

TOWN BOARD

MONDAY

March 8, 2021

Zoom Meeting

<https://madisoncounty-ny.zoom.us/j/92030047775>

Meeting ID: 920 3004 7775

Dial by your location

1 646 558 8656 US (New York)

Supervisor Zupan opened the meeting at 7:30 p.m. with all Councilors present.

The Town of Cazenovia is committed to practicing the social distancing guidelines that are currently in place. In accordance with the Governor's Executive Order 202.1, our March meeting was held via videoconferencing. The meeting notification was posted on the Town's website and on the sign board at the outside entrance of the Town Hall and published in the newspaper.

This meeting was recorded.

The Town Supervisor asked the Town Clerk to take a roll call attendance of all Board members.

Roll call:

Councilor Andersen	Present
Councilor Race	Present
Councilor Golub	Present
Councilor Reger	Present
Supervisor Zupan	Present

Correspondence: *There was no unshared correspondence.*

Motion by Councilor Race, seconded by Councilor Reger to accept the minutes from the February 8, 2021 Regular Meeting and March 3, 2021 Special Meeting. The motion was unanimously approved.

Supervisor Zupan asked if anyone cared to speak to the Town Board regarding any subject on this meeting's agenda.

Public comment #1: *There were no comments.*

Resolution No. 28 presented by Councilor Race, seconded by Councilor Andersen

ESTABLISHMENT OF A BENTHIC BARRIER (BENTHIC MAT) RENTAL FEE FOR THE 2021 SEASON

WHEREAS, the Town of Cazenovia has previously undertaken a Benthic Mat Rental Program in 2013 to address the management of excessive weed growth, including invasive weed species in Cazenovia Lake; and

WHEREAS, on June 10, 2013, the Town of Cazenovia established a per mat rental fee of \$0.20 per square foot (\$50.00 per mat) for the year 2013; and

WHEREAS, the Town Board had previously determined to adjust the per square foot rental fee to a new rental fee of \$0.34 per square foot (\$85.00 per mat) with a four (4) mat limit per property owner for the 2015 -2018 seasons; and

WHEREAS, in 2019, the Town Board increased the fee per mat to \$0.36 per square foot (\$90.00 per mat) with a four (4) mat limit per property owner; and

WHEREAS, in 2020, due to the COVID-19 pandemic, the Mat Rental Program was suspended for the year; and

WHEREAS, for the 2021 season, the Town of Cazenovia Town Board has determined to keep the previous rate of \$0.36 per square foot (\$90.00 per mat); and

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Cazenovia hereby determines that the mat rental fee under the Town of Cazenovia Benthic Mat Rental and Installation Program be set for the year 2021 at \$0.36 per square foot (\$90.00 per mat) with a four (4) mat per property owner limit, all to be used in conjunction with the Town of Cazenovia Benthic Mat Rental and Installation Program Rental Agreement attached hereto.

TOWN OF CAZENOVIA BENTHIC MAT RENTAL AND INSTALLATION PROGRAM RENTAL AGREEMENT

THIS AGREEMENT is as of the ____ day of _____, 2021, by and between the **TOWN OF CAZENOVIA** (hereinafter “Lessor”) and Town Property Owner _____ (hereinafter “Lessee”) for the rental of no more than four (4) benthic mats for installation/removal on lakefront property on certain portions of Cazenovia Lake in the Town of Cazenovia. Lessor and Lessee agree as follows:

1. **Lease of Benthic Mats.** Subject to the terms and conditions of this Agreement, the Lessor leases to the Lessee and the Lessee rents from the Lessor no more than four (4) benthic mats (unless additional inventory becomes available) pursuant to the Town of Cazenovia’s Benthic Mat Rental Program.

2. **Annual Rental.** The Lessee shall pay to the Lessor, as rent for the installation, use and removal of the benthic mats, Ninety Dollars and 00/100 (\$90.00) for each mat issued. No more than four (4) mats shall be issued to any Property Owner unless additional inventory becomes available. Rental is for the 2021 Season.

3. **Ownership, Use and Acceptance of the Mats.**

a. The rented mats shall at all times be the sole and exclusive property of the Lessor. Lessee shall have no rights or property interests in the mat, except for the right to use same pursuant to the rules and regulations of the Town of Cazenovia Benthic Mat Rental Program.

b. Lessee acknowledges receipt of a copy of the “Rules and Regulations for Rental of Benthic Barriers (Benthic Mats) by Town Residents.” The rules and regulations are made a part of this Agreement by reference.

c. Lessee must use the approved Town of Cazenovia benthic mat installer. For the Year 2021, the installation/removal service has been awarded to Schuyler’s Scapes. Lessee shall make arrangements to contact Schuyler’s Scapes. to obtain information for the date of installation/removal of the mats.

d. The installation/removal of mats will occur on dates and times designated by the Town of Cazenovia and its Installation Contractor.

e. No mats may be installed in any sensitive areas on Cazenovia Lake. Mats must be installed in accordance with New York State Department of Conservation Easement Rules and Regulations. Lessee has determined that all leased mats are suitable for the use intended, and the Lessee has inspected the same and accepts the same as delivered. Lessor has made no representations or warranties, oral or written, expressed or implied, in connection with the mats.

f. Lessee shall not make any alterations to or replacement of the mats and shall immediately contact the Town of Cazenovia for any issues relating to same.

g. Mats will be installed and removed upon the schedule agreed upon by the Lessor and its Installation Contractor.

