

TOWN BOARD MINUTES
TOWN OF POESTENKILL
TOWN BOARD MEETING

January 21, 2021

(Not approved at time of distribution)

ROLL CALL AS FOLLOWS

Councilwoman Butler	Present
Councilman Hass	Present (via zoom)
Councilman Van Slyke	Present
Councilman Wohlleber	Present (via zoom)
Supervisor Hammond	Present

NON-VOTING MEMBERS

Susan Horton, Town Clerk
Jack Casey, Town Attorney

Supervisor Hammond led the audience in the Pledge of Allegiance and opened the floor at 7 p.m. for the Public Hearing to amend Zoning Law providing for lot line adjustment. Planning Board member Tom Russell spoke about being able to add flexibility to the current law when dealing with resident requests. Comments sent in by Judy Grattan were read into record by T. Buker. Copies of both statements are available at the Town Clerk's office. The Affidavit of Publication is on file in the Town Clerk's office. There being no other comments this hearing was closed at 7:20 p.m.

Supervisor Hammond opened the floor for any public comments. Resident D. Basle asked about absentee ballots. Resident L. Basle asked if the Facebook group "Poestenkill Ambulance Advisory Committee" was monitored by the town. Supervisor Hammond commented that the page was not monitored by the town and had no direct affiliation.

Motion by Councilman Van Slyke, seconded by Councilwoman Butler and carried that the bills were audited for payment.

Motion by Councilman Van Slyke, seconded by Councilwoman Butler and carried to accept to the Town Clerk's minutes of December 29, 2020 as written. Motion by Councilman Van Slyke seconded by Councilwoman Butler and an oral vote of 4 ayes, with Councilman Wohlleber abstaining to accept the January 07, 2021 Organizational Meeting.

Presentation- There were no presentations.

Correspondence:

Charter Communications dated December 31st, 2020 notifying of upcoming changes.

Liaison Reports:

Planning Board – Planning Board member Tom Russell spoke about the meetings from January 5, 2021 and January 19, 2021. Councilman Van Slyke thanked Tom Russell for his hard work as Chairman to the Planning Board. Tom Russell said it was a privilege and honor.

Zoning Board – Zoning Board member Tim Hoffay reported there was no meeting due to lack of agenda items. Supervisor Hammond asked T. Hoffay if ZBA members had a nomination for the Town Board for their chairman. P. Jamison, ZBA member, stated he was sending out an email to see if anyone were interested in the position and that it would be discussed at the next ZBA meeting.

Fire Company – Town Board members had copies of their report.

Library – L. Lundgren reported that the library is doing pick up only and the situation will be reassessed at the end of February.

Youth Advisory Board-Youth Director Tiffany Buker reported on the happenings of the Youth Board. Summer Camp will be happening this year and is scheduled to be back at Poestenkill Elementary School.

CAC- no meeting

Discussion Items:

Woodchipper and Plow Truck-

David Goyer, Deputy Highway Superintendent, requested to purchase a woodchipper to replace the 1986 woodchipper the town currently owns. He stated it is a 10-week turnaround time, so would need to be ordered soon to help with spring clean-up. D. Goyer presented multiple quotes. Councilman Wohlleber asked what this would be used for. D. Goyer responded for spring and fall clean up, trimming trees along the road and storm damage. Councilman Van Slyke is concerned with the timing of the purchase and the unknown of state funding. Supervisor Hammond stated this was a budgeted expense and using this line item is what it is intended for. D. Goyer stated this did not deplete the line item in the budget.

MOVED BY: Supervisor Hammond

SECONDED BY: Councilwoman Butler

VOTED UPON AS FOLLOWS:

Councilwoman Butler	Yes
Councilman Hass	Yes
Councilman Van Slyke	No
Councilman Wohlleber	Yes
Supervisor Hammond	Yes

D. Goyer also brought up purchasing a single axel plow truck to replace 104. He stated he looked at bonds as a payment option and was also looking at various other bank deals for purchasing of the truck. One of the deals was a lease to own option and you had 12 months after receiving the truck to make a purchase, so you could choose which month in the 2022 budget for it to be paid. Supervisor Hammond stated he wanted to give the board time to think and review the information and make no action on it. D. Goyer stated he just want to start the discussion time as it would take 10 months to be road ready. Councilman Van Slyke said to talk with Councilman Hass as he was familiar with the bonds program used previously.

Councilwoman Butler brought up a few issues that had been brought to her attention. Town residents are asking for planning board and zoning board minutes to be posted on the website in a timely fashion after meetings are held. Planning Board member, Tom Russell, stated he would talk to Planning and ZBA clerk, Lynn Kane. She also asked for Town Attorney to share his response to the Article 78 (Hitchcock vs Town of Poestenkill) with Planning Board, ZBA and Town Board members.

Action Items:

Woodchipper Purchase- This was discussed and voted upon during the discussion items portion of this meeting.

Appoint Don Heckelman to Planning Board Chairman- Motion by Councilman Van Slyke, seconded by Councilwoman Butler and carried to appoint Don Heckelman as Chairman to the Planning Board, term to expire 12/31/21.

Planning Board Appointments for Laura Burzesi and Victoria Springs- Motion by Councilman Van Slyke, seconded by Councilwoman Butler and carried to appoint Laura Burzesi as Planning Board member, term to expire 12/31/2027 and Victoria Spring as Planning Board alternate, term to expire 12/31/2021.

Special Election Absentee Plan- Town Attorney Jack Casey spoke about absentee ballots not being allowed in local special elections as per NYS Attorney General. Councilman Wohlleber would like absentee ballots available as it is now 2021. Attorney Casey spoke about the law and why it was not allowed. Supervisor Hammond stated if the attorney needs to defend the case in court, "I follow his advice and listen to my attorney". Councilwoman Butler stated we should be following the advice of the attorney. Councilman Hass and Councilman Van Slyke were also in agreement of following the advice of the attorney. Following the discussion, Supervisor Hammond said we applaud Councilman Wohlleber for his efforts, but we are listening to the council.

Reports:

Supervisor's Report-Supervisor Hammond stated the Emergency Preparedness Plan is being worked on by Martha Hass as she has experience completing the plan for her employer. This will save the town \$8,600. T. Buker has been working with Martha to help complete the plan. T. Buker acknowledged needing the information about essential vs. non-essential employees and who could work remotely and a communication plan to get information out to residents quickly needed to be in place. Supervisor Hammond asked to sit down with Councilman Hass, Martha, and Tiffany Buker to discuss the plan further. He also thanked Martha Hass for working on the plan. Supervisor Hammond thanked D. Goyer for working with the school and developing a plan with the school to assisting with ditch drainage on School Rd.

Town Attorney Report-Mr. Casey stated he has been working on the special election and Article 78 (Hitchcock vs. Town of Poestenkill).

Town Clerk's Report – Motion by Councilman Van Slyke, seconded by Councilman Butler and an oral vote of 5 ayes to accept the Town Clerk's report of December 2020 and the 2020 Revenues and Disbursements Report. The total amount of the December 2020 clerk's report received in the

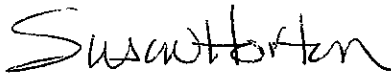
Clerk's office was \$9,864.09 and of that amount \$ 9,705.33 was remitted to the Supervisor. Town Board members had copies of this report. Town Board members had copies of the Building Inspector/Code Enforcement Officer's written report. There were also reports from the Assessor, DCO, 811, Water and the Highway Dept.

Payment of Bills:

Motion by Councilwoman Butler, seconded by Councilman Hass and an oral vote of 5 ayes to pay Warrant #4-2021 in the amount of \$43,380.74. Motion by Hass, seconded by Butler and an oral vote of 5 ayes to pay Warrant #5-2021 in the amount of \$2,219.57.

Motion by Councilman Butler, seconded by Hass and carried to adjourn this meeting at 8:15pm.

Respectfully submitted,



Susan Horton
Town Clerk



Kevin Egan
Director of Government Affairs

January 30, 2021

Re: Charter Communications – Upcoming Changes

Dear Municipal Official:

This letter will serve as notice that on or around March 1, 2021, Spectrum Northeast, LLC, (“Spectrum”), will launch NFL Network on SPP Stream News Sports & More SD and HD on channels 74 and 310 on the channel line-up serving your community.

On or around March 1, 2021, Spectrum Northeast, LLC, (“Spectrum”), will launch Tennis Channel on SPP Stream News Sports & More SD and HD on channel 406 on the channel line-up serving your community.

For a complete channel lineup, visit www.spectrum.com/channels.

If you have any questions about this matter, please feel free to contact me at 518-640-8575 or via email at kevin.egan@charter.com.

Sincerely,

Kevin Egan
Director, Government Affairs
Charter Communications

LEE AUDIO 'N SECURITY, INC.

UL Listed Fire & Security Contractors Serving the Area since 1970

January 28, 2021

Dear Valued Customer,

Alarm Monitoring is an ever changing technology. With copper phone lines going away and Cell and IP communications being the primary number, new technologies are coming out for monitoring your alarm system. After much research, we decided to change how we provide alarm monitoring to our customers. For over 50 years this was being done by our sister company, Berkshire Communicators. After researching multiple companies, we are pleased to announce that Rapid Response Monitoring will be doing this for us beginning on February 16th.

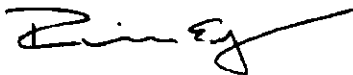
Our decision to switch your central monitoring services to Rapid Response Monitoring is based on one primary factor, our personal commitment to provide first-rate quality service and protection. This facility is Underwriters Laboratories listed, Factory Mutual approved and a Security Industry Association certified facility. That means that your protection meets strict standards set by each of the governing agencies in areas such as response time, staffing and training requirements, automated record keeping and computerized alarm response procedures.

We are confident that you will experience an even greater level of service and peace of mind due to the many advantages that our new monitoring center offers. There are no changes in procedures, simply follow the same instructions when contacted by a monitoring center operator. The same number 800-325-9111 will still be used for contacting them 24/7. During normal business hours you can call us at 800-369-3905 or you can email changes that you want done to alarms@leeaudio.net. Please note that you must have a Password for your account and Berkshire Communicators will be reaching out to you to update the accounts. When Rapid Response calls you on an alarm, the Caller ID will say "Lee Audio Alarms". One of the new technologies is rapidSMS. I have included a brochure with this letter showing that this is a texting application, not an app, that allows you to see on your phone when an alarm has been activated and be able to cancel the alarm call on certain systems. You will get an invitation sent to you for this free feature.

Lee Audio 'N Security, Inc. will continue to serve you as we have in the past. For Sales, Installation and Service continue to call us at 800-369-3905 or email us at sales@leeaudio.net or service@leeaudio.net. If you have any questions or concerns, please do not hesitate to call the office.

All of us at Lee Audio 'N Security, Inc. appreciate your business and hope that you are pleased as we are with our new monitoring capabilities.

Sincerely,



Richard Gore Jr
President

Premier
NOTIFIER Distributor

65 Fairview St. Lee, MA 01238
636 Plank Rd, Suite 101 Clifton Park, NY 12065
800-369-3905
www.leeaudionsecurity.net
MA Lic 1468C • NY Lic 12000022800



You will receive a
“welcome to rapidSMS”
text message similar to
what is shown here.

Tap the link and try the experience first hand.

Our Team has updated the alarm system for **Jim Smith**, with text message notification upon activation of an alarm.

When an alarm triggers, an interactive hyperlink like the one below will be contained in the text message to enable you to take further action.

Save this number in your phone as
Lee Audio Alarms

Reply 'STOP' to opt out.
Reply 'HELP' for more information.
Message and data rates may apply.

Tap the link to try it out!

<https://alert.msahub.com/demo/main/62.8277!?p=H&s=C>



WELCOME TO RAPID SMS



Planning Board

TOWN OF POESTENKILL

38 Davis Drive / P.O. Box 210
Poestenkill, NY 12140
(518) 283-5100 Phone
(518) 283-7550 Fax

PLANNING BOARD AGENDA January 5, 2021, 7:00 pm Poestenkill Fire Hall

7:00 Meeting Opens – Pledge of Allegiance

Public Hearing:

<u>Harold Van Slyke</u>	<u>2 Lot Minor Subdivision</u>
125.-7-8.2	606 Snyders Corners Rd.

Applicant:

<u>Teresa Quell</u>	<u>2 Lot Minor Subdivision</u>
136.-9-34.18	55 Chain Mountain Way

<u>Scott Polaro</u>	<u>NP Special Use Permit-Extension</u>
125.-7-28	607 NY 351

<u>Leonard Johnson</u>	<u>Lot Line Adjustment</u>
136.-6-3.131	18 Johnson Lane

<u>Leonard Johnson</u>	<u>2 Lot Minor Subdivision</u>
136.-6-3.131	18 Johnson Lane

Minutes of the December 1, 2020 Meeting:

Public Comments:

Old Business:

Organization:

Other:

Don Heckelman	to attend January meetings
Harvey Teal	to attend February meetings
Tom Russell	to attend March meetings

January 5, 2021

TOWN OF POESTENKILL

38 Davis Drive / P.O. Box 210
Poestenkill, NY 12140
(518) 283-5100 Phone
(518) 283-7550 Fax



Planning Board

PLANNING BOARD
January 5, 2021 Minutes
@ Poestenkill Town Hall

Attendees:

Tom Russell, Chairman
Jeffrey Briggs (cell phone)
Don Heckelman
William Daniel
Steve Valente

Non-Voting:

Robert Ryan, Esq.
Lynn E. Kane, Clerk

Absent:

Harvey Teal

Chairman Russell called the meeting to order at 7:05 pm with the Pledge of Allegiance and introduced the Members of the Board.

Public Hearing:

Harold Van Slyke
125.-7-8.2

2 Lot Minor Subdivision
606 Snyders Corners Rd.

Clerk Kane read the Public Hearing Notice. Chairman Russell recounted the project and moved to the SEQR. Member Valente made a motion to declare a negative declaration. Motion was seconded by Member Heckelman. Attorney Ryan stated Member Briggs could not vote as he was only participating on a phone call, that he must be visible to the group. Motion was approved with four (4) ayes, zero (0) nays and zero (0) abstentions. Chairman Russell asked if there was anyone who wished to speak in favor of the application. Resident Tim Hoffay stated he had no concerns with the proposed subdivision. Chairman Russell asked if there was anyone who wished to speak in opposition of the application, there were none. With no more comments, Chairman Russell closed the Public Hearing. Member Daniel made a motion to approve the 2 Lot Minor Subdivision. Member Heckelman seconded the motion and was approved with four (4) ayes, zero (0) nays and zero (0) abstentions.

