

**TOWN OF KENT
TOWN BOARD MEETING
Tuesday, March 16, 2021**

Executive Session: 6:30 p.m.

to discuss proposed, pending or current litigation and matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.

Workshop/Meeting: 7:00 p.m.

1. Pledge of Allegiance
2. Roll Call
3. Discussion and/or Vote on the following:
 - a. Conceptual Plan for 126 Route 311 - Chestnut Petroleum Distributors (CPD Energy Corp)
 - b. Recreation – intro of new programs, acceptance of donations, hiring of seasonal workers
 - c. Mining Discussion
 - d. Police Department Panel Reform Plan
 - e. Lake Carmel Fire Department – service awards contract
 - f. Lake Carmel Park District Advisory Board– new member
 - g. Highway – sale of truck to LCPD, MOA for MEO-Welder title
 - h. Acceptance of On call Services Bids
 - i. Sewer District – generator service agreement, camera inspection of collection system
 - j. Town of Kent Health Emergency Plan
 - k. Acceptance of LISC Grant
 - l. Retirement recognition – Bruce Benjamin, Christopher Morris
 - m. Approval of Vouchers and Claims
4. Announcements
5. Public Comment

The Town of Kent regularly scheduled meeting was held on Tuesday, March 16, 2021 at 6:30 p.m. at the Kent Town Hall, 25 Sybil's Crossing, Town of Kent, they immediately adjourned to Executive Session. To see the full meeting visit the Town of Kent's website at www.townofkentny.gov under Video's on Demand.

Resolution #118 - Adjourn to Executive Session

On a motion by Supervisor Fleming

Seconded by Councilwoman McGlasson

Resolved: The Town Board adjourned to executive session to discuss proposed, pending or current litigation and the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.

Motion carried unanimously

Resolution #119 - Adjourn Executive Session

On a motion by Supervisor Fleming

Seconded by Councilwoman McGlasson

Resolved: Executive Session adjourned at 7:00 no action was taken

Motion carried unanimously

Pledge of Allegiance

The meeting began with the Salute to the Flag.

Roll Call

Supervisor Fleming – present

Councilman Huestis – present

Councilman Denbaum – present

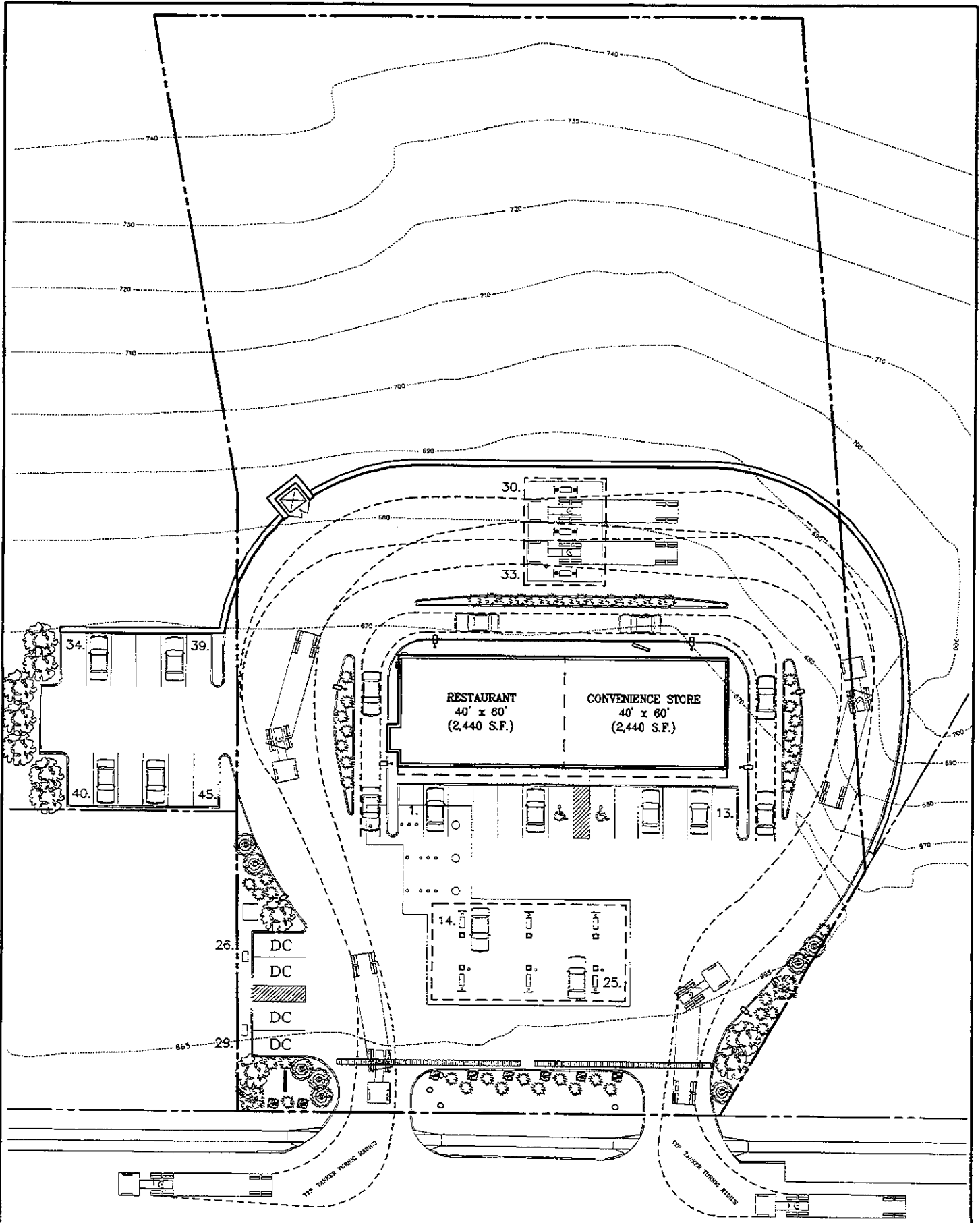
Councilwoman McGlasson – present

Councilman Ruthven – present

Also Present: Town Clerk Cappelli, Town Counsel Jamie Spillane, Highway Superintendent Richard Othmer, Police Chief Owens, Recreation Director Kuczenski, Recycling Co-Chair Kotzur, Lake Carmel Park District Chair and member Walter Recher and Bob Ulich and several members of the public.

Discussion Conceptual Plan for 126 Route 311 – Chestnut Petroleum Distributors

Supervisor Fleming introduced Michael Comfort and Scott Parker of Chestnut Petroleum Distributors who presented a conceptual plan for the property at 126 Route 311 the formers Bob's Garage. Mr. Comfort said they are a private family owned company in business for 40 years, they have over 200 locations, they are retail and wholesale petroleum distribution in five states. The company also has its own brand convenient store known as Chestnut Markets and team up with national brands like Dunkin Donuts, Starbucks, and Burger King. The company is looking to redevelop Bob's Garage, he understands the project was before the Planning Board many years ago receiving conditional approval but did not pursue DEC, DEP permits. They reviewed the Soil Removal code and are aware of proposed legislation. They have spoken with Bill Nulk of the IDA encouraging them to apply for tax benefits and Catherine Ables from the Putnam County Economic Development all I support of the project. Scott Parker demonstrated the 1.9 acre parcel they have owned for 10 years and a 6.9 acre parcel behind that they purchased a few years ago. He said that gives them the opportunity to expand their operation about 20' which would allow them to address former issues the project had with the septic system and parking. He said they would be removing some earth and rock to put in the retaining walls. They will reuse as much material on site for parking lots etc. They are proposing one building, half convenience store, half partner store with Dunkin Donuts etc., 6 gasoline pumps in the front and diesel fueling in the rear. Their intention is not to be a truck stop, but the proximity to Route 84 is something they are looking to pursue. The septic has yet to be figured out but the additional land affords them the opportunity to possibly do a pump up system. He said the area behind the site will remain wooded. He demonstrated a recent site in Marlboro New York which is the style they usually build but are open to suggestions from the town. Councilman Huestis asked about Tractor Trailers. He replied there will be diesel pumps in the back of the site, he demonstrated the turning radius. Councilman Huestis hoped the owners would consider a voluntary good neighbor grant to the community benefiting the lake. They discussed soil contamination, it is understood that there are no open spills on the site when the tanks were removed monitoring was done and closed. Councilman Huestis he has received positive feedback



122-126 RT-311, TOWN OF KENT, NY 10512

SCALE: 1"=45'

3/4/21

Memorandum of Agreement

Town of Kent
and

Local 456, International Brotherhood of Teamsters

WHEREAS, the Town of Kent, (the "Town"), and Local 456, International Brotherhood of Teamsters, ("Local 456"), are parties to a collective bargaining agreement, dated January 2, 2019 to December 31, 2022; and

WHEREAS, pursuant to Article I, Section 1, of the CBA, Local 456 is the sole and exclusive representative for all classifications listed in Appendix/Schedule "A" of the CBA; and

WHEREAS, the Town seeks to create the job title, Maintenance Welder/Motor Equipment Operator;

IT IS HEREBY AGREED by and between the Town and Local 456 that upon its adoption by the Town, the title, Maintenance Welder/Motor Equipment Operator, shall be placed and included in Appendix/Schedule "A" on the same salary line as Construction Equipment Operator (CEO).

TOWN OF KENT

LOCAL 456, I.B.T.

Maureen Fleming
Town Supervisor

Louis A. Picani
President/Principal Officer

Date

Date

as well as some concerns. Councilman Denbaum thought it a good thing he asked if his concept is similar to the Sunoco on Route 52 expecting similar traffic. He replied yes expect their diesel pumps would be in the rear. Councilman Denbaum asked about lighting. He replied they do a full plan and utilize LED down lights. Councilman Denbaum asked if the store is typically opened 24 hours. He replied typically but based upon the town, zoning and regulation, sometimes they pull hours back as it might not be worth staying open. Councilman Huestis raised concerns about tractor trailers and looks forward to the traffic study. Resident Sue Kotzur asked what DC means. Scott Parker replied they are contemplating electric charging stations. Resident Walter Recher asked how many similar projects you have. He replied they own over 200 gas stations, something of this nature about 40, many are smaller. Walter asked the reception from communities. He replied Marlboro is the most similar project; you can speak to their Supervisor as a reference. Supervisor Fleming said there was much fanfare and positivity. Resident Bob Ullich asked if the entire site is within the Lake Carmel Park District. He replied no, it's not in the Park District, or overlay. Bob asked how many people you can expect to employ. He replied in the station itself between 3-4 employees per shift, if 24 hours somewhere between 12 – 15. The secondary offering would be about the same possibly between 25 – 30 employees. Bob asked if it will be self service. He replied yes. Bob asked the expectancy of the business. He replied they have not gone out of business yes, typically every 20-30 years they do a full overhaul. Bob asked the next step. He replied they will begin with the Planning Board and public hearings for the public to comment. There were no further comments or questions. Supervisor Fleming thought it would be nice to have something to revitalize the property especially since it is a gateway to the town.

Resolution #120 - Approve Memorandum of Understanding with Local 456 International Brotherhood of Teamsters

On a motion by Councilwoman McGlasson
Seconded by Councilman Huestis

WHEREAS, the Town of Kent is party to a certain Collective Bargaining Agreement (the "CBA") between the Town and the Local 456, International Brotherhood of Teamsters (the "Local 456") for a term commencing on January 2, 2019 and expiring on December 31, 2022; and

WHEREAS, the Town and Local 456 wish to continue the CBA through and including December 31, 2022, with certain amendments, as further detailed in a certain Memorandum of Agreement Between the Town of Kent and the Local 456, International Brotherhood of Teamsters (the "MOA"), a copy of which is annexed hereto and incorporated herein by reference;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Kent hereby approves the MOA; and

BE IF FURTHER RESOLVED, that the Town Board of the Town of Kent authorizes the Town Supervisor to execute the attached MOA and any other documents necessary to give effect to this Resolution, in a form satisfactory to the Town Supervisor and the Town Attorney, if requested; and

BE IT FURTHER RESOLVED, that the Town Board of the Town of Kent hereby approves and ratifies all acts heretofore taken by the Town Board, Town Supervisor and any and all Town Officials in connection with the subject agreement.
Motion carried unanimously

Resolution #121 - Authorization to Sell Highway Vehicle to Lake Carmel Park District

On a motion by Councilman Ruthven
Seconded by Councilwoman McGlasson

WHEREAS, by Resolution #83 dated February 9, 2021, the Town Board authorized the Town Highway Superintendent to offer Highway Truck #52, a 2016 International Terrastar sander/dump/plow truck, VIN 1HTKPSKKOGH088464 ("Highway Truck 52") for sale to third parties through auction; and

WHEREAS, by letter dated March 8, 2021, the Municipal Repair Service Manager has recommended that Highway Truck #52 be sold to the Lake Carmel Park Department for a price of \$75,000 and the Highway Superintendent agrees with the recommendation; and

WHEREAS, the Town Board wishes to rescind Resolution #83 and to authorize Municipal Repairs to sell Highway Truck #52 to the Lake Carmel Park District for \$75,000; and

WHEREAS, Section 103(6) of the General Municipal Law exempts from competitive bidding purchase contracts surplus and second-hand supplies, material or equipment from the federal government, the state of New York or from any other political subdivision, district or public benefit corporation; and

WHEREAS, in accordance with the Town's Procurement Policy and the General Municipal Law, the Town Board wishes to authorize the Lake Carmel Park District to purchase Highway Truck #52 as further detailed above;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Kent hereby rescinds Resolution #83 dated February 9, 2021; and

BE IT FURTHER RESOLVED, that the Town Board of the Town of Kent hereby authorizes Municipal Repairs to sell Highway Truck #52 to the Lake Carmel Park District for \$75,000; and

BE IT FURTHER RESOLVED, that the Town Board of the Town of Kent hereby approves the purchase of Highway Truck #52 by the Lake Carmel Park District for a purchase price of \$75,000.
Motion carried unanimously

Resolution #122 - Authorizing Acceptance of Donation for Easter Egg Hunt Town of Kent Recreation & Parks

On a motion by Councilwoman McGlasson
Seconded by Councilman Ruthven

WHEREAS, the Town of Kent has received the following donations for the Easter Egg Hunt to be hosted by the Town Recreation and Parks Department on Saturday March 20th, with a rain date of March 27th:

- i) George Anderson of Anderson Carpentry has donated \$200 in candy to be given out during the Easter Egg Hunt; and
- ii) Brittany Alvarez of J. Phillip Real Estate has donated \$300 to be used for eggs and giveaways.

