

March 18, 2020

Minutes of the Emergency Meeting of the Town Board of the Town of Smithfield held  
**March 17, 2020** at the Smithfield Community Center Commencing at 7.00 p.m.

Present:

Supervisor	Thomas J Stokes
Councilperson	James Corpin
Councilperson	Brenda Goff
Councilperson	Richard Looft
Councilperson	Nell Ziegler
Highway Superintendent	Dan Davis
Codes Office	Absent
Town Clerk	Janice Sebring

-Pledge of Allegiance

Supervisor Stokes called an emergency meeting to inform the Board, of the NYS Governors declaration of disaster emergency for the entire State of New York.  
This action do to the outbreak of COVID-19 Virus.

**Resolution# 37 Authorizing Actions in Response to NYS Declaration of Disaster Emergency**

On a motion of Councilperson James Corpin, seconded by Councilperson Richard Looft the following was  
ADOPTED: by Roll Count

Supervisor	Thomas J Stokes	Aye
Councilperson	James Corpin	Aye
Councilperson	Richard Looft	Aye
Councilperson	Nell Ziegler	Aye
Councilperson	Brenda Goff	Aye

**WHEREAS**, pursuant to Executive Order 202, as extended and expanded by Executive Orders 202.1, 202.2, 202.3 and 202.4, the Governor has declared a State disaster emergency for the entire State of New York effective through September 7, 2020, and

**WHEREAS**, pursuant to said Executive Orders, all local governments have been advised to take steps to limit personal interactions between employees and members of the public, and

**WHEREAS**, pursuant to said Executive Orders, the Governor has suspended the provisions of Article 7 of the Public Officers Law that require a public body to meet in person and allow public in-person access to such meetings provided that such meetings are held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceedings and that such meetings are recorded and later transcribed, and

**WHEREAS**, section 118 of the Town Law provides authority for the payment of claims in advance of audit by the Town Board, and

**WHEREAS**, in light of the Governor’s Executive Orders and the threat to public health from the COVID-19 pandemic, this Town Board deems it prudent and appropriate to adopt certain measures with respect to the operations of the Town of Smithfield.

**NOW THEREFORE BE IT RESOLVED BY THE TOWN BOARD OF THE TOWN OF SMITHFIELD AS FOLLOWS:**

1. That, effective March 18, 2020, the Town Board authorizes and orders the closing of the Town Clerk’s office to the public indefinitely subject to further determination by this Board. To the extent possible, all business between the public and the Town Clerk shall be conducted by telephone, email or regular mail or delivery service. The Town Clerk shall maintain her regular hours within the Community Center in order to proceed with Town business, to the extent possible, by electronic means.

2. That pending further notice by this Board, all use of the Community Center by the public shall be suspended. Parties that have reserved the building shall be offered the options of rescheduling their event or receiving a refund of any deposits paid to the Town.
3. That, as of the date of this resolution and continuing indefinitely subject to further determination by this Board, all hourly employees of the Town Highway Department shall be furlowed, and shall remain on furlow subject to call in for snow removal or other tasks as determined necessary in the sole discretion of the Town Highway Superintendent. During the furlow period, each said employee shall be paid for 40 hours per week at the employee's regular hourly rate, unless the employee actually works in excess of 40 hours for the week, in which case the employee shall be entitled to overtime pay as required by law.
4. That to the extent necessary to avoid imposition of late charges or other penalties, the Town Board hereby indefinitely authorizes payment in advance of audit of all claims as approved by the Town Supervisor for payment. All such claims must be presented for audit at the next meeting of the Town Board, and the claimant and the officer incurring or approving the claims shall be jointly and severally liable for any amount of any such claim that the Town Board disallows.
5. That for the period of this emergency, this Board hereby authorizes the Town Supervisor to call and conduct all Town Board meetings via telephone conference call and to incur on behalf of the Town all expenses attendant thereto. All other meetings of Town bodies such as the Planning Board and the Zoning Board of Appeals are hereby canceled until further determination by this Board. The Code Enforcement officer shall process, by mail or email, applications for permits, and shall also proceed with inspections of buildings currently under construction, but shall not conduct routine building inspections or other activities that require engagement with the public.

Dated: March 17, 2020

With no further business, on a motion made by Councilperson James Corpin seconded by Councilperson Brenda Goff the meeting was adjourned at 7:30 pm. Carried unanimously.

Respectfully Submitted,

Janice Sebring