Danby Town Board
Minutes of Special Meeting
June 1, 2020, 7pm, Via Zoom Videoconferencing

Present:

Councilpersons:	Leslie Connors, Jim Holahan, Joel Gagnon (Supervisor), Sarah Schnabel, Matt Ulinski

Others Present:

Town Clerk	Alexandra Pfeifer
Justices	Garry Huddle and Theresa Klinger
Bookkeeper	Laura Shawley
Planner	Jason Haremza
Code Officer	Steve Cortright
Public	Ted Crane, Ronda Roaring, Tina and Phil Berler

Meeting Opened at 7:06 pm

Review of the Town Reopening Plan

No actions were taken at this meeting.

The extensive discussion began with the board taking note that they had seen the emails from Holahan and Ulinski that were covered in the discussion on Friday at the Staff meeting. The general consensus from the staff meeting was to keep the building locked and to restrict access to by appointment only and with most staff working remotely.

The discussion then turned to plexiglass (or similar) barriers which are easier to clean then shower curtains. The town clerk also wished to clean the counters and barrier in between customers. Jeff Rockwell was suggested as a good person to approach to make the dividers, as he has done maintenance and other work for the town previously.

All agreed that masks were required for entrance to the Town Hall and Town Court. If a person didn't have a mask, they could get one from a food pod (per Gagnon). Justice Huddle suggested starting Court hours again on June 3rd, except that the dividers were not yet installed. It was agreed to hold off on opening the Court for another week to give the Justices' time to measure out the Courtroom and figure things out (how many people can be there at the same time, etc). The Justices said that they would be allowing defendants in one at a time for the next couple of months, and that the podium should have a barrier, as well as the Court Clerk's desk where the defendants pay their fines.

It was agreed by the departments to have a log for contract tracing purposes. At the Highway Department, Shawley said that there was no reason to hold in-person sales calls anymore, and that they would be held either outside or conducted through phone or email.

The discussion turned to the Danby Community Library, and how, before they could return to the building to resume work, they needed a plan. Clerk Pfeifer mentioned that the Library plans on doing curbside pickup once a database of the inventory was done, and that once the volunteers were allowed in, they would be wearing masks and practicing social distancing. It was decided that the Library would remain closed until the TB heard back from them with their formal plan.

Ulinski wished to change the wording of the reopening document so that it said that "working remotely is still an option," for those employees who do not feel comfortable working in the building. The talk then turned to thermometers, questionnaires, and screenings, and whether they should be for visitors to the town hall and/or for the employees.

The issue arose about how exactly visitors would make an appointment to come into the town hall. It was decided that each department would post their hours, and that visitors could get in touch via phone and email. Masks would be required for entry.

The meeting concluded with a discussion about putting a hand sanitizer bottle next to the charging station, and if the alcohol content in hand sanitizer was too high. It was also decided that the re-opening plan would go into effect immediately, but could not proceed until the plexiglass barriers were installed. Tod

Sukontarak was discussed as a good alternative if Jeff Rockwell was not able to install the barriers in a timely manner.

It was agreed upon that the newest version of the reopening plan was to be sent to Dawn Parks, and that the plan would be revisited with the Library plan before being taken up for a vote by the TB. The departments in the Town Hall agreed to post new contact information about reopening by appointment only.

Adjournment

The meeting adjourned at 8:27pm.

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Alexandra Pfeifer, Town Clerk