

REGULAR MEETING OF THE BOARD OF TRUSTEES
INCORPORATED VILLAGE OF NISSEQUOGUE

March 16, 2021

Board Meeting Posted on Village Website: July 09, 2020

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**THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE INCORPORATED
VILLAGE OF NISSEQUOGUE WAS HELD AT THE VILLAGE HALL;
631 MORICHES ROAD
NISSEQUOGUE, NEW YORK ON THE 16th DAY OF MARCH, 2021.**

BOARD MEMBERS PRESENT AT BOARD OF TRUSTEE MEETING:

Mayor: Richard B. Smith

Trustees: Kurt J. Meyer
Michael T. Grosskopf at 7:09 p.m.
Maureen C. Potter

Trustees Absent: James F. Donahue

ALSO PRESENT:

Village Attorney	Lindsay Crocker
Village Clerk-Treasurer	Patricia Mulderig
Village Deputy Clerk	Laura Winkeler
NQFD Chief	Chris Knott at 7:30 p.m.
Deputy Police Commissioner	John Valentine
Building Inspector	Joseph Arico
ZBA Chairperson	Michael Fazio

OTHERS PRESENT: Shamma Murphy, Meghan Healy, Tracy Cinquemani (Court Reporter)

At 7:01 p.m. the Mayor opened the meeting with the Pledge of Allegiance.

Public Hearing Renewal of Special Use Permit-Silver Oak Stables VII, Inc.:

RESOLUTION # 034-21:

Upon a motion by Trustee Potter, seconded by Trustee Meyer, and passed 3-0, it was
“**RESOLVED** to enter the Public Hearing at 7:02 p.m. to consider the application for
renewal of the Special Use Permit for Silver Oak Stables VII, Inc.”

After review of the application and concomitant documents, the Mayor asked for any comments, questions, or concerns from the Trustees and attendees.

RESOLUTION # 035-21:

Upon a motion by Trustee Potter, seconded by Trustee Meyer, and passed 3-0, it was
“**RESOLVED** to close the Public Hearing and re-enter into the regular meeting at 7:04.”

RESOLUTION # 036-21:

Upon a motion by Trustee Meyer, seconded by Trustee Potter, the following Resolution was passed 3-0:

**SEQRA RESOLUTION OF THE BOARD OF TRUSTEES
OF THE INCORPORATED VILLAGE OF NISSEQUOGUE
REGARDING THE APPLICATION BY SILVER OAKS STABLES VII, INC.
FOR RENEWAL OF ITS SPECIAL USE PERMIT**

WHEREAS, Silver Oak Stables VII, Inc. (“Silver Oak”) submitted an application for renewal of its Special Use Permit to operate an Equitation Center located at 604 Moriches Road, St. James, NY; and

WHEREAS, the Village Board of Trustees (“the Trustees”) referred the application to the Village Planning Board (“Planning Board”) for a report; and

WHEREAS, the Planning Board and Daniel Falasco, P.E, Village Engineer issued a report in a memorandum dated February 12, 2021, in which the renewal of the special use permit was found to be Type II Action pursuant to the New York State Environmental Quality Review Act (“SEQRA”) and the regulations adopted pursuant thereto by the Department of Environmental Conservation (“the Regulations”).

NOW THEREFORE, BE IT RESOLVED that the renewal of Silver Oak’s Special Use Permit is a Type II Action and no further action pursuant to SEQRA and the Regulations is required.

RESOLUTION # 037-21:

Upon a motion by Trustee Meyer, seconded by Trustee Potter, the following Resolution was passed 3-0:

**RESOLUTION OF THE BOARD OF TRUSTEES
OF THE INCORPORATED VILLAGE OF NISSEQUOGUE
REGARDING THE APPLICATION BY SILVER OAKS STABLES VII, INC.
FOR RENEWAL OF ITS SPECIAL USE PERMIT**

WHEREAS, Silver Oak Stables VII, Inc. (“Silver Oak”) submitted an application along with the required fee to the Village for renewal of its Special Use Permit to operate an Equitation Center located at 604 Moriches Road, St. James, NY; and

WHEREAS, the Village Board of Trustees (“the Trustees”) referred the application to the Village Planning Board (“Planning Board”) for a report pursuant to Village Code § 128-35; and

WHEREAS, the Planning Board and Daniel Falasco, P.E, Village Engineer issued a report in a memorandum dated February 12, 2021 in which they recommended the renewal of Silver Oak’s Special Use Permit for an additional three-year period [so as to expire on March 16, 2024] subject to certain conditions (“the Report”); and

WHEREAS, the Trustees opened the public hearing on March 16, 2021; and

WHEREAS, at the public hearing all persons present were given the opportunity to be heard; and

WHEREAS, at the conclusion of the public hearing, the Board unanimously voted to close the hearing.