Resolution: Application approved.

Applicants:

<u>Scott Polaro</u>	<u>Special Use Permit NP – Extension</u>
125.-7-28	607 Route 351

Applicant has had his mining operation for many years, has recently received his renewed NYS DEC Mining permit and needs to extend his Special Use Permit from the Town. His current DEC Permit and Special Use Permit both expire on January 31, 2021. There is much discussion between Board, Board Counsel and Mr. Polaro regarding the need to extend the Special Use Permit prior to the February 2, 2021 meeting of the Planning Board. Member Heckelman advised Board that he would recues himself due to a conflict of interest. Chairman Russell made the motion to schedule a Special Meeting for the Public Hearing on Tuesday, January 19, 2021. Motion was seconded by Member Daniel and approved with three (3) ayes, zero (0) nays and one (1) abstention by Member Heckelman.

Resolution: Schedule Special Meeting for Public Hearing January 19, 2021.

<u>Teresa Quell</u>	<u>2 Lot Minor Subdivision</u>
136.-9-34.18	55 Chain Mountain Way

Ms. Quell discussed her plans to subdivide her existing parcel to sell approximately three (3) acres. The Board and Ms. Quell reviewed the plat plan extensively. Ms. Quell was given a list of items to be addressed and/or revised by her engineer. She will submit revised plat plan as soon as possible and return to the Board for further discussion.

Resolution: Plat Plan to be revised and reviewed at the February 2, 2021 meeting.

<u>Leonard Johnson</u>	<u>Lot Line Adjustment</u>
136.-6-3.131	18 Johnson Lane

Surveyor Kevin McGrath appeared for Mr. Johnson who is unavailable to attend. Mr. McGrath reviewed the plat plan with the Board. Chairman Russell made a motion to adjust the Lot Line for 0.109 acres from “donor lot” to “receiver lot”. Mr. Johnson owns both lots. Member Daniel seconded the motion and approved with four (4) ayes, zero (0) nays and zero (0) abstention.

Resolution: Lot Line Adjustment approved

Old Business:

1. Gush subdivision – Clerk Kane informed the Board she has sent email and made phone call to Mr. Gush’s wife, requesting direction on how to proceed. Matter will be tabled until hear back from Mrs. Gush.
2. Hitchcock – Article 78 filed. Town Attorney, Jack Casey, has the lead.
3. Shuhart’s senior complex – engineer is back, drawings being prepared. Member Valente question Attorney Ryan of when he would need to recues himself. There was some discussion, issue to be revisited once project application is submitted.
4. Special Meeting scheduled for January 19, 2021 for the Public Hearing to extend Chairman Russell will request Zoom meeting be set up by Michelle Asquith.

Organizational:

Wood Processing: Town Board Member, June Butler, thanked Members for their contributions to the proposed Code amendment for wood processing. She stated Jack Casey is reviewing and responding to the Article 78 proceeding. Member Valente stated it would be prudent for the Town to adopt this amendment as soon as possible and that the new law would address issues through the Town. Ms. Butler agreed and stated she will speak to Mr. Casey to move the revision along to the Code.

Organizational:

A motion to enter Executive Session at 8:50 pm to discuss a personnel matter was made by Member Daniel, was seconded by Member Valente and was approved with four (4) ayes, zero (0) nays and zero (0) abstentions. A motion to leave the Executive Session at 9:05 pm with no vote taken was made by Member Valente, was seconded by Chairman Russell and was approved with four (4) ayes, zero (0) nays and zero (0) abstentions.

A motion to adjourn the meeting at 9:10 pm was made by Member Valente, was seconded by Chairman Russell and was approved with four (4) ayes, zero (0) nays and zero (0) abstentions.

Respectfully submitted,

Lynn E. Kane,
Planning Board Clerk

Leonard JohnsonLot Line Adjustment

136.-6-3.131

18 Johnson Lane

Surveyor Kevin McGrath appeared for Mr. Johnson who is unavailable to attend. Mr. McGrath reviewed the plat plan with the Board. Member Valente made a motion to classify this project as a 2 Lot Minor Subdivision. Motion was seconded by Member Heckelman and approved with four (4) ayes, zero (0) nays and zero (0) abstention. Member Heckelman made a motion to schedule a Public Hearing for February 2, 2021. Motion was seconded by Member Daniel and was approved with four (4) ayes, zero (0) nays and zero (0) abstention.

Resolution: Public Hearing scheduled for February 2, 2021.

43 Mall Ltd.Amendment to Final Plat Plan

114.-2-3.12

Lochvue Estates – Lot #8

Attorney Andrew Gilchrist appeared for the Owner. Mr. Gilchrist recounted for the Board that the Town Board had requested the fifty (50) foot access road adjacent to Lot 8 be removed from the plat plan prior to the Town accepting the road as a Town Road. He stated the changes were made and the Owner decided to enhance Lot 8 with the additional fifty (50) feet, so as to improve the placement of a house. There was some questions and discussion between the Board and Mr. Gilchrist. Chairman Russell made the motion to schedule a SEQR Public Hearing for February 2, 2021. Motion was seconded by Member Heckelman and was approved with four (4) ayes, zero (0) nays and zero (0) abstention.

Resolution: Schedule Public Hearing for SEQR for February 2, 2021.

Minutes: Meeting minutes of December 1, 2020 were reviewed. Attorney Ryan requested change of wording on page 1, paragraph 1, line 6 to read "...Based on the Zoning Board's interpretation of "retail", the Applicant's application for a Special Use Permit based on the retail definition, is ineligible...". Member Valente requested change of wording on page 2, under "Wood Processing", line 4 "wood is wood" to "...small wood operations should be allowed in zones RR1, RR2 and RA. Motion to accept the Minutes with corrections was made by Member Daniel, seconded by Member Valente and approved by a vote of four (4) ayes; zero (0) nays and zero (0) abstentions.

Public Comment Period:

Chairman Russell opened the Public Comment Period for items not appearing on the Agenda. There was none. Chairman Russell stated "There being no comments from the public, the Public Comment Period is closed."



Planning Board

TOWN OF POESTENKILL

38 Davis Drive / P.O. Box 210
Poestenkill, NY 12140
(518) 283-5100 Phone
(518) 283-7550 Fax

PLANNING BOARD AGENDA

January 19, 2021, 7:00 pm
Poestenkill Town Hall

7:00 Meeting Opens – Pledge of Allegiance

Public Hearing:

Scott Polaro
125.-7-28

NP Special Use Permit-Extension
607 NY 351

Town Hall remains closed to the public. Because of the Novel Coronavirus (COVID-19) Emergency and the State ban on large meetings or gatherings and pursuant to Governor Cuomo's Executive Order 202.1, as extended from time to time, suspending certain requirements of the Open Meetings Law, and Executive Order 202.15, as extended from time to time, authorizing public hearings to be held remotely through the use of telephone conference or video conference, the Public Hearing will be held electronically via conference call. **Members of the public may listen to the Public Hearing and comment on the proposed action during the Public Hearing by logging into the Zoom Platform at** [https://zoom.us/j/\[https://us02web.zoom.us/j/83589870578?pwd=MIZ2YTNzWGYvcDBiSHBKaVV0T3lXZz09](https://zoom.us/j/[https://us02web.zoom.us/j/83589870578?pwd=MIZ2YTNzWGYvcDBiSHBKaVV0T3lXZz09), Meeting ID: 835 8987 0578. **Comments may also be submitted to the Planning Board in writing prior to January 19, 2021.** Minutes of the Public Hearing will be transcribed and posted on the Town's website.

Other:

Don Heckelman
Harvey Teal
Tom Russell

to attend January meetings
to attend February meetings
to attend March meetings



Planning Board

TOWN OF POESTENKILL

38 Davis Drive / P.O. Box 210
Poestenkill, NY 12140
(518) 283-5100 Phone
(518) 283-7550 Fax

SPECIAL PLANNING BOARD

January 19, 2021 Minutes

@ Poestenkill Town Hall

Attendees:

Tom Russell, Chairman
Jeffrey Briggs
Harvey Teal
Don Heckelman
Steve Valente
Laura Burzesi
Victoria Spring, Alternate

Non-Voting:

Robert Ryan, Esq.
Lynn E. Kane, Clerk

Absent:

William Daniel

Chairman Russell called the meeting to order at 7:00pm with the Pledge of Allegiance and introduced the Members of the Board.

Public Hearing:

Secretary read the Public Hearing notice into the record. Member Heckelman recused himself from this project as a conflict of interest. Chairman Russell stated that the current Special Use Permit for Natural Products issued to Mr. Polaro will expire on January 31, 2021. Further, NYS Department of Environmental Conservation has issued a new Permit # 4-3838-00066/00001, dated February 1, 2021 to January 31, 2026. Chairman Russell asked the Board Members if they had any comments on this application. Chairman Russell stated he is very familiar with the operation and finds the condition to be in excellent condition at all times. Member Valente added comment that the mine site is immaculate and very well run. Town Board Member, June Butler, stated as an adjoining land owner, she is in favor of approving this application and that Mr. Polaro has always been an excellent neighbor. Board Attorney Ryan questioned Mr. Polaro if there was any changes from current permit to future permit, there is not.

The SEQR portion of the public hearing began with Chairman Russell reading the Environmental Assessment Form (EAF) into record and the Board responded to all questions. Motion made by Member Teal that the proposed action will not result in any significant adverse environmental impact and that therefore, a negative declaration should be issued. Motion seconded by Member Valente and was approved by a vote six (6) ayes; zero (0) nays and one (1) abstention by Member Heckelman.

Chairman Russell asked if any member of the public in favor of the application wished to speak – there is none. Chairman Russell asks if any member of the public in opposition of the application wished to speak. Chairman Russell closes the public hearing with “There being no further comments, the public hearing is closed.”

Motion made by Member Teal to approve a Special Use Permit. Motion was seconded by Member Valente and approved by a vote of six (6) ayes, zero (0) nays and one (0) abstention by Member Heckelman.

Resolution: Special Use Permit granted.

Motion made by Chairman Russell at 7:20 pm to enter Executive Session to discuss a personnel issue. Motion was seconded by Member Valente and approved by all. Motion to exit Executive Session was made by Member Teal at 7:35. Motion was seconded by Member Briggs and approved by all.

Organizational:

Clerk Kane directed to send memo to Town Board recommending the appointment of Donald Heckelman as Chairman of the Planning Board.

There was much discussion of the challenges of utilizing Zoom meetings from Town Hall. Chairman Russell will speak to Don Tonianti at Poestenkill Fire Dept. for suggestions using Zoom for the next Planning Board meeting on February 2, 2021.

A motion to adjourn the meeting at 7:50 pm was made by Member Heckelman, seconded by Member Daniel and approved by a vote of six (6) ayes, zero (0) nays, and zero (0) abstentions.

Respectfully submitted,

Lynn E. Kane,
Planning Board Clerk



Planning Board

TOWN OF POESTENKILL

38 Davis Drive / P.O. Box 210

Poestenkill, NY 12140

(518) 283-5100 Phone

(518) 283-7550 Fax

PLANNING BOARD AGENDA

February 2, 2021, 7:00 pm

Poestenkill Fire Hall

BOARD MEMBERS & APPLICANTS ONLY

7:00 Meeting Opens – Pledge of Allegiance

Public Hearing:

Leonard Johnson 2 Lot Minor Subdivision

136.-6-3.131

18 Johnson Lane

43 Mall LTD

114.-2-3.12

Amend Final Plat – Lot 8

Lochvue Subdivision

Applicant:

Teresa Quell

136.-9-34.18

2 Lot Minor Subdivision

55 Chain Mountain Way

Members of the public may listen to the Public Hearing and comment on the proposed action during the Public Hearing by logging into the Zoom Platform at

<https://us02web.zoom.us/j/88921712746?pwd=OmlCWW56K1Z0VFILL3dEOWtjVXNJdz09>.

Meeting ID: 889 2171 2746. Comments may also be submitted to the Planning Board in writing prior to February 1, 2021.

Minutes of the January 5, 2021 Meeting:

Public Comments:

Old Business:

Organization:

Other:

Harvey Teal

Tom Russell

Jeff Briggs

to attend February meetings

to attend March meetings

to attend April meetings

6:34 PM
 01/29/21
 Accrual Basis

Poestenkill Fire Company Custom Summary Report January 2021

	Jan 21
Income	
Reimbursement	401.56
Total Income	401.56
Gross Profit	401.56
Expense	
Building Fuel (heating)	
East Poestenkill (propane)	767.13
Main Station (Propane)	2,167.12
Total Building Fuel (heating)	2,934.25
Building Maintance	
Main Station	1,166.46
Refuse	71.55
Total Building Maintance	1,238.01
Electric	
East Poestenkill	22.70
Main Station	21.02
Total Electric	43.72
Equipment	
New Equipment	2,762.21
Repair & Maintance	611.25
Total Equipment	3,373.46
Fire Trucks	
Repair & Maintance	331.20
Total Fire Trucks	331.20
Insurance	
Workman's Compensation	10,755.95
Total Insurance	10,755.95
Internet & Phone	113.77
Kids Christmas Party	401.56
Loan Payments Fire Truck	39,419.27
Medical Supplies	26.04
Office Supplies	
Postage	110.00
Total Office Supplies	110.00
Physicals	120.00
Security Alarm	65.00
Soiar	74.82
Telephone	
East Poestenkill	89.04
Main Station	113.65
Total Telephone	202.69
Water Tax	389.46
Total Expense	59,599.20
Net Income	-59,197.64



2/1/21

DELUREY SALES & SERVICE INC.

~Established 1952~

Town of Poestenkill
PO Box 210
Plank Rd.
Poestenkill NY 12140

Dear Town of Poestenkill,

Thank you for the opportunity to provide you with a quote for (1) new 2022 International Model HV 507 4x4 truck with a stainless steel combination sander/ dump body, Plow, Wing and all necessary hydraulics and attachments per attached detailed specifications.

In an attempt to provide the Town of Poestenkill with the most competitive price available, we are quoting as an agent and an authorized dealer for Navistar who was awarded Contract #8996 for this model on the Onondaga County bid that allows "piggybacking" to local subdivisions in NYS. Buying off the Onondaga Bid ensures that local municipalities like the Town of Poestenkill are purchasing at their most competitive price possible through this centralized purchasing process.

Delurey Sales & Service Inc. will be your point of contact regarding this quote. We will also be responsible for delivery of the vehicle and will be your source for any warranty, service and parts issues or requirements. I have attached detailed specifications on the truck and equipment that have been priced according to the Onondaga County Bid award.