4. **Indemnity.** Lessee assumes liability for and shall indemnify, protect, save and keep harmless the Lessor, its agents and servants from and against all losses, damages, penalties, claims, actions, suits, costs, expenses and disbursements, including legal expenses of whatsoever kind and nature imposed upon, incurred by or asserted against the Lessor in any way relating to or arising out of this Agreement or the use of the mats. The indemnities contained in this Section shall continue in full force and effect, notwithstanding the termination if this Agreement.

5. **Inspection.** The Lessor may inspect the equipment from time-to-time to determine that it is being used in a manner in which it was intended.

6. **Entire Agreement.** This Agreement contains the entire agreement between the parties. There are no other understandings or agreements between them.

IN WITNESS WHEREOF, the parties have executed this Agreement.

TOWN OF CAZENOVIA, LESSOR

By: _____
Hon. William N. Zupan, Supervisor

_____, Lessee

_____, Lessee

RULES AND REGULATION FOR RENTAL OF BENTHIC BARRIERS (BENTHIC MATS) BY TOWN RESIDENTS

The Town of Cazenovia Town Board hereby established the following Rules and Regulations (*Effective May 1, 2016, last revised April 8, 2019*)

1. These rules and regulations will govern the administration and regulation of the Town of Cazenovia's Benthic Barrier/Benthic Mat Program, designed to facilitate the control of Eurasian watermilfoil and other invasive weeds bordering certain areas of Cazenovia Lake. The Town of Cazenovia in administering this program reserves the right to modify, update or repeal, in whole or in part, any of these rules and regulations by resolution at any time. Final interpretation of these rules and regulations rests exclusively with the Town of Cazenovia Town Board. All property owners will be required to comply with the following Rules and Regulations as a condition to the rental of Benthic Barrier Mats:
2. Town and Village residents are allowed to rent mats pursuant to these Regulations.
3. Property owners will be limited to a total (maximum) of four (4) mats per owner (*i.e.* per property tax parcel) per year (unless additional inventory becomes available after all owners' initial requests have been addressed). (Each individual mat is approximately 12.5' x 20' section or approximately 250 sq. ft.).
4. Annual rental cost per Benthic Mat shall be set at \$90.00 per mat (\$0.36/sq. ft.), subject to annual adjustment by the Town Board. The rental fee includes the rental of the mat, installation of the mat by the Town's retained contractor, removal of the mat by the Town's retained contractor, pick-up and storage by the Town of Cazenovia. Installation and removal will be on the dates and times designated by the Town of Cazenovia and its contractor.
5. No mats may be installed in any sensitive areas in the Lake. Please contact the Town of Cazenovia prior to rental with respect to the allowed locations for the installation of mats.
6. Mats must be rented on an annual basis and will be issued on a first come, first served basis. Supplies of mats are limited to existing Town inventories and there is no guarantee of availability.
7. Each renter will be required to sign a Rental Agreement at the time of rental.
8. In the event additional inventory becomes available, additional mats may be rented on a first come, first served basis.
9. Each renter will be required to release the Town of Cazenovia from any liability associated with the renting, installation, removal and use of the mats.
10. Mats may only be installed within the period of time set by the Town of Cazenovia Town Board. The selected period of time shall be designated so as to create the least amount of impact on fish spawning seasons.
11. No Planning Board approval will be required for the rental and/or placement of Benthic Mats.

- 12. The renter shall be required to clearly locate the area within which it desires the placement of the rented mat. The Town of Cazenovia and/or its contractor will supply flagging materials to determine placement of the mats. The Town and its contractor reserve the right to designate final location based on safety and cost factors.
- 13. It is anticipated that the installation contractor will accomplish placement of all mats during the same time period. Renters are encouraged to coordinate with the contractor to be available at the time of installation.
- 14. Renters will be required to cooperate with the placement process in order to ensure appropriate installation and to avoid any delay in same.

Roll call:
Councilor Andersen Yes
Councilor Race Yes
Councilor Golub Yes
Councilor Reger Yes
Supervisor Zupan Yes

Supervisor Zupan declared Resolution No. 28 adopted.

Supervisor Zupan stated \$ 60.00 would be paid upon installation of the mats and \$ 60.00 upon the removal.

Resolution No. 29 presented by Councilor Race, seconded by Councilor Andersen

AUTHORIZING THE TOWN SUPERVISOR TO EXECUTE AN AGREEMENT WITH SCHUYLER’S SCAPES

To authorize the Town Supervisor of the Town of Cazenovia to execute an agreement with Schuyler’s Scapes for the installation/removal of benthic mats pursuant to the Town of Cazenovia’s Benthic Mat Rental Program at \$0.48¢ per square foot (\$120.00 per mat) for an amount not to exceed Sixteen Thousand Four Hundred Forty Dollars and 00/100 (\$ 16,440.00). Said Agreement is subject to review by the Attorney for the Town.