NOW THEREFORE, be it

RESOLVED that the Trustees find that the conditions and standards set forth in Village Code § 128-35 have been met by Silver Oak; and

BE IT FURTHER RESOLVED that the Trustees approve the renewal of Silver Oak’s Special Use Permit to operate an Equitation Center for an additional three-year period so as to expire on March 16, 2024, subject to: (1) the conditions set forth in the Report; and (2) Silver Oak’s reimbursement of the Village for the cost of professional consultant review services pursuant to Chapter 91 of the Village Code.

Public Hearing – Local Law - Renewal of Building Permits:

RESOLUTION # 038-21:

Upon a motion by Trustee Meyer, seconded by Trustee Potter, and passed 4-0, it was
“**RESOLVED** to enter the Public Hearing at 7:10 p.m. for discussion of a proposed Local Law amending section 51-4(K) of the Code of the Village of Nissequogue to amend the fees required for renewal of a building permit.”

Mayor Smith stated the purpose of the local law, asked for any questions or comments from the Trustees and acknowledged receipt of comments previously received from Kaylee Engellenner, Co-Chair of the Joint Coastal Management Commission, on behalf of the JCMC Board, regarding review for continued conformity as part of the renewal process.

RESOLUTION # 039-21:

Upon a motion by Trustee Grosskopf, seconded by Trustee Meyer, and passed 4-0, it was
“**RESOLVED** to close the Public Hearing and re-enter into the regular meeting at 7:15.”

RESOLUTION # 040-21:

Upon a motion by Trustee Potter, seconded by Trustee Meyer, and passed 4-0, it was
“**RESOLVED** to approve the Short Environmental Assessment Form prepared by the Village Engineer for the local law re amending fees required for renewal of building permits.”

RESOLUTION # 041-21:

Upon a motion by Trustee Potter, seconded by Trustee Meyer, the following Resolution was passed 4-0:

NEGATIVE DECLARATION RESOLUTION

WHEREAS, the Board of Trustees of the Incorporated Village of Nissequogue (the “Board”), 631 Moriches Road, St. James, New York 11780, has determined that the adoption of “A local law amending Section 51-4(K) of the Code of the Village of Nissequogue to amend the fees required for renewal of a building permit” (the “Local Law”) is in the best interests of the residents of the Village of Nissequogue (the “Village”); and

WHEREAS, the Board, is considered lead agency under the State Environmental Quality Review Act (“SEQRA”) for local laws adopted by the Board; and

WHEREAS, the Village Engineer, Daniel Falasco, prepared the Short Environmental Assessment Form which indicates that the adoption of the Local Law will not cause any significant adverse environmental impact to occur, and

WHEREAS, the Board has compared the adoption of the Local Law against the criteria for determining significance set forth in 6 NYCRR 617.7:

NOW BE IT RESOLVED that the Board reaffirms that it declares itself lead agency in this action pursuant to SEQRA; and

BE IT FURTHER RESOLVED that the Board has determined that based on the attached Environmental Assessment Form, this action is an unlisted action pursuant to SEQRA; and

BE IT FURTHER RESOLVED that the Board finds that the Local Law will not have a significant adverse impact on the environment because its adoption:

- i. Will not cause a substantial adverse change in existing air quality, ground or surface water quality or quantity or traffic or noise levels or a substantial increase in solid waste production or the potential for erosion, flooding, leaching or drainage problems;