In the event that the Town of Poestenkill wishes to proceed with this purchase, the purchase order or copy of a resolution must be addressed to:

Navistar Inc. – Albany Fleet
399 Albany Shaker Rd.
Suite 202
Loudonville, NY 12211

- (1) New 2022 International Model HV 507 4x4 truck with a Stainless Steel combination dump body, Plow, Wing, and all necessary hydraulics and Attachments per attached detailed specification.

\$ 207,966.00

Thank You,

Delurey Sales & Service Inc.



February 1, 2021

Town of Poestenkill, NY

Re: Municipal Lease/Purchase Financing Proposal

Dear Sir or Madam:

Lease Servicing Center, Inc. dba NCL Government Capital ("NCL") is pleased to propose to the Town of Poestenkill, NY the following tax-exempt Lease/purchase transaction as outlined below. Under this transaction, the Town of Poestenkill, NY would enter into a municipal Lease/purchase agreement with NCL for the purpose of acquiring a Plow Truck. This transaction is subject to formal review and approval by both the Lessor and Lessee.

LESSEE:	Town of Poestenkill, NY	
LESSOR:	Lease Servicing Center, Inc. dba NCL Government Capital & it's assigns	
EQUIPMENT:	2022 International HV507 Plow Truck	
EQUIPMENT COST:	\$207,966.00	
DOWN-PAYMENT:	\$0	
AMOUNT FINANCED:	<u>\$207,966.00</u>	
TERM:	<u>4 Years</u>	<u>5 Years</u>
ANNUAL LEASE PAYMENTS:	\$56,732.58	\$45,979.87
FIRST PAYMENT DUE:	12 Months from Lease Commencement	
PURCHASE OPTION:	\$1.00	
PRICING:	The Rates and Payments outlined above are locked, provided this proposal is accepted by the Lessee by February 28, 2021 and the transaction closes/funds prior to March 15, 2021. After these days, the final Rate and Payments shall be adjusted commensurately with market rates in effect at the time of funding and shall be fixed for the entire lease term.	
DOCUMENTATION FEE:	\$250 paid to Lessor at closing	

DOCUMENTATION: Lessor shall provide all of the documentation necessary to close this transaction. This documentation shall be governed by the laws of the State of lessee.

TITLE / INSURANCE: Lessee shall retain title to the equipment during the lease term. Lessor shall be granted a perfected security interest in the equipment and the Lessee shall keep the equipment free from any/all liens or encumbrances during the term. Lessee shall provide adequate loss and liability insurance coverage, naming Lessor as additional insured and loss-payee.

TAX STATUS: This transaction must be designated as Tax-Exempt under Section 103 of the IRS code of 1986 as amended.

SOURCEWELL CONTRACT: NCL has been competitively bid and awarded a contract through Sourcwell (Formerly NJPA).
#011620-NCL NCL's Sourcwell Contract # is 011620-NCL.

We appreciate this opportunity to offer an NCL Financing Solution. Please do not hesitate to contact me if you have any questions at (866) 763-7600. Acceptance of this proposal is required prior to credit underwriting by NCL. Upon acceptance of this proposal, please scan and e-mail to my attention. Thank you again.

Sincerely,

Jake Ost -(866) 763-7600
jakeo@nclgovcap.com

ACCEPTANCE

As a duly authorized agent of the Town of Poestenkill, NY, I hereby accept the terms of this proposal as outlined above and intend to close this financing with NCL, subject to final approval.

ACCEPTED: _____ DATE: _____
 NAME: _____ TITLE: _____
 PHONE: _____

WE ARE PROVIDING THE INFORMATION CONTAINED HEREIN FOR INFORMATIONAL PURPOSES ONLY IN CONNECTION WITH POTENTIAL ARMS-LENGTH COMMERCIAL BANKING TRANSACTIONS. IN PROVIDING THIS INFORMATION, WE ARE ACTING FOR OUR OWN INTEREST AND HAVE FINANCIAL AND OTHER INTERESTS THAT DIFFER FROM YOURS. WE ARE NOT ACTING AS A MUNICIPAL ADVISOR OR FINANCIAL ADVISOR TO YOU, AND HAVE NO FIDUCIARY DUTY TO YOU OR ANY OTHER PERSON PURSUANT TO SECTION 15B OF THE SECURITIES EXCHANGE ACT OF 1934. THE INFORMATION CONTAINED IN THIS DOCUMENT IS NOT INTENDED TO BE AND SHOULD NOT BE CONSTRUED AS "ADVICE" WITHIN THE MEANING OF SECTION 15B OF THE SECURITIES EXCHANGE ACT OF 1934 AND THE MUNICIPAL ADVISOR RULES OF THE SEC. WE ARE NOT RECOMMENDING THAT YOU TAKE AN ACTION WITH RESPECT TO THE INFORMATION CONTAINED HEREIN. BEFORE ACTING ON THIS INFORMATION, YOU SHOULD DISCUSS IT WITH YOUR OWN FINANCIAL AND/OR MUNICIPAL, LEGAL, ACCOUNTING, TAX AND OTHER ADVISORS AS YOU DEEM APPROPRIATE. IF YOU WOULD LIKE A MUNICIPAL ADVISOR THAT HAS LEGAL FIDUCIARY DUTIES TO YOU, THEN YOU ARE FREE TO ENGAGE A MUNICIPAL ADVISOR TO SERVE IN THAT CAPACITY.



Baystone Government Finance

February 1, 2021

FORMAL PROPOSAL

OBLIGOR: TOWN OF POESTENKILL, NY

- ✓ This is a finance/ownership contract. No residual value.
- ✓ Fixed interest rate for the four (4) year, and five (5) year terms.

EQUIPMENT: NEW 2022 INTERNATIONAL MODEL HV 507 4X4 TRUCK WITH STAINLESS STEEL COMBINATION DUMP BODY, PLOW & WING

OPTION 1

Acquisition Cost:	\$207,966.00	Term:	Four (4) years	First Payment Due:	January 15, 2022
Down Payment:	\$ 0.00	Payment Mode:	Annual	Payment Amount:	\$55,423.56
Trade In:	\$ 0.00	Interest Rate:	2.730%		
Principal Balance:	\$207,966.00	Rate Factor:	0.266503		

OPTION 2

Acquisition Cost:	\$207,966.00	Term:	Five (5) years	First Payment Due:	January 15, 2022
Down Payment:	\$ 0.00	Payment Mode:	Annual	Payment Amount:	\$44,940.19
Trade In:	\$ 0.00	Interest Rate:	2.740%		
Principal Balance:	\$207,966.00	Rate Factor:	0.216094		

- To lock in the Obligor's rate for the term of the obligation, Baystone Government Finance will establish a Vendor Payable Account (VPA) on behalf of the Obligor. This transaction must be credit approved, all documents properly executed and returned to Baystone Government Finance and the transaction funded on ALL proposals on or before March 1, 2021. If funding does not occur within that time-frame, or there is a change of circumstance which adversely affects the expectations, rights, or security of Obligee or its assignees, then Obligee or its assignees reserve the right to adjust and determine a new interest rate factor and payment amount, or withdraw this proposal in its entirety. The Obligor will control the draws from this VPA. This is a non-interest bearing account.
- **This is a proposal only and is not a commitment to finance. This proposal is subject to credit review and approval and proper execution of mutually acceptable documentation.**
- Failure to consummate this transaction once credit approval is granted and the documents are drafted and delivered to Obligor will result in a documentation fee being assessed to the Obligor.
- This transaction must be designated as tax-exempt under Section 103 of the Internal Revenue Code of 1986 as amended.
- **OBLIGOR'S TOTAL AMOUNT OF TAX-EXEMPT DEBT TO BE ISSUED IN THIS CALENDAR YEAR WILL NOT EXCEED THE \$10,000,000 LIMIT, OR THE INTEREST RATE IS SUBJECT TO CHANGE.**
- **Nelther KS StateBank nor Baystone Government Finance is acting as an advisor to the municipal entity/obligated person and nelther owes a fiduciary duty pursuant to Section 15B of the Exchange Act of 1934**

BAYSTONE GOVERNMENT FINANCE

TOWN OF POESTENKILL, NY

Christina Ummel ~ cummel@ksstate.bank
Assistant Vice President

Signature

Title

Date

1010 Westloop Place, Manhattan, KS 66502
800.752.3562 ~ Fax: 785.537.4806

Michelle Asquith

From: Michael Franchini <mfranchini@cdtcmpo.org>
Sent: Monday, February 08, 2021 11:37 AM
To: Khammond@poestenkillny.com
Subject: [Possible SPAM] CDTC Policy Board Town & Village Members

Supervisor Hammond,

Every year in March we nominate and elect 2 Town or Village representatives for our Policy Board, and I am writing to see if you would be interested in representing the Towns and Villages in Rensselaer County as an alternate from April 1, 2021 – March 31, 2022 and as a voting member from April 1, 2022 – March 31, 2023.

CDTC has 2 committees. Our Policy Board, which consists of elected officials, actually is the Capital District Transportation Committee and meets quarterly at 3:00 p.m. on the first Thursday in March, June, September, and December. Our Planning Committee, which consists of planners, engineers, and public officials from each of our members, meets 8 times a year in the months that the Policy Board does not meet. All our meetings have been virtual for the last year.

For our Policy Board, we rotate the Town or Village representatives so that in the even-numbered years the 2 voting members come from Albany and Rensselaer Counties and the 2 alternates come from Saratoga and Schenectady Counties. In the odd-numbered years the 2 voting members come from Saratoga and Schenectady Counties and the 2 alternates come from Albany and Rensselaer Counties. Town and Village representatives serve 1 year as an alternate (when they are encouraged to attend at least a few of the meetings), and the following year as a voting member (when they are asked to attend each meeting). Recent Town and Village representatives from Rensselaer County include Nancy Perry, Jack Conway, and Flora Fasoldt.

If you agree, we would mail you a copy of our "Reference Guide to CDTC" which is a good summary of CDTC and our responsibilities. A week before each meeting, we would mail you a meeting agenda and the supporting documents. It's a short read so you know what is going on at the meeting.

I know initially this is a little confusing, but we would really appreciate your participation in our process. I am sure you would learn more about CDTC and about the other ways in which we can help your Town. What do you think? Would you like to discuss it further? Please call (my cellphone at 518-482-1239) or email me if you have any questions.

Michael V. Franchini
Executive Director



email mfranchini@cdtcmpo.org
phone 518.458.2161
web www.cdtcmpo.org

Office One Park Place, Albany NY 12205

CDTC is our area's public transportation planning and programming agency, and the designated Metropolitan Planning Organization (MPO) for the Albany-Schenectady-Troy and Saratoga Springs metropolitan areas and the four County region.

Public Employer Health Emergency Plan for the
TOWN OF POESTENKILL

Rensselaer County, New York





Table of Contents

Scope, Purpose and Assumptions	1
<i>Scope and Purpose.....</i>	<i>1</i>
<i>Assumptions.....</i>	<i>1</i>
Responsibilities and Processes for Plan Management.....	2
Essential Town Functions.....	3
<i>Essential Town Positions.....</i>	<i>5</i>
Managing On-site and Remote Work	6
<i>On-site Work.....</i>	<i>6</i>
<i>Remote Work.....</i>	<i>7</i>
Personal Protective Equipment.....	8
Cleaning, and Disinfection	8
Exposures of Town Employees and Officials.....	9
<i>Employee or official exposed to a confirmed case</i>	<i>9</i>
<i>Employee or official experiencing symptoms</i>	<i>10</i>
<i>Employee or official tests positive.....</i>	<i>10</i>
Employee Leave.....	10
Record of Changes	13
APPENDICES.....	14

Scope, Purpose and Assumptions

Scope and Purpose

This plan has been developed exclusively for and is applicable to the Town of Poestenkill in accordance with the amended New York State Labor Law section 27-c and amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020. This legislation requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes identifying the titles and positions of essential personnel, identifying and defining a process for storing and distributing appropriate personal protective equipment (PPE), establishing occupancy standards and staggered scheduling to minimize contact among employees, facilitating remote work for non-essential positions and creating a system for contact tracing. This plan will be activated in response to a declared public health emergency in the State of New York which may impact town operations. The intended purpose of the plan is to mitigate the spread of communicable disease, to maintain the safety of town employees and contractors, and to ensure the continuity of town operations.

The health and safety of town employees and contractors is crucial to maintaining town essential operations. All town employees and contractors are encouraged to use [Center for Disease Control \(CDC\) Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe](#). The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and warm water frequently, including:
 - After using the restroom
 - After returning from a public outing
 - After touching/disposing of garbage
 - After using public computers, touching public tables, and countertops, etc.
- Practice social distancing when possible
- Wear face coverings over the nose and mouth when social distancing cannot be maintained
- If you are feeling ill or have a fever, notify your supervisor immediately, go home or do not come to work
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately
- Clean and disinfect workstations at the beginning, middle, and end of each shift
- Other guidance which may be published by the CDC, the State Department of Health, or County health officials.

Assumptions

Response to and experience with the circumstances of the current Coronavirus pandemic has informed the development of this plan with an expectation that the principles and practices adopted during the current pandemic are applicable to other public health emergencies. The plan is based on information, best practices, and guidance available as of the date of publication.

The following assumptions have been made in the development of this plan:

- The health and safety of town employees and contractors, and their families, is of utmost importance

- The circumstances of a public health emergency may directly impact town operations.
- Response by the town to the impacts of a public health emergency will take time to ensure appropriate safety measures are put into place and adjustments in town operations are made to maximize safety
- The public and our constituency expects a level of essential town operations to continue
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor
- Per S8617B/A10832, 'essential employee' is defined as a public employee or contractor that is required to be physically present at a work site to perform their job
- Per S8617B/A10832, 'non-essential employee' is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job

Responsibilities and Processes for Plan Management

The Supervisor of the Town of Poestenkill, or their successor, in consultation with the Town Board, holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Supervisor. The Supervisor of the Town of Poestenkill, or their successor will stay informed about the public health emergency, will maintain awareness of current guidance from public health officials and the Governor's office, and direct the implementation of changes to the emergency plan and Town operations as necessary.

Upon implementation of this plan, all employees and contractors of the Town of Poestenkill shall be notified of the details and operational requirements of the plan by email, phone or the Town's automated call system (to be implemented). General information about the public health emergency and the implementation of the plan will be communicated to Town residents using the Town's automated call system and through postings on the Town of Poestenkill website. All Town employees and contractors, vendors, Town residents and other interested parties will be notified of pertinent operational changes by email, phone or through the automated call system and posted on the Town's website. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Deputy Town Clerk will maintain communications with the public and constituents as needed throughout the implementation of this plan.