Roll call:
Councilor Andersen Yes
Councilor Race Yes
Councilor Golub Yes
Councilor Reger Yes
Supervisor Zupan Yes

Supervisor Zupan declared Resolution No. 29 adopted.

Resolution No. 30 presented by Councilor Race, seconded by Councilor Golub

**AUTHORIZATION FOR THE TREATMENT OF CAZENOVIA LAKE
FOR THE ERADICATION OF THE INVASIVE SPECIES
EUROPEAN FROG-BIT (*HYDROCHARIS MORSUS-RANAE*)
AND SEQR RESOLUTION**

WHEREAS, previously the Town of Cazenovia has determined that the protection and restoration of water quality, aesthetic conditions, recreational usage and the aquatic habitat of Cazenovia Lake and its surrounding area is in the best interest of the entire community with respect to environmental stewardship, cultural heritage and economic interest; and

WHEREAS, the Town of Cazenovia has previously authorized the treatment of the Lake and its surrounding areas to address the identified presence of the invasive species European Frog-bit (*Hydrocharis morsus-ranae*) which have presently been identified to be located in the more northerly portions of Cazenovia Lake and surrounding shorelines; and

WHEREAS, said species is highly invasive and poses a threat to the Lake and to its uses; and

WHEREAS, the proposed action contemplates the eradication of European Frog-bit (*Hydrocharis morsus-ranae*) to be accomplished through a combination of specially trained hired temporary workers and volunteers who will hand-pull plants from Cazenovia Lake; and

WHEREAS, the Town of Cazenovia has engaged in discussions and negotiations relative to the contracting of services for the hand-pulling of said invasive species; and

WHEREAS, Volume 6 N.Y.C.R.R., Sections 617.3 and 617.6 of the Regulations relating to Article 8 of the Environmental Conservation Law of New York (SEQRA), requires that as early as possible and within twenty (20) days after submission of a complete application/action, an involved agency shall make a determination whether a given action is subject to the aforementioned law; and

WHEREAS, the Town Board has determined that a short environmental assessment form (EAF) shall be required in connection with this matter; and

WHEREAS, the Town Board has reviewed the Short EAF prepared for this action and has fully considered, analyzed and discussed the areas of concern of said EAF.

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Cazenovia hereby determines for purposes of SEQRA that:

1. This project, which anticipates the treatment and potential eradication of the invasive species known as European Frog-bit (*Hydrocharis morsus-ranae*) will require SEQRA review;
2. The proposed action is an unlisted action;
3. The following agencies are involved/interested agencies:
 - a. New York State Department of Environmental Conservation;
 - b. New York State Department of Environmental Conservation, Region 7;
 - c. United States Army Corps of Engineers;
 - d. Madison County Department of Health;
 - e. Village of Cazenovia;

4. The Town of Cazenovia Town Board will assume lead agency status for SEQR review purposes; and it is further

RESOLVED, that the Town Board of the Town of Cazenovia, after careful review of the proposed action and the submitted EAF, hereby determines that the proposed action will have no significant adverse impact on the environment; that, accordingly, an environmental impact statement (EIS) shall not be required; and that this resolution shall constitute a Negative Declaration for purposes SEQRA; and it is further

RESOLVED that the reasons and findings supporting the foregoing Negative Declaration are as follows:

1. The proposed action anticipates eradication of European Frog-bit (*Hydrocharis morsus-ranae*) currently found in Cazenovia Lake through a combination of hired temporary workers and volunteers who will hand-pull the plants;
2. The proposed action will be temporary in nature as it will be accomplished over a multi-week period, depending on weather conditions and timing of plant growth;
3. All volunteers and workers will be specially trained and instructed to appropriately weed the target plant. Such training will include appropriate handling and removal of all harvested plants;
4. There are no anticipated impacts to land, as the action will not involve construction on or physical alteration of the land surface;
5. The proposed action will not result in a modification of, destruction of or inhibit access to any unique or unusual landforms, as no such landforms have been identified;
6. While the proposed action will have some effect on water surface bodies, including the Lake itself, it is anticipated that such actions will provide an overall benefit to the quality of water on Cazenovia Lake. In addition, the hand-pulling method of eradicating the European Frog-bit (*Hydrocharis morsus-ranae*) is determined to be the least impactful to the Lake;
7. The proposed action shall have no impact on groundwater and will not introduce contaminants to groundwater or any aquifers;
8. The proposed action will have no impacts on flooding or on air or air quality;
9. While the proposed action will result in a loss of the targeted plant; however, it is not anticipated that other aquatic flora will be impacted by this action;
10. There are no anticipated impacts on agricultural resources as the action will occur wholly within the confines of Cazenovia Lake;
11. It is anticipated that the proposed action will improve the aesthetic resources of Cazenovia Lake by removing the targeted species of invasive plant;
12. There is no anticipated impact on historic or archeological resources, or open space, as none have been identified or associated with the project area;

