



YATES COUNTY LEGISLATURE
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Douglas Paddock
Chairman

Connie C. Hayes
Clerk

March 24, 2020

TO: Legislators
Department Heads
Press

FROM: Connie Hayes, Clerk of Legislature

RE: Emergency meeting of the Yates County Legislative

Please be advised that the Yates County Legislature will meet in emergency session on Wednesday, March 25, 2020 from 1:00 to 2:15 p.m.

The purpose of the meeting is to update the Legislature on COVID-19. The meeting will be strictly audio. Only one legislator will be present at the County Office Building; other members will attend by audio connection. No members of the public will be in attendance, though they will be able to listen. If there is sufficient time, the lines will be opened up at the end of the meeting for questions from the public.

To join the meeting please use one of the two options below.

Join Zoom Meeting via the Web
<https://zoom.us/j/392814711>

Meeting ID: 392 814 711

-OR-

Join Zoom Meeting by phone
+1 646 558 8656

EXECUTIVE SESSION – If needed

Connie Hayes
Clerk of the Yates County
Legislature

COUNTY ADMINISTRATOR

- Task Force – The emergency management team was formed on March 13th to coordinate our response to COVID-19 and assure the public that we are addressing it locally. We continue to meet daily, now via teleconference, each morning during the week.
- County Departments – Every department, except the Historian’s office, continues to operate with a greatly reduced staff, working remotely whenever possible. We are committed to keeping our employees safe, while still meeting the needs of county residents for essential governmental services.
- Employee’s Hours – All hours are tracked using three categories: hours worked in office, hours worked remotely and authorized leave.
- COVID-19 Expenses – Time and material expenses relating to COVID-19 since March 13th, when President Trump declared the national emergency, are being tracked for possible FEMA reimbursement.
- Communications – We are working to improve communications. Our website is updated continually throughout the day.
- Property Taxes – Until further direction from NYS, I propose a resolution to cancel the 1% interest charges on any delinquent real property taxes for the month of April.
- Resolution – Authorize County Treasurer to Cancel 1% Interest Charges on Delinquent Real Property Taxes for the Month of April

YATES COUNTY PUBLIC HEALTH

COVID-19 Testing/Cases

- At the time of this report Yates County Public Health has been notified of 22 residents having been tested. Of these 20 have been confirmed as negative and 2 are still pending.
- Those pending test results remain under precautionary home quarantine until results are received.
- We continue to monitor the 1 individual under mandatory isolation due to a positive lab test, until such time as appropriate for release per NYSDOH requirements.

Partnering

- Participation with the Yates County Task Force daily remote meetings
- Reviewing all NYSDOH guidance and directives as issued
- Joining all calls with NYSDOH and with our neighboring S2AY Counties
- Consulting with our NYSDOH Epi representatives

Communication

- Information regarding testing and general guidance is posted to the County website and is being updated daily.
- Information is also being shared through other venues including social media channels, media releases, local radio including open mic, and direct communication with leaders from the Mennonite Community.

Staffing

- All staff are briefed as guidance updates occur
- All appropriate staff have received PPE and infection control training as it relates to home monitoring, isolation and quarantine

- Some staff are working remotely to allow for social distancing within our workspace
- Rabies investigations and communicable disease investigations are deemed essential public health services and are continuing despite the COVID-19 response through staffing reassignments.

OFFICE OF EMERGENCY MANAGEMENT

Below is a summary of work the Office of Emergency Services. Both Diane and I are operating our office and are in contact with All Necessary Departments in the County & State.

- Participating in daily Task Force calls @ 9AM
- Participating in several NYS conference calls
- All information received from the State of handling patients has been forwarded to Fire & EMS leaders for them to issue to their people
- There are 4 active requests into NY responds & are monitoring progress
- Received 1 pallet of hand sanitizer, 1,500 surgical masks & 2 thermometers
- We are awaiting on several orders for delivery
- We have made 25 deliveries to Health Care Facilities & Fire & EMS of masks, hand sanitizer & other materials
- We have started tracking files for our office
- Handling daily calls and e-mails from public
- We have also had in the last week a fatal MVA, a trailer fire in Jerusalem, reported house fire in Rushville & an apartment fire at the Knapp Hotel in Penn Yan

INFORMATION TECHNOLOGY

- IT has supplied and is supporting assets to the remote workforce
- We are managing COVID-19 Website updates daily
- IT is assisting and coordinating ZOOM Conference meetings as required
- Assisting with potential needs in the event the EOC is enabled
- Taking care of routine daily Help Desk tickets as required.