Upon resolution of the public health emergency, the Supervisor of the Town of Poestenkill, or their successor, in consultation with the Town Board, will direct the resumption of normal operations or operations with modifications as necessary.

Essential Town Functions

When confronting events that disrupt normal operations, the Town of Poestenkill is committed to ensuring that essential functions will be continued even under the most challenging circumstances. Essential functions are those functions that enable the Town to:

1. Maintain the safety of employees, contractors, and Town residents
2. Provide vital services and services required by law
3. Sustain quality operations
4. Uphold the core values of the Town of Poestenkill

The Town of Poestenkill has identified essential priority functions that are required by law or are necessary to provide vital services. During activation of this plan, other activities may be shifted to remote operation or may be temporarily suspended to enable the Town to concentrate on providing the essential functions and build the capabilities necessary to restore operations. Appropriate communications with employees, contractors, our constituents, and other stakeholders will be an ongoing priority.

Essential functions of the Town of Poestenkill are listed in Table 1 below and are prioritized on a scale of 1 through 4, with 1 indicating highest priority and 4 being deemed as essential but of lower priority. During a public health emergency, the Town Supervisor, in consultation with the Town Board will identify those functions (Table 1) and associated Town positions and Boards (Table 2) that will continue to operate. In some circumstances only the highest priority functions will be maintained while other lower priority functions will be temporarily suspended until the public health emergency situation allows for resumption of activities.

Essential Town Positions

Highest priority essential functions identified above will be maintained in a public health emergency through remote or on-site work by employees and Town officials. Table 2 below identifies the essential positions and Boards that are responsible for each essential function listed in Table 1. Some personnel responsible for providing essential functions for the Town may be required to conduct their work on-site or while others may do their job remotely. Essential Town positions and Boards and their mode of work during a public health emergency are listed in Table 2 below.

TABLE 1: Essential Town Functions and Priority Assignment

Essential Functions	Description	Priority
Management of Town functions	Overall management and decisions for the Town	1
Elections	Ensure that all special, primary and general elections are held	1
Taxes	Assess, levy, collect and enforce tax payments	1
Licenses and permits	Issuing of licenses and permits for the Town	2
Town records and vital statistics	Maintaining vital statistics and Town records	2
Highway maintenance	Maintain roads and highways in the Town	1
Justice Court ¹	Hear and rule on civil and criminal cases under the jurisdiction of the Town Court	1
Water District Management	Maintain a safe and reliable water supply for residents of the Town's water district	1
Planning Board Functions	Regulate subdivisions, review site plans, and assist in developing and administering zoning	3
Zoning Board of Appeals Functions	Appointment of a building inspector/zoning enforcement officer, appeals and grant relief in proper instances	3
Information Technology	Maintain the Town website and other technical services	1
Town Youth Programs ²	Provide supervised recreational activities for the youth of the Town of Poestenkill	4
Animal/dog control	Provide animal control services	3
Code enforcement	Implement NYS building and fire codes; maintain NY property maintenance codes as well as the Town of Poestenkill code.	2
Town History	Maintain historic preservation of Town archives and resources	4

¹New York State Office of Court Administration holds dominion over Justice Courts and, as such, may issue orders which suspend or alter the hours of operation or means by which Justice Courts operate; which may not fully align with this plan or other measures taken by the Town Board or Town Supervisor. As such, the Town Board, Town Supervisor, and Town Clerk will coordinate as necessary with Justice Court personnel to ensure safe and effective continuity of town Justice Court.

²Operation of youth programs and summer camp will defer to New York State guidance in instances of a public health emergency.

TABLE 2: Essential Town Positions and Boards, essential functions, mode of work and priority.

Essential Position/Boards	Essential Function	Mode of work	Priority
Town Supervisor	Town management	Remote	1
Secretary to the Supervisor	Support Town management	Remote	2
Town Clerk	Elections, taxes, licenses and permits, Town records and vital statistics	On-site, staggered	1
Deputy Town Clerk	Communication	On-site, staggered	1
Town Board	Town management	Remote	1
Information Technology Officer	Maintain the Town website and other technical services	On-site, staggered	1
Highway Department	Highway maintenance	On-site	1
Water Manager	Maintain a safe and reliable water supply for residents of the Town's water district	On-site/Field	1
Town Court Justices	Hears and rules on civil and criminal cases under the jurisdiction of the Town court	Remote ¹	1
Court Clerk	Assist Town Justices and Town court	Remote ¹	1
Town Attorney	Advises the Town Supervisor and Town Board on legal matters related to management of the Town	Remote	2
Accountant	Manages accounting records and the general ledger for the Town and ensures compliance with municipal finance laws	Remote	2
Assessor	Identifies and estimates the value of real property located within the Town	Remote	2
Assessor's Clerk	Assists the Town assessor	Remote	4
Code Enforcement Officer	Implement NYS building and fire codes; maintain NY property maintenance codes as well as the Town of Poestenkill code.	On-site/Field	2
Planning Board		Remote	3
Planning Board Attorney	Advises the Planning Board on legal matters related to Planning Board activities	Remote	3
Zoning Board		Remote	3
Secretary to Planning and Zoning Boards		Remote	3
Dog Control Officer	Provide animal control services	On-site/Field	3
Town Custodian		On-site, staggered	4
Town Historian	Maintain historic preservation of Town archives and resources	Remote	4

Managing On-site and Remote Work

The essential positions and Boards, their designated functions and priority, and their mode of work during a public health emergency are provided in Table 2 above. On-site work will be managed through imposing occupancy limits in Town workspaces and vehicles, along with implementing staggered work schedules to decrease crowding. Other essential functions will be maintained by employees and Town officials working remotely.

On-site Work

The following positions (Table 3) have been identified as those who will continue to work on-site during a public health emergency.

TABLE 3: Town of Poestenkill On-site Work Positions during a Public Health Emergency

On-site Essential Positions	Priority
Town Clerk	1
Deputy Town Clerk	1
Information Technology Officer	1
Highway Department	1
Water Manager	1
Code Enforcement Officer	2
Dog Control Officer	3
Town Custodian	4

Occupancy limits will be established for each of the work buildings and rooms used by essential Town employees and officials to allow for appropriate social distancing when occupied. In instances where shared workspaces exceed established occupancy limits, staggered work schedules will be adopted. It may be necessary, in some instances, for staff to work outside core business hours to accommodate staggered scheduling. Regardless of changes in start and end times of shifts, the Town of Poestenkill will ensure that employees are provided with their typical or contracted minimum work hours per week. In instances where staggered work schedules are necessary, the Town Supervisor or staff supervisor will identify the specific positions for which work hours will be staggered and will work with affected employees in the assignment of changed work hours. Occupancy in Town vehicles should be limited to one person at a time.

Work hours and locations of each on-site and field employee or Town official will be documented to support contact tracing in the event that a Town employee or official contracts an infectious disease. On-site and field employees and Town officials will be required to log the dates, times and locations of their work schedule.

Personal protective equipment (PPE) will be provided by the Town for all employees and Town officials working on-site and in the field on behalf of the Town. See the section below for details. All Town workspaces and vehicles will adopt enhanced cleaning and disinfecting protocols (see below) to limit exposure and spread of infectious disease.

Commented [HM1]: Need to decide if you want to do this and how it will be handled. Log daily, weekly, not at all? Can use Google forms to easily have people log in, answer a few questions and submit. Data collected automatically in an excel file. But someone will have to review. It is useful to do it in the event someone working for the Town gets infected. It is a way to inform others that they may have been exposed.

Remote Work

The following essential positions (Table 4) have been identified as those who will work remotely during a public health emergency.

TABLE 4: Town of Poestenkill Remote Work Positions during a Public Health Emergency

Essential Position/Titles	Priority
Town Supervisor	1
Secretary to the Supervisor	2
Town Board	1
Town Court Justices	1
Court Clerk	1
Town Attorney	2
Accountant	2
Assessor	2
Assessor's Clerk	4
Planning Board	3
Planning Board Attorney	3
Zoning Board	3
Secretary to Planning and Zoning Boards	3
Town Historian	4

Shifting as many employees and Town officials to remote work will help to reduce exposures during a public health emergency. Employees and Town officials listed in Table 4 have been identified as those essential positions that are able to accomplish their functions remotely. Upon implementation of this plan, the Town Supervisor will inform Town employees and officials when their essential functions will be shifted from on-site to remote work. Changes to business hours, building access and guidance for how Town residents may contact Town employees and Town officials will be posted on the Town website. For remote work:

- The Town will provide employees working remotely with an internet-capable laptop and software, as necessary, to perform their essential functions. Town officials are expected to utilize their own computer to fulfill their essential work remotely.
- The Information Technology Officer will provide technical support to employees and Town officials as needed, including remote access to secure network drives.
- Email and telephone will be used as the primary means of regular communication among Town employees, their supervisors, and Town officials working remotely.
- Call forwarding will be set up for employees as needed.
- Town residents will be directed to contact Town employees and Town officials via email or by telephone.
- Meetings will be held through internet-based video conferencing. The Town will provide necessary peripherals (headsets, web-cams, etc.).
- Documents for board meetings will be distributed to board members electronically via email.

Personal Protective Equipment

Personal protective equipment (PPE) is worn to minimize exposure to hazards that are known or thought to cause serious illness. PPE is an essential tool to protect employees and Town officials while performing their essential functions during a public health emergency. PPE used during a public health emergency may include gloves, safety glasses and shoes, masks, respirators, and/or coveralls.

During a public health emergency, the Town of Poestenkill will activate a PPE program to address the hazards associated with the emergency. The program will include identifying and procuring the kind of PPE required for Town employees to perform their essential functions, using the Occupational Health and Safety Administration (OSHA) and Centers for Disease Control (CDC) guidance. The Town will also require training for all employees on when and how to use PPE, and on the proper care, limitations and disposal of PPE using OSHA's free, on-line training tutorials.

The Town of Poestenkill will procure, store and coordinate distribution and access of necessary PPE to Town employees during a public health emergency. Vendors been identified as suppliers for standard, required PPE for infectious diseases and other biohazard and are listed in Table 5 with links to each vendor website. Multiple vendors for each type of PPE are provided. A supply of common PPE (gloves, masks, protective aprons/coveralls) will be acquired and stored in Town Hall and in the Highway department building. The Secretary to the Supervisor will be responsible for purchasing, storing and maintaining inventory of these PPE supplies, and the distribution, as necessary to Town employees. The Highway Superintendent will identify appropriate storage of PPE at the Highway department building, and establish distribution and access protocols of PPE for Highway department employees. In accordance with New York State law, a 6 month supply of PPE sufficient for all essential Town employees working on-site or in the field will be purchased and stored in a manner to prevent degradation to ensure Town employees are properly equipped. Town employees will be informed about how they can access PPE. The Secretary to the Supervisor will monitor PPE use and inventory.

TABLE 5. Vendors identified for Procurement of PPE for the Town of Poestenkill

Type of PPE	VENDORS			
Masks	Amazon	Fisher Scientific	Grainger	Uline
Gloves	Amazon	Fisher Scientific	Grainger	Uline
Coveralls	Amazon	Fisher Scientific	Grainger	Uline

Cleaning and Disinfecting

All Town employees, officials, residents and visitors are expected to frequently wash their hands and use hand sanitizer (>60% alcohol; when soap and water are unavailable) when entering/occupying Town facilities and vehicles. Soap and hand-sanitizer is provided in Town facilities. Town employees, officials, residents and visitors are expected to refrain from entering any Town facilities or vehicles if they are feeling sick and should remain at home.

The Town of Poestenkill will follow the Center for Disease Control (CDC) guidelines for cleaning and disinfecting work areas and surfaces in Town buildings and vehicles (APPENDIX 1). The Town will

maintain an inventory of cleaning and disinfecting supplies. Guidance for routine cleaning during a public health emergency includes:

- Employees and Town officials utilizing Town offices, other facilities and Town vehicles are responsible for cleaning their own workspaces. Workspaces (including vehicles) should be cleaned at the start and end of utilizing the space.
- High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at the start middle and end of each day of use. Frequently touched surfaces in common use areas of occupied Town buildings and vehicles will be cleaned with appropriate disinfectants identified by the Environmental Protection Agency (EPA) as effective against infectious agents associated with the public health emergency. When such products are temporarily not available, alternatives such as a bleach solution (2% chlorine bleach solution; ~ 1 tablespoon of bleach in 1 quart of water) or 70% alcohol can also be used for disinfecting, if surfaces are compatible. Examples of frequently touched surfaces include doorknobs, handles, handrails, kitchen and bathroom faucets and fixtures, and light switches.
- When cleaning and disinfecting areas, employees will be issued and required to wear PPE appropriate to the task.

Exposures of Town Employees and Officials

During a public health emergency, the Town of Poestenkill will following CDC guidelines for managing exposure of employees and Town officials to an infectious disease. The following protocols will be implemented:

Employee or official exposed to a confirmed case of person with communicable disease (prolonged exposure, within six feet)

- Exposed Town Hall employees or officials should inform the Town Supervisor of the exposure. Highway Department employees should inform the Highway Superintendent of the exposure. The Town Supervisor/Highway Superintendent is responsible for informing the employee or official of the required protocols. The Secretary to the Town supervisor is responsible for documenting the exposures for all Town employees and officials. The Town Supervisor/Highway Superintendent are responsible for monitoring employee/officials compliance with the required protocols.
- Exposed employees or officials without symptoms should remain at home and practice social distancing for 14 days or other current CDC/public health guidance for the communicable disease in question. Employees or officials with symptoms should remain at home and contact their healthcare provider for guidance and treatment.
- Exposed employees and officials are not allowed to enter Town buildings or vehicles until the required quarantine period has been completed and they are symptom-free.
- Exposed employee/official may resume work if they are symptom-free after completion of the required quarantine period. The employee/official should contact the Town Supervisor or Highway Superintendent for guidance about returning to work.
- Exposed employees will be permitted to work remotely during the quarantine period if they are not ill.