WHEREAS, the Town Board wishes to accept the donations, with gratitude.

NOW THEREFORE, BE IT RESOLVED, the Town Board of the Town of Kent hereby accepts the donations of George Anderson and Brittany Alvarez with for their thoughtfulness and generosity; and it is

FURTHER RESOLVED, that the Town Board of the Town of Kent hereby authorizes and directs the Supervisor to execute any and all documents necessary to give effect to this resolution.
Motion carried unanimously

Resolution #123 - Hire Seasonal Employees – Recreation & Parks Department

On a motion by Councilwoman McGlasson
Seconded by Supervisor Fleming

WHEREAS, the Town of Kent is seeking to fill vacant positions for Seasonal Employees for the Recreation and Parks Department; and

WHEREAS, Jared Kuczenski, Director of the Recreation and Parks, has recommended the hiring of Austin M. Fikaris and Jose Rodriguez to fill the positions; and

WHEREAS, the Town Board believes it to be in the best interests of the Town to accept the recommendations; and

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Kent hereby authorizes the hiring of Austin M. Fikaris and Jose Rodriguez as Seasonal Employees for the Recreation

and Parks Department at the rate of \$13 per hour for hours worked from Monday through and including Friday and at a rate of \$15 per hour for hours worked Saturday and/or Sunday; and

BE IT FURTHER RESOLVED, that the Town Board of the Town of Kent hereby authorizes the Supervisor to execute any and all documents necessary to give effect to this resolution.
Motion carried unanimously

Resolution #124 - Authorizing Zumba Kids & Zumba Kids Jr., Story Time Adventures & Toddler Tunes

On a motion by Councilman Denbaum

Seconded by Councilman Ruthven

WHEREAS, by email dated March 12, 2021, Jared Kuczenski, Director of Recreation and Parks, has proposed that the Recreation and Parks Department offer three new programs entitled Zumba Kids and Zumba Kids Jr., Story Times Adventure, and Toddler Tunes (hereinafter, collectively, the "Programs"), as further detailed in the email, a copy of which is annexed hereto and hereby incorporated; and

WHEREAS, Toddler Tunes will be run jointly with the Kent Public Library, and, in therewith, Mr. Kuczenski is recommending the hiring of Marlana Filannino as Program Instructor to be paid \$600 by the Town and \$600 by the Kent Public Library; and

WHEREAS, Mr. Kuczenski is recommending the hiring of Bri Lavoie as Zumba Kids Instructor, to be paid \$60 per child per season and Gina Sampson as Story Time Coordinator, to be paid \$50 per child per season; and

WHEREAS, Mr. Kuczenski has recommended the Town charge the following registration fees for each program: Toddler Tunes, \$50; Zumba programs, \$75; Story Time, \$75; and

WHEREAS, the Town Board of the Town of Kent wishes to accept the proposals and recommendations of Mr. Kuczenski.

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Kent hereby approves the formation of for the Programs as further described in the email dated March 12, 2021 annexed hereto; and

BE IT FURTHER RESOLVED; that the Town Board of the Town of Kent hereby authorizes the hiring of Marlana Filannino as Toddler Tunes Program Instructor for the Recreation Department at a rate of \$600 to be paid by the Town of Kent the hiring of Bri Lavoie as Zumba Kids Instructor, to be paid \$60 per child per season, and Gina Sampson as Story Time Coordinator, to be paid \$50 per child per season; and

BE IT FURTHER RESOLVED, that the Town charge the following registration fees for each program: Toddler Tunes, \$50; Zumba programs, \$75; Story Time, \$75; and

BE IT FURTHER RESOLVED, that the Town Board of the Town of Kent hereby authorizes the Supervisor to execute any and all documents necessary to give effect to this resolution.
Motion carried unanimously

Mining Discussion

Supervisor Fleming said the Moratorium has been extended another six months, the legislation in the packet refers to amendments to Chapter 77 and 63. We began with an extensive town code on mining, it was discussed and a two sentence suggestion was looked at. We looked at provisions in the Town of Carmel's code and added some of the provisions into our soil removal and one into our zoning code. Input has been received from the Planning, Zoning and CAC. A discussion took place about having a special meeting with the boards and the town's experts as a recommendation was made to look at Amenia's code with soil mining overlay districts. She said they would like to incorporate the suggestions received into the document they prepared so when we sit down we can go through the document section by section for everyone's input. The proposed date is Monday, April 19, 2021, how the meeting will be conducted has not been resolved. The town board was in agreement to have the meeting in person but it is not everyone's preference. A discussion took place about the location and the logistics of having the meeting. Supervisor Fleming thought paramount is whether the issues come before the planning or town board. The point was made in the current soil removal code it is the town board and they might want to reconsider it to the planning board that has the expertise. Councilman

Denbaum thought the point was to have the experts work it out and give the town board the final decision as the policy makers and representatives of the town. Councilman Ruthven thinks there are good recommendations presented and once put together it will meet the requirements that you're speaking about. Resident Eileen Civitello asked how it is best to express concerns on any aspect of the proposed legislation. Supervisor replied she thought the public should be able to comment after the experts and the board comes up with a revised document that meets their concerns. Eileen wanted her concerns presented so they can be represented as part of the conversation with the experts. She referred to the first page of the letter from the Planning Board a premise is made that if any development is to be accomplished in the current IOC than mining and serious excavation is going to take place by the nature of the mountain. She said our town has no public water supply and referred the 2008 Comprehensive Plan, water is critical to our quality of life, safety, economic and environment. She thinks we need to stop and take a look at the IOC. When blasting occurs that sediment appears in the ground water, when permeable surface is removed that water travels differently pulling sediment into our ground water uncontrollably. She understands no one wants to do a master plan but the board should look at what we designated the IOC and the idea of blasting. She recommended hiring an environmental engineer who is not part of our experts to determine if Panning is correct in order for the IOC to be developed.

Councilman Ruthven thinks the Planning Board sees that as a question too as it is listed under General Issues/Questions. The board discussed the IOC and PRD zones, and if any industrial or commercial development is to take place in Kent there are only two roads that it can be done on Route 52 and Route 311 which drives an economy and relieves the tax burden on residents. Mr. Neff agreed with hiring your own expert. Supervisor Fleming said the town's experts are very familiar with our town, our code, the topography the layout and the philosophy of the town. Councilman Ruthven said they know what the board wants to accomplish. Mr. Neff asked if any developers have responded to the moratorium. Supervisor Fleming replied no comments have been received.

Resolution #125 - Accepting Proposal for Camera Inspection for Route 52 Sewer District

On a motion by Councilman Denbaum

Seconded by Councilwoman McGlasson

WHEREAS, in connection with a repair needed for Route 52 Sewer District, the Town of Kent is in receipt of a proposal by EarthCare, A Wind River Environmental Company ("EarthCare") to provide a camera and operator for 8" lines throughout the Route 52 Sewer District (the "Proposal"), a copy of said proposal is annexed hereto and hereby incorporated; and

WHEREAS, the Town Board of the Town of Kent wishes to accept the quote submitted by EarthCare, consistent with the Proposal;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Kent hereby accepts the proposal of EarthCare; and

BE IT FURTHER RESOLVED, that the Town Supervisor is hereby authorized and directed to execute any and all agreements and other documents necessary to give effect to this Resolution, consistent with the terms hereof, all in form satisfactory to the Supervisor and the Town Attorney, if requested.

Motion carried unanimously

Resolution 126 - Accepting Renewal for Generator Maintenance Services for Route 52 Sewer District

On a motion by Councilman Denbaum

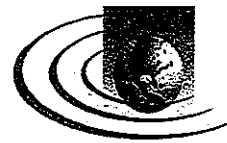
Seconded by Councilwoman McGlasson

WHEREAS, the Town Board of the Town of Kent wishes to contract for generator maintenance services for the Route 52 Sewer District; and

WHEREAS, Northeast Generator Co., has submitted a renewal proposal dated February 17, 2021, in the amount of \$1,555 and the Town Board of the Town of Kent wishes to accept the proposal submitted by Northeast Generator Co.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Kent hereby approves the proposal for generator maintenance services for the Sewer District in the amount of \$1,555; and

WindRiver Environmental
 99 Maple Grange Road
 Vernon, NJ 07462
 800-428-6166
 973-764-6100
 973-764-9148 Fax



EarthCare
 A Wind River Environmental Company

Proposal

Proposal Submitted To: Town of Kent		Attn: Dan	
25 Sybil's Crossing			
Kent Lakes, NY 10512			
Phone: 845.306.5920	Date: March 4, 2021	Phone: 845.392.3363	Fax:

EarthCare to provide equipment and manpower to camera 8" lines throughout the town of Kent.

- Camera w/ operator @ \$2,650.00 – up to (8) hours - \$112.50/hr after (8) hours
- Additional Labor Technician @ \$1,275.00 – up to (8) hours - \$90.00/hr after (8) hours

** Prices are based on prevailing wage rates **
 ** Prices are for daily rate **

We Propose hereby to furnish material and labor -- complete in accordance with above specifications, for the sum of:
As stated above.

Payment to be made as follows: **NET 30 DAYS**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alterations or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized
 Signature Michael Lauersen
 Michael Lauersen

Note: This proposal may be withdrawn by us if not accepted with in 30 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Any payments not made when due shall be subject to a 1-1/2% interest fee per month until paid and I shall be responsible for all collection costs including a reasonable attorney's fee.

DAMAGE RELEASE - I am aware that some damage might occur during commission of this work and I agree not to hold Residuals Management Services, LLC. responsible for any off road damages.

Signature _____ Signature _____ Date of Acceptance _____

NORTHEAST GENERATOR CO.

The Power People
625 John Street
Bridgeport, CT 06604

(203)336-3031 • Fax: (203)337-1284
Toll Free: 1-800-972-4264
www.northeastgenerator.com

MASTER GENERATOR SERVICE AGREEMENT

This Agreement ("Agreement") is entered into this 2/17/2021 by and between Town of Kent ("Contractor") and Northeast Generator Co., with its principal place of business at 625 John Street, Bridgeport, CT 06604 ("Subcontractor"), relative to certain projects (collectively, "Projects", and each individually, a "Project") awarded to Subcontractor by Contractor.

WHEREAS, Contractor desires Subcontractor to perform the project defined in the Statement of Work on behalf of Contractor in performing and completing the Project; and

WHEREAS, Contractor is willing to contract with Subcontractor to perform the work associated with the Statement of Work defined in the first page of this document; and

WHEREAS, the purpose of this Agreement is to provide one master agreement that will govern all subcontract work performed by Subcontractor on behalf of Contractor and set forth the special terms and conditions to which the parties have agreed in reference to specifically performing the Project as specified in the Statement of Work.