- 13. The proposed action should result in a positive impact to recreation by removing the targeted invasive species;
- 14. The proposed action should improve the condition and quality of the established critical environmental area found along the edge of Cazenovia Lake;
- 15. There have been no anticipated impacts to transportation, energy, noise, odor or light, nor have there been any anticipated impacts to human health;
- 16. The proposed action is consistent with the Town of Cazenovia’s Community Plans, as the Lake has been identified as an area for protection and improvement to its water quality;
- 17. There is no anticipated negative impact to community character from this treatment; and it is further

RESOLVED that the Town’s legal counsel shall distribute and publish this Negative Declaration pursuant to the requirements of 6. N.Y.C.R.R., Part 617; and it is further

RESOLVED that the Town of Cazenovia hereby authorizes the undertaking of the proposed action for the above-referenced treatment through a combination of hired temporary workers and volunteers who will hand-pull said invasive species; and be it further

RESOLVED that the Town Board of the Town of Cazenovia hereby authorizes payment to Cazenovia College (its professors, interns and students), an amount not to exceed Two Thousand and 00/100 Dollars (\$2,000.00) for the project services, as associated with independent contractual services as appropriately invoiced upon vouchers to the Town of Cazenovia relating to the eradication of the invasive species European Frog-bit (*Hydrocharis morsus-ranae*).

Councilor Andersen	Yes
Councilor Race	Yes
Councilor Golub	Yes
Councilor Reger	Yes
Supervisor Zupan	Yes

Supervisor Zupan declared Resolution No. 30 adopted.

Resolution No. 31 presented by Councilor Race, seconded by Councilor Reger

**AUTHORIZING THE EXECUTION OF A BROKER OF RECORD
LETTER FOR HAYLOR, FREYER & COON, INC.
RELATIVE TO TOWN INSURANCE PRODUCTS**

WHEREAS, the Town of Cazenovia from time-to-time determines the placement of its insurance needs for all Town purposes as part of its fiscal responsibilities; and

WHEREAS, the Town Board, upon review of existing insurance placement opportunities, now desires effective immediately to appoint Haylor, Freyer & Coon, Inc. as Agent of Record for its liability and other insurance policies and products.

NOW, THEREFORE, BE IT

RESOLVED that the Town of Cazenovia Town Board hereby authorizes the Town’s Deputy Supervisor, Patrick Race, to execute all documentation and related paperwork to effectuate placement of the procurement of insurances benefitting the Town of Cazenovia with Haylor, Freyer & Coon, Inc.

Roll call:

Councilor Andersen	Yes
Councilor Race	Yes
Councilor Golub	Yes
Councilor Reger	Yes
Supervisor Zupan	Yes

Supervisor Zupan declared Resolution No. 31 adopted.

John Langey, Esq. stated back in 2016 when this application was before the Planning Board, it was deemed to have merit towards a conservation subdivision with an easement that would preserve portions of the property so they would not be developed on. The owner at the time agreed to this and now the property is being transferred and the closing attorney noticed that the conservation easement instrument had not been filed. He stated the subdivision is on West Lake Road and the map does show a conservation easement on it.

Resolution No. 32 presented by Councilor Golub, seconded by Councilor Reger

**AUTHORIZING THE ACCEPTANCE OF
THE DEED OF CONSERVATION EASEMENT OFFERED
BY JOHN DELLAS FOR THE DELLAS SUBDIVISION**

To authorize the Town of Cazenovia to accept the Deed of Conservation Easement offered by John Dellas to the Town of Cazenovia, consistent with the Town of Cazenovia Planning Board approval of the “Dellas Subdivision”, approved on November 3, 2016, and further authorizing the Supervisor to execute the Conservation Easement and the necessary recording documents.

Roll call:

Councilor Andersen	Yes
Councilor Race	Yes
Councilor Golub	Yes
Councilor Reger	Yes
Supervisor Zupan	Yes

Supervisor Zupan declared Resolution No. 32 adopted.

Resolution No. 33 presented by Councilor Andersen, seconded by Councilor Race

**A RESOLUTION TO HOLD A PUBLIC HEARING
ON THE SUBJECT OF FAIR HOUSING AND AUTHORIZING
THE DESIGNATION OF APRIL AS
“FAIR HOUSING MONTH” IN THE TOWN OF CAZENOVIA**

WHEREAS, Fair Housing Month is celebrated each April across the United States in recognition of the Fair Housing Act, which was enacted and subsequently amended to provide protections against discriminatory housing and mortgage lending practices; and

WHEREAS, the Town Board wishes to reaffirm and support the right of all persons, regardless of race, color, religion, sex, ancestry, national origin, handicap, familial status, sexual orientation or gender identity to enjoy fair and equal access to housing within the Town; and

WHEREAS, the Town Board recognizes that illegal barriers to equal opportunity in housing, no matter how subtle, diminish the rights of all persons within the Town; and

WHEREAS, the Town Board recognizes that stable, integrated, and balanced residential patterns are threatened by discriminatory housing practices that result in segregation of residents and opportunities within the Town; and

WHEREAS, the Town has shown its own commitment to eliminating housing discrimination and maintaining a diverse, inclusive community through development and enforcement of its own local Fair Housing Law; and

WHEREAS, in 2016, the Town Board amended and updated its existing Fair Housing Law protecting the right of fair housing to all residents in the Town.