Employee or official exhibits symptoms of the communicable disease

- Employees or officials who exhibit symptoms in the workplace must immediately be separated from other employees, officials, residents or visitors and sent home with a recommendation to contact their healthcare provider. Work areas occupied by a symptomatic employee/official will be cleaned and disinfected by the Town Custodian using appropriate precautions and CDC cleaning/disinfecting protocols. The occupied areas will be vacated and closed off for a period of 24 hours prior to cleaning/disinfecting.
- Employees or officials who exhibit symptoms outside of work should notify the Town supervisor (Town Hall employees/Town Officials) or the Highway Superintendent (Highway department employees) and must stay home, with a recommendation to contact their healthcare provider.
- Sick employees or officials are not allowed to enter Town buildings or vehicles until they are symptom-free for a period of 14 days or required period designated by CDC or other public health guidance.
- Employees/officials may resume work if they are symptom-free after completion of the required quarantine period. The employee/official should contact the Town Supervisor or Highway Superintendent for guidance about returning to work.
- The Town of Poestenkill will not require sick employees to provide a negative test result for the disease in question or healthcare provider's note to validate their illness, qualify for sick leave, or return to work; unless there is a recommendation from the CDC/public health officials to do so. Employees or officials who test positive for a communicable disease within 24 hours of coming into contact with other Town employees or officials are obligated to report the positive test to the Town Supervisor (Town Hall employees/Town Officials) or Highway Superintendent (Highway Department). The purpose of the reporting is to allow those exposed to be informed.

Employee or official tests positive for the communicable disease

- Employees or officials who have a confirmed case of the communicable disease will follow the guidelines outlined above for symptomatic employees/officials, as applicable.
- If an employee or official is confirmed to have the disease in question, the Town Supervisor or Highway Superintendent will work with the infected employee/official to identify potential employee/official exposures. The Town Supervisor or Highway Superintendent will inform all contacts of their possible exposure. Confidentiality shall be maintained as required by law.
- Potentially exposed employees or officials will follow guidelines outlined above.

The Town of Poestenkill recognizes that there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. The Town will follow CDC/public health recommendations and requirements and coordinate with local public health office for additional guidance and support as needed.

Employee Leave

The Town of Poestenkill is committed to reducing the burden on our Town employees during a public health emergency. The *Families First Coronavirus Response Act* provided requirements related to the COVID-19 pandemic, which inform the policies outlined below. This policy may be altered based upon changes in law or regulation, as applicable.

It is the policy of the Town of Poestenkill that employees of the Town will not be charged with leave time for testing. Employees will be provided with up to two weeks (80 hours) of paid sick leave at the employee's regular rate of pay for a period which the employee is unable to work due to quarantine (in accordance with federal, state, or local orders or advice of a healthcare provider), and/or experiencing symptoms and seeking medical diagnosis.

Further, the Town of Poestenkill will provide up to two weeks (80 hours) of paid sick leave at two-thirds the employee's regular rate of pay if the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to federal, state, or local orders or advice of a healthcare provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to the public health emergency, and/or the employee is experiencing a substantially similar condition as specified by the CDC/public health officials. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

Additionally, the Town of Poestenkill will provide up to an additional 10 weeks of expanded family and medical leave where an employee, who has been employed for at least 30 calendar days by the Town of Poestenkill, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to the public health emergency. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources. Contractors, either independent or affiliated with a contracted firm, are not classified as employees of the Town of Poestenkill, and as such are not provided with paid leave time by the Town of Poestenkill, unless required by law.

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020.

This plan has been developed with the input of the Town of Poestenkill Highway Department, as required by the amended New York State Labor Law.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of Town employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or district, as represented by the signature of the authorized individual below.

As the authorized official of Town of Poestenkill, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with the amended New York State Labor Law section 27-c and amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, as applicable, to address public health emergency planning requirements.

(Signature)

(Date)

Keith Hammond
Town Supervisor
Town of Poestenkill

Record of Changes

Date of Change	Description of Change	Implemented by

Michelle Asquith

From: Martha Hass <hassmart@gmail.com>
Sent: Monday, February 08, 2021 8:32 PM
To: secpoest@nycap.rr.com; Khammond@poestenkilny.com; Martha Hass
Subject: For Review and Comment-Public Health Emergency Plan
Attachments: Poestenkil Public Health Emergency Plan.January.2021.draft.docx; CDC GUIDELINES FOR CLEANING AND DISINFECTING.pdf

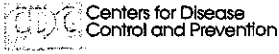
Hi All,
Please find attached the first completed draft of the Town of Poestenkil Public Health Emergency Plan. Also attached is an appendices to the document that describes the Center for Disease Control cleaning and disinfecting guidelines. Once the document is finalized, I can merge the two documents into one final pdf format.

There is one section that I highlighted in yellow and provided a comment on related to the tracking of employees during a public health emergency for the purpose of managing actual or potential exposures. It is recommended that the Town do this but you would need to decide how you want to manage that. I have suggested a way to do it with Google forms and I am happy to set this up for you, but you would need to have a designated person and a gmail account (ideally dedicated to the Town) that could be access by multiple Town users. Let me know about that.

I am happy to address any questions, provide clarification and/or revise the document in any way that you would like. Let me know.

Martha

APPENDIX 1



Cleaning and Disinfecting Your Facility

Everyday Steps, Steps When Someone is Sick, and Considerations for Employers

How to clean and disinfect




Clean

- Wear disposable gloves to clean and disinfect.
- Clean surfaces using soap and water, then use disinfectant.
- Cleaning with soap and water reduces number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.
- Practice routine cleaning of frequently touched surfaces.
 - More frequent cleaning and disinfection may be required based on level of use.
 - Surfaces and objects in public places, such as shopping carts and point of sale keypads should be cleaned and disinfected before each use.
- High touch surfaces include:
 - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.



Disinfect

- Recommend use of EPA-registered household disinfectant .
Follow the instructions on the label to ensure safe and effective use of the product.
Many products recommend:
 - Keeping surface wet for a period of time (see product label).
 - Precautions such as wearing gloves and making sure you have good ventilation during use of the product.
- Diluted household bleach solutions may also be used if appropriate for the surface.
 - Check the label to see if your bleach is intended for disinfection, and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.
 - Unexpired household bleach will be effective against coronaviruses when properly diluted. Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser. Leave solution on the surface for at least 1 minute.

To make a bleach solution, mix:

 - 5 tablespoons (1/3rd cup) bleach per gallon of water
OR
 - 4 teaspoons bleach per quart of water
- Bleach solutions will be effective for disinfection up to 24 hours.
- Alcohol solutions with at least 70% alcohol may also be used.

APPENDIX 1



Soft surfaces

For soft surfaces such as carpeted floor, rugs, and drapes

- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
 - Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- OR
- Disinfect with an EPA-registered household disinfectant. These disinfectants meet EPA's criteria for use against COVID-19.



Electronics

For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines

- Consider putting a wipeable cover on electronics.
- Follow manufacturer's instruction for cleaning and disinfecting.
 - If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.



Laundry

For clothing, towels, linens and other items

- Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- Wear disposable gloves when handling dirty laundry from a person who is sick.
- Dirty laundry from a person who is sick can be washed with other people's items.
- Do not shake dirty laundry.
- Clean and disinfect clothes hampers according to guidance above for surfaces.
- Remove gloves, and wash hands right away.



Cleaning and disinfecting your building or facility if someone is sick

- Close off areas used by the person who is sick.
 - Companies do not necessarily need to close operations, if they can close off affected areas.
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- Once area has been appropriately disinfected, it can be opened for use.
 - Workers without close contact with the person who is sick can return to work immediately after disinfection.

APPENDIX 1

- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.



Cleaning and disinfecting outdoor areas

- Outdoor areas, like **playgrounds** in schools and parks generally require **normal routine cleaning**, but do not require disinfection.
 - Do not spray disinfectant on outdoor playgrounds- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.
 - High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.
 - Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.
- **Sidewalks and roads should not be disinfected.**
 - Spread of COVID-19 from these surfaces is very low and disinfection is not effective.



When cleaning

- **Regular cleaning staff** can clean and disinfect community spaces.
 - Ensure they are trained on appropriate use of cleaning and disinfection chemicals.
- **Wear disposable gloves and gowns** for all tasks in the cleaning process, including handling trash.
 - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- **Wash your hands often** with soap and water for 20 seconds.
 - Always wash immediately after removing gloves and after contact with a person who is sick.
 - Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- **Additional key times to wash hands** include:
 - After blowing one's nose, coughing, or sneezing.
 - After using the restroom.
 - Before eating or preparing food.
 - After contact with animals or pets.
 - Before and after providing routine care for another person who needs assistance (e.g., a child).



Additional considerations for employers

- **Educate workers** performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19.
- Provide instructions on what to do if they develop *symptoms* within 14 days after their last possible exposure to the virus.
- **Develop policies for worker protection and provide training** to all cleaning staff on site prior to providing cleaning tasks.
 - Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.

APPENDIX 1

- Ensure workers are trained on the hazards of the cleaning chemicals used in the workplace in accordance with OSHA's Hazard Communication standard (29 CFR 1910.1200 [\[2\]](#)).
- Comply with OSHA's standards on Bloodborne Pathogens (29 CFR 1910.1039 [\[2\]](#)), including proper disposal of regulated waste, and PPE (29 CFR 1910.132 [\[2\]](#)).



Alternative disinfection methods

- The efficacy of alternative disinfection methods, such as ultrasonic waves, high intensity UV radiation, and LED blue light against COVID-19 virus is not known.
 - EPA does not routinely review the safety or efficacy of pesticidal devices, such as UV lights, LED lights, or ultrasonic devices. Therefore, EPA cannot confirm whether, or under what circumstances, such products might be effective against the spread of COVID-19.
- CDC does not recommend the use of sanitizing tunnels. There is no evidence that they are effective in reducing the spread of COVID-19. Chemicals used in sanitizing tunnels could cause skin, eye, or respiratory irritation or damage.
- CDC only recommends use of the [surface disinfectants identified on List N \[\\[2\\]\]\(#\)](#) against the virus that causes COVID-19.



For facilities that house people overnight

- Follow CDC's guidance for colleges and universities. Work with state and local health officials to determine the best way to isolate people who are sick and if temporary housing is needed.
- For guidance on cleaning and disinfecting the bedroom/bathroom for someone who is sick, review CDC's guidance on disinfecting your home if someone is sick.

More details: Detailed Disinfection Guidance for Community Facilities

	Dial My Calls	Call Multiplier	Text-Em-All
Cost for 5000 credits	\$250	\$245 -1 credit per call or text	\$375 for 5,000 credits
Expire	Never	Never	Never
Results	-See report on website	-Report after call/text goes out is emailed -Can view live data on website	Yes
Choosing Number for Caller Id	-Can choose number for calls and text to go out from	-Can choose phone number for ID for phone calls only	Choose number to show on caller id for phone or text
Send Email	X (free)		
Send Call	X	X	X
Send Text	X	X	X
Members	-Add manually -Add by spreadsheet	-Add manually -Add by spreadsheet	-Add manually -Add by spreadsheet
Opt Out	Members can choose to opt out of the system they received message from	Members can choose to opt out on own (if phone and text are both in, opts out of both)	Yes
Additional	-Doesn't recognize between getting a call or text so if landline and send out text, it tries to deliver but no charge if undeliverable -Calls with no answer and no voicemail get tried 3 times within an hour -Messages Saved -Can schedule messages -Put address in -Can pay additional \$5 per month for people to opt in to it via text	-Messages are saved -Can schedule messages	-Add first name to text to personalize it -Members can respond to text
Log In	-App or Website	-App or Website	-Website

1. Talking to various reps, Dial My Calls has the best customer support. I think in the overall picture if we can get email addresses, we can save as we can choose to not text/call them and Dial My Calls is the only option with that.
2. Collecting Data
 - a. Where/When
 - i. Export from Water Billing
 - ii. Info on Facebook and Website with form to collect information
 - iii. Information in Advertiser
 - iv. Tax Info in future years
 - b. Update
 - i. Year call/text to see numbers that are no longer in service or opt out option?
3. Uses besides Public Health Emergencies
 - a. Water District
 - i. Boil water advisory
 - b. Town Clerk
 - i. Phone numbers for when checks are wrong amounts, not written correctly, etc
 - c. State of Emergency
 - i. Emergency Shelter set up
 - ii. Long Term Power Outages
 - d. Road Closures?

RENSSELAER COUNTY LOCAL GOVERNMENT EMERGENCY PLAN
TOWN OF POESTENKILL EMERGENCY PLAN

Table of Contents

1. Purpose of the Plan
2. Definition of an Emergency
 - A. Level One Incidents
 - B. Level Two Incidents
 - C. Level Three Incidents
3. Command and Control Structure
 - A. Positions of Authority and Line of Succession
 - B. Command Post/Emergency Operations Center
 - C. Communications Systems
 - D. Alerting/Warning
4. Standard Operating Procedures
 - A. Level One Incidents
 - B. Level Two Incidents
 - C. Level Three Incidents
 - D. Declaration of State of Emergency
5. Emergency Services
 - A. Fire Services
 - B. EMS Services
 - C. Police Services
6. Support Services
 - A. Highway/Public Works
 - B. Social Services/Red Cross
 - C. Utilities (Gas, Electric and Telephone)

Appendices

- A. Rensselaer County Fire Mutual Aid Plan
- B. REMO Mass Casualty Incident Plan
- C. Rensselaer County Hazardous Material Plan
- D. General Incident Contingency Plan (storm, flood, earthquake, widespread incident)
- E. Evacuation Procedures
- F. County Resource List
- G. Executive Law 2B

Local Government Emergency Plan

1. PURPOSE OF THE PLAN

This emergency plan provides for the mobilization of all resources available within the TOWN OF POESTENKILL which may be required to deal with a range of possible emergencies, including fires, medical emergencies, floods, hazardous material spills and other natural and man-made disasters. It further provides for the utilization of resources from outside of the Town, primarily those resources available elsewhere within the County, but also available at the State and Federal level.

This plan provides standard operating procedures for town officials, and lists available resources including Fire, EMS, Police, Highway/Public Works, Utilities and Social Services/Red Cross.

2. DEFINITION OF AN EMERGENCY

Emergencies occur in a variety of forms, and vary widely in severity. *This plan defines an emergency as any event requiring the immediate response of Fire, EMS, Police, Highway/Public Works, Utilities or Social Services/Red Cross.*

This plan divides emergencies into three levels of severity, and provides for a level of response which is proportional to the severity of the incident.

A. Level One Incidents

Level one incidents are routine emergencies which occur on a daily basis, and require a minimal response from emergency personnel. Such incidents typically require only one or two fire company or EMS units, and can be resolved in a relatively short time using Town resources.

B. Level Two Incidents

Level two incidents are incidents which require resources beyond that available within the Town. Examples of such incidents are large fires requiring several fire departments or medical emergencies.

C. Level Three Incidents

Level three incidents are large incidents which require massive response from emergency services, and often involve State or even Federal agencies. These incidents often result in the declaration of a "State of Emergency" by the local chief executive.

