

Proposed Slate of Resolutions  
05.15.2023

**Resolution \_\_\_ of 2023: General Fund Abstract May 15, 2023**

The Town of Denmark Town Board approves payments of General Fund Abstract #667 dated **May 15, 2023**, paid prior claim #106 in the amount of \$1,975.00, new claims # 107-129, new claims totaling \$11,731.39, total abstract \$13,706.39.

**Resolution \_\_\_ of 2023: Water District 1 Abstract May 15, 2023**

The Town of Denmark Town Board approves payments of Water District Abstract #92, dated **May 15, 2023**, claim #7-9 totaling \$195.44.

**Resolution \_\_\_ of 2023: Highway Abstract May 15, 2023**

The Town of Denmark Town Board approves payments Highway Department, Abstract #709, dated **May 15, 2023**, new claims # 54-66 totaling \$12,818.10.

**Resolution \_\_\_ of 2023: Correction of Accounts on Abstracts**

The Town of Denmark Town Board does hereby direct that the following be corrected on monthly abstracts due to coding errors on the abstracts:

Abstract Type & number	Date	Voucher	Amount	Coded	Recode to
Highway Abstract 708	April 17, 2023	#52	\$132.03	DA-5110.41	DB5110.41
General Fund Abstract 663	January 16, 2023	#23	\$68.07	A5132.4	A5010.4
General Fund Abstract 664	February 21, 2023	#50	\$69.21	A5132.4	A5010.4
General Fund Abstract 665	March 20, 2023	#73	\$69.21	A5132.4	A5010.4
General Fund Abstract 666	April 17, 2023	#100	\$69.21	A5132.4	A5010.4

**Resolution \_\_\_\_\_ of 2023: Transfer of ARPA Funds**

Town of Denmark Town Board approves the following budget transfers of ARPA funds to comply with adopted Town of Denmark Resolution 22 of 2023:

Increase Budget Code	Increase Budget Code	Amount
Revenue Code A4089 - General <i>Fund</i> Federal Aid, other	Expenditure Code A5132.41 Garage Contractual - ARPA	\$1,950.00

**Resolution \_\_\_\_\_ of 2023: Transfer of ARPA Funds**

Town of Denmark Town Board approves the following budget transfers of ARPA funds to comply with adopted Town of Denmark Resolution 97 of 2022 to pay B.R. Johnson:

Increase Budget Code	Increase Budget Code	Amount
Revenue Code A4089 - General <i>Fund</i> Federal Aid, other	Expenditure Code A5132.41 Garage Contractual - ARPA	\$4,831.95

Proposed Slate of Resolutions  
05.15.2023

**Resolution \_\_\_ of 2023: Rescind Resolution 65 of 2023 adopted 05.04.2023**

The Town of Denmark Town Board does hereby rescind Resolution 65 of 2023 adopted 05.04.2023.

**Resolution \_\_\_ of 2023: Temporary Lawn Care**

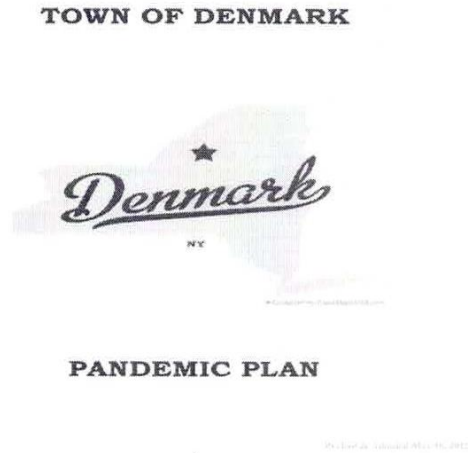
The Town of Denmark Town Board does hereby accept the estimate of Jeff's Landscaping in the amount of \$\_\_\_\_\_ for repair work to the lawns, grass seed, and lawn maintenance from 5/4/2023 – 6/20/2023 at the Town of Denmark facilities located on Roberts Road.

**Resolution \_\_\_ of 2023: Weed control.**

The Town of Denmark Town Board does hereby accept the estimate of Aaron Miller in the amount of \$\_\_\_\_\_ for weed control at the Town of Denmark facilities located on Roberts Road.

Proposed Slate of Resolutions  
05.15.2023

**Resolution \_\_\_\_ of 2023: The Town of Denmark Town Board does hereby adopt the Town of Denmark Pandemic Action Plan as follows:**



**Town of Denmark  
Pandemic Action Plan**  
(Will be reviewed and revised annually)

The following is an action plan for the Town of Denmark to follow when deemed necessary to implement when dealing with a pandemic.