WHEREAS, the Town of Cazenovia is committed to educating the public about the right to fair housing.

WHEREAS, the Town Board requests public feedback from the community on how to protect the right to fair and equal access to housing within the Town; and

NOW, THEREFORE, it is

RESOLVED that the Town of Cazenovia Town Board hereby:

1. will hold a public hearing on the subject of fair housing at the Town Hall located at 7 Albany Street, Cazenovia, New York on April 12, 2021 at 7:30 p.m. or as soon thereafter as the matter can be heard, and that notice of the time and place of such hearing describing in general terms the purpose of such hearing shall be published in accordance with Town Law; and at which time all persons interested in the subject shall be heard. The public may mail, e-mail or fax comments to the Town Clerk by noon on April 9, 2021. If the present Orders of the New York State Governor concerning the COVID-19 pandemic are not lifted prior to that time, the Board shall convene using the telephone/video conferencing medium known as ZOOM and as otherwise noticed on the Town’s official website (www.townofcazenovia.org). The public wishing to observe the proceedings may do so by using a free version of the software at Zoom.us. Video participants can access Zoom at the following link: <https://madisoncounty-ny.zoom.us/j/91523808495>. For audio participants, call (646) 558-8656 and enter ID: 915 2380 8495.

- 2. Designates April as “Fair Housing Month” in the Town of Cazenovia; and
- 3. Reaffirms its commitment to the principles guaranteed in the Federal Fair Housing Act and its own Fair Housing Law, Chapter 86 of the Code of the Town of Cazenovia; and Town Board Meeting Minutes - March 13, 2017-#26
- 4. Reaffirms its commitment to promoting public awareness of the laws and remedies available to combat discriminatory housing practices.

Roll call:

Councilor Andersen	Yes
Councilor Race	Yes
Councilor Golub	Yes
Councilor Reger	Yes
Supervisor Zupan	Yes

Supervisor Zupan declared Resolution No. 33 adopted.

Resolution No. 34 presented by Councilor Race, seconded by Councilor Reger

ADOPT PANDEMIC OPERATIONS PLAN

WHEREAS, on September 7, 2020, Governor Cuomo signed legislation requiring all public employers to create a plan to adequately protect workers in the event of another state disaster involving a communicable disease; and

WHEREAS, after careful consideration of the Town of Cazenovia Departments and their daily duties, a plan was developed to create guidance in the event of another health crisis; and

WHEREAS, in the legislation, such plan is required to be finalized by April 1, 2021; and

NOW, THEREFORE, it is

RESOLVED that the Town of Cazenovia Town Board adopts the following Pandemic Operations Plan. Said Plan shall be placed in the following locations:

- 1. Clear and conspicuous area at the Highway Department and Town Office
- 2. Town of Cazenovia Employee Manual
- 3. Town’s website
- 4. Town of Cazenovia Code Book

TOWN OF CAZENOVIA POLICIES AND PROCEDURES
PANDEMIC OPERATIONS PLAN

I. SUBJECT:

Preparation of Public Employers for State Disaster Emergencies involving Public Health

II. ISSUED:

April 1, 2021

III. PURPOSE:

As a public employer in the State of New York, the Town of Cazenovia is required to prepare a plan for the continuation of operations in the event that the governor declares a state disaster emergency involving a communicable disease.

IV. DEFINITIONS

The following definitions are to be used for the purpose of this policy:

- a. “Personal Protective Equipment” (PPE) shall mean all equipment worn to minimize the exposure of hazards, including gloves, masks, face shields, foot and eye protection, protective hearing devices, respirators, hard hats, and disposable gowns and aprons.
- b. “Essential” shall refer to a designation made that a public employee is required to be physically present at a work site to perform his or her job. Such designation may be changed at any time in the sole discretion of the employer.
- c. “Non-Essential” shall refer to a designation made that a public employee is not required to be physically present at a work site to perform his or her job. Such designation may be changed at any time in the sole discretion of the employer.
- d. “Communicable Disease” shall mean an illness caused by an infectious agent or its toxins that occurs through the direct or indirect transmission of the infections agent or its products from an infected individual.