Local Government Emergency Plan

3. COMMAND AND CONTROL STRUCTURE

A. Positions of Authority and Line Succession

The Chief Executive of the TOWN OF POESTENKILL is:

- ~~THOMAS SLAVIN, TOWN SUPERVISOR~~
Keith Hammond

If the Chief Executive is unavailable his/her duties will be assumed by the following individuals in the order listed:

~~Gail Bentley~~ Eric Wohlleber
~~Robert Juenger~~ June Butler
~~Marie Hoffman~~ Dave Hass
~~Margaret (Peggy) Schindt~~ Harold van Slyke

The Chief Officers of agencies with emergency response or support functions are:

Fire Chief ~~DAVID JACON~~ of the POESTENKILL Fire Department
Assist. Chief ~~GREG GOODERMOTE & STEVEN BORNT~~ of the POESTENKILL Fire Department
Captain DONALD TONIATTI of the POESTENKILL Ambulance
Rensselaer County Sheriff's Department and the NYS Police Department
Highway Superintendent ~~TOBY CHADWICK~~ of the POESTENKILL Highway Dept.

~~DT Goyer~~

Each of the above Chief Officers will establish a chain of command within their organization, and shall have the authority to use the resources of their organization to mitigate the effect of the emergency situation.

B. Command Post/Emergency Operations Center

The Emergency Operations Center for the TOWN OF POESTENKILL shall be located at the POESTENKILL FIRE STATION #1, ROUTE 355

Telephone numbers for this location are:

Primary	283-1649
Secondary	283-9967
Fax	283-2853
E. Poestenkill	286-3459

Radio Communications frequencies are:

46.10 (DISPATCH)
46.300 (PRIVATE EMERGENCY)
800 MHZ TRUNKING FOR COMMON FREQ

Local Government Emergency Plan

Note: Emergency Operations Centers shall meet the following criteria for facilities and equipment. Available facilities shall include emergency power, kitchen facilities, and bathrooms. Minimum communications equipment shall include telephone and a fixed base radio operating on at least one County-wide emergency frequency (Fire, EMS or Sheriff)

C. Communications Systems

The TOWN OF POESTENKILL has available the following communications systems (in addition to County-wide systems).

Radio Systems

Police Frequency(ies):	154.815 Rensselaer County Sheriff
Location of Police Base Station	Poestenkill Highway Garage, Plank Road County Route 40, Poestenkill
County Highway Department Frequency	800 MHZ TRUNKING
Location of Highway Dept. Base Station	TOWN HIGHWAY GARAGE
Fire Frequency (ies) other than County	46.18 (STATE FREQUENCY), 46.300 (PRIVATE)
Location of Fire Base Station:	Poestenkill Fire Station #27
Other radio frequencies, if any:	Ambulance 800 MHZ Trunking
Town Highway Frequency:	467.575 - Transmit/Repeater 462.575 - Receive/Talk 2Z 110.9 - Private

Telephone Systems

Town Office Phone Numbers:	283-5100 (primary) 283-5119 (secondary) 283-7550 (fax)
Cellular Telephone	269-1541 (Toby Chadwick) 590-5041 (DJ Goyer)

D. Alerting/Warning

Town officials shall be contacted as follows: (give the preferred procedure. i.e., call direct at office or home call town police, call town office, etc.)

1. DIRECT CALL AT TOWN OFFICE
2. CALL AT HOME
3. CALL POLICE

— why is this first?

Local Government Emergency Plan

Note: the following list consists of the local chief executive and his/her alternates as listed in Section 3.A

	<u>Individual</u>	<u>Day Number</u>	<u>Night Number</u>
Keith	Thomas Slavin	484-9984 (pager)	283-1799
Eric	Gail Bentley	283-4890	283-4890
SUC	Vivian Kelly, Town Clerk	283-5100	283-5119
Tiffany	Marilyn Bermas, Dep. Town Clerk	283-5203	283-5203
JUNE	Marie Hoffman	283-4793	283-4793
DAVE	Margaret (Peggy) Schmidt	283-5730	283-5730
HAROLD	Robert Juenger	283-8586	283-8586

4. STANDARD OPERATING PROCEDURES

A. Level One Incidents

Level one incidents do not normally require involvement of TOWN OF POESTENKILL officials. Emergency and Support Services have sufficient authority to respond to such incident without notification to local government.

Response procedures for level one incidents are to be found in the day-to-day operational procedures of Emergency and Support Services.

B. Level Two Incidents

Level two incidents may or may not directly involve TOWN OF POESTENKILL officials. Circumstances under which the TOWN officials are to be notified that an incident is in progress are as follows; (note: examples of such incidents could include mutual aid fires involving more than "X" companies, a declared mass casualty incident, major water main breaks, etc.).

HAZMAT INCIDENT INVOLVING EVACUATION MAJOR AIRPLANE INCIDENT

Response procedures for level two incidents are found in the County Fire Mutual Aid Plan, REMO Mass Casualty Incident Plan, utility contingency plans, and similar documents. Level two incidents do not normally require the activation of the local Emergency Operations Center, and TOWN officials would confer with emergency and support chiefs at the Incident Command Post.

Local Government Emergency Plan

B. Level Three Incidents

Level three incidents will be reported to TOWN OF POESTENKILL officials as soon as is practical. Notification will be the responsibility of the Incident Commander, in the case of a localized incident, and will be made by the County in the case of a wide spread incident.

Level three incidents often benefit from the activation of an Emergency Operations center. The TOWN OF POESTENKILL Emergency Operations Center may be activated upon order of the Local Chief executive, or the Incident Commander. Staff at the EOC, which will include representatives Emergency and Support Services, will manage the incident, and maintain contact with County and higher level governmental agencies. See Appendix D, General Incident Contingency Plan for additional information on EOC activation.

D. Declaration of a State of Emergency

The Local Chief Executive may, at his/her discretion, declare a "State of Emergency" under Executive Law 2B (see Appendix H). A State of Emergency will be declared whenever an emergency requires the suspension of normal governmental activities and processes. States of emergency are normally limited to level three incidents.

5. EMERGENCY SERVICES

A. FIRE SERVICE

1. Functions

The primary function of the Fire Service is the control and suppression of fire, and the prevention of fire when threat of fire exists. Additionally, the Fire Service is the lead agency for response to hazardous materials incidents, and serves as a reserve of personnel for use in general emergencies.

2. Facilities and Equipment (list location of each station and available apparatus and special equipment).

Station:	#1 MAIN STATION
Apparatus:	TRUCK 27-1, 1250 GALLONS PER MINUTE, 1250 TANK TRUCK 277, 1500 GPM - 1000 TANK R-27 250 GPM, 300 TANK AMBULANCE - 27
Special Equipment:	TWO Hurst Extraction Tool, Limited Foam (20 Gallon)

Local Government Emergency Plan

Station #2 EAST POESTENKILL -- 1027 PLANK ROAD
Apparatus: TRUCK #275 -- 1,250 GALLONS PER MINUTE --
1000 GALLON TANK
TRUCK 276 -- 1250 PUMP -- 1250 TANK
U-27 VAN

Special Equipment:

3. Personnel

Number of :

*Add
EMTs?*

Interior Firefighters:	30
General Firefighters:	40
Hazmat Technicians:	4 (Level 1)
Fire Police:	15
Auxiliaries:	40
Total Personnel:	129

(note: do not add the above list, since some individuals fill multiple roles)

B. EMERGENCY MEDICAL SERVICE

1. Function

The function of the Emergency Medical Service is to provide medical assistance at the scene of an emergency, and to transport sick injured persons to medical facilities as necessary.

2. Facilities and Equipment:

(List location of ambulance stations and available ambulances with patient capacity)

Station: POESTENKILL FIRE STATION #1
Ambulances: 1 - AMBULANCE #27
Specialized equipment: 9 BACKBOARDS, 2 KEO'S, 1 LAEDREL
SUCTION UNIT
DEFIBRILLATOR KED's

3. Personnel

Number of:

Basic Life Support EMT's	14
Advanced Life Support EMT's	0
Paramedics:	1
Total Personnel	15

Local Government Emergency Plan

4. Training Requirements

Emergency medical personnel will be trained according to the requirements of the New York State Health Department. Training requirements for each classification of emergency medical technicians are as follows:

Additionally, all emergency medical personnel shall receive training in hazardous materials awareness as required by OSHA.

B. POLICE SERVICE

1. Function

The function of the Police Service during an emergency is to control access to the emergency scene, including the direction and re-routing of traffic, and crowd control as necessary. In the event of an evacuation, the police will provide necessary direction and control.

2. Facilities and Equipment

(List the location of the local police headquarters, and available emergency vehicles)

Station:

NEW YORK STATE POLICE - EAST GREENBUSH, NY
RENSSEALER COUNTY SHERIFFS - TROY, NY

3. Personnel

4. Training

Police personnel shall be trained in accordance with the standards set forth by the New York State Division of Criminal Justice Services. Additionally, police officers shall receive training in hazardous material awareness as required by OSHA.

3. SUPPORT SERVICES

A. HIGHWAY/PUBLIC WORKS

1. Function

The function of the Highway or Public Works Department in an emergency is to restore damaged roads and public utilities, and to assist other emergency services in the event that heavy equipment (e.g. dump trucks, backhoes) is required.

Local Government Emergency Plan

2. Facilities and Equipment:

(list locations and types of equipment)

Highway/Public Works Garage: POESTENKILL HIGHWAY GARAGE
108 PLANK ROAD, COUNTY RTE. 40

Heavy Equipment List:

1 DOZER
1 BACKHOE
4 DUMP TRUCKS
2 LOADERS
1 GRADALL

Additional locations, if any:

3. Personnel:

Number of:

Heavy equipment operators: 2
General laborers: 1
Light Equipment: 3
Clerical/Other: ·
Total Personnel 6

B. SOCIAL SERVICES/RED CROSS

1. Function

The function of Departments of Social Services and the American Red Cross is to provide relief to the victims of disasters. Such relief may take the form of goods and/or money, assistance in obtaining shelter, and various forms of counseling.

2. Red Cross Chapters

The Red Cross Chapter covers the City of Rensselaer and towns of East Greenbush and Schodack and portions of Nassau.

Emergency telephone number: 462-7461

The Rensselaer County Red Cross Chapter covers all of the County except that covered by the Albany Chapter.

Emergency telephone number: 235-4450
270-7862

Local Government Emergency Plan

3. Rensselaer County Department of Social Services

Services available and contact numbers are: 283-2000

C. UTILITIES (Gas, Electric and Telephone)

1. Function

The function of gas and electric utilities is to respond to emergencies involving the interruption of these services and provide for their speedy restoration. Utilities will also assist other services when electric lines or gas main pose a threat during an emergency situation. Telephone companies will assist in the maintenance of emergency communications.

2. Utilities with Emergency Phone Numbers:

Niagara Mohawk Electric and Gas:	436-0832
New York State Gas and Electric:	392-2101
New York Telephone:	890-6611
Taconic Telephone:	392-5200

Local Government Emergency Plan

APPENDIX D

1. Purpose

The purpose of this plan is to provide a general set of standard operating procedures to be followed in the event of an emergency not covered by specific contingency plans. Rensselaer County currently has contingency plans for major fires (Fire Mutual Aid Plan), medical incidents (Mass Casualty, Incident Plan), and hazardous materials (Hazardous Materials Resource Plan).

2. Standard Operating Procedures - General Incident

A. Notification

In the event of a general emergency, the following shall be notified:
Town Supervisor; all Fire Departments; all Ambulance Squad Companies; Public Works/Highway Depts. (if none, notify County Sheriff)

3. Activation of the Emergency Operations Center

The Emergency Operations Center, located at POESTENKILL FIRE STATION, shall be activated and staffed with representatives of the emergency services (Fire, EMS, Police) and Highway. The Town Supervisor or his/her representative shall coordinate activities at the EOC.

C. Primary Functions of the Emergency Operations Center

1. Determine the nature and extent of the incident including; damage to roads, utilities, and structures; flooded areas if appropriate; persons requiring assistance.
2. Coordinate use of Town resources, including Public Works personnel and equipment in support of emergency response.
3. Maintain contact with County and State official, adjacent towns and electric, telephone and gas utilities as appropriate.

D. Areas of Vulnerability

1. Locations prone to flooding: (attach maps):

PLANK ROAD (COUNTY RTE. 40) EAST OF OAK HILL ROAD
GARFIELD ROAD VICINITY OF MOODY FARMS
EMPIRE DRIVE VICINITY OF POESTENKILL FIRE STATION

Local Government Emergency Plan

2. Critical Roads:

WEATHERWAX ROAD
SNAKE HILL ROAD
ALGONQUIN BEACH ROAD
BERMAS ROAD
CATLIN ROAD

3. Locations of Dams:

NORTH ROAD IN VICINITY OF FIFTY SIX ROAD

4. Primary Electric and Telephone Lines:

5. Critical Public Water Systems

N/A

6. Other:

update

Local Government Emergency Plan

APPENDIX E

EVACUATION PROCEDURES

1. Purpose

The purpose of this plan is to provide general procedures and information necessary to carry out evacuation within the Town of Poestenkill. This plan is based upon the understanding that large scale evacuations are difficult and should be considered only as a last resort.;

2. Authority to Order an Evacuation

- A. Small scale evacuations of persons within the immediate vicinity of localized incident may be ordered by the Incident Commander.
- B. Large scale evacuations will be ordered by the local Chief Executive after declaration of a State of Emergency, unless there is a clear, compelling danger to the public which requires action by the Incident Commander.

3. Notification to the Public

The public shall be notified to evacuate through the following means:

- B. Door to door canvassing by emergency personnel
- C. Mobile public address systems
- D. Telephone call to critical facilities (i.e., schools)
- E. The Emergency Broadcast System

4. Public Transportation

The following transportation will be used to supplement private vehicles:

<u>Type of Vehicle</u>	<u>Contact</u>	<u>Telephone</u>
A.P. School Buses	Wayne Johnson Bill Cushing Brooke Wagner	674-2251 674-7073 674-7070

update

5. Shelters

Pre-designated shelters for the evacuation of residents of the Town of Poestenkill are as follows:

<u>Location</u>	<u>Capacity</u>	<u>Telephone</u>
Poestenkill Fire Station #1	150	
Poestenkill Town Hall	60	
Poestenkill Elementary School	200	

accurate numbers?

Email ?