NOW, THEREFORE, for good and adequate consideration, the sufficiency of which is hereby acknowledged, the parties have agreed as follows:

1. Statement of Work

The parties agree that the work contemplated herein may include all products, services, materials, and equipment to be provided by Subcontractor in performing and completing the Project (the "Work") which may include but are not limited to, equipment installations, preventative maintenance, and various generator service projects as is further defined in the Statement of Work section on the first page of this document. All Work shall be in accordance with this Agreement and shall be so performed under the scope of work defined in the Statement of Work, regardless of any other scope defined in a prime contract by Contractor not specified in this document. The Work and the requirements thereof, contemplated herein is more fully set forth in the Statement of Work section on the first page of this document, delivered by Contractor as accepted by Subcontractor which shall reference this Agreement and shall constitute the Statement of Work for each such Project (the "Statement of Work", each of which shall constitute a Statement of Work hereunder).

2. Coverage

This agreement covers the equipment and locations only specified in the Statement of Work section of this document. The preventative maintenance is separate from your factory warranty. Subcontractor is not responsible for the pre-existing condition of parts or equipment or for any unforeseen circumstances that may arise before, during, or after the above referenced work takes place.

3. Payment Terms

The fees for each Project shall be set forth in the applicable Statement of Work section of this document. Subcontractor will submit invoices to Contractor for payment of services rendered in the following manner:

- Every item defined in the Statement of Work will be considered as a "Work Order" and will be invoiced individually per site and after the service is performed on a daily basis.
- Payment would be submitted to Subcontractor within NET-30 days of an undisputed invoice.
- All scenarios different than invoicing every "Work Order" on a daily basis will be considered Special Billing and subject to a documentation fee, including but not limited to: monthly account billing, billing using a third-party system or billing in a different template used by Subcontractor.
- Subcontractor reserves the right to price and mark-up any material used. Contractor has the option to inquire about the material prices ahead of time in case Contractor decides to provide them. All work by Subcontractor does NOT include materials otherwise specified in the Statement of Work.
- Travel fees and additional troubleshooting work is subject to additional fees otherwise specified in the Statement of Work and would be billed separately.
- Subcontractor reserves the right to suspend any work if payment has not been submitted within NET-30 days of an undisputed invoice.
- Work hours are considered between 7AM and 3:30PM Eastern time. Any work requested after 3:30PM EST is subject to additional overtime fees.
- All requested work by Contractor would be considered as "billable time" under the Statement of Work. All additional work requested and authorized by Contractor would be billed under Time and Material rates.
- If Contractor would request background checks for Subcontractor's employees, the fees for the reports are considered additional and NOT included in the Statement of Work and would be covered by Contractor.

NORTHEAST GENERATOR CO.

The Power People

625 John Street
Bridgeport, CT 06604

(203)336-3031 • Fax: (203)337-1284

Toll Free: 1-800-972-4264

www.northeastgenerator.com

4. **Commencement, Renewal, Terms**

Work will commence once Contractor provides an initial form of payment, purchase order or by signing this contract. Contractor agrees to an initial Service period of one (1) year. This contract is going to be automatically renewed 30 days before the end of the initial Service period for the duration of one year, and upon each annual anniversary thereafter shall renew for one year, until Subcontractor or Contractor indicates termination in writing. Contractor may terminate work by notifying Subcontractor in writing anytime before the upcoming automatic renewal date. Once the Contractor has notified Subcontractor of termination, work shall be terminated at the end of the Service period currently in effect.

5. **Equipment and Warranty**

Contractor acknowledges that Subcontractor is not the manufacturer of the Equipment, and is not responsible for any defects or malfunction of the same. Subcontractor will work with Contractor and the equipment manufacturer in the event of defects and malfunction if requested.

6. **Pre-existing conditions**

Subcontractor is not responsible for the pre-existing condition of parts or equipment or for any unforeseen circumstances that may arise before, during, or after the above references work takes place.

7. **Insurance**

Contractor agrees that: (a) neither Subcontractor nor the manufacturer of the Equipment are insurers of Contractor or other persons living in, or present at the Contractor's premises, or of Contractor's premises or its contents; (b) it is Contractor's responsibility to obtain adequate insurance covering Contractor's, premises and its contents, and other members of Contractor's business or direct customers, and other affected persons and property; (c) Subcontractor's service fees are based on the value of the services provided under this contract, and not on the value of Contractor's premises or its contents, (d) the Equipment and Service may not always operate as intended for various reasons. We cannot predict the potential amount, extent, or severity of any damages or injuries that Contractor or others may incur which could be due to the failure of the Equipment or Service to work as intended. As such (i) Contractor hereby agrees that the limits on the liability of Subcontractor and manufacturer of Equipment, and the waivers and indemnities set forth in this contract are a fair allocation of risks and liabilities between Contractor, Subcontractor, Equipment manufacturer and any other affected third parties; (ii) Contractor will look exclusively to its insurer for financial protection from such risks and liabilities, and (iii) except as provided in paragraph styled "limitation of liability" below, Contractor waives all rights and remedies against Subcontractor and Equipment manufacturer, including rights of subrogation, that Contractor, any insurer, or other third party may have due to any losses or injuries Contractors or others incur.

8. **Limitation of liability.** Contractor's exclusive remedies for the liability of Subcontractor and Equipment manufacturer are set forth in this paragraph. Except as provided in this paragraph, neither Subcontractor, Equipment manufacturer, nor any person or entity affiliated with any of them shall be liable for any loss, injury, or other consequence arising directly or indirectly from the failure of either the Equipment or the Service to work as intended, or delays in the installation of or repairs to Contractor's Equipment. Neither Subcontractor, nor Equipment manufacturer are liable for interruptions of Service beyond their control, or any resulting consequences. Should such interruption occur, neither Subcontractor nor Equipment manufacturer are obligated to supply Contractor with substitute services. If Subcontractor, Equipment manufacturer, or any person or entity affiliated with any of them are determined to be responsible for any such loss, injury, or other consequence, Contractor's claims shall be limited to the lesser of \$100,000 as liquidated damages and not as a penalty. This amount is Contractor's sole remedy no matter how the loss, injury, or other consequence is caused. Neither Subcontractor nor Equipment manufacturer shall be liable to Subscriber or any other person for any incidental, punitive, speculative or consequential damages.

9. **Force Majeure.** Neither party shall be liable in damages or have the right to terminate this contract for any delay or default in performing hereunder if such delay or default is caused by conditions beyond its control including, but not limited to Acts of God, Government restrictions, wars, insurrections and/or any other cause beyond the reasonable control of the party whose performance is affected.

~~10. **Hold Harmless.** If any third party files any claim or legal action against Subcontractor, Equipment manufacturer or any other person or entity authorized to act on Subcontractor's behalf, arising from the Equipment or Service, Contractor agrees to defend and hold Subcontractor and Equipment manufacturer completely harmless from any such actions, including all damages, expenses, costs, and attorneys' fees they may incur.~~

11. **Changes.** No change to this contract shall be effective unless made in writing and executed by all parties.

SH
3/2/21
SH
3/2/21

NORTHEAST GENERATOR CO.

The Power People

625 John Street
Bridgeport, CT 06604

(203)336-3031 • Fax: (203)337-1284

Toll Free: 1-800-972-4264

www.northeastgenerator.com

Town of Kent
25 Sybil's Crossing
Kent Lakes NY 10512

Wednesday, February 17, 2021

(845) 702-3033

lcappelli@townofkentny.gov

Ref: Northeast Generator Preventative Maintenance Service

Dear Lana Cappelli,

We are pleased to provide you pricing on the Generator Preventative Maintenance Service of Town of Kent pump station generators.

Statement of Work: Listed below is a breakdown for the scope of work for your use and information.

- One (1) Full Major Preventative Maintenance Service on above referenced generators. Replacement of engine lubricating oil and filters, fuel filters, top off coolant, clean, inspect generator and ATS, and offer recommendations.
- One (1) Full On Site Inspection including a complete inspection of generator, ATS, and associated systems. Top off all fluids, clean.
- One (1) Automatic Transfer Switch ATS inspection (To be performed during the Minor PM Inspection)

<u>Location</u>	<u>Equipment/Size</u>	<u>Major PM</u>	<u>Minor PM</u>	<u>ATS</u>
West Lakeshore and Rte 52	Kohler 45REZG/45KW	\$345.00/visit	\$200.00/visit	N/C
441-443 Rte 52	Kohler/ 25KW	\$290.00/visit	\$175.00/visit	N/C
325 Rte 52	Kohler 45REZG/45KW	\$345.00/visit	\$200.00/visit	N/C

Total Proposal: \$1,555.00 plus tax

*Pricing includes normal maintenance materials, labor, travel and equipment as described above. Pricing does not include replacement parts or costs associated with Service Calls or Repairs. Agreement renews automatically unless otherwise specified.

Repair Hourly Rates:

- Straight Time \$140.00 per hour
- Overtime \$210.00 per hour
- Holiday Time \$280.00 per hour
- Flat Rate Vehicle Fee: \$45.00/visit
- Standard Equipment & Supplies: \$12.50/visit

* Please check terms of service.

**Bid Opening
On Call Services
March 5, 2021
12 p.m. Noon**

Present: Supervisor Fleming, Town Clerk Cappelli

1. Jim Liebler, Inc. 235 Nimham Road Carmel, NY 10512
Carpentry \$65/per hour
Non Collusion enclosed
2. HRR Industries, Inc. 568 North Main St. Brewster, NY 10509
HVAC \$125/per hour
Non Collusion enclosed
3. Corporate Vision, Inc. 8318 Durelee Lane Ste 205 Douglasville, GA 30134
Painting/Carpentry/Handyman \$60/per hour
Non Collusion enclosed

BE IT FURTHER RESOLVED, that the Town Supervisor is hereby authorized and directed to execute any and all agreements and other documents necessary to give effect to this Resolution, consistent with the terms hereof, all in form satisfactory to the Supervisor and the Town Attorney.
Motion carried unanimously

Resolution #127 - Approving Town of Kent Police Reform & Reinvention Collaborative Plan

Supervisor Fleming said the plan was presented at the last meeting. There was an Executive Order to come up with a Reform & Reinvention Collaborative Plan. They had weekly meetings working through policy and procedures and derived a survey. A Zoom meeting was held March 8 for public input, attended by approximately 22 +people. Some changes were made to the original plan based upon that. Chief Owens said it was very thorough everyone collaborated and feels a lot of good work was done making the community a better place. Lieutenant Flynn said it was quite the process and she is proud of the work that was done, it will make their department and the community better.

On a motion by Councilman Ruthven

Seconded by Supervisor Fleming

WHEREAS, pursuant to Executive Order No. 203, the Town of Kent, in conjunction with the Town of Kent Police Department, engaged in a collaborative effort with local stakeholders to enact a local plan for police reform and intervention entitled the "Town of Kent Police Reform and Reinvention Collaborative Plan", a copy of which is annexed hereto and incorporated hereby; and

WHEREAS, the Town Board of the Town of Kent wishes to approve the aforementioned "Town of Kent Police Reform and Reinvention Collaborative Plan";

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Kent hereby approves the "Town of Kent Police Reform and Reinvention Collaborative Plan"; and

Poll Vote as Follows:

Councilman Denbaum – aye he told Chief Owens he would vote yes and his word means something. The plans was put together the Police Department has worked tirelessly through this ridiculous process with the absolute utmost grace no matter who was on the panel or what stupid stuff came out of it, they have been unbelievable, he said he would vote for it, he did not have the self discipline that lead up and voted yes.

Councilwoman McGlasson – aye

Councilman Huestis – aye

Councilman Ruthven – aye

Supervisor Fleming – aye, she feels offended that Councilman Denbaum classified the plan as the stupid stuff that came out of it when our police department and residents worked tirelessly on this to get it totally right. Our police department was satisfied with the end product, to diminish the work that was done by the volunteers and our department is a total disservice to the process and to these individuals that dedicated hours and hours, twenty meetings at least two hours a piece, if we want to encourage volunteers, which we say we want to, we should not demean their work especially when it came with so much thought, she thanked the police department for their dedication, openness and willingness to move forward and thanked the volunteers who did this on their own time who prepared a power point presentation to better explain it who were demeaned by a member of the town board for volunteerism. She apologizes to them for any insults they may have suffered and thanked them for their service.

Motion carried unanimously

Resolution #128 - Approval of Lake Carmel Fire Department Service Award Recipients for 2020

On a motion by Councilwoman McGlasson

Seconded by Councilman Ruthven

WHEREAS, the Town of Kent is currently in receipt of a list of members of the Lake Carmel Fire Department who have qualified as Service Award Recipients for the year 2020 (the "List"), which List is annexed hereto and made a part hereof; and

WHEREAS, the Lake Carmel Fire Department has requested that the Town Board approve the List and the Town Board wishes to approve the List; and

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Kent hereby approves the List of Service Award Recipients for the Lake Carmel Fire Department as annexed; and

BE IT FURTHER RESOLVED, that the Town Board of the Town of Kent hereby authorizes the Supervisor to execute any and all documents necessary to give effect to this resolution.