V. GENERAL POLICY:

- 1. **The following types of positions are considered essential in the event that the governor declares a state disaster emergency involving a communicable disease:**

Department	types of Essential positions
Town Board	Supervisor, Councilors, Town Clerk
Business Office	Town Clerk, Deputy Clerk, Records & Vital Statics Clerk, Secretary to Supervisor
Assessments	Town Assessor
Zoning	Zoning & Codes Enforcement Officer
Finance	Bookkeeper, Payroll, Equipment Financing
Highway	Highway Superintendent, Deputy Highway Superintendent, Heavy Equipment Operator, Auto Mechanic, Motor Equipment Operator
Judiciary	Town Judge, Village Judge, Clerk
Animal Control	Dog Control Officer

2. Town of Cazenovia is committed to ensuring that our residents receive necessary services during a state disaster emergency involving a communicable disease. To accomplish this goal, non-essential employees, as defined above, may require access to technologies, including but not limited to; hardware, software, data, and telecommunications. All technology will be deployed based upon a pre-determined Department Priority List which prioritized public health and public safety first. The Priority List is created and administered by the Town Clerk.
3. To the extent possible, Town of Cazenovia departments will utilize staggering work shifts in the event of a declared state disaster emergency involving a communicable disease. Plans will be developed by the department head and communicated to essential employees based upon Department of Health guidelines and essential job duties.
4. Town of Cazenovia town offices will maintain PPE stockpiles sufficient to withstand the 90-day need Town departments based upon peak COVID-19 usage. This stockpile shall be located in a secure facility and in an environment appropriate to prevent degradation to the PPE. The Town Clerk in consultation with Madison County Department of Public Health will determine the specific PPE needs of their essential employees. Department Heads will request the appropriate amount and type of PPE for their department's essential employees if needed. The Town will coordinate with the appropriate Purchasing Agent to ensure PPE replenishment in order to maintain the 90-day stockpile if needed based on requests.
5. In the event that an employee is exposed to a known case of the communicable disease, exhibits symptoms of such disease, or tests positive for such disease, the following protocol shall be immediately enacted:
 - Step 1: Isolate and excuse the sick employee from the workplace. Until further DOH guidelines are amended or revised, the infected employee should remain at home until released by the public health official. DOH will issue a letter to the employee indicating that they are released from isolation.
 - Step 2: Contact DOH and provide assistance with identifying those individuals who worked in close proximity of the sick employee. Follow current DOH guidance regarding which employees would need to be placed in quarantine.
 - Step 3: Facilities will utilize cleaning plan per current DOH and CDC guidance related to the specific communicable disease.

Step 4: Notify employees: Following a confirmed case, the Town clerk will notify all employees who work in the location or area where the sick employee works. Be sure to follow all applicable laws regarding the disclosure of any confidential medical information such as the name of the employee.

6. The Town of Cazenovia will utilize all means at its disposal to document the hours and work locations for essential employees. Such means shall include, but are not limited to:
 - a. Time Clocks and/or Time Sheets (if applicable)
 - b. Daily Sign-in Logs/Reports
 - c. Door access records/security camera recordings (if applicable)
7. The Town of Cazenovia essential employees who require emergency housing in order to further contain the spread of a disease subject to this policy must, with approval of the Town Supervisor and/or Town Clerk, request housing from the Madison County Office of Emergency Management (MCOEM). MCOEM will identify an appropriate emergency housing facility, if one exists, and coordinate with the essential employees to facilitate its usage. In the event that an appropriate facility does not exist, MCOEM will establish an emergency shelter for essential employees in a Madison County facility.
8. All protocols identified in this policy are subject to change pursuant to guidance provided by the Madison County Department of Health or by the NYS Department of Health based upon the specific communicable disease characteristics.

VI. REPORTING POLICY VIOLATIONS:

Any violations of this policy shall be reported to your immediate supervisor, the Town Supervisor or via procedures established by the New York State Department of Labor. Reports may be made verbally or in writing.

VII. IMPLEMENTATION:

The Town of Cazenovia Supervisor or designee holds the authority to execute and direct implementation of this plan upon being informed by Madison County or the NYS Governor's Office of a public health emergency. All Town of Cazenovia employees and contractors will be informed of such an emergency by email or phone. Town of Cazenovia residents, vendors, etc. will be notified of operational changes as needed by way of email, newspaper notification or signs affixed to the office building. The Supervisor and Town Clerk will maintain communications with the public as necessary.

VIII. EFFECTIVE:

This policy is effective immediately.

Roll call:

Councilor Andersen	Yes
Councilor Race	Yes
Councilor Golub	Yes
Councilor Reger	Yes
Supervisor Zupan	Yes

Supervisor Zupan declared Resolution No. 34 adopted.

Resolution No. 35 presented by Councilor Reger, seconded by Councilor Race

AUTHORIZE THE DEPUTY TOWN SUPERVISOR TO EXECUTE A LETTER OF SUPPORT FOR THE ASSISTANCE TO FIREFIGHTERS GRANT APPLICATION

The Town Board of the Town of Cazenovia authorizes the Town Supervisor to execute the below-referenced Letter of Support to the Federal Emergency Management Agency for the *Assistance to Firefighters Grant* application submitted by the Village of Cazenovia.

February 10, 2021

Brian Thomas
Regional Fire Program Specialist
Federal Emergency Management Agency
26 Federal Plaza, Suite 1307
New York, NY 10278

RE: Village of Cazenovia AFG Application ID: EMW-2020-FG-12276

Dear Mr. Thomas:

I am writing to express my support for the Assistance to Firefighters grant application submitted by the Village of Cazenovia Fire Department.