- ii. Will not cause the removal or destruction of large quantities of vegetation or fauna or substantial interference with the movement of any resident or migratory fish or wildlife species;
- iii. Will not impact on a significant habitat area or cause a substantial adverse impact on a threatened or endangered species of animal or plant, or the habitat of such a species;
- iv. Will not result in any other significant adverse impacts to natural resources;
- v. Will not result in the impairment of the environmental characteristics of a Critical Environmental Area;
- vi. Will not result in the creation of a material conflict with the community's current plans or goals;
- vii. Will not impair the character or quality of important historical, archeological, architectural, or aesthetic resources or existing community or neighborhood character;
- viii. Will not cause a major change in the use of the quantity or type of energy;
- ix. Will not result in the creation of a hazard to human health;
- x. Will not create a substantial change in the use, or intensity of use, of land including agricultural, open space or recreational resources, or in its capacity to support existing uses;
- xi. Will not encourage or attract a large number of people to a place or places for more than a few days, compared to the number of people who would come to that place absent the adoption of the Local Law;
- xii. Will not create a material demand for other actions that would result in one of the above consequences;
- xiii. Will not result in changes in two or more elements of the environment, no one of which has a significant impact on the environment, but when considered together result in a substantial adverse impact on the environment; and
- xiv. Will not result in cumulative impacts which would cause a significant impact on the environment; and

BE IT FURTHER RESOLVED that the Board adopts this negative declaration pursuant to Article 8 of the Environmental Conservation Law.

Negative Declaration

Action:	A local law amending Section 51-4(K) of the Code of the Village of Nissequogue to amend the fees required for renewal of a building permit.
Lead Agency:	Village of Nissequogue
SEQRA Status:	Unlisted Action
Location:	Village Wide
Contact Person	Mayor Richard B. Smith Village of Nissequogue 631-862-7400 631 Moriches Road St. James, New York 11780

Dated: March 16, 2021

Motion made by: Trustee Maureen C. Potter
Seconded by: Trustee Kurt J. Meyer

Those voting Aye: Mayor Richard B. Smith
Trustee Kurt J. Meyer
Trustee Michael T. Grosskopf
Trustee Maureen C. Potter

Those voting Nay: None

Those Absent: Trustee James F. Donahue

RESOLUTION # 042-21:

Upon a motion by Trustee Grosskopf, seconded by Trustee Meyer, and passed 4-0, it was
“**RESOLVED** to adopt Local Law No. 1 of 2021, a local law amending Section 51-4(K)
of the Code of the Village of Nissequogue to amend the fees required for renewal of a
building permit.”

RESOLUTION # 043-21:

Upon a motion by Trustee Potter, seconded by Trustee Meyer, and passed 4-0, it was
“**RESOLVED** to authorize the Village Clerk to post / publish public notification of the
adoption of the amendment to Section 51-4(K) of the Code of the Village of Nissequogue
amending the fees required for the renewal of a building permit.”

Minutes:

RESOLUTION # 044-21:

Upon a motion by Trustee Meyer, seconded by Trustee Potter, and passed 4-0, it was
“**RESOLVED** to accept the Minutes of the Regular Monthly Board of Trustees Meeting of
February 16, 2021, as presented.”

RESOLUTION # 045-21:

Upon a motion by Trustee Grosskopf, seconded by Trustee Meyer, and passed 4-0, it was
“**RESOLVED** to accept the Minutes of the Work Session of the Board of Trustees
of March 06, 2021, as presented.”

Treasurer’s Report:

The Treasurer’s Report was orally presented after prior dissemination to the Board of Trustees, showing
the Cash Balances, the Cash Flow Chart, Balance Sheet and Monthly Income and Expense Report as of
March 16, 2021.

RESOLUTION # 046-21:

Upon a motion by Trustee Grosskopf, seconded by Trustee Potter, and passed 4-0, it was
“**RESOLVED** to pay the 2nd Installment of the Fire Department Renovation Bond payment
principal in the amount of \$32,572.00, with interest not to exceed \$8,500.00, on or
before April 18, 2021.”

RESOLUTION # 047-21:

Upon a motion by Trustee Meyer, seconded by Trustee Potter, and passed 4-0, it was
“**RESOLVED** to adopt the 2020/2021 Budget Reclassifications, as presented.”

ATTACHED HERETO

ABSTRACTS:

RESOLUTION # 048-21:

Upon a motion by Trustee Meyer, seconded by Trustee Potter, and passed 4-0, it was
“**RESOLVED** to approve Abstracts #2426 - 2437 in the amount of \$138,323.13.”