SHERIFF

- Reduced non-essential staff by 50%
- Suspended all visitation and programs at the Yates Co Jail
- Initiated free phone calls and video conferencing with tablets issued to inmates for visitation and issued free stamps/envelopes
- PPE issued to all divisions including N95 masks to patrol and corrections with instructional video
- Screening questions in place for jail, PSB, and courthouse admissions
- Enhanced our social media agency APP to include linkage to CDC for Covid-19 information/Q&A's
- Directives out to all divisions of special CDC Covid-19 instructions, traffic enforcement, social distancing, disinfection of equip
- Implemented CDC Covid-19 correctional procedures
- Implemented special 911 dispatch procedures for respiratory emergencies
- Insured verification with IT that our space at PSB ready in event EOC activated.

- Activated Yates County Emergency Management plan as applicable for public safety for guidance
- Postings on all door to PSB and to Court House
- Implemented skype capabilities with OCA for the CAP room and temporary procedures for ex parte arraignments for T/OOP
- Posted a Court Security peace officer at the entrance to the County Office Building for security
- Maintaining detailed records of all tasks and payroll time devoted to Covid-19 related matters
- Provided security assistance for YC Public Health in the field
- Maintaining registry of local business as designated “essential” to be open
- Issued directive and guidance to Coroners on PPE’s
- Cancelled upcoming Victims Impact panel and upcoming Firearms safety course

PERSONNEL

The Personnel Officer continues to monitor and address all aspects of employee relations for the County workforce and the affects CVOID-19 is having. The Personnel Officer worked with the Treasurer’s Office to create specific pay codes for employees to be using during this time as it relates to those employees working remotely and/or on authorized leave. The Personnel Officer prepared and distributed Payroll Guidelines to all County employees to provide them with guidance pertaining to hours worked/not worked etc., during this time. The Personnel Officer continues to address employee’s questions and concerns as they relate to COVID-19 and the workplace. The Personnel Officer has and continues to participate in webinars pertaining to labor laws and employee relations to stay up-to-date on what’s current. We currently have two employees who are in quarantine as they await their test results. The Personnel Officer has corresponded with both individuals and provided them with the necessary paperwork. At the request of the County Administrator and Legislative Chairman, the Personnel Officer is compiling updated and complete personal contact information for all full-time and part-time permanent employees as well as contact information for the highest ranking officials within our local municipalities. The contact information will be able to be utilized for future correspondence.

HIGHWAY

The highway department is operating with a staff of 11 each day. The following is the breakdown:

- 1- Deputy Superintendent
- 1- Office staff
- 1- Highway Maintenance Supervisor
 - 6- Field Personnel (MEO(L) and HEO)
- 1- Fleet Maintenance Supervisor
- 1- Automotive Mechanic

On March 20th, one of our office staff left the highway department as she has taken a transfer to the Treasurers office. Dave Hartmans official retirement is Friday March 27th. Our administrative and office staff is now at (2), we will work everyday for the foreseeable future. We are in the process of interviews for the Senior Account Clerk position that was vacated.

Our field crew has been split into (3) crews, with (2) crews being off each week. We are continuing with our work to finish preparation of our 2020 projects that will begin the middle of May. At the time our projects begin, we will need all field employees in attendance. We do have permission to call a crew back to install the foundation for the Sheriffs building on East Sherman Hollow Road. At this time it is unknown when this work will begin.

Our Fleet Maintenance Supervisor is working everyday along with (1) mechanic. He is having mechanics rotate everyday as they have specific projects they are working on and that work can continue versus coming to a stop.

The employees have been advised to keep their social distance between each other. They have been advised to wipe down/ disinfect high touch areas in the lunch room and equipment that was used that day.

BUILDINGS & GROUNDS

B&G has done the following in response to the coronavirus,

- Purchased bottles and filled with hand sanitizer from OEM and distribute to most departments.
- Put large NYS hand sanitizer pump jugs in the entryways of the buildings.
- Increased cleaning frequency of high touch surfaces to every two hours.
- Setup the County Office Building Lobby with a check in station and security officers desk with phone and computer connections.
- Staff was split into two groups working alternating weeks.

B&G will continue to sanitize surfaces and clean the buildings and assist any departments if needed.

Res. No. 144-2020

Date: March 25, 2020

Motioned By: Holgate

Seconded By: _____

AUTHORIZE COUNTY TREASURER TO CANCEL 1% INTEREST CHARGES ON DELINQUENT REAL PROPERTY TAXES FOR THE MONTH OF APRIL 2020

WHEREAS, there is currently limited public access to the County Office Building due to COVID-19; and

WHEREAS, as such, the Yates County Legislature wishes to cancel the 1% interest charges that would ordinarily be added to delinquent real property taxes effective April 1, 2020; and

WHEREAS, New York State Real Property Tax Law Section 1182 allows the Legislature to authorize the County Treasurer, as the Tax Enforcement Officer, to cancel interest charges to which the County is entitled;

NOW, THEREFORE, BE IT RESOLVED, that the County Treasurer is authorized to cancel 1% interest charges on delinquent real property taxes for the month of April 2020; and be it further

RESOLVED, that copies of this Resolution be given to the County Administrator and County Treasurer.