The objective of this project is to purchase an aerial platform truck to replace the current vehicle purchased in 1999. The aerial apparatus is essential for protecting the numerous multi-story buildings in this rural community that include residential, commercial, college, and public school properties. Without this apparatus, lives and property would be at significant risk. In addition, this investment helps protect lives and property in neighboring communities that have fewer multi-story buildings but still have property and lives that would be at risk if the aerial apparatus were not available to share. This vehicle is a regional asset for this rural geographic area not only because it is apparatus that other smaller departments lack, but

because the Cazenovia Fire Department has robust volunteer staffing capacity with the training and experience needed to be effective.

The Village of Cazenovia has been increasingly challenged to budget for future fire department expenses due to several reasons outside of local control. All forms of capital expenses (especially fire apparatus) are rising faster than the rate of inflation. Reductions in state aid, lost revenues to local governments, and the state tax cap are all causing the village to struggle to keep essential fire equipment up to date which could lead to life-threatening situations in an emergency.

I ask that you give this application serious consideration for funding.

Sincerely,

Patrick M. Race,
Deputy Town Supervisor

cc: Town of Cazenovia Town Board

Roll call:

Councilor Andersen	Yes
Councilor Race	Yes
Councilor Golub	Yes
Councilor Reger	Yes
Supervisor Zupan	Yes

Supervisor Zupan declared Resolution No. 35 adopted.

Resolution No. 36 presented by Councilor Race, seconded by Councilor Andersen

CAZENOVIA HILLBENDER

To approve the use of Rathbun and Ridge Roads, on Saturday, May 8, 2021 commencing at 9:00 a.m. for a 19-mile and a 38-mile bike race to benefit the Upstate Golisano Children's Hospital. It is understood that the Madison County Sheriff's Department or New York State Police will be utilized for traffic control and that CAVAC will be on-site.

This approval is contingent upon receipt of an endorsed Certificate of Liability Insurance, naming the Town of Cazenovia as an additional insured with coverage in the amount of One Million Dollars. Coverage must be maintained throughout the date of the event. The Certificate of Liability Insurance shall be filed with the Town Clerk no later than Friday, April 23, 2021.

All participants shall observe appropriate CDC social distancing measures at all times.

Participants shall wear appropriate PPE/masks as a preventative measure to avoid exposure and/or transmission of COVID-19;

Appropriate signage relative to social distancing shall be prominently placed throughout any locations where congregating of parties may occur;

Further, it should be understood Rathbun and Ridge Roads cannot be closed to local traffic and no paint products can be applied to the roads.

Roll call:

Councilor Andersen	Yes
Councilor Race	Yes
Councilor Golub	Yes
Councilor Reger	Yes
Supervisor Zupan	Yes

Supervisor Zupan declared Resolution No. 36 adopted.

Resolution No. 37 presented by Councilor Race, seconded by Councilor Andersen to make the following Board appointments:

<u>Board</u>	<u>Term Length</u>	<u>Term Expiration</u>
David Vredenburgh, ZBA Alternate Member <i>(Filling a vacancy)</i>	Remainder of 2021	12/31/2021
Luke Gianforte, ZBA Alternate Member <i>(Luke is filling Val Koch's unexpired term)</i>	Remainder of 2021	12/31/2021

Roll call:

Councilor Andersen	Yes
Councilor Race	Yes
Councilor Golub	Yes
Councilor Reger	Yes
Supervisor Zupan	Yes

Supervisor Zupan declared Resolution No. 37 adopted.

Resolution No. 38 presented by Councilor Andersen, seconded by Councilor Reger

AUTHORIZE TRAINING CREDITS FOR 2021 PROGRAM SERIES OFFERED BY HANCOCK ESTABROOK

To authorize credit hours for the program series offered by Hancock Estabrook, titled:

- 2021 Municipal Bootcamp Program
- The Cannabis Regulation and Taxation Act Series

Credit hours will be recorded in accordance with the length of each webinar. Any Planning Board or Zoning Board of Appeals Member that wishes to take these classes will have the hours applied to their annual training activity credits.

Roll call:

Councilor Andersen	Yes
Councilor Race	Yes
Councilor Golub	Yes
Councilor Reger	Yes
Supervisor Zupan	Yes

Supervisor Zupan declared Resolution No. 38 adopted.