RESOLUTION # 049-21:

Upon a motion by Trustee Potter, seconded by Trustee Grosskopf, and passed 4-0, it was
“**RESOLVED** to approve Abstract #2438, in the amount of \$882.04, to pay invoices
that require payment prior to the April 13, 2021 Board of Trustees Meeting.”

Reversal of Procedural Change Enacted 4-14-2020 to Limit Possible Contact / Exposure to COVID-19

Virus:

RESOLUTION # 050-21:

Upon a motion by Trustee Meyer, seconded by Trustee Potter, and passed 4-0, it was
“**RESOLVED** to resume previously suspended requirement for each of the five members
of the Board of Trustees to physically review and initial vouchers presented for approval
and payment.”

Attorney Report:

Lindsay Crocker delivered an oral litigation report in addition to Eugene Barnosky’s previously disseminated
written report.

Village Clerk:

Patricia Mulderig presented oral and previously disseminated written reports.

Village of Nissequoque State Disaster Emergency Involving A Communicable Disease Action Plan:

RESOLUTION # 051-21:

Upon a motion by Trustee Potter, seconded by Trustee Meyer, and passed 4-0, it was
“**RESOLVED** to adopt the Village of Nissequoque State Disaster Emergency Involving A
Communicable Disease Action Plan, as replacement for the Village of Nissequoque Pandemic
Operations Plan, adopted February 16, 2021, in order to conform with the evolving requirements
of the legislation originally signed by the Governor in September, 2020, and due by
April 01, 2021.”

ATTACHED HERETO

**Town of Smithtown – Intermunicipal Agreement – Municipal Cooperative Agreement for Radio
Communication Facilities:**

RESOLUTION # 052-21:

Upon a motion by Trustee Meyer, seconded by Trustee Potter, and passed 4-0, it was
“**RESOLVED** to approve the amended Municipal Cooperative Agreement for Radio
Communication Facilities with the Town of Smithtown, allowing for up to three thirty day
extensions to the mutual agreement at a cost of \$833.00 for each thirty-day extension, and
\$5,000.00 for dispatching services payable between January 01, 2021 and May 31, 2021.”

Village Landscaping Contract:

RESOLUTION # 053-21:

Upon a motion by Trustee Potter, seconded by Trustee Meyer, and passed 4-0, it was
“**RESOLVED** to authorize the Village Clerk to post / publish a request for bids to be opened
April 13, 2021 for the Village Landscaping Contract for the period starting May 15, 2021
through May 15, 2024.”

Budget Public Hearing:

RESOLUTION # 054-21:

Upon a motion by Trustee Meyer, seconded by Trustee Potter, and passed 4-0, it was
“**RESOLVED** to authorize the Village Clerk to post/publish notice of the Public Hearing on the 2021/2022 Village Budget scheduled for April 13, 2021 at 7:00 p.m. at the Nissequogue Village Hall.”

Department and Committee Reports:

ZBA – Board Chairperson Michael Fazio presented an oral as well as a previously submitted written report.
NQFD: Chief Knott presented oral and written reports.

RESOLUTION # 055-21:

Upon a motion by Mayor Smith, seconded by Trustee Meyer, and passed 4-0, it was
“**RESOLVED** to appoint for membership Sofia DeLeon as a probationary member of the Nissequogue Fire Department, having been previously approved by the Fire Department general membership and FD Council, as required.”

RESOLUTION # 056-21:

Upon a motion by Trustee Meyer, seconded by Trustee Potter, and passed 4-0, it was
“**RESOLVED** to fund the BNB LPL Financial LOSAP Account in the amount of \$19,680.00, for 41 members @ \$480 each, for the period ending 12/31/2020.”

Department and Committee Reports (continued):

Building Department - Building Inspector Joe Arico presented oral and previously submitted written reports.

NVPD – Deputy Police Commissioner John Valentine presented oral and written reports.

JCMC – The Board reviewed the report previously submitted by Chairperson Kaylee Engellenner.

Adoption of the Village of Nissequogue Police Reform and Reinvention Collaborative Plan

RESOLUTION # 057-21:

Upon a motion by Trustee Grosskopf, seconded by Trustee Meyer, and passed 4-0, it was
“**RESOLVED** by the Board of Trustees of the Incorporated Village of Nissequogue that the attached Village of Nissequogue Police Reform and Reinvention Collaborative Plan is hereby adopted; and

FURTHER RESOLVED, that the Mayor is authorized to complete, sign and submit the required New York State Police Reform and Reinvention Collaborative Plan Certification Form to the Director of the New York State Division of the Budget.”