Motion carried unanimously

Resolution #129 - Appointing Member to Lake Carmel Park District Advisory Board

On a motion by Councilwoman McGlasson

Seconded by Councilman Ruthven

WHEREAS, the Lake Carmel Park District Advisory Board (the "LCDPAB") currently has a vacancy, and Jerri Jacobs has submitted a application and been interviewed to fill said vacancy; and

WHEREAS, the LCPDAB has recommended the appointment of Jerri Jacobs to the Board; and

WHEREAS, the Town Board of the of Kent wishes to appoint Jerri Jacobs to fill the vacancy on the LCPDAB;

NOW, THEREFORE, BE IT RESOLVED, that Jerri Jacobs be appointed as a member of the Lake Carmel Park District Advisory Board, filling the term of Andrew Bargamian, which term expires on December 31, 2021.

Motion carried unanimously

Resolution # 130 - Accepting Quote for On Call Carpentry &HVAC, Readvertise for On Call Plumbing, Electrical, Landscape, Masonry, Lawn Maintenance & Handyman/Repair Services

On a motion by Councilwoman McGlasson

Seconded by Councilman Ruthven

WHEREAS, the Town Board duly advertised for bids for on call carpentry, HVAC, plumbing, electrician, landscape, masonry, lawn maintenance and handyman/repair services; and

WHEREAS, three bids were received in response to the advertisement and the bids were opened and publicly read aloud at the Kent Town Center, copies of said bids are annexed hereto and incorporated herein by reference; and

WHEREAS, the Town Board wishes to accept the proposals of Jim Liebler, Inc., and HRR Industries, Inc., and rejects the bid from Corporate Vision, Inc. consistent with the annexed bid proposals.

NOW, THEREFORE, BE IT RESOLVED, the Town Board of the Town of Kent hereby awards the bid for on-call services to Jim Liebler, Inc., and HRR Industries, Inc., and rejects the bid received from Corporate Vision, Inc. consistent with the bid proposals; and authorizes Yolanda D. Cappelli to readvertise for on call plumbing, electrical, landscape, masonry, lawn maintenance and handyman repair services.

FURTHER RESOLVED, that the Town Board of the Town of Kent hereby authorizes and directs the Supervisor to execute any and all documents necessary to give effect to this resolution.

Motion carried unanimously

Resolution #131 - Public Employer Health Emergency Plan

On a motion by Councilman Ruthven

Seconded by Supervisor Fleming

WHEREAS, by legislation S8617B/A10832, the State of New York amended New York State Labor Law Section 27-c to require public employers to adopt a plan for the continuation of operations in the event of a declared public health emergency involving a communicable disease; and

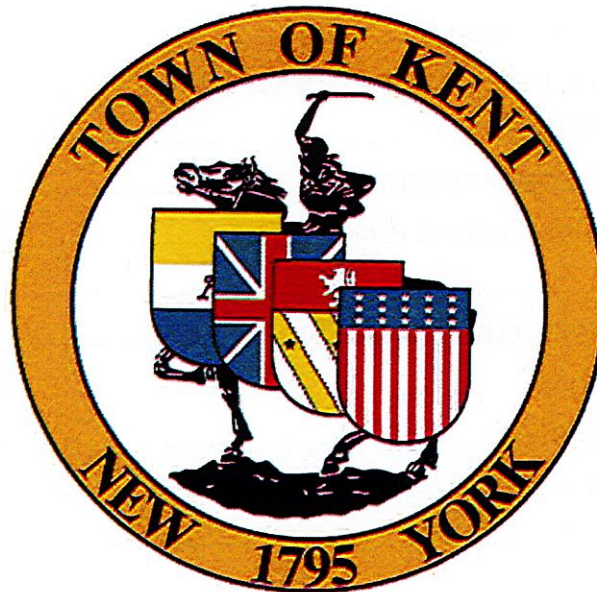
WHEREAS, consistent with the amended legislation, the Town has prepared and distributed that certain Public Employer Health Emergency Plan for the Town of Kent (the "Plan"), a copy of which is annexed hereto and incorporated herein by reference; and

WHEREAS, the Town Board of the Town of Kent desires to adopt and approve the Plan in substantially the same form as annexed hereto;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Kent hereby adopts and approves the Plan in the substantially the same form as annexed hereto; and

**Town of Kent Police Reform and Reinvention
Collaborative Plan
March 1, 2021**

**Maureen Fleming, Town Supervisor
Kevin Owens, Chief of Police**



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Executive Order No. 203
New York State Police Reform and Reinvention Collaborative Plan
March 1, 2021

INTRODUCTION

On June 12, 2020, New York State Governor Andrew M. Cuomo issued an executive order directing municipalities that employ police officers to actively engage stakeholders in the local community and develop locally approved plans for the strategies, policies and procedures of local police agencies. In July of 2020, in accordance with Executive Order 203, The Town of Kent in conjunction with the Town of Kent Police Department began a collaborative effort to engage with local stakeholders and move through the process to enact a local plan for police reform and reinvention.

The following plan/report are the results of those efforts to engage and work with local stakeholders who comprised our Town of Kent Police Panel for reform and reinvention.

A. DEPARTMENT PROFILE

Municipality: Town of Kent
Law Enforcement Agency: Town of Kent Police Department
Town of Kent Executive Officer: Maureen Fleming, Town Supervisor
Town of Kent Chief of Police: Kevin Owens

Mission Statement

It is the mission of the Town of Kent Police Department to work in partnership with the citizens of the Town of Kent toward providing a safe environment and enhancing the quality of life consistent with the values of our community. To accomplish our mission, we will adhere to values of professionalism, integrity, responsiveness, sensitivity, respect and openness.

- **PROFESSIONALISM:** We are committed to providing professional law enforcement services by highly trained personnel accountable to our community.
- **INTEGRITY:** We are committed to demonstrating and maintaining the highest ethical standards both personally and organizationally.
- **RESPONSIVENESS:** We are committed to providing competent and effective delivery of service in response to community concerns.
- **SENSITIVITY:** We are committed to providing services in a manner sensitive to our diverse community in a bias-free manner.

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- **RESPECT:** We are committed to providing courteous police service with respect for the rights and dignity of all the people we serve.
- **OPENNESS:** We are committed to a shared and open relationship of involvement with all segments of our community.

Oath of Honor

On my honor, I will never betray my profession, my integrity, character, or the public trust. I will always have the courage to hold myself and others accountable for our actions. I will always uphold the laws of my country, my community and the policies of the agency I serve.

B. MUNICIPALITY DEMOGRAPHICS

The Town of Kent is a small, rural town in Putnam County consisting of approximately 43 square miles with a population of approximately 13,162 people. The 2019 US Census Bureau data indicates that the Town of Kent population consists of the following:

- White alone = 85.4%
- Black or African American alone = 4.6%
- American Indian & Alaska Native alone = 0.2%
- Asian alone = 1.6%
- Native Hawaiian & Other Pacific Islander = 0%
- Two or More Races = 2.0%
- Hispanic or Latino = 17.8%
- White alone, not Hispanic or Latino = 75.2%

The Town of Kent borders Dutchess County to the north, the Town of Putnam Valley to the west, the Town of Patterson to the east and the Town of Carmel to the south. Kent students attend the Carmel Central School District with two of the elementary schools being located within Kent. Major roadways include a small portion of the Taconic State Parkway and Interstate 84 as well as State Routes 52 and 301. The Metro-North Harlem Valley line serves rail commuters just east of the Town as well. The Town of Kent includes many bodies of water including Lake Carmel, Palmer Lake, White Pond, Sagamore Lake, Kentwood Lake, South Lake, Seven Hills Lake, Lake Ninham, Pine Pond, Canopus Lake, Lake Tibet, Waywayonda Lake, China Pond, Barrett Pond and the West Branch and Boyds Reservoirs.

The Town of Kent is governed by a Town Supervisor and Town Board. The Town Supervisor is Maureen Fleming. Town Board members include Deputy Town Supervisor William Huestis, Paul Denbaum, Jaime McGlasson and Christopher Ruthven.

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C. AGENCY DEMOGRAPHICS

The Town of Kent Police Department (hereinafter “Kent PD”) is a full-service police agency with a current staffing level of 23 full time employees, 18 of which are sworn police officers and the remaining five are civilian Dispatchers. Kent PD has one Chief, one Lieutenant, four Sergeants, one Detective Sergeant, one Detective and ten Patrol Officers. The Kent PD provides service to its residents, guests and visitors 24 hours a day, seven days a week, 365 days of the year, through its patrol, administrative and detective divisions. Kent PD also maintains excellent collaborative working relationships with neighboring police agencies and departments that operate in support roles in the town including the Putnam County Sheriff’s Office, the New York State Police, the New York City Department of Environmental Protection Police Department, the New York State Department of Environmental Conservation Police Department and the New York State Park Police. Kent PD also collaborates with neighboring county agencies in Dutchess and Westchester in order to achieve our training goals.

I. REFORM & REINVENTION COLLABORATION PROCESS

A. TOWN REFORM PANEL

In accordance with Governor Andrew Cuomo’s Executive Order 203, the Town of Kent PD in conjunction with the Town Supervisor solicited members of the public to participate in a Police Reform Panel. The Town advertised for this in the local free newspaper, on the Town website (townofkentny.gov), on numerous Facebook pages affiliated with the Town such as Town of Kent and Maureen Fleming, Kent Town Supervisor which posts were then shared on the Facebook pages of groups of residents within the Town, on the Town’s public access television channel and through emails to residents. Nine volunteers stepped forward, although ultimately only seven of the nine continued to be active throughout the process. Regular weekly meetings of the panel took place via Zoom beginning on November 2, 2020 and continuing through the end of February 2021 to develop the reform plans contained in this document.

Membership

Town of Kent Supervisor, Maureen Fleming

Town of Kent Police Department Representatives

- Chief Kevin Owens
- Lieutenant Tara Flynn

Town Residents (Seven)

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B. RELATIONSHIP TO COUNTY POLICE REFORM PROCESS

Chief Owens, Lieutenant Flynn and Supervisor Fleming attended the County Police Reform Panel meetings from August 13, 2020 through January 12, 2021. Chief Owens and Lieutenant Flynn also attended meetings with stakeholder groups identified by the County process.

C. PROCESS IMPLEMENTATION AND TIMELINE

The Town solicited for Panel members in September 2020 with a deadline of October 9, 2020 to receive applications.

Weekly meetings were convened beginning November 2, 2021 for a total of 20 meetings by March 1, 2021. On March 1, 2021 the panel finalized its plan for submission to the Town Board and the public.

II. PUBLIC PARTICIPATION & FEEDBACK CHANNELS

A. SURVEYS

General Public Survey (see Appendix)

This survey had 13 questions: five demographic data questions, three multiple choice questions, three yes/no questions and two fill-in-the-blanks. Notifications about the survey were posted on Facebook, the Town of Kent website and the Town's public access television channel and sent via email to more than 1,200 Town residents. A total of 263 responses were received. The Town population, excluding minors, is 10,661 as of the last census numbers in 2019. Thus, responses were received from 2.5% of the adult population of the Town.

Police Officer Survey (See Appendix)

A totally voluntary survey was circulated among members of the Police Department. This Survey had 11 questions: three open-ended, six multiple choice and two yes/no. Ten of the 18 members responded – equaling 55.6% of the Department.

B. COMMUNITY FEEDBACK SESSION

The plan was formally submitted on March 2, 2021 at a Town Board meeting. A public meeting to discuss the plan was held on Tuesday, March 9, 2021 via Zoom. This meeting was publicized at the March 2, 2021 meeting, in the local free newspaper, on the Town website, in an email to residents and on numerous Facebook pages affiliated with the Town such as Town of Kent and Maureen Fleming, Kent Town Supervisor which posts were then shared on the Facebook pages of groups of residents within the Town. In attendance at the public meeting were the panel (Supervisor Fleming, Chief Owens, Lt. Flynn and the seven town resident members), the four

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town council members, a Town of Kent police officer and eight members of the public. After this meeting, the panel met on March 12, 2021 to finalize the plan based on the feedback that was received.

III. TOWN OF KENT POLICE DEPARTMENT REFORM PLAN

The reform plan, in accordance with public feedback and the executive order requirements, consists of three sections. Section A includes NYS Mandated Changes. Section B summarizes Police Department policy revisions developed by the panel and adopted by the Department. Section C includes the panel's recommendations and action plans in five categories: Equality & Social Justice, Transparency & Accountability, Community Relations, Operational Policies and Procedures and Training.