Attorney's Report: *John Langey, Esq. said there is a lot going on in the Town. He continues to work on the solar regulations with Councilor Golub. There has been interest in the Town of Cazenovia as well as throughout Madison County for solar projects. The water consolidation project is ongoing and he continues to work with Supervisor Zupan on that project. He said next month, hopefully, the Board will consider Cannon Crest as a public road. Dean Slocum, Highway Superintendent will inspect the road with John Dunkle, the Engineer representing the Town. He reiterated he has the paperwork ready to accept the road for the Cannon Crest Subdivision which is a small dead-end road. On another front, lake treatment is moving forward. He said he has been asked to give a presentation on short-term rentals. He ended his report by stating a lot is going on and he expects it will continue to stay busy.*

Supervisor's Report: *Supervisor Zupan reported he has been working with Counsel on the consolidation of the water districts. He worked on finding an installer and soliciting quotes for this year's benthic mat program. The previous installer did not want to do it this year. He is working with Dean Slocum on getting water meters for New Woodstock. He has been talking with Councilor Race on the Town insurance. Additionally, just today, he found out the Town of Cazenovia is in line for three-quarters of a million for COVID relief money and the funding can go for COVID relief, sewer and water projects.*

Councilor Race (Highway Department, South Cemetery, Water Pollution Control Facility & Water Districts): *Reported the highway department is wrapping things up for winter. Dean Slocum added the generator for Wellington came in the other day and will, hopefully, be installed soon. He said a quote was received for installing water meters in New Woodstock and it came in at \$ 350.00 per install. He is waiting on two other quotes. He answered a question and said there is 134 meters to install.*

Councilor Andersen {Planning & Zoning, CACDA, Shared Services, CACC, Future of the Town Office (Gothic Cottage)}:

Councilor Andersen inquired about the EAF for the Frog-Bit. The Town Board circled back to Resolution # 30 and reviewed Part II of the EAF.

Councilor Andersen said there is a lot going on at the Planning Board and Zoning Board of Appeals. She asked for anyone that sees these folks to let them know they are doing a good job and she mentioned the various projects. She also stated CACDA has an Adventure Challenge and

read a portion of CACDA’s website describing the activity....an active adventure that will guide you through the hills and valleys of Cazenovia! You will be challenged by clues and riddles to solve, and you may discover some unexpected local history hiding in plain sight! You will solve clues leading you to 11 sites almost entirely accessible via 20 plus miles of trails and sidewalks (in the Village of Cazenovia). There is also a bonus site at the end which requires transportation by car or bike. Participants will be eligible for a \$ 1,000.00 cash prize if completed. She thinks it is going to be a lot of fun.

Councilor Golub {Future of the Town Office (Gothic Cottage), Cazenovia Lake Association & Cazenovia Lake Watershed Council}: *Reported the CLA voted on putting a second buoy at Sunken Island because it is quite shallow there. He stated they received data back from Greg Boyer of ESF regarding the temperature gradient buoy they put in this past summer. He said the lake is stratified the way it should be: uniform in the spring, summer warm at top, cold at bottom and reverses in the winter. He stated they got one of the DEC permits for the ProcellaCOR. They are still waiting on the Wetlands Permit. He also mentioned he is working with John on the solar law. Lastly, he received the 3-D drawing for the Gothic Cottage and will disburse to the Town Board.*

Councilor Reger (Senior Recreation & Joint Youth Recreation, New York State Police, Parks, New Woodstock Fire Department & Planning and Zoning): *Reported there has been a lot of activity with the Planning and Zoning Boards. He said he worked with Roger Cook, Codes Enforcement Officer, on the “demolition law.” He will have some documentation and send it to everyone before the April work session. He updated everyone on the Youth Recreation Director position for the Youth Recreation Program and stated they have had a couple interested candidates for the position. Caz Cares continues to do a tremendous job and there has been a big need for foods during this pandemic. Lastly, he mentioned the Caz Covid Response Team has helped seniors in need of a COVID-19 vaccination get scheduled.*

Supervisor Zupan asked if any member of the public cared to use the second comment period to speak to the board regarding any area of Town Board oversight.

Public comment #2:

Rachel McDermott of 2129 Main Street, New Woodstock expressed concerns with approximately five accidents that have occurred in front of her home near the sidewalk. She stated people come from DeRuyter and go off the road onto their driveway and into their lawn. She mentioned some of the accidents have been reported to the State Police and within the past year there have been 3 incidents. She said they are unsure what they can do as residents. She said it makes her nervous with children playing on the sidewalks in the summer and they have had damage to their home. She wondered what could be done?

Supervisor Zupan said he talked to Michael Decker, another neighbor, about this issue and the Town will talk to the DOT about getting more signage there and

maybe work with the Sheriff’s Dept. to get their mobile speed limit sign. He also mentioned it was discussed to get a permanent lighted speed limit sign in that area, similar to the ones in Fabius and Apulia. They will talk to the Sheriff’s and Troopers to get some enforcement in the area for speed.

The Town Clerk presented the monthly bills list.

The Town Board's method-of-choice for review of the monthly bills:

The Town Board's first review takes place when detailed lists of the monthly bills are emailed to them on the weekend preceding the meeting. As a second review, the Town Clerk reads aloud the monthly bills list as the Town Board followed along with hard copies. The invoices are present at the meeting and the Town Board visually inspects them and discusses them at their discretion.

Motion by Councilor Golub, seconded by Councilor Reger to approve payment of the bills. The motion was unanimously approved.

Motion by Councilor Race, seconded by Councilor Golub to adjourn this meeting. The motion was unanimously approved.

At 8:10 p.m., Supervisor Zupan declared this meeting adjourned.

Signed: *Connie J. Sunderman*
Connie J. Sunderman, Town Clerk