Town of Poestenkill
Office of the Water Department
P.O. Box 210
Poestenkill, NY 12140

Memorandum

To: Town Supervisor- Keith Hammond

From: Robert L. Brunet, P.E. - Water Manager / 811 Operations *RLB*

Copy of Cover letter to Each Town Board Member and Town Attorney

Date: February 11, 2021

RE: Copies of Water District Emergency Response, Simplified Emergency Procedures In Case of Power Failure or Other Failures At The Pump Station, Vulnerability Assessment For Poestenkill Water, and the Overview of Cybersecurity Assessment.

In light of the fine presentation last night by Martha Haas, I thought that a copy of the various plans which I have prepared might be of interest. Each of these documents have been approved by the RCDOH and I have periodically updated them; I am currently in the process of updating them now and will inform you upon completion.

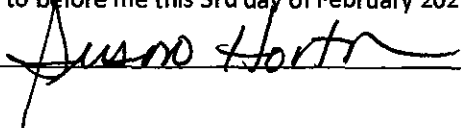
Because of the volume of these documents, I have not distributed a large number of them at this time. However, if you or any of the Town Board members wants a copy, just ask and I will provide them as requested.

TOWN CLERK'S MONTHLY REPORT

Town of Poestenkill, New York

January 2021

To THE SUPERVISOR: Pursuant to Section 27, Subd. 1, of the Town Law, I hereby make the following statement of all fees and moneys received by me in connection with my office during the payment of

Conservation Fees to the Town:		\$ 2.76
Marriage License	@ \$ 7.50	\$
Marriage Certificate	@ \$10.00	\$
A1255	Total Town Clerk Fees	\$ 2.76
A-1090	Penalties/Interest	\$
A1289	Registrar	\$ 50.00
A2655	Minor Sales – Copies (certified copy) –	\$
A2544	Local Fee for Dogs –	144.00
A2115	Planning Board Fees - \$188.00 ZBA Fees - \$140.00	\$ 328.00
A2555	Building Permits	\$ 594.54
A-2545	Peddlers Permlt	\$
2110	Water Benefit Charge	\$
A2720	Water Meter Fee - \$	
A2240	Misc. Water Charges -	
A2710	Water Permit Fee -	
1001	Water Billing - \$8,567.96	
TOTAL WATER CHARGES		\$ 8,567.96
REVENUE TO SUPERVISOR		\$9,687.26
Amount paid to State Comptroller for Games of Chance License		\$
Amount paid to DEC for Conservation Licenses		\$ 47.24
Amount paid to AG & Markets for fee for unsprayed/unneutered Dog program		\$ 44.00
Amount paid to State Health Dept. for Marriage Licenses		\$
TOTAL DISBURSED		\$ 91.24
February 3, 2021		\$
Keith Hammond, Town Supervisor		
TOTAL AMOUNT RECEIVED BY CLERK		\$ 9,778.50
<p>State of New York, County of Rensselaer, Town of Poestenkill, Susan Horton being duly sworn says that she is the Clerk of the Town of Poestenkill the foregoing is a full and true statement of all Fees and Moneys received by her during January. Fees the application and payment of which are otherwise provided by law subscribed and sworn to before me this 3rd day of February 2021.</p> 		




Town of Poestenkill

Assessor's Office

P.O. Box 210 38 Davis Drive
Poestenkill, NY 12140
518-283-5100 Ext. 101

TO: POESTENKILL TOWN BOARD

FROM: Betsy Pinho, Assessor 

RE: Assessor's Report January 2021

The Assessor's Office continues to receive and process new and renewal exemption applications. We are encouraging residents to return their exemption forms and documentation by mail or to utilize the Town drop box. However, we will meet with residents by appointment, if needed.

Per the County's request, we are researching parcels containing residential percentages to ensure that the percentage on file is still accurate. Residential percentages impact residential parcels that have a multiple residence classification or that contain a business.

We continue to receive new deeds from the County as well as split/merger documents for processing. All other functions including the processing of building permits, responding to resident inquiries, and updating the Real Property System, continue as normal.

cc: Susan Horton, Town Clerk

Town of Poestenkill
Office of the Water Department
P.O. Box 210
Poestenkill, NY 12140

Memorandum

To: Town Supervisor- Keith Hammond
Town Board Members – June Butler, David Hass, Harold Van Slyke,
Eric Wohlleber (Deputy Town Supervisor)
Town Attorney – Jack Casey

From: Robert L. Brunet, P.E. - Water Manager / 811 Operations *RLB*

Date: February 10, 2021

RE: Monthly Activities (January - February)

OVERVIEW:

In both the Water and the 811 disciplines all our requirements were met or exceeded during this period without any major problem. There are two other potentially significant problems “on the horizon” which could affect the Town of Poestenkill in 2021. We are very proactive regarding these issues. The latest status of these two problems “NEW PFOA and PFAS MCL REQUIREMENTS” and the “PROPOSED NEW LEAD RESPONSIBILITIES” are discussed below.

PROBLEM #1- UPDATE ON PFOAs & PFASs:

The Poestenkill Municipal Water System IS OK for at least 2021 and likely longer. I have re-affirmed with Rich Elder, RCDOH Director, that **POESTENKILL WILL NOT BE REQUIRED TO TEST FOR PFOAs, PFOSs, OR 1,4-dioxane at this time (likely for at least a year). This will save the Town a minimum of \$1250 monthly testing fees, beginning in January 2021.**

You should be aware that the **Algonquin Middle School** was notified by the Rensselaer County Department of Health that the laboratory results for the quarterly Algonquin Middle School water sample indicated a PFOA level of 13 parts per trillion (ppt), exceeding the newly established allowable New York State Maximum Contaminant Level (MCL) of 10 ppt. The school sent out a letter to the

Averill Park Families notifying them of this issue. A second test, as required by law, was conducted on February 1st. Because of the complexity of the testing, the test results will not be available until approximately 2/12/21. The problem here is the school's private "WELL", not our municipal water system. They are NOT CONNECTED TO OUR WATER SYSTEM. I have been involved in consulting on this issue and will keep you informed. We could conceivably be questioned by our residents who are also on wells. As a point of knowledge, FYI, the Poestenkill Elementary School is connected to our water system and does not have any problem.

I have provided informational Attachments #1 and #2 FYI.

PROBLEM #2- UPDATE ON FEDERAL AND NEW YORK STATE MAXIMUM CONTAMINANT LEVELS (MCLs) FOR LEAD/COPPER AND THE TOWN'S RESPONSIBILITY AT THE RESIDENT'S HOME.

This LCR (Lead and Copper Rule) issue will probably be the most complex and time-consuming responsibility in my operations in 2021 and 2022, mostly inventory research work on our part for every water line and complex record keeping files required by the EPA).

Since my last monthly report on the subject, Rich Elder (RCDOH Director) has been contacted by the NYSDOH (Maxwell Ferris) and Max stated "As of now, the Department has no updates to the Lead and Copper Rule (LCR) revisions: however, it is known that implementation of the Rule will require all federally defined systems to develop a Lead Service Line (LSL) inventory or demonstrate absence within the first three years of final rule publication." Max went on to state "Lead service line replacement is not a simple task" and he recommended an upcoming webinar which I will be participating in.

We have discussed the Town's potential involvement in helping the residents cover the costs associated with home plumbing replacements. As I have stated, the EPA ruling puts significant emphasis on equipment replacement in the Town, even if there is no LSL existing, including the homes' internal plumbing.

As a result of my study of the 409 page new EPA Lead / Copper Rule, I have absolutely no doubt that lead at a resident's home will become an increasingly important issue. This is reinforced by the recent legal charges brought against nine people including Governor Rick Snyder in Flint, Michigan. The charges stated "The corrosive water wasn't treated properly, a misstep that freed lead from old plumbing and into homes". I am carefully monitoring the overall lead situation and will keep you informed.

ANNUAL WATER QUALITY REPORT FOR 2020

On January 22nd we received “required” documents from the RCDOH and the NYSDOH directing us to begin preparation of the ANNUAL WATER QUALITY REPORT FOR 2020. This voluminous document is due to the NYSDOH by May 31, 2021 and must be approved by the RCDOH prior to being submitted. Because its requirements have changed from prior years, due to the required inclusion of the above mentioned items (LEAD and COPPER), the report is significantly more complex than prior years. We will meet our obligations and, once again, the Town will not have any MCL violations..

WATER REPORT:

From an overall viewpoint everything is going quite well. Looking ahead I continue to stress that, in my opinion, and other than maintaining the safe quality of our water, the single most difficult and necessary operational challenge we have in 2021 is finding and repairing the leaks in our system. Our system component design makeup is a deterrent to finding leaks, relying on test equipment dependent upon acoustics or metallics. We have a mixture of DIP (ductile iron pipe), PVC or HDPE (plastics), and Copper in our system; this mixture of materials makes leak locating very challenging. As a matter of fact, the NYLD (New York Leak Detection) company wrote comments confirming this difficult situation when we discussed further leak locating efforts with them. We are also working with other industry “leak locating” experts and are exploring other cost-effective alternatives to purchasing the very expensive equipment. I calculate that if we can find and repair an estimated 4 to 6 leaks in our system we can conservatively save approximately \$ 33,000 annually of budget expenses. This is why we have been and continue to be so motivated in our leak detection efforts!

I completed the periodic total testing system re-calibration process on all of our coliform testing apparatus to verify accuracy. Everything is good.

TRAINING:

During this period of COVID-19 various quality organizations have been offering free webinars which we have been taking full advantage of. Some of these programs are required by the EPA and some by the NYSDOH.

I have discussed our need for continued **leak detection** many times and as an educational aid I attended a free webinar on January 12th (by Eastcom Associates) entitled “**Underground Utility Locating Non-Metallic Lines**”. This webinar focused on the latest technologies and locating” techniques. I also attended other free webinars appropriate to our ongoing operations, particularly the **EPA sponsored “LSL**

Replacement in the New Lead and Copper Rule". For these training sessions I received CEU hours for my **Grade C Water Operators License renewal, and for my NYS Professional License renewal**. Other free training webinars, normally 1 hour each, which I attended during this period are:

Jan 14th – Ethics, Accepting Gifts and Amenities.

Jan 19TH – The Essentials of Metal Detecting for Locating

Jan 21st – Water Leak Detection Overview

Jan 25th – AWIA - Section 2013 Requirements, Certification and Section 2018 Basics (EPA REQ'D)

Jan 26th – Specification Strategies to Eliminate Concrete Moisture

Jan 27th – AWIA - Risk and Resilience Assessments (EPA REQ'D)

Jan 28th – AWIA - Emergency Response Plan Template (EPA REQ'D)

Feb 2nd – GEOWEB - Retaining Wall Design Software

Feb 3rd – Eastcom – Utility Mapping Options with GPS

Feb 3rd – NoonPi – Galvanize It

Feb 3rd – EPA – LSL Replacement in the New Lead and Copper Rule

Feb 4th - The Annual 811 Training entitled "NYS Code Rule 753 and Safe Digging Practices", a requirement for the "Certified Excavator Program".

Feb 9th – GEOWEB - Extend the Life of Paved/Unpaved Roadways

RESIDENT ISSUES AND REQUESTS THIS PERIOD:

We handled a number of customer "excessive water usage" problems and the associated billing issues; Most issues were positively resolved, and most of the residents paid their outstanding bills. One of these involved St. Gobain with an apparent toilet leak.

Each month we have provided final billing information to realtors and their lawyers when the residents have sold their homes. Our procedure is significant in that it saves both the old owner and the new owner each about \$100, while at the same time allowing us to meet their urgent timeframes; it also insures that we get the new owner's name and contact information for our records. The realtors have told us how much they appreciate our rapid response to their needs with no charge. We handled three of these closings in a short timeframe this period.

We continue to work with other Town organizations regarding other potential Town Code violations and other issues involving the EPA, FEMA, DEC, the Army Corp of

Engineers, and the various Town Boards. Some specific items are the SWPPP (Stormwater Pollution Prevention Plan), the Stormwater Management Design Manual requirements and important related issues, Keyhole Lots – Setback requirements, Lot line adjustment issues, Drainage District Law (111), Water district Law (220), Subdivision issues, Local Law updating, and other special situations. Importantly, we also keep in close contact with adjacent towns' water operations to stay on top of upcoming potential problems which could affect Poestenkill.

STATUS OF SPECIFIC ROUTINE WATER OPERATIONAL FUNCTIONS:

We are working with contractors and homeowners regarding new water service line installation requirements. These work functions include permit issuance, discussing our technical equipment requirements with the contractor, providing the necessary equipment to the owner, and performing the required inspections at each location to insure proper excavation depth, proper "rough" underground plumbing, the required 15 minute 100 psi static water pressure test, line flushing, and the Final Inspection required to insure that all Town and NYS installation requirements have been met. We then finalize the installations by formalizing the account information into our data bases for record and billing operations.

We performed the periodic inspections of our water tank on Hinkle Road, both the tank and the exterior area; all is well.

We picked up required items from Tremont for the Water District operations.

Performed daily (24/7 - both physically and remotely) overall inspections of the Pump Station to ensure operational performance. I periodically remotely (via phone) call the ACU at the pump station to monitor the station's performance. Our "**PREVENTIVE MAINTENANCE**" controls are much more desirable than having to repair the problem after it has caused a service interruption.

Documented the periodic high and low meter readings at the underground metering vault pits (at Creek Road and Spring Avenue Extension) to be used in evaluating our water supply, usage, and leakage. These readings represent the volume of water supplied from Troy and Brunswick and are used in conjunction with other readings taken throughout the water system to identify problems and also to substantiate the billing which we receive from Troy and Brunswick every six months.

Our main operational focus, as mentioned earlier, is the **quality and safety** of the water supplied to our residents. I am happy to report that all our test results during these last two months were returned from the labs (with a copy automatically sent to the RCDOH) and all were satisfactory.

As a preventive measure we periodically test the LMI automatic pump transfer system at the Pump Station for "automatic tank transfers" between tanks when liquid runs out in each tank. This involves determining the trouble locations and repairing the clogged piping, the line pickup "foot valves" and screens, and the transfer switch between the tank and the 6" high pressure injection line. This action was a follow-up to the repairs we

recently made to the system to insure proper system component operation. All tests were OK.

Performed required NYSDOH functions for our system; for example, take daily (7 days per week) water pumping volume data at the Pump Station, add chlorine as required, and test water samples at Town Hall. This daily test measures "Free Chlorine Residual At Entry Pt." and measures the Chlorine level as a deterrent to E-coli. This 7 days per week information is then entered into the NYSDOH 360 REPORT daily, which is submitted to the RCDOH and the NYSDOH each month, along with the monthly Laboratory test results report.