1. Levels of Actions
2. Personnel Health Assessment and Education
3. Essential Services/Employees remote working
4. Notify Town Office
5. Resources
6. Costs
7. Vaccines
8. Emergency Housing
9. Waste Blower
10. Personal Protective Equipment
11. Public Meetings
12. Re-escalation of the Action Plan

**1. Levels of Actions:**

The Town of Denmark needs to develop a process to activate levels of response to the public health issue. This will allow a coordinated effort and response by the Town of Denmark. Determination of the level of action will be made by the Supervisor and Town Board.

**Level 1: Active Monitoring**

With no cases in local and surrounding counties

- Frequent cleaning of common areas including countertops, door hardware, vehicles, etc.
- Communicate online or written memos to Town residents, employees, and board members
- Continue to monitor communication with Ulster County Department of Health
- Communicate to staff and board members
- Review and update emergency plans
- Weekly management meetings for updates
- Potentially limit all unnecessary work-related travel
- Potentially limit gatherings to 50 persons for only essential events or outdoor pop-up essential events.

**Level 2: Containment**

With cases identified in local and surrounding counties

- Increase disinfection process at all Town of Denmark facilities
- Develop contingency plans and review business continuation plans
- Continue all Level 1 activities

**Level 3: Mitigation**

Continued cases among employees, board members and staff

- The affected building will close for 24 hours while the local Department of Health investigates and sets forth a plan for further precautionary measures that the village must take to limit exposure.
- Potentially cancel all Town events
- Communicate to staff about which employees are to report to maintain services and which employees work remotely
- Perform a deep cleaning of all areas
- Communications to Community and Employees

**2. Personnel**

Preventing the spread of illness is a community responsibility and needs to be a priority of the Town of Denmark.

**We encourage all to practice the following healthy behaviors:**

- CDC recommendations: Mask, double layer, fitted to face, and covering the nose and mouth at all times. As needed per pandemic issues.
- Using hand sanitizer or washing hands frequently with soap and water for at least 20 seconds especially:
  - o After touching your eye, nose, or mouth
  - o After using the restroom
  - o After touching/dropping of garbage
  - o After touching public computers, tables, and countertops, etc.
  - o After handling your mask
  - o Before and after preparing or eating food
- Avoid touching your eyes, nose, and mouth
- Cover coughs or sneezes with your elbow
- Practice social distancing when possible, at least 6 feet or 2 arm lengths
- Stay home when sick and seek medical attention when necessary
- Avoid close contact with people who are sick or exposed
- Clean and disinfect frequently touched objects and surfaces such as counters, phones, doorknobs, and light switches, etc. at the beginning, middle and end of each shift. Wash frequently touched areas with soap and water then disinfect. Wear disposable gloves to protect skin and protective eyewear to protect from cleaners spraying into eyes. Throw the gloves out after use. Eyewear can be washed after use. When using bleach to disinfect follow the directions on the bleach bottle for preparing a diluted bleach solution. If your bottle does not have directions, you can make a bleach solution by mixing:
  - o 5 Tablespoons (1/3 cup) of bleach per gallon of room temperature water or
  - o 4 Teaspoon of bleach per quart of room temperature water

Employees are to submit their health assessment each day prior to the work shift beginning. Answer each question and take/record their temperature and initial calendar for each day.

Employees should notify their Department Head immediately and not report to work if they show symptoms of the virus: such as fever/chills, cough, muscle and body aches, nausea/vomiting, diarrhea, sore throat, congestion, loss of taste or smell, fatigue, headache, and/or acute respiratory illness. The Town of Denmark may require additional assessments to be taken, such as, but not limited to, appropriate testing, physician release

order to return to work and/or isolation if it has been determined the employee has been infected or exposed to the virus. Each circumstance will be handled individually and confidentially while working with all guidance from the CDC, NYS and County Health Department.

The Town of Denmark will maintain flexible policies that permit employees to stay home to care for sick family members.

The Town of Denmark will pay all employees pandemic related sick time for any pandemic related situation/illness. Employees in a Collective Bargaining Agreement will be paid according to the policy outlined in the agreement. This will not be counted against the employee's sick time. This is per Board approval.

