



Town of New Lisbon

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Town Supervisor
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April 16, 2020

MEMO TO: Town of New Lisbon Elected Officials, Employees, and Residents

RE: Novel Coronavirus (COVID-19) Pandemic

In light of the Novel Coronavirus pandemic, in consideration of cautions urged by epidemiology experts, and in compliance with Executive Order 202, until May 31, 2020:

1. the Town Hall will remain closed, except for the conduct of essential government business that cannot be conducted by telephone or webconference or as required by law or executive order;
2. the Town Court will remain closed unless and until it is reopened by the Town Justice pursuant to direction from the NYS Office of Court Administration;
3. the May Town Board meeting will take place as scheduled on May 12 at 7:30pm via webconference;
4. the Town Highway Department will continue working on a 4d/10h schedule with two workers on per alternating week, subject to modification by the Highway Superintendent as needed to meet urgent needs. The town Highway Workers will be instructed, while in town vehicles or whenever social distancing is impractical, to wear face masks that the town will provide and to use the precautions set out below. Hand sanitizer will be placed in each town vehicle and in the garage office;
5. the Town Assessor's office will be closed. All business with the Assessor will be conducted by mail, email, or telephone. Exceptions can be made by the Assessor by appointment at the request of a town resident if the requestor's matter is urgent and cannot be handled by mail, email, or telephone;
6. the 2020 tentative real property assessment rolls will be made available on line on the town website (townofnewlisbon.com) and by appointment at the Office of the Town Clerk (Charlene Wells, 965-8508, charlene_r_wells@yahoo.com). To the extent permitted by law, conferences with the Assessor regarding the tenta-

tive assessments, as well as grievance hearings before the Board of Review, will be conducted via teleconference or webconference. Any required in-person meetings or hearings will follow the guidelines set out in this memo;

7. the Town Clerk/Collector's office will be closed. All business with the Clerk/Collector will be conducted by mail, email, or telephone. Exceptions can be made by the Clerk/Collector by appointment at the request of a town resident if the requestor's matter is urgent and cannot be handled by mail, email, or telephone;
8. if an in-person meeting is necessary, an appointment is required, only the minimum required number of people may participate, each participant must wear a face mask, and all participants must be separated by at least six feet;
9. all reservations by town residents, groups, clubs, etc., for use of the community hall are canceled;
10. with respect to the New Lisbon Housing Program, ORHA will proceed with lining up projects for Town Board approval, including exterior site visits where appropriate, but will not enter homes or start construction. During site visits, contractors will wear face masks, respect social distancing, and follow all CDC and NYS guidelines with respect to avoiding spread of the COVID-19 virus;
11. all town employees and contractors are required to follow all CDC and NYS guidelines with respect to avoiding spread of the COVID-19 virus, e.g., employees and contractors are required to:
 - (a) avoid unnecessary personal contact - no handshaking or embracing
 - (b) practice social distancing - minimum six feet - whenever possible
 - (c) notify the Town Supervisor or the Highway Superintendent and stay home if sick
 - (d) practice good hand hygiene - wash hands with soap thoroughly and frequently; use hand sanitizer frequently
 - (e) use proper cough and sneeze etiquette - cough or sneeze into inside of elbow or tissue that is disposed after use
 - (f) notify the Town Supervisor or the Highway Superintendent if they have been in contact with a person known to be infected with the COVID-19 virus or with a person who has symptoms of respiratory illness, including flu-like symptoms.

At the May 12 Town Board meeting, this matter will be discussed by the Town Board and an announcement will be made the next day regarding the town's future actions to confront the COVID-19 pandemic.