ATTACHED HERETO

Grant Report:

The Board reviewed Jennifer Mesiano’s previously submitted written status report.

Executive Session:

RESOLUTION # 058-21:

Upon a motion by Trustee Potter, seconded by Trustee Meyer, and passed 4-0, it was
“**RESOLVED** to leave the Regular Meeting and enter into Executive Session at 8:29 p.m. to discuss pending litigation and to seek legal advice from the Village Attorney.”

RESOLUTION # 059-21:

Upon a motion by Trustee Potter, seconded by Trustee Meyer, and passed 4-0, it was
“**RESOLVED** to exit Executive Session at 8:49 p.m. and re-enter the regular meeting.”

Nissequogue Police Department:

RESOLUTION # 060-21:

Upon a motion by Trustee Meyer, seconded by Trustee Grosskopf, and passed 4-0, it was
“**RESOLVED** to accept with thanks for his eighteen years of service, the resignation of
part-time police officer Kenneth Bunger effective March 16, 2021.”

Nissequogue Highway Department:

RESOLUTION # 061-21:

Upon a motion by Mayor Smith, seconded by Trustee Meyer, and passed 4-0, it was
“**RESOLVED** to accept with thanks, the resignation of part-time Highway Department laborer
Thomas Heester effective March 16, 2021.”

Adjournment:

Upon a motion by Trustee Meyer, seconded by Trustee Potter, and passed 4-0, it was
“**RESOLVED** to adjourn at 8:50 p.m.”

Respectfully submitted,

Laura K. Winkeler
Deputy Village Clerk

VILLAGE OF NISSEQUOGUE
 2020-2021 BUDGET RECLASSIFICATIONS
 16-Mar-21

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	BUDGET ADJUSTMENT	MODIFIED BUDGET
A2115.0	PLANNING BOARD FEES	(8,000.00)	(3,000.00)	(11,000.00)
A2555.0	BUILDING & ALT PERMITS	(40,000.00)	(10,000.00)	(50,000.00)
A1325.44	TREASURER - CONTRACT SERVICES	5,100.00	1,000.00	6,100.00
A1410.411	CLERK - OFFICE SUPPLIES	3,300.00	1,450.00	4,750.00
A1410.412	CLERK - MAILINGS	1,500.00	300.00	1,800.00
A1410.447	CLERK - CONT SERVICES VILLAGE CODE	1,500.00	(300.00)	1,200.00
A1420.44PL	LAW - NON RETAINER	24,000.00	24,000.00	48,000.00
A1410.462	CLERK - MISCELLANEOUS TRAINING	500.00	(450.00)	50.00
A1620.422	BUILDING - UTILITIES SCWA	750.00	250.00	1,000.00
A1620.447	BUILDING - REPAIRS & MAINTENANCE	10,000.00	(250.00)	9,750.00
A3120.45	POLICE - UNIFORMS	3,400.00	50.00	3,450.00
A3120.481	POLICE - OPERATIONS CONT SERVICES	1,700.00	(50.00)	1,650.00
A3410.417	FIRE DEPT - OPERATIONS	386.00	300.00	686.00
A3410.418	FIRE DEPT - CPR TRAINING	500.00	600.00	1,100.00
A3410.421	FIRE DEPT - UTILITIES	10,854.00	1,500.00	12,354.00
A3410.441	FIRE DEPT - SUPPLIES & EQUIPMENT	3,856.00	500.00	4,356.00
A3410.461	FIRE DEPT - INSTALLATION DINNER	4,800.00	(2,900.00)	1,900.00
A3620.14	SAFETY INSP PERSONAL SVC PT	10,784.00	5,000.00	15,784.00
A5142.44	SNOW REMOVAL - CONTRACT SERVICES	85,000.00	(21,000.00)	64,000.00
A5142.441	SNOW REMOVAL - CONT SERVICES RJK	0.00	3,000.00	3,000.00
A1990.0	CONTINGENT ACCOUNT	0.00	0.00	0.00
		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
		<u>119,930.00</u>	<u>0.00</u>	<u>119,930.00</u>

Village of Nissequogue

State Disaster Emergency Involving A Communicable Disease

Action Plan

March 16, 2021

The following is an action plan for the Village of Nissequogue to follow when deemed necessary to implement when dealing with State Disaster Emergencies Involving A Communicable Disease.