A. NEW YORK STATE MANDATES

The reform items in this section are derived directly from the Executive Order No. 203

NY State Mandated Changes	Reform Item	Description	KENT PD Action	Timeline
NYS Mandate - 1	NYSM – 1. Civil Penalties for Filing False Reports on Member of a Protected Class	Establishes civil penalties for falsely Summoning a Police Officer when there is no reason to believe a crime, offense or threat has been committed involving a member of a protected class. <i>(Effective June 13, 2020)</i>	No action needed.	N/A
NYS Mandate - 2	NYSM – 2. Require Police Officers to Report the Discharge of Weapons	Requires a police officer or peace officer (whether on or off duty) who discharges his or her weapon under circumstances where a person could be struck by a bullet to verbally report the incident within six hours and file a written report within forty-eight hours. <i>(Effective September 13, 2020).</i>	Department policy already in place in (1999 or earlier). Officers must report over radio immediately and file report at end of shift.	Complete
NYS Mandate - 3	NYSM – 3. Require the Reporting of Police Acts or Omissions Resulting in a Person's Death to the Office of Special Investigation	Establishes an Office of Special Investigation within the Office of Attorney General which will have investigative authority and criminal jurisdiction for any incident involving the death of a person caused by an act or omission by a police officer or a peace officer employed as a correction officer or contracted by an education, public health, social service, parks or housing agency. Where an investigation concludes that the death or matters relating to the death or investigation of the death involved criminal conduct, the Office will be empowered to prosecute any such alleged offenses. <i>(Effective April 2021)</i>	Conduct in-service training of supervisors. Meet with the head Officer of the Office of Special Investigation.	Q1 - 2021 Complete

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NY State Mandated Changes	Reform Item	Description	KENT PD Action.	Status
NYS Mandate - 4	NYSM – 4. Ban Choke Holds	The Eric Garner Anti Choke Hold Act creates the crime of aggravated strangulation (making it a Class C felony) and establishes criminal penalties for a police officer or peace officer who uses a chokehold that causes serious physical injury or death. (Effective June 12, 2020)	Department policy already in place in (1999 or earlier).	Complete
NYS Mandate - 5	NYSM – 5. Require Medical Response for Arrestees	Affirms an individual's right to medical and mental health attention while under arrest or otherwise in custody of a police officer or peace officer. Failure to provide reasonable and good faith medical assistance could result in a cause of action against the officer, representative and/or entity. (June 15, 2020)	Department policy already in place in (1999 or earlier).	Complete
NYS Mandate - 6	NYSM – 6. Require Policing Statistics to be Reported to the Division of Criminal Justice Services	Requires courts to compile and publish data concerning arrests and court proceedings involving low-level offenses such as violations and traffic offenses. Such report will include aggregate and anonymized demographic information such as race, ethnicity and sex. This bill requires police departments to submit annual reports on arrest-related deaths to the Department of Criminal Justice Services, as well as the Governor and the State Legislature. (Effective December 12, 2020)	All use of force incidents including those that lead to deaths are reported to the state.	Complete
NYS Mandate - 7	NYSM – 7. Recording of Law Enforcement Activity	Provides that a person not under arrest or in the custody of a law enforcement official has the right to record police activity and to maintain custody and control of that recording and of any property or instruments used by that person to record such activities. A person in custody or under arrest does not, by that status alone, forfeit such right to record. (Effective July 13, 2020)	Incorporated into Department Policies in 2020. Include in in-service training.	Complete Q1-2 - 2021

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NY State Mandated Changes	Reform Item	Description	KENT PD Action	Status
NYS Mandate - 8	NYSM – 8. Provide the Public Access to Personnel Records of Deputies and Correctional Officers	Repeal of Civil Rights Law 50-a, which had made all personnel records used to evaluate the performance toward continued employment or promotion of police officers, firefighters, paramedics, correction officers or peace officers confidential and not subject to inspection or review without the individual's express written consent or a court order. This legislation also amends the New York State Freedom of Information Law (FOIL), subjecting any record created in furtherance of a law enforcement disciplinary proceeding to disclosure under FOIL. The new FOIL provisions require specific sensitive personal information, including medical history, to be redacted from such records prior to being disclosed. (Effective June 13, 2020)	Department procedure already in place. Town Clerk forwards FOIL requests to the department, which complies with the request.	Complete

KENT PD Reform Plan

B. POLICE DEPARTMENT POLICY REVISIONS

The list below summarizes policy revisions recommended by the Town Police Reform Panel and adopted by the Town of Kent Police Department.

LAW ENFORCEMENT CODE OF ETHICS, MISSION STATEMENT AND OATH OF HONOR

Minor edits to wording

POLICY 300 – USE OF FORCE

- Made updates to policy that reflect changes to NYS law
- 300.1 – added additional language to better describe objective reasonableness standard for the benefit of members of the public who will read the policy
- 300.1.1 – Definitions – added the definition of “Objectively Reasonable”
- 300.6 – added language “medical considerations to include not only physical distress or injury but also mental health issues or mental illness distress”
- This policy will be uploaded to the Town and Department websites for the public to read

POLICY 320 – STANDARDS OF CONDUCT

- 320.2 – added sentence to the beginning of the section “It is the policy of the Kent Police Department that officers shall conduct themselves both on and off duty in a manner that reflects high ethical standards consistent with the values and mission established by this agency and the expectations of the community it serves.”
- 320.4 – added “all current” policies to first sentence of second paragraph.
- 320.5.3 – changed the order of the sentences in the second paragraph.
- 320.5.4 – in (a) took out the word “unwelcome” and in (c) took out the words “as a result of an investigation.”
- 320.5.8 – in (h) added the wording “, or while wearing department issued uniforms or clothing that identifies a member as an officer on duty.”
- 320.5.9 – added additional sub section (r) See Department Use of Social Media Policy (322) and Speech, Expression and Social Networking Policy (1030) for further guidance.”

POLICY 322 – DEPARTMENT USE OF SOCIAL MEDIA

- 322.4 – in (g) added “and public relations”.
- 322.5 – modified opening sentence to include language originally in a subsection “Any content that has not been properly authorized by this policy or a supervisor is prohibited.” Also added subsection (h) “Any content that endorses, supports, opposes or contradicts any political campaign or initiative.”
- 322.6 – modified the training section to be more tailored to Kent Police specifically.

POLICY 401 – BIAS-FREE POLICING

- Changed title of policy from “Bias-based Policing” to “Bias-free Policing”.

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- 401.1 – changed first sentence to read “This policy provides guidance to department members that affirms the Kent Police Department’s commitment to fair and bias-free treatment of all people and to clarify the circumstances in which agency personnel may consider specified characteristics when carrying out duties.”
- 401.1.1 – changed the “Bias-based policing” definition to the one listed in the International Association of Chiefs of Police model policy. Also added the following definitions to the section: “Fair and Bias-free Treatment”, “Police Services” and “Specified Characteristics”.
- 401.3 – added more inclusive and descriptive language to the first paragraph and changed the first part of the second paragraph based on language found in the IACP model policy. Also added a third paragraph which reads “Restrictions on the use of specified characteristics do not apply to law enforcement activities or police services designed to strengthen the agency’s relationship with its diverse communities.”
- 401.5 – took out existing subsection (c) and added a new (c) which reads “Supervisors shall respond to violations of this policy with training, counseling, discipline, or other remedial intervention as appropriate to the violation.” Also added subsection (d) which reads “Supervisors shall ensure that those who report instances of biased policing are not subject to retaliation.”
- 401.6 – in first sentence replaced “objective” with “bias-free.” Also added sentence “All agency personnel will receive basic and periodic in-service training and, where deemed necessary, remedial training on subjects related to fair and bias-free policing, to include legal aspects and the psychology of bias.”

POLICY 1010 - PERSONNEL COMPLAINTS

- Replaced existing “Personnel Complaint Form” with a “Quality of Service Evaluation Form” which enables the public to file either a personnel complaint OR commendation. All language in the policy which referenced a Personnel Complaint Form was replaced with the title of the new form.
- Will be placing this policy as well as the Quality of Service Evaluation Form on the Town and Department websites and have the forms available in the PD lobby.
- Will make the online version of the Quality of Service Evaluation Form in a fillable PDF format.
- Alongside the policy and form mentioned above, we will also post on the websites links to other agencies that the public can contact for more serious complaints.

POLICY 1030 – SPEECH, EXPRESSION AND SOCIAL NETWORKING

- 1030.1 – added the word “public” to all forms of communication in the second paragraph
- 1030.3 – added more bullet points
- 1030.4.1 – at the end of the section added “(See the Standards of Conduct Policy Section 320.5.8 (g) for more information on improper political activity.)”

KENT PD Reform Plan

C. RECOMMENDATIONS AND ACTION PLANS

Recommendations in this section are based on panel discussions, surveys and community feedback sessions.

Category	Reform Item	Description	KENT PD Actions	Completion Timeline
Equality & Social Justice	ESJ-1. Diversify & Increase Candidate Recruitment Pools	Take proactive steps to increase the diversity of the candidate pools of newly hired officers.	<p>Conduct outreach to community groups to increase interaction with youth and potential employees.</p> <p>Use social media to attract diverse candidates and raise awareness of available positions and Civil Service requirements</p> <p>Through the Drug Abuse Resistance and Education (DARE) program, encourage students to apply for the Police Explorer program.</p>	<p>When COVID circumstances permit</p> <p>Q4 - 2021</p> <p>When COVID circumstances permit</p>
Equality & Social Justice	ESJ-2. Expand Diversity and Implicit Bias Awareness Training	<p>Expand diversity awareness training to include marginalized populations as well as training to recognize and overcome implicit bias.</p> <p>Require Procedural Justice Training.</p>	<p>Implicit Bias Awareness:</p> <ul style="list-style-type: none"> Require annual training in Implicit Bias Awareness for all Kent PD officers, per policy. Have all officers complete an initial training in Implicit Bias Awareness. Have one officer earn certification as an Implicit Bias Awareness instructor. <p>Procedural Justice:</p> <ul style="list-style-type: none"> Require annual Procedural Justice Training for all Kent PD officers, per policy. Have all officers complete an initial training in Procedural Justice. Have one officer earn certification as a Procedural Justice Instructor. 	<p>Complete</p> <p>Complete</p> <p>Q1 - 2022</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>

KENT PD Reform Plan

Category	Reform Item	Description	Reform Action	Completion Timeline
Transparency & Accountability	TA-1. Increase public awareness of existing Personnel Complaint Review Process	Inform community members of the mechanisms for initiating a personnel complaint via the Kent PD feedback form and/or the Town Supervisor/Town Board.	Highlight the revised feedback form on the Kent PD website and social media channels. Include information on the process for making a complaint directly to the Town Board.	Q3 - 2021
Transparency & Accountability	TA-2 Form an ongoing Police/Community Collaborative Panel	Form a Town panel that will meet with the Town Supervisor, the Chief of Police, the Lieutenant and a member of the PBA at least semi-annually to discuss policies and procedures and community relations efforts.	Resolution by Town Board, advertise for volunteers in local press and social media channels.	Q2 - 2021
Transparency & Accountability	TA-3 Body Cameras	Implement use of body cameras for all officers while on duty.	Present results of Body Camera Pilot Program and cost estimates to Town Board.	Q2 – 2021
			Purchase/lease additional body cameras.	Q4 – 2021
			Modify policies to reflect best practices in body camera usage.	Q4 – 2021

KENT PD Reform Plan

Category	Reform Item	Description	Reform Action	Completion Timeline
Community Relations	CR-1. Conduct Public Education on Policing Practices	Increase the transparency of policing methods and governance by educating the public on these practices.	Kent PD Community Relations Officer will post information and blogs on Kent PD website and social media channels.	2021 ongoing
Community Relations	CR-3. Strengthen Community Safety Training Programs	Increase the frequency of safety trainings for the community; develop additional programs and/or make existing programs available online where possible. These trainings help enhance their safety knowledge and support better relations.	<p>Inform the community about safety programs the Kent PD makes available to the community upon request e.g., Active Shooter, Internet Safety Scam Awareness, Car Seat Safety (Announce at Town Board meetings, post on website and social media).</p> <p>Offer one or more safety trainings online.</p> <p>Resume the DARE program.</p>	<p>Q3 - 2021</p> <p>Q1 - 2022</p> <p>When COVID circumstances permit</p>
Community Relations	CR-4. Establish & Promote Community Programs to Increase Law Enforcement Visibility in the Community	Develop and execute programs that bring law enforcement officers and citizens together in forums where they talk to one another, share thoughts and promote interactions which support the building of positive relationships.	<p>Resume community engagement programs such as "Coffee with a Cop" for department personnel to interact personally with citizens and/or to inform them about police operations and services.</p> <p>Kent PD Community Relations Officer will post films and blogs of community events on Kent PD website and social media channels.</p> <p>Develop additional community engagement programs, including online programming that can be offered during COVID.</p>	<p>When COVID circumstances permit</p> <p>When COVID circumstances permit</p> <p>Q2 - 2021</p>

