-Darby, Taylor, Dinski, Nays: 2 – Griff, Schwartz, Resolved that the water fountain with water bottle option be installed.

We will meet again next week and try using Zoom.

With no further business, on a motion of Councilmember Darby, seconded by Councilmember Dinski, the meeting was adjourned at 3:55 p.m. Carried unanimously.

Respectfully submitted,  
Sue Reymers  
Town Clerk