1. Levels of Actions
2. Personnel, Health Assessment and Education
3. Education
4. Essential Services/Employees, Remote Working
5. Village Hall/Village Police Department /Village Fire Department
6. Resources
7. Costs
8. Vacation
9. Whistle blower
10. Personal Protective Equipment
11. Public Meetings
12. De-escalation of the Action Plan
13. Department of Health Requirements

1. Levels of Actions:

The Village of Nissequogue needs to develop a process to activate levels of response to State Disaster Emergencies Involving a Communicable Disease. This will allow a coordinated effort and response by the Village of Nissequogue. Determination of the level of action will be made by the Village Mayor or Deputy Mayor.

Level 1: Active Monitoring:

No cases in Village of Nissequogue

- More frequently clean common areas; including countertops, door hardware, etc.
- Communicate online or written memos to Village residents, employees, and board members
- Continue to monitor communication with Suffolk County Department of Health
- Communicate to staff to stay home if sick
- Monitor illness among staff and board members
- Review and update emergency plans
- Weekly management meetings for updates
- Potentially limit all unnecessary work-related travel

Level 1: Active Monitoring (Continued):

- Potentially limit gatherings >10 persons to only essential events or consider postponing essential events
- Obtain pertinent contact information for Village Hall visitors

Level 2: Containment

Cases identified in Village of Nissequogue

- Increase disinfection process at all Village of Nissequogue facilities
- Develop contingency plans and review business continuation plans
- Continue all level 1 activities

Level 3: Mitigation

Confirmed cases among employees, board members and Nissequogue Fire Department ("NQFD") Volunteers

- The affected building will close for 24 hours while the Village investigates and sets forth a plan for further precautionary measures that the Village must take to limit exposure
- Potentially cancel all Village 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
- Conduct contact tracing or testing if deemed necessary.

2. Personnel:

Preventing the spread of illness is a community responsibility and needs to be a priority of the Village of Nissequogue. **We encourage all to practice the following healthy behaviors:**

- Frequent handwashing with soap and water for at least 20 seconds
- Avoid touching eyes, nose, and mouth
- Cover coughs or sneezes with elbow
- 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.
- Practice Social Distancing

During a Level 3 Mitigation, employees are to submit a health assessment form and record their temperature each day prior to the work shift beginning.

Employees should notify their supervisor and not report to work if they show symptoms of the virus, such as fever, cough, acute respiratory illness. The Village may require additional assessments be taken, such as, but not limited to, disease specific test, physician release order to return to work and or isolation if it has been determined the employee has been infected or exposed to a disease. Each circumstance will be handled individually and confidentially while working with all guidance from the CDC, NYS and County Health.

The Village will maintain flexible policies that permit employees to stay home to care for sick family members. With prior approval of the Mayor, the Village may pay employees sick time for any State Disaster Emergency Involving Communicable Disease related situation/illness. This will not be counted against the employee's sick time.

3. 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 60-95% alcohol or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
- 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.
- Advise employees before traveling to take certain steps:
 - Check the CDC's Traveler's Health Notices and NYS for the latest guidance and recommendations for each country to which you will travel.
 - Check for symptoms of acute respiratory illness before starting travel and notify supervisor and stay home if sick.
 - Ensure employees who become sick while traveling understand they should notify their supervisor and promptly call a healthcare provider for advice if needed.
 - 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.
- Remote working: The Village will provide non-essential and essential employees the necessary equipment to work remotely when needed (refer to the handbook for use on Village owned equipment). The Mayor or Deputy Mayor will determine schedules for departments/employees as necessary (who is in the office and working remotely). The Mayor or Deputy Mayor will assess each employee's environment to make sure it is safe and limited distraction to work from home. A daily/weekly outline will be provided to each employee the expectations of the job duties to be completed remotely.

4. Essential Services for the Village of Nissequogue:

The Village 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 using personal devices. However, the Mayor and Deputy Mayor will devise a staggered work schedule to limit the number of employees in direct contact. The Highway crew can work in separate crews and the Village Office can stagger shifts and workdays to minimize contact between employees.

