

IMPORTANT NOTICE REGARDING TEMPORARY
CLOSURE OF THE TOWN OFFICE BUILDING

October 22, 2020

Friends,

I regret to inform you that, once again, due to complications arising from the COVID-19 pandemic, **except as set forth below**, we will need to briefly and temporarily close the Town Office Building to employees and the general public, effective 1:00 PM EDT, Thursday, October 22, 2020, through Monday, October 26, 2020, at 8:00 AM EDT.

In the way of explanation, a member of the public who entered the Town Office on Monday, October 19, 2020, transacted business in the Building Department, and later attended a Zoning Board of Appeals meeting that evening, was subsequently determined to have tested positive for COVID-19. Per the instructions of the Rensselaer County Health Department, the entire Building Department staff will need to be quarantined for two (2) weeks. It is possible that some other individuals, including those who attended or participated in the Zoning Board of Appeals meeting, will need to be quarantined as well, once the Health Department completes its investigation. Fortunately, due to our COVID-19 protocols, we have a record of everyone who attended that meeting, and the information has been provided to the Health Department. The only good news is that, at this point, in light of the timing and precise circumstances involved, it has been determined that no general quarantine of our other employees, or extended building closure, is required at this time. However, out of an abundance of caution, the Town Office Building will again need to be closed briefly so that a thorough cleaning and disinfection can be conducted.

However, this closure will not affect early voting on Saturday, October 24, 2020, and Sunday, October 25, 2020, which is confined to the “voting area” at the main entrance to the Town Office Building, and access will be permitted for that purpose and to that area only. The voting area will be thoroughly cleaned and disinfected separately from the remainder of the building, which will be completed in advance of the start of the voting.

In light of these circumstances, **with the exception of the early voting**, there will be no access to the Town Office by the public, or by any employees, during the entire period of the closure. All Town Justice Court proceedings scheduled for Friday, October 23, 2020, are being canceled and will be rescheduled by the Court. Any persons wishing or needing to pay tax bills or water and sewer bills, on Friday, October 23, 2020, may do so by mail, or by leaving a check in the collection box in front of the Town Office. Those having other business with the Town which cannot wait until Monday morning may contact the Town Office by telephone at (518) 279-3461 ext. 100, during normal business hours, and we will attempt to accommodate your needs.

This closure will not affect the Recycling Center or the Highway Department. Anyone wishing to contact the Highway Department may call the number listed above.

I do want to stress that these developments have occurred in spite of our COVID-19 protocols, meaning that the person who entered Town Office twice on October 19, 2020, and subsequently tested positive for COVID-19, was subjected to a temperature check and provided the required “current symptoms” and “contact tracing” information on each occasion prior to entering the building. All those attending the Zoning Board of Appeals meeting on October 19, and all of our employees who entered the Town Office building any time that day, underwent those same protocols as well. In fact, all Town officers and employees are subject to these same protocols each and every day when they report for work at the Town Office.

Once again, we ask for your patience and understanding during this brief period of closure and disruption of our normal services. Unfortunately, despite our best efforts, such disruptions appear to be inevitable given the current state of the pandemic.

Very truly yours,

Philip H. Herrington
Supervisor