KENT PD Reform Plan

Category	Reform Item	Description	Reform Action	Completion Timeline
Operational Policies & Procedures	OPR-1. Improve Selection & Promotion Methods by Requiring Candidates to Meet Additional Standards	Require candidates to meet additional criteria to help ensure a higher quality pool of candidates for new hires and transfers from other departments.	Enhance selection methods for new hires and transfers: <ul style="list-style-type: none"> Require a standardized comprehensive background investigation in accordance with LEAP standards. Require a psychological exam for transfers and new hires. 	Complete Q1 - 2022
Operational Policies & Procedures	OPR-2. Initiate Anonymous Quality Assurance Feedback Channel	Allow citizens & officers to submit feedback anonymously via feedback form on website.	Indicate on website that anonymous complaints may be made (via phone calls, the Attorney General's Office of Special Investigation, etc.) but if individuals submit complaints anonymously, they will not receive follow-up unless they contact the department at a later date.	Q3 - 2021
Operational Policies & Procedures	OPR-3. Improve Collaboration with Mental Health Agencies	Partner with Putnam County Mental Health to continue mental health training for officers.	Continue to keep lines of communication open with Putnam County for updated trainings.	Ongoing
Operational Policies & Procedures	OPR-4. Improve Support For Addressing Mental Health Challenges of Officers	Encourage/require use of existing mental health support programs.	Require that officers seek mental health services after certain kinds of incidents. Continue to encourage use by officers and their family members of the Town's Employee Assistance Program and First Line (peer-to-peer support network).	Q4 - 2021 Ongoing
Operational Policies & Procedures	OPR-5. RMS Community Alerts System	Allow community members to enter alerts in history section of Kent PD Incident reporting system (RMS) about individuals in the household who have special considerations or heightened needs (disabilities, mental health issues, etc.)	Train dispatchers to enter the information in the RMS system in a consistent manner. Develop web form and publicize to community via website.	Q4 - 2021 Q4 - 2021

KENT PD Reform Plan

Category	Reform Item	Description	Reform Action	Completion Timeline
Training	T-1. Expand De-Escalation Training	Continue to incorporate de-escalation in in-service training.	<p>Seek opportunities for personnel to obtain certification as a trainer for de-escalation techniques.</p> <p>Require participation in NYMIR (NY Municipal Insurance Reciprocal) online trainings relevant to de-escalation, communication and/or mental health challenges.</p> <p>See ESJ 3- above</p>	<p>Q4 - 2021</p> <p>Ongoing</p>

IV. APPENDIX

A. GOVERNOR CUOMO'S EXECUTIVE ORDER 203



No. 203

EXECUTIVE ORDER

NEW YORK STATE POLICE REFORM AND REINVENTION COLLABORATIVE

WHEREAS, the Constitution of the State of New York obliges the Governor to take care that the laws of New York are faithfully executed; and

WHEREAS, I have solemnly sworn, pursuant to Article 13, Section 1 of the Constitution, to support the Constitution and faithfully discharge the duties of the Office of Governor; and

WHEREAS, beginning on May 25, 2020, following the police-involved death of George Floyd in Minnesota, protests have taken place daily throughout the nation and in communities across New York State in response to police-involved deaths and racially-biased law enforcement to demand change, action, and accountability; and

WHEREAS, there is a long and painful history in New York State of discrimination and mistreatment of black and African-American citizens dating back to the arrival of the first enslaved Africans in America; and

WHEREAS, this recent history includes a number of incidents involving the police that have resulted in the deaths of unarmed civilians, predominantly black and African-American men, that have undermined the public's confidence and trust in our system of law enforcement and criminal justice, and such condition is ongoing and urgently needs to be rectified; and

WHEREAS, these deaths in New York State include those of Anthony Baez, Amadou Diallo, Ousmane Zango, Sean Bell, Ramarley Graham, Patrick Dorismond, Akeil Gunley, and Eric Garner, amongst others, and, in other states, include Oscar Grant, Trayvon Martin, Michael Brown, Tamir Rice, Laquan McDonald, Walter Scott, Freddie Gray, Philando Castile, Antwon Rose Jr., Ahmaud Arbery, Breonna Taylor, and George Floyd, amongst others.

WHEREAS, these needless deaths have led me to sign into law the Say Their Name Agenda which reforms aspects of policing in New York State; and

WHEREAS, government has a responsibility to ensure that all of its citizens are treated equally, fairly, and justly before the law; and

WHEREAS, recent outpouring of protests and demonstrations which have been manifested in every area of the state have illustrated the depth and breadth of the concern; and

WHEREAS, black lives matter; and

WHEREAS, the foregoing compels me to conclude that urgent and immediate action is needed to eliminate racial inequities in policing, to modify and modernize policing strategies, policies, procedures, and practices, and to develop practices to better address the particular needs of communities of color to promote public safety, improve community engagement, and foster trust; and

WHEREAS, the Division of the Budget is empowered to determine the appropriate use of funds in furtherance of the state laws and New York State Constitution; and

WHEREAS, in coordination with the resources of the Division of Criminal Justice Services, the Division of the Budget can increase the effectiveness of the criminal justice system by ensuring that the local police agencies within the state have been actively engaged with stakeholders in the local community and have locally-approved plans for the strategies, policies and procedures of local police agencies; and

KENT PD Reform Plan

NOW, THEREFORE, I, Andrew M. Cuomo, Governor of the State of New York, by virtue of the authority vested in me by the Constitution and the Laws of the State of New York, in particular Article IV, section one, I do hereby order and direct as follows:

The director of the Division of the Budget, in consultation with the Division of Criminal Justice Services, shall promulgate guidance to be sent to all local governments directing that:

Each local government entity which has a police agency operating with police officers as defined under 1.20 of the criminal procedure law must perform a comprehensive review of current police force deployments, strategies, policies, procedures, and practices, and develop a plan to improve such deployments, strategies, policies, procedures, and practices, for the purposes of addressing the particular needs of the communities served by such police agency and promote community engagement to foster trust, fairness, and legitimacy, and to address any racial bias and disproportionate policing of communities of color.

Each chief executive of such local government shall convene the head of the local police agency, and stakeholders in the community to develop such plan, which shall consider evidence-based policing strategies, including but not limited to, use of force policies, procedural justice; any studies addressing systemic racial bias or racial justice in policing; implicit bias awareness training; de-escalation training and practices; law enforcement assisted diversion programs; restorative justice practices; community-based outreach and conflict resolution; problem-oriented policing; hot spots policing; focused deterrence; crime prevention through environmental design; violence prevention and reduction interventions; model policies and guidelines promulgated by the New York State Municipal Police Training Council; and standards promulgated by the New York State Law Enforcement Accreditation Program.

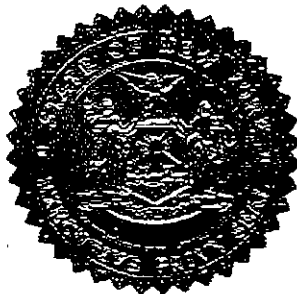
The political subdivision, in coordination with its police agency, must consult with stakeholders, including but not limited to membership and leadership of the local police force; members of the community, with emphasis in areas with high numbers of police and community interactions; interested non-profit and faith-based community groups; the local office of the district attorney; the local public defender; and local elected officials, and create a plan to adopt and implement the recommendations resulting from its review and consultation, including any modifications, modernizations, and innovations to its policing deployments, strategies, policies, procedures, and practices, tailored to the specific needs of the community and general promotion of improved police agency and community relationships based on trust, fairness, accountability, and transparency, and which seek to reduce any racial disparities in policing.

Such plan shall be offered for public comment to all citizens in the locality, and after consideration of such comments, shall be presented to the local legislative body in such political subdivision, which shall ratify or adopt such plan by local law or resolution, as appropriate, no later than April 1, 2021; and

Such local government shall transmit a certification to the Director of the Division of the Budget to affirm that such process has been complied with and such local law or resolution has been adopted; and

The Director of the Division of the Budget shall be authorized to condition receipt of future appropriated state or federal funds upon filing of such certification for which such local government would otherwise be eligible; and

The Director is authorized to seek the support and assistance of any state agency in order to effectuate these purposes.



BY THE GOVERNOR

A handwritten signature in black ink, appearing to be "Mr. C.", written over a horizontal line.

Secretary to the Governor

GIVEN under my hand and the Privy Seal of the
State in the City of Albany this
twelfth day of June in the year two
thousand twenty.

A handwritten signature in black ink, appearing to be "Andrew M. Cuomo", written over a horizontal line.

KENT PD Reform Plan

B. SUMMARY OF MEETINGS

September 2020: Town of Kent Supervisor Maureen Fleming solicited applications from Kent residents to join the Kent Stakeholders Panel as part of Police Reform and Reinvention.

October 2020: Kent Panel was created and consisted of the following members: Maureen Fleming, Chief Kevin Owens, Lt Tara Flynn and 9 Town of Kent residents. Meetings were conducted weekly via Zoom due to Covid-19 restrictions. Over time, the number of resident panelists dropped from 9 to 7.

Meetings Summary:

10/23/20: Initial meeting, introductions, goals of the panel, schedule of future meetings. Initial general overview of Use of Force.

11/2/20: KPD Use of Force Policy Review. Discussion topics included: KPD Taser inventory & deployment, mental health as a public health crisis and the PD's desire for a county Mobile Crisis Unit, Officer mental health and the Town EAP program, the perception of ERT equipment such as the APC (armored personnel carrier) seen as a military "tank" and discussed its use. Panel decided on creating a survey to distribute to KPD officers to try and better understand how they feel and what they would like to see happen. (see appendix for survey results)

11/9/20: A Panel Member submitted possible survey questions which were discussed at length and edited, KPD Officer Survey created. Discussion topics included: different ideas for PD community outreach, possibility of creating a Mental Health/Mental Illness/Physical Disability Registry to pre-inform officers when responding to locations and tailoring response accordingly.

11/16/20: A Panel Member submitted additional Officer Survey questions in order to facilitate the hard conversations regarding implicit bias and systemic racism. She also recommended a type of program where officers meet with BIPOC community members in a more relaxed social situation as outreach and familiarity. Discussed the outline of the NYS Police Reform & Reinvention Collaborative Guide issued by Cuomo's office. Continued to work on draft of KPD Officer Survey.

11/23/20: KPD Officer Survey was finalized and created in SurveyMonkey.com, panelists will be taking it first to work out any edits that may need to happen before its distributed to officers. Review of KPD Personnel Complaints Policy and the Personnel Complaint Form.

11/30/20: KPD Policy Review: Bias-Based Policing, Anti-Retaliation, Duty to Intercede (part of Use of Force Policy). Changing Personnel Complaint Form to Quality of Service Evaluation Form where for the public to use for complaints or commendations. Discussion topics: Order of Protection procedures, the admins of KPD must create an atmosphere and culture where officers feel safe to report misconduct, Implicit Bias and Duty to Intercede training (KPD will be participating in Spring 2021), the need for grants to help pay for more training and other programs instituted as a result of this collaborative. Different ideas for KPD transparency, public ability to make complaints without fear of retaliation. Ideas for community outreach: online forum for public to get to know officers, virtual training like citizen academy classes,

KENT PD Reform Plan

school programs, volunteer groups like PAL (police athletic league) Kent Recreation "Live" programs online.

12/9/20: Chief discussed proposed Putnam County survey of the public by County Committee, Kent Panel decided to create a Kent Resident Community Survey of KPD only. Discussed ideas on how to distribute to the public, worked on draft of the survey using the County survey as a template. Discussion about the Black Lives Matter movement and the Thin Blue Line societal tensions and misconceptions.

12/14/20: A Panel Member sent out a link to the group for free cultural training <https://www.bestcolleges.com/blog/online-courses-racial-justice/>. A Panel Member has chosen to quit the Kent Panel, rehashed last meetings discussion on Thin Blue Line. Finalized the Kent Community Survey with numerous corrections/revisions. KPD Officer Survey to be sent out today due 12/21. On 12/18/20, Supervisor Fleming made public notice (press release, website etc.) of Kent Community Survey due by 01/04/21.

12/21/20: Minor corrections to Kent Community Survey and discussion about deployment strategy. Discussion topics included: No-Knock Warrants, a Panel Member expressed interest in getting involved with Kent hired grant writer to assist with finding PD grants, KPD Officer Survey results. It is apparent from the results of the survey and the pushback by officers that the survey made them defensive. The Chief and LT will try to do a better job of explaining the Panel process and try to include them more in meetings so they understand better. Another thing that is apparent by the results is the lack of acknowledgement of inherent bias therefore it is absolutely necessary to have Implicit Bias training. Officers are in favor of mandatory mental health care after critical incidents and disturbing calls.

01/04/21: Kent Community Survey results, received 263 responses and most were positive about KPD and its officers. Discussion topics included: EAP and pre-hire psych exam, Panel suggested possibility of incorporating psych exam every few years throughout an officer's career; possibility of putting up pics of officers on PD website so that the public can see that we have females and persons of color on the force; a Panel Member sent a link to the Panel for a film about 2 Texas Officers who created a Mental Crisis Unit, suggested a community viewing; the PD needs to do more community outreach/education such as VLOG on meeting the officers, explaining training and acknowledging social issues; the Panel's need for guidance on constructing the final Reform Plan and how to submit it to the State.