Prepared and submitted required NYSDOH Monthly 360 Report and Lab reports to the RCDOH for January 2021. All our Town tests and the Laboratory test results for the month were satisfactory. We just completed our 1st quarter (required by the NYSDOH) tests for THMs (Total Trihalomethanes) and HAA5 (Total Haloacetic Acids). These are critical tests because they are key components of our Annual Water Quality Report for 2021. These tests were taken at The Town Hall and also at the Fire Company, as directed by the RCDOH. I am pleased to inform you that our test results were significantly better than the MCL requirement. Our THMs tested at 41.0 ppm compared to the MCL of 80.0 ppm and our HAA5 tested at 26.3 ppm compared to a MCL REQUIREMENT OF 60 ppm

Cleaned various Valve Piping components at the Pump Station; this is an area requiring continuous routine maintenance and is critical to the proper chlorination process. The chlorination process, by its very nature, causes solidified calcium blockages in the lines and at discontinuity points in the system which must be periodically cleared, usually with CLR, and occasionally by component replacement. There are many potential trouble spots in the system which, when partially clogged, will reduce the LMI pump output efficiency and will affect the daily Chlorine Residual test results taken by us and submitted monthly to the RCDOH and NYSDOH. This is a continuously required operation.

We picked up 20 gallons of 12.5% sodium hypochlorite from Agway for daily use at the pump station in the chlorination process.

We performed the monthly maintenance functions on the large emergency generator located at the pump station; some of these functions involve running the generator for a period, exercising the batteries, and checking the output voltages for accuracy. We also performed the monthly operational tests on the portable 5 KW generator used for field emergency issues. Both generators are presently functioning well and are ready, should we need them. One item which we are considering is the modification of the 5KW generator from gas to propane. This conversation is inexpensive and may well provide operational improvements, particularly during winter months. We will likely schedule this modification for the spring.

Prepared and submitted required NYSDOH Monthly 360 Report and Lab reports to the RCDOH. **All our Town tests and the Laboratory test results for the month**

were satisfactory. We also just completed our 1st quarter (required by the NYSDOH) tests for THMs (Total Trihalomethanes) and HAA5 (Total Haloacetic Acids). These are the most critical tests of the year because they are key components of our Annual Water Quality Report. These tests were taken at The Town Hall and also at the Fire Company, as directed by the RCDOH. I am pleased to inform you that our test results were significantly better than the NYSDOH MCL requirement. Our THMs tested at 62.3 ppm compared to the MCL of 80.0 ppm and our HAA5 tested at 16.3 ppm compared to a MCL REQUIREMENT OF 60 ppm.

811 REPORT:

From an overall viewpoint everything continues to go quite well. All 811 Dig Safe daily requests (tickets) were received and responded to appropriately and in a timely fashion. Additionally, we receive periodic audits and each has been excellent, with no late responses on our part. This was a busier month than expected, mostly due to pole replacements by National Grid. For example, on January 28 alone we received 5 markout requests, 4 for pole replacements and one for property markout for new home construction at Quail Meadows.

On February 4th I attended the annual 811 training entitled "NYS Code Rule 753 and Safe Digging Practices", a requirement for the "Certified Excavator Program".

The 811 tickets are initially generated by homeowners, utility companies, and by individual contractors. On each of these tickets I receive, mostly "ROUTINE" and some "EMERGENCY", I pull the respective Plats for the section of our water system. I next check our water records to determine if the location is connected to our system, and if so, what the routing of the service line is. I then call or meet with the Field Contact, discuss what they are planning to do. I visit the location and then I provide the details of our water system (and culvert pipe info) to the contractor, mark out the pipe locations when appropriate, and exchange telephone numbers with him and ask to be kept informed if he changes the schedule. This process must be completed within 48 clock hours or the Town would be fined and held accountable by the 811 organization in Syracuse. I then follow up (visit the work location) when the job is progressing to ensure that no problems occur.

We receive and must respond to the daily "Dig Safely Audits" (seven days/week) and we have continually met all our obligations. We also receive daily NYS DIG SAFELY tickets and other reports, verify accuracy, and respond as required.

For your information, the following 811 Mark-out Requests exemplify the types of requests which we receive: Sign (NYSDOT), Gas, Main repair, Swimming Pools, Burying Cables, a Foundation Wall, Replacing a Driveway, New Water Services, Install Utility Poles - routine, Emergency Pole Replacement Callouts, Water

Collection / Grading, Installing Signs, Soil Borings, Installing Fences, Septic System Perc tests, landscaping, trench, Digging porch footings, Surveying work, Stump removal, Geothermal Boring.

1/29/2021

Mail :: Inbox: Fwd: PFOA Level at AMS Above State Threshold

Date: Fri, 29 Jan 2021 14:01:08 -0500 [02:01:08 PM EST]

From: James Franchini <franchinij@apcsd.org>

To: rbrunet@cisbec.net

Subject: Fwd: PFOA Level at AMS Above State Threshold

Bob,

Thank you for taking the time to talk with me today.

Below is the communication we sent to our school community. I am sure we will be in touch again soon.

Have a nice weekend!

----- Forwarded message -----

From: Averill Park CSD <NoReply@apcsd.org>

Date: Fri, Jan 29, 2021 at 11:51 AM

Subject: PFOA Level at AMS Above State Threshold

To: <franchinij@apcsd.org>

Dear Averill Park Families:

Recently enacted New York State regulations mandate that the District test all buildings with well-sourced water for the chemicals PFOA, PFOS and 1,4-Dioxane on a quarterly basis using an independent certified laboratory. The District is not required to test the George Washington School or Poestenkill Elementary School water sources because testing of these sources is performed by the municipal water supplier.

Results of the required tests must be reported to the Rensselaer County Department of Health (County). The District's first sampling regimen resulted in no reportable conditions of PFOA, PFOS or 1,4-Dioxane at the Averill Park High School, Miller Hill-Sand Lake Elementary School or the West Sand Lake Elementary School.

However, the District was notified by the County that the laboratory results for the Algonquin Middle School (AMS) water sample indicated a PFOA level of 13 parts per trillion (ppt), exceeding the allowable New York State maximum contaminant level (MCL) of 10 ppt. There were no reportable conditions for PFOS or 1,4-Dioxane at AMS.

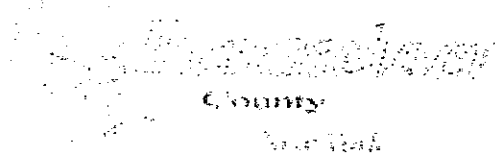
Per the County's guidance, a single PFOA test exceeding the MCL does not require the District to implement a remediation plan at this time due to mandatory retesting requirements when an initial test has exceeded the MCL. Nevertheless out of an abundance of caution, we will be implementing the following safety measures beginning Monday, February 1 and until further notice.

The District is closing off all AMS water fountains. We will be providing bottled water throughout AMS for student and staff drinking and for cafeteria meal preparation. The County has informed us that other water usage, such as handwashing and toilet flushing can continue as usual. The District will also be retesting the well water sources early next week in compliance with the required 30-day mandatory retesting period.

We will continue to keep the community informed about this situation, including the retesting results, any additional guidance from the Rensselaer County Department of Health and if necessary, the District's remediation plan. More information on this topic can be found at Public Water Systems and NYS Drinking Water Standards for PFOA, PFOS and 1,4-Dioxane

ATT # 1

Town Of Poestenkill



Homepage

- Home Page
- Search Website
- Animal Control
- Assessment Information
- Boards & Committees
- Budget
- Calendars
- Code Enforcement
- Courts
- Disability Services
- Educational Facilities
- Employment
- Highway Department
- History
- Laws
- Links
- Local Events
- Minutes
- Natural Gas Project
- News
- Parks & Recreation
- Personnel Directory
- Public Safety
- Religious Organizations
- Senior Services
- Special Election
- Stormwater Management
- Supervisor's Office
- Town Clerk
- Town Comprehensive Plan
- Water District
- Weather
- Youth Program

Latest News:

Search Website:

SPECIAL ELECTION IN POESTENKILL SET FOR TUESDAY, MARCH 30th.

Election will allow Poestenkill residents to determine the future of ambulance transportation and advance life support (ALS). [Learn more here](#)

Here's the [resolution](#) on the special election and more information for voters

[Click here](#) for Frequently Asked Question about the Ambulance District Special Election

Town Comment on Algonquin Middle School Water Test Results

January 29, 2021

"We have been informed, this afternoon, of water test results at the Algonquin Middle School and we understand that a water sample at the school indicated a PFOA level of 13 parts per trillion (ppt), exceeding the NYS maximum contaminant level of 10 ppt. We have been consulting and will stay close to this issue with the school officials, the Capital Region Environmental Lab, as well as the Rensselaer County Department of Health," said Robert Brunet, Poestenkill Water Manager. "It is our understanding that a 'false positive' test on a single sample is not uncommon and that in that instance, a second test will be performed to assure an accurate result this coming Monday. We assure our residents that we will stay very involved to protect your interest and keep you informed."

ATT#2



TOWN OF POESTENKILL

38 Davis Drive, P.O. 210
Poestenkill, NY 12140

Office of the
Building Inspector
Code Enforcement Officer

MEMORANDUM

To: Town Supervisor – Keith Hammond

Town Board Members- June Butler, David Hass, Harold VanSlyke

Eric Wohlleber (deputy Town Supervisor)

Town attorney – Jack Casey

From: Tracy Church Code Enforcement/ Building Inspector

Date: February 10, 2021

RE: January/ February report

OVERVIEW:

The Building / Code Enforcement Office has been able to continue to issue building permits and inspections as required despite the current COVID 19 situation. There are no new mandates regarding limitations with the construction industry. New events include a much-anticipated report from The Army Corps of Engineers regarding the situation with the building lot at Algonquin Beach road, (Eric Martin) was required to stop work in the Fall due to violations regarding Wetlands. The Army Corps has set mandates for the property owner to follow, as such the owner understands the responsibilities and will be held to the mandates through inspections within this office, the owner has been very patient and cooperative. The second lot adjacent to this piece will face the same conditions and the owner will be required to disclose the provisions before a sale has been finalized. Regarding #9072 Route 66 , as stated in the December/ January report, regarding mice and mice droppings, the landlord has refused to address the issues and as a result, with the assistance of The Rensselaer County Department of Health, This office has issued an appearance ticket scheduled for a March 22 appearance with the Poestenkill Town Court. NYS property maintenance code violations for 309.1, 309.2 and 309.4 have been cited. The Rensselaer County Sheriffs office has served the summons and a confirmation letter has been received. On Sunday January 31 this office responded to a 911 request from the Poestenkill Fire Department to #1 Empire Drive in The Town of Poestenkill for a structural evaluation due to water damage. Severe cold during that period had caused water pipes to freeze and burst in the attic area of the residence resulting in ceiling collapse and major damage to the residence. As a result, the occupants 1 adult, 2 children, 3 cats, 1 dog were required to relocate until conditions (Running water) were restored. The Town Supervisor was contacted and assisted with the relocation process. They were able to return when plumbers, restoration workers and contractors

were complete in the restoration procedures. We continue to address all requests, complaints and any other issues as they are received. The required annual Code Official training is being fulfilled as the State of New York reopens, currently using a Webinar/ Virtual format to meet the 25-hour minimum required sessions. All other questions, concerns or issues are being addressed promptly. The Town of Poestenkill will continue to be represented by this office in a polite, efficient and professional manor

Respectfully submitted

Tracy Church

Building Inspector/ Code Enforcement Official

A handwritten signature in black ink that reads "Tracy Church". The signature is written in a cursive style with a large, flowing initial "T".

Michelle Asquith

From: Bob Guyer <straydawg302@gmail.com>
Sent: Thursday, February 11, 2021 5:56 PM
To: Michelle Asquith
Subject: RE: report

Dog control calls

Dog:
Running at large - 4
Barking complaints - 2

Wildlife - 4

Bob Guyer
Dog Control Officer

Sent via the Samsung Galaxy S20 Ultra 5G, an AT&T 5G smartphone

----- Original message -----

From: Michelle Asquith <secpoest@nycap.rr.com>
Date: 2/11/21 5:24 PM (GMT-05:00)
To: 'Bob Guyer' <straydawg302@gmail.com>
Subject: report

Hello

Can I get your monthly report.

Thank you

Town of Poestenkill
Office of the Highway Superintendent
P.O. Box 210
Poestenkill, NY 12140
(518)283-4144

To: Town supervisor- Keith Hammond
Town Board Members Butler, Wohlleber, Hass, Van Slyke

From: Highway Superintendent: David Goyer

Date: February 11th 2021

RE: Highway Activities
January 19th 2021-February 11th 2021

1. The highway crew started this month's term off by performing snow and ice operations. A large portion of the month was spent plowing or sanding for the multiple snow storms. Majority of the storms were on the smaller side but require time for plowing and cleaning operations.

2. We were able to fix the old chipper after it broke down last month. This came at the optimal time because we had to cut up and chip trees that came down in one of the storms. Tree work/chipping was performed on Holloway lane and on Franklin St.

3. We had various shop days throughout the month that was spent working on different projects. Those projects included:
 - Fixing air leaks on truck 116
 - Tightening and adjusting the sander chains to prevent damage or wear
 - Welding and metal fabrication work on a couple of the snow plows (due to wear and stress damage). The plows are on the older side and need attention to keep them functioning.
 - We worked on the dodge pickup that is going to the code enforcement department so that it was in good condition for Tracey. Performed oil change, thorough cleaning, installed new tires, and installed new drivers seat as the original was in very poor condition.

- Greasing all plow trucks, sanders, plows, and loaders.
- Washing and cleaning all plow trucks and loaders.

4. Crew spent a few days throughout the month hauling sand from the gravel pit and mixing that with the loads of road salt that was ordered to keep our salt shed full and prepared for the storms ahead.

5. We received the two new ford pickups this past week and i am happy with them. They seem to be heavier duty then ones of our past so will perform well for us and hold up as well.

6. Wells communication came and installed the town radios in those new pickups recently as well and got them ready to use.

7. Thursday February 4th Ryan Biggs structural engineering firm came and did an engineered study for the bridge on Reichards Farm Rd as i requested. I haven't received the results as of yet as i type this but hope to have them for the town board meeting.

8. Attached to my monthly report will be the quote for the new HV507 international 4x4 plow truck. This is the truck proposed to replace our 2002 international 4x4 plow truck. Also a quote for the lease to own purchase options on this truck will be attached.

Topics for discussion:

1. Purchase of a new 4x4 plow truck