Essential Services are:

Office:

- Communications to Village residents, agencies, Village Board, staff
- Answer phones and e-mails
- Receive payment of taxes, building permits and COs, medical insurance
- Payroll
- Vouchers
- Budget preparation
- Freedom of Information Act requests ("FOIL")
- Cleaning and disinfection of Village Hall

Code Enforcement:

- Inspections of current construction
- Code Violations/emergencies
- Issuance of new permits
- Processing of CO requests

Highway Department:

- Village owned property maintenance
- Weather related
 - Flooding
 - Wind
 - Power outages
 - Snow/ice
- Road Repair
- Deer Removal

Essential Positions Identified:

All Highway Employees
Village Clerk-Treasurer
Village Deputy Clerk
Building Inspector
Assistant Building Inspector

Non-Essential Positions Identified

Village Clerical Assistant
Building Department Clerical Assistant
Zoning Board Clerk
Planning Board/ARB Clerk
Historian
Zoning Board, Planning and Architectural Review Board members

Protocols for Non-Essential Employees to Telecommute:
The Village may provide devices to facilitate telecommuting.

5. Modify Village Hall/ NQPD/ NQFD:

The Village will evaluate the opening of the Village Hall each month at the Village Board meeting and determine whether to open the facilities. Currently, all facilities are closed to the public until further notice. The Village office is open by appointment only.

6. Resources:

- Center of Disease Control and Prevention (CDC)
- NYS Department of Health
- Suffolk County Department of Health
- Avoid using the news outlets or multimedia sources as a resource of information as they may not provide accurate information

7. Costs:

The Village of Nissequoque will track costs (labor, purchases, etc.) for possible reimbursement from FEMA/SEMO or other agencies.

8. Vacation:

Employees will follow the State guidelines for traveling and adhere by the recommendations.

9. Whistleblower:

The Village will provide an anonymous way (via outside drop box) of reporting concerns regarding State Disaster Involving Communicable Disease related issues if the employee does not feel they can communicate with their supervisors and or Mayor/Deputy Mayor. Retaliation or discrimination against any employee who makes a recommendation is prohibited.

10. Personal Protective Equipment:

The Village will maintain PPE for all essential employees in a quantity sufficient to provide PPE to each essential employee during any given work shift and keep them in a properly stored environment. The Village will follow CDC, NYS and County guidelines on mandating employees wear the appropriate PPE. Departments may vary from what is required.

11. Public Meetings:

The Village will follow the Governor's guidelines on public meetings. The Village if possible, will offer in person meetings with social distancing 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 Village needs to remain in contact with NYS Department of Health to assess the progression of disease severity to determine de-escalation timing and plan.

13. Department of Health Requirements:

The Village will comply with the Department of Health requirements such as tracing or testing, social distancing, hand hygiene and disinfectant or mask wearing.

This policy does not replace any language in the Village of Nissequogue Employee handbook.

APPENDIX B

NEW YORK STATE POLICE REFORM AND REINVENTION COLLABORATIVE PLAN CERTIFICATION FORM

Instructions: The Chief Executive of each local government must complete and submit this certification and a copy of their Plan to the Director of the New York State Division of the Budget on or before April 1, 2021 at EO203Certification@budget.ny.gov.

I, RICHARD B. SMITH, as the Chief Executive of VILLAGE OF NISSEQUOUGE
(the "Local Government"), hereby certify the following pursuant to Executive
Order No. 203 issued by Governor Andrew M. Cuomo on June 12, 2020:

- The Local Government has performed a comprehensive review of current police force deployments, strategies, policies, procedures, and practices;
- The Local Government has developed a plan, attached hereto, to improve such deployments, strategies, policies, procedures, and practices (the "Plan");
- The Local Government has consulted with stakeholders (including but not limited to: membership and leadership of the local police force; members of the community, with emphasis in areas with high numbers of police and community interactions; interested non-profit and faith-based community groups; the local office of the district attorney; the local public defender; and local elected officials) regarding the Plan;
- The Local Government has offered the Plan in draft form for public comment to all citizens in the locality and, prior to adoption of the Plan by the local legislative body, has considered the comments submitted; and
- The legislative body of the Local Government has ratified or adopted the Plan by local law or resolution.

Richard B. SMITH

Name

Richard B. Smith

Signature

Mayor

Title

March 18, 2021

Date