01/11/21: Revised Quality of Service Evaluation Form to exclude gender options and other minor revisions, also discussed several revisions to KPD Standards of Conduct Policy.

01/19/21: Reviewed KPD Mission Statement & Oath of Honor as well as Code of Ethics with minor wording changes to each. Review of KPD Department Use of Social Media Policy as well as KPD Speech, Expression & Social Networking Policy. Discussed the need for KPD to utilize social media more for community outreach and education.

02/05/21: Officer Jason Knapp attended meeting and spoke about his role as Community Relations Officer/Vlogger and Procedural Justice Instructor. Discussion topics included:

KENT PD Reform Plan

Summary of Policy Review revisions, summary of meeting notes, Reform Plan format (actionable items, goals with dates), ideas for better community outreach, PD to plan community events rather than just participating in order to better tailor to the marginalized demographics of the community but invite everyone to attend, undocumented immigrants in Kent and that KPD doesn't have a reputation as deportation agents, mental health crisis uniformity of response across all county police departments, LGBTQIA+ community policies is there a need for specific policy or that Bias-Free Policing covers the topic, CAD/RMS issues and the hope that the coming upgrade will help solve issues, making the Quality of Service Evaluation Form available in Spanish, the fact that the Town website has the ability to translate its content into numerous other languages, minor word changing in KPD Speech, Expression & Social Networking Policy. The Chief and Supervisor Fleming discussed the shortcomings of the Putnam County Reform Committee and the contentious meeting that was held a few nights earlier, the sub-committees are angry and feel their input was not solicited or included in the County's Draft Reform Plan. County's public hearing was changed from 02/09/21 to 02/17/21. On Monday's meeting the Kent Panel will go over the final Reform Plan construction. Supervisor Fleming discussed the certification process and that the Board will opt to make the Plan a Town Resolution rather than a Town Law (the choice is theirs based on the guidance from the State), will make the process easier in order to meet the April 1st deadline.

02/08/21: A Panel Member invited three representatives from the People of Color Subcommittee of the Putnam County Police Review Panel to view our meeting. A representative discussed the issue between their group and the PCSO which led to a meeting between the People of Color Subcommittee of the Putnam County Police Review Panel and Putnam County law enforcement to not take place back on 12/22/20. A representative stated that they had wanted to have the meeting on their group's zoom channel so that they could present a production they had created and also have more than three members from their group in attendance. The Sheriff did not agree to this and so therefore members from each group did not attend the meeting on the respective zoom channels. Chief Owens and Lt Flynn were not aware of the details previously. The Kent Panel was provided with the information to view the production on either the Facebook page for Putnam for Black Lives (posted on 12/28/20) or on their YouTube channel. All panel members will view the production for discussion at next week's meeting and also agreed to meet with the People of Color Subcommittee of the Putnam County Police Review Panel again at a later date. Further discussion was held on how to create the Kent Plan with a Panel Member volunteering to write the plan with the assistance of Lt Flynn. All Panel Members agreed they preferred the Steuben County model, although the DeWitt model had a good introduction. The panel also discussed Hope Not Handcuffs which is a diversion program that KPD participates in. A Panel Member to look into setting up a community event with the town and the director of the film about the Texas police officers who created a Mobile Crisis unit in their department. All panel members agreed to an actionable item to be included in the plan is for this Panel to exist even after the mandated deadline in some fashion to continue to work community outreach, public education and PD policy review.

KENT PD Reform Plan

02/16/21, 02/22/21, 02/26/21 and 03/01/21: Panel Members met to discuss, edit and finalize the Town of Kent Police Reform and Reinvention Plan.

Putnam County Committee Meetings: Chief Owens, Lt Flynn and Supervisor Fleming attended most, if not all, of the meetings held by the County Legislature. Those meetings were held in person at the TOPS Building initially but moved to online due to Covid-19 restrictions.

08/13/20, 09/15/20, 09/29/20, 10/13/20, 10/27/20, 11/10/20, 11/24/20, 12/08/20, 12/22/20 and 01/12/21.

Additionally, Chief Owens and Lt Flynn also joined administrators from Putnam County Sheriff's Office and Carmel Police Department to meet with various Putnam Stakeholder Groups as follows:

09/29/20: Met with Putnam Defense Attorneys Joe Tock, Chris Maher, Chris York, Mary Jane Macrae and Pete Reynolds. They stated they are not seeing issues with police misconduct in areas of use of force or racial bias with their clients in Putnam County.

11/17/20: Members of Clergy from various religious institutions in Putnam County

12/01/20: Mahopac for Racial Justice

12/03/20: Sherry Grimes-Jenkins member of NAACP who is trying to get a Putnam Chapter started.

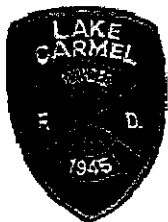
12/10/20: David Squirrel from Putnam Legal Aid-comments mirrored those of the defense attorneys as stated above.

12/15/20: Putnam Progressives

01/14/21: Putnam Pride

02/03/21: Chief Owens and Supervisor Fleming attended County BIPOC meeting via Zoom. 7-9:30pm

02/17/21: Public Hearing on the Draft County Police Reform Plan



Lake Carmel Fire Department

851 Route 52
Carmel, NY 10512

Phone: (845) 225-3730 – Fax: (845) 225-0460



Chief

Justyn Lewis

1st Asst. Chief

Ken Luanzinger

2nd Asst. Chief

Donald Lowndes

President

Ryan Benson

Vice President

Ed. Schaeffler Jr.

Members of the Lake Carmel Fire Department who qualified for the Service Awards Program for 2020.

Adams, J.	Lowndes, D.
Bellmio, T.	Madsen, M.
Bellmio, T.A.	Madsen, S.
Benson, Robert	McCarthy, F.
Benson, Bob Sr.	Ment, E.
Benson, Ryan	Miale, F.
Bradshaw, M.	Morin, R.
Cecere, V.	Mueller, C.
Cranston, J.	Norcini, J.
Dellaripa, C.	Perrault, A.
Donohue, T.J.	Piekarski, R.
Dzubak, M.	Pinto, S.
Ehret, T.	Pixley, A.
Fiorentino, V.	Rodda, M.
Fitzsimmons, M.	Rodriguez, L.
Forbes, W.	Rose, J.
Gaffney, J.	Rose, M.
Gallagher, D.	Ryan, Jess
Gallagher, J.	Schaeffler, E.
Gannon, D.	Schaeffler, E. Jr.
Gamache, L.	Schaniel, R.
Hallisey, E.	Schlegel, R.
Hill, D.	Scott, E.
Iannarelli, E.	Shannon, C.
Iannarelli, M.	Smith, R.
Keck, E.	Sorbellini, S.
Launzinger, K.	Sullivan, T.
Lewis, C.	Walters, W.
Lewis, J.	Wiegand, S.



Public Employer Health Emergency Plan for the Town of Kent

date of approved plan

This plan has been developed in accordance with NYS legislation S8617B/A10832.

Promulgation

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable.

This plan has been developed with the input of the Town of Kent Police Benevolent Association, Inc, the International Brotherhood of Teamsters, Local 456 and the United Federation of Police Officers, as required by the amended New York State Labor Law.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or district, as represented by the signature of the authorized individual below.

As the authorized official of the Town of Kent, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832 which amends New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable, to address public health emergency planning requirements.

Signed on this day: date

By: Maureen Fleming

Signature: _____

Title: Town Supervisor

Record of Changes

Date of Change	Description of Change	Implemented by

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Purpose, Scope, Situation Overview, and Assumptions

Purpose

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

Scope

This plan was developed exclusively for and is applicable to the Town of Kent. This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees and contractors, and the continuity of our operations that we have promulgated this plan.

Situation Overview

On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus, which causes the COVID-19 severe acute respiratory syndrome. This plan has been developed in accordance with amended laws to support continued resilience for a continuation of the spread of this disease or for other infectious diseases, which may emerge and cause a declaration of a public health emergency.

The health and safety of our employees and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to use [CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe](#). The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently, including:
 - After using the restroom
 - After returning from a public outing
 - After touching/disposing of garbage
 - After using public computers, touching public tables, and countertops, etc.
- Practice social distancing when possible
- If you are feeling ill or have a fever, notify your supervisor immediately and go home
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately
- Clean and disinfect workstations at the beginning, middle, and end of each shift
- Other guidance, which may be published by the CDC, the State Department of Health, or County health officials.

Planning Assumptions

This plan was developed based on information, best practices, and guidance available as of the date of publication. The plan was developed to largely reflect the circumstances of the current Coronavirus pandemic but may also be applicable to other infectious disease outbreaks.

The following assumptions have been made in the development of this plan:

- The health and safety of our employees and contractors, and their families, is of utmost importance
- The circumstances of a public health emergency may directly impact our own operations.
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety
- The public and our constituency expects us to maintain a level of mission essential operations
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor
- Per S8617B/A10832, 'essential employee' is defined as a public employee or contractor that is required to be physically present at a work site to perform their job
- Per S8617B/A10832, 'non-essential employee' is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job

Concept of Operations

The Town Supervisor of the Town of Kent, their designee, or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Town Supervisor.

Upon the determination of implementing this plan, all employees and contractors of the Town of Kent shall be notified by electronic mail, with details provided as possible and necessary, with additional information and updates provided on a regular basis. Town employees and the general public will be notified of pertinent operational changes by way of emails and updates on the Town website. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Town Supervisor of the Town of Kent will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Town Supervisor of the Town of Kent, their designee, or their successor will maintain awareness of information, direction, and guidance from public health officials and the Governor's office, directing the implementation of changes as necessary.

Upon resolution of the public health emergency, the Town Supervisor of the Town of Kent, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

Mission Essential Functions

When confronting events that disrupt normal operations, the Town of Kent is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, contractors, and our constituency
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of the Town of Kent

The Town of Kent has identified as critical only those priority functions that are required or are necessary to provide vital services. During activation of this plan, all other activities may be suspended to enable the organization to concentrate on providing the critical functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications with employees, contractors, our constituents, and other stakeholders will be an ongoing priority.

Essential functions are prioritized according to:

- The time criticality of each essential function
- Interdependency of a one function to others
- The recovery sequence of essential functions and their vital processes

Priority 1 identifies the most essential of functions, with priority 4 identifying functions that are essential, but least among them.

The mission essential functions for the Town of Kent have been identified as:

Essential Function	Description	Priority
Police	All police functions	1
Snow Plowing, Road Repair and Road Maintenance	Maintains the roads in drivable condition.	1
Finance	Processes Town payroll and ensures that Town vendors and contractors are paid.	1
Licenses and Certificates	Marriage licenses, death certificates	2
Information Technology	Provides all hardware and software for the town. Maintains the town's network and phone system.	2
Sanitation	Provide garbage and recycling pickup in the District	1
Municipal Repair	Ensure Town vehicles including, but not limited to, police vehicles and highway vehicles, are maintained and in working order during emergencies	1

Collecting taxes	Collecting taxes	2
Recreation	Recreational activities	4
Parks	Maintain parks and Town Center	2
Facilities Maintenance	Maintains buildings and grounds at Town Center	1
Human Resources	Ensures all scheduling and paperwork regarding employees and retirees, including, but not limited to, health insurance, unemployment, new hires, drug testing is completed	3
Building permits and inspections	Ensures that the Town Code is complied with regarding new buildings and renovations	3
Fire inspections	Ensures compliance with code	4
Code enforcement	Ensures that the property maintenance code is complied with	2
Assessing	Valuates properties in Town and processes exemptions	4
Planning	Guide the orderly growth and development of the community	4
Zoning	Regulate the use, placement of structures, and other such requirements for every parcel of land, as well as grant variances	4
Lake Carmel Park District	Maintains grounds and beaches in the Lake Carmel Park District	2

Essential Positions

Each essential function identified above requires certain positions on-site to effectively operate. The table below identifies the positions or titles that are essential to be staffed on-site for the continued operation of each essential function. Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section.