**Education:**

- Emphasize staying home when not feeling well, educate respiratory etiquette and proper hand hygiene by all employees.
- Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60% alcohol or wash their hands with soap and water for at least 20 seconds. Soap and water should be used if hands are visibly dirty. When using hand sanitizer rub on all surfaces of hands and fingers until dry.
- Provide soap and water and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.
- Remote working: The Town will provide non-essential and essential employees the necessary equipment to work remotely when needed. A daily/weekly outline will be obtained by each employee the expectations of the job duties to be completed remotely and will be reviewed by the Board.
- Advise employees before traveling to take certain steps:
  - o Check the CDC's Traveler's Health Notices and NYS for the latest guidance and recommendations for each country to which you will travel. Specific travel information for travelers going to and returning from different countries can be found on the CDC website. Any employee that travels to another quarantined state will follow the NYS guidelines for appropriate testing and isolation requirements.
  - o Check for symptoms of acute respiratory illness before starting travel and notify supervisor and stay home if sick.
  - o Instruct employees who become sick while traveling understand they should notify their supervisor and promptly call a healthcare provider for advice if needed.
  - o If outside the US, sick employees should contact a healthcare provider or overseas medical assistance company to assist them with finding an appropriate healthcare provider in that country. A US Consular Officer can help locate healthcare services.

**3. Essential Services for the Town of Denmark:**

The Town has identified essential/non-essential workers and essential services that we will maintain during a public health crisis. All non-essential and some essential employees can work from home via Town owned electronic devices. The Highway Department crew can work as separate crews and the Town Clerks Office can stagger shifts and workdays to minimize contact between employees.

**Essential services are:**

Office

# Proposed Slate of Resolutions

## 05.15.2023

- Communications to Town residents, agencies, Town Board, and staff
  - Answer phones and e-mails
  - Receive payment of bills
  - Taxes, water billings
  - Payroll
  - Vouchers
  - Budget preparation
  - Cleaning and disinfection of community spaces
- HIGHWAY DEPARTMENT:**
- Town owned property maintenance (mowing, shoveling snow, plowing, etc.)
  - Water leaks
  - Weather related
    - Flooding
    - Wind
    - Power outages
    - Snow/ice
- Water District #1:**
- Water samples taken daily on workdays and on a monthly and quarterly basis
  - Daily water inspections
- Essential Employees Identified:**  
All Highway Department Employees  
Superintendent of Special Districts  
Town Clerk  
Deputy Town Clerk  
Justice(s)  
Court Clerk  
Deputy Court Clerk
- Non-essential Employees Identified (to work remotely and on site when appropriate):**  
Town Board Members  
Town Assessor  
All Appointed Boards
- 4. Modify Town Office:**  
The Town Clerk's Office will be open to public by appointment when needed.
- 5. Resources:**
- Center of Disease Control and Prevention (CDC)
  - NYS Department of Health
  - Lewis County Department of Public Health
  - Avoid using the news outlets or multimedia sources as a resource of information as they may not provide accurate information.
- 6. Costs:**  
The Town of Denmark will track costs throughout this event (labor, purchases, equipment, etc.) for possible Reimbursement from FEMA or other agencies.
- 7. Vacation:**  
Employees will follow the New York State guidelines for traveling and adhere to the recommendations, according to Lewis County Public Health guidelines.
- 8. Emergency Housing:**  
Lewis County may offer emergency housing if needed when home isolation is not available.
- 9. Whistleblower:**  
The Town will provide an anonymous way (via outside drop box) of reporting concerns regarding pandemic related issues if the employee does not feel they can communicate with their supervisors.
- 10. Personal Protective Equipment:**  
The Town will maintain at least six months of PPE for all employees and keep them in a properly stored environment. The Town will follow CDC, NYS and County guidelines on mandating employees to wear the appropriate PPE. Departments may vary from what is required.
- **CDC recommendations: Mask: double layer, fitted to face, and covering the nose and mouth.** Cloth masks should be washed regularly. N95 are also permitted if preferred. Masks with vent valves are not suggested.
  - **Reusable or disposable gloves for cleaning.** Wash hands after removing gloves. Venting the room when cleaning, such as a fan or opening a window for a few minutes or turning on exhaust fan to draw particles out of the room.
- 11. Public Meetings:**  
The Town will follow the Governor's guidelines on public meetings. The Town, if possible, will offer in person meetings with social distancing, public attendance will be limited to 12, as well as offering zoom meetings for residents/guests.
- 12. De-escalation of the Action Plan:**  
Local conditions will influence the decisions that public health officials make regarding community-level strategies. The Town needs to remain in contact with NYS Department of Health and Lewis County Public Health to assess the progression of disease severity to determine de-escalation timing and plan.