Essential Functiona	Essential Positions/Titles	Justification for Each
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Policing	Chief of Police Lieutenant Sergeants Detective Sergeant Detective Police Officers Dispatchers	The Police Department is essential to respond to emergencies of all types, ensure the safety and security of individuals within the confines of the Town and maintain order.
Snow removal, road repair, road maintenance	<ul style="list-style-type: none"> Highway Department Superintendent Highway Supervising Crew Chief Highway Crew Chiefs, CEO's, MEO's, Laborer 	During emergencies, it is essential to have Town roads maintained and kept clear to allow emergency vehicles to traverse the Town and to allow Town residents to access supermarkets, pharmacies and places of employment.
Facilities Maintenance	Facilities Maintenance Worker	Maintains buildings and grounds at Town Center
Finance	Director of Finance Payroll Clerk	Ensures Town payroll is met and vendors and contractors are paid
Licenses and certificates, performs marriages, POH requests, maintenance of Town records	Town Clerk Deputy Town Clerks Records Clerks	Issues death certificates and marriage licenses. Also performs marriages. Issues other necessary licenses and maintains Town records.
Sanitation	Crew Chief CEO's MEO's Laborers Sanitation Clerk	Sanitation is essential to ensure that the garbage and recycling in the District are picked up and do not pile up leading to dangerous and unsanitary conditions and vermin.
Municipal Repair	Service Manager Mechanics	Town vehicles, including but not limited to Police, Highway and Sanitation vehicles, must be maintained in working order at all times.
Parks	Crew Chief Park Maintenance Worker	Maintain parks and Town Center

Lake Carmel Park District	Crew Chief CEO Laborer	Maintains grounds and beaches in the Lake Carmel Park District
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Reducing Risk Through Remote Work and Staggered Shifts

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites and on public transportation.

Remote Work Protocols

Essential non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so to the greatest extent possible. Working remotely requires:

1. Identification of staff who will work remotely
2. Approval and assignment of remote work
3. Equipping staff for remote work, which may include:
 - a. Internet capable laptop
 - b. Necessary peripherals
 - c. Access to VPN and/or secure network drives
 - d. Access to software and databases necessary to perform their duties
 - e. A solution for telephone communications
 - i. Note that phone lines may need to be forwarded to off-site staff

Essential and non-essential department heads able to accomplish their functions remotely will be provided the necessary tools to work remotely. Non-department heads will be provided such tools on an as needed basis. Remote access to emails and other work-related software will be provided. Incoming department phone calls will either be forwarded to the department head or voice messages will be retrieved and responded to remotely. This does not apply to the Town Courts as their procedures are determined by the Administrative Judge of the 9th Judicial District and the Town has no jurisdiction in any of the matters determined by the Administrative Judge.

Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties that are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, the Town of Kent will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

1. Identification of positions for which work hours will be staggered
2. Approval and assignment of changed work hours

Whenever a department head has more than two employees, that department may institute staggered work hours such as one day or week in the office and one day or week out. Workers who are assigned to work from home shall work the same hours they would work if in the office.

Personal Protective Equipment

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE which may be needed can include:

- Masks
- Face shields
- Gloves
- Disposable gowns and aprons

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, we are including these supplies in this section as they are pertinent to protecting the health and safety of our employees and contractors.

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location
2. Procurement of PPE
 - a. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee and contractor during any given work shift for at least six months
 - b. Public employers must be able to mitigate supply chain disruptions to meet this requirement
3. Storage of, access to, and monitoring of PPE stock
 - a. PPE must be stored in a manner which will prevent degradation
 - b. Employees and contractors must have immediate access to PPE in the event of an emergency
 - c. The supply of PPE must be monitored to ensure integrity and to track usage rates

The Town Supervisor will make every effort to ensure that adequate and appropriate PPE is available and provided to each department. The department head shall monitor the need for additional PPE and request such from the Town Supervisor. The Town Supervisor will coordinate the procurement of necessary PPE and cleaning supplies from Putnam County, when available, and from private sources when not available through Putnam County. Sufficient PPE will be stored at the Town Hall, the Kent Police Department and the Town Highway garage.

Staff Exposures, Cleaning, and Disinfection

Staff Exposures

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following CDC guidelines, we have established the following protocols:

- A. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a 'close contact' with someone who is confirmed infected, which is a prolonged presence of fifteen minutes or more within six feet with that person):
1. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current CDC/public health guidance for the communicable disease in question. (This may change or need to be updated as CDC/NYS or Local Health Department requirements change.)
 - a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
 - b. The Town Supervisor must be notified and is responsible for ensuring these protocols are followed.
 - c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing
 2. CDC guidelines for COVID-19 provide that critical essential employees may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and our constituency/public.
 - a. Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
 - b. In-person interactions with the subject employee or contractor will be limited as much as possible.
 - c. Work areas in which the subject employee or contractor are present will be disinfected according to current CDC/public health protocol at least every hour, as practical. See the section on Cleaning and Disinfection for additional information on that subject.
 - d. If at any time they exhibit symptoms, refer to item B below.
 - e. The Town Supervisor is the decision-maker in these circumstances and who is responsible for ensuring these protocols are followed.
- B. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency:
1. Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and visitors. They should immediately be sent home with a recommendation to contact their physician.
 2. Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.
 3. Employees should not return to work until they have met the criteria to discontinue home isolation per CDC/public health guidance and have consulted with a healthcare provider.
 4. The Town of Kent will not require sick employees to provide a negative test result for the disease in question or healthcare provider's note to validate their illness, qualify for sick leave, or return to work; unless there is a recommendation from the CDC/public health officials to do so.
 5. CDC criteria for COVID-19 provides that persons exhibiting symptoms may return to work if at least 24 hours have passed since the last instance of fever without the use of fever-reducing medications. If the disease in question is other than COVID-19, CDC and other public guidance

shall be referenced. (This may change or need to be updated as CDC/NYS or Local Health Department requirements change.)

6. Identify who, by title/position, in the Town of Kent must be informed in these circumstances and who is responsible for ensuring these protocols are followed
- C. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:
1. Apply the steps identified in item B, above, as applicable.
 2. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.
 - a. CDC guidance for COVID-19 indicates that a period of 24 hours is ideally given before cleaning, disinfecting, and reoccupation of those spaces will take place. If this time period is not possible, a period of as long as possible will be given. CDC/public health guidance for the disease in question will be followed.
 - b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
 - c. See the section on Cleaning and Disinfection for additional information on that subject.
 3. Identification of potential employee and contractor exposures will be conducted
 - a. If an employee or contractor is confirmed to have the disease in question, Town of Kent Supervisor or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).
 - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
 4. The Town of Kent Supervisor must be notified in these circumstances and who is responsible for ensuring these protocols are followed

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow CDC/public health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed.

Cleaning and Disinfecting

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

1. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
 - a. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at least hourly by the department head or assigned employee.
 - b. Common areas will be cleaned daily by the contractor employed by the Town.
2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Soiled surfaces will be cleaned with soap and water before being disinfected.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which the Town of Kent is committed to reducing the burden on our employees and contractors. The *Families First Coronavirus Response Act* provided requirements related to the COVID-19 pandemic, which form the policies outlined below. This policy may be altered based upon changes in law or regulation, as applicable.

It is our policy that employees of the Town of Kent will not be charged with leave time for testing. Employees will be provided with up to two weeks (80 hours) of paid sick leave at the employee's regular rate of pay for a period which the employee is unable to work due to quarantine (in accordance with federal, state, or local orders or advice of a healthcare provider), and/or experiencing symptoms and seeking medical diagnosis.

Further, the Town of Kent will provide up to two weeks (80 hours) of paid sick leave at two-thirds the employee's regular rate of pay if the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to federal, state, or local orders or advice of a healthcare provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to the public health emergency, and/or the employee is experiencing a substantially similar condition as specified by the CDC/public health officials. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

Additionally, the Town of Kent will provide up to an additional 10 weeks of paid expanded family and medical leave at two-thirds of the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days by the Town of Kent, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to the public health emergency. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of the Town of Kent, and as such are not provided with paid leave time by the Town of Kent, unless required by law.

Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work, off-site visits, etc. This information may be used by the Town of Kent to support contact tracing within the organization and may be shared with local public health officials.

In such public health emergency, employees and contractors will be required to document dates, times and locations of individuals with whom they came in contact and maintain such log which shall be submitted to the Town Supervisor in the event that such information is necessary to assist public health officials with contact tracing efforts.

Housing for Essential Employees

There are circumstances within a public health emergency when it may be prudent to have essential employees lodged in such a manner which will help prevent the spread of the subject communicable disease to protect these employees from potential exposures, thus helping to ensure their health and safety and the continuity of the Town of Kent's essential operations.

If such a need arises, hotel rooms may be the most viable option. If hotel rooms are for some reason deemed not practical or ideal, or if there are no hotel rooms available, the Town of Kent will coordinate with the Putnam County to help identify and arrange for these housing needs. The Supervisor of the Town of Kent will be responsible for coordinating this.

BE IT FURTHER RESOLVED, that the Town Supervisor is hereby authorized and directed to take all necessary action in order to give effect to this Resolution.

Motion carried unanimously

Resolution #132 - Accept LISC Grant to Assist Town with Vacant Homes Initiative

On a motion by Councilman Huestis

Seconded by Supervisor Fleming with thanks

WHEREAS, Local Initiatives Support Corporation ("LISC") has awarded a grant in the amount of \$50,000.00 (the "Grant") to the Town of Kent for its zombie and vacant one-to-four family house identification, assessment, enforcement, policy and prevention initiatives; and

WHEREAS, the Town Board desires to accept the Grant and to approve and ratify any and all prior action taken by Town Officials in connection therewith;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Kent hereby gratefully accepts the LISC Grant in the amount of \$50,000; and it is

FURTHER RESOLVED, that the Town Board of the Town of Kent hereby authorizes and directs the Supervisor to execute any and all documents necessary to give effect to this resolution.

BE IT FURTHER RESOLVED, that the Town Board of the Town of Kent hereby approves and ratifies all acts heretofore taken by the Town Board, Town Supervisor, and any and all other Town Officials in connection with the subject grant.

Motion carried unanimously

Recognizing Retirement of Bruce Benjamin & Christopher Morris

Supervisor Fleming said Christopher Morris was a Crew Chief with the Highway Department who retired on February 26, 2021 after 32 years of service. He was an asset to the department knowing how to get things done, it is sad to see him go but we wish him well on his retirement. She said on March 4th after 28 years with the Kent Police Department Dispatcher Bruce Benjamin retired, the job of dispatcher is not easy, you need patience and ability to communicate with those in distress and difficult situations. To be able to do that for 28 years is absolutely commendable. Chief Owens said Bruce is an awesome man, he was our midnight dispatcher and gradually went to days, he can't even imagine the amount of people he has helped and has spoken to. He was a big asset to the department and will be hard to replace, he will be missed but wished him well on his retirement.

Resolution #133 - Approval of Vouchers & Claims

On a motion by Councilman Huestis

Seconded by Councilman Ruthven

Resolved: All Vouchers #200158377 - #200158503 and Claims submitted by:

1. City Carting	\$5,893.55	Lake Carmel Garbage
	\$6,108.99	
2. Insite Engineering	\$2,038.40	Ryan's Park Retaining Wall
3. Magna5 MS	\$2,921.55	Network Service
4. Magna5	\$3,898.55	Telephone Service
5. NYS Dept. of Civil Service	\$207,825.37	Health Insurance
6. Tri-Green Maintenance, Inc.	\$2,760.00	Cleaning Services TH Jan/Feb

In the amount of \$317,452.11 may be paid.

Motion carried unanimously

Announcements

- Supervisor Fleming said Congress approved a COVID relief package of 1.9 Trillion dollars, it comes with benefits for individuals and states, county and towns, we are set to receive \$1.4 million dollars.
- There is a clothing drive Saturday 3/20/21, 1-4 at 31 Prospect St, Brewster, NY or N. Salem Police Dept.
- Free Rabies Clinic this Saturday 3/20/21 at Veterans Memorial Park.
- Kent Lake Association is having its 2nd Forum called Invasive Plant Management, Thursday 3/18/21 at 7:00 p.m. via Zoom. Councilman Ruthven added we received a grant for Invasive Species in our Lakes.
- There is no open burning permitted from March 16, 2021 until May 15, 2021.
- The Carmel Rotary invites you to Care a Van, to thank hospital hero's March 24, 2021 at 1:00 p.m.
- Putnam County Youth Bureau is sponsoring Pegasus Program during April and May, pre-register at Pegasusputnamcounty.gov.
- April 6th the Town Board will be meeting with the Carmel School Board.

TOWN BOARD MEETING MARCH 16, 2021

- The Town Board supports the Flags for Hero's program; banners remembering our Veteran's
- April 24th the Carmel Rotary Basketball Challenge will be at Shoprite.
- The proposed museum on Route 52 has been nominated for a Lowes 100 Project. Also the Highway Superintendent is working on Bridge Grants. An engineer condition report for the Lake Carmel Community Center has been applied for through Preserve New York.

Public Comment

Resident Sue Kotzur asked if anyone is organizing a Kent Cleanup. Councilman Huestis replied they are working on it.

Resolution #134 - Adjournment

On a motion by Councilman Ruthven

Seconded by Councilwoman McGlasson

Resolved: The Town Board Meeting of March 16, 2021 adjourned at 10:25 p.m.

Motion carried unanimously

Respectfully submitted,



Yolanda D. Cappelli
Town Clerk