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NOTICE OF LIMITATIONS ON PUBLIC ACCESS TO OFFICES AND PUBLIC MEETINGS OF THE TOWN OF BRUNSWICK

In light of the March 7, 2020, issuance by Governor Andrew Cuomo of Executive Order No. 202, declaring a State disaster emergency for the entire State of New York founded upon the threat that novel coronavirus (COVID-19) poses to the health and welfare of the residents and visitors of the State of New York, as well as the March 13, 2020, Proclamation of the President of the United States Declaring a National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak, and the March 14, 2020, declaration of a local state of emergency pursuant to Article 2-B, Section 24, of the New York State Executive Law by the County of Rensselaer due to the COVID-19 outbreak, the Town of Brunswick has determined that the following actions with respect to access to its Offices and other properties, and to the meetings of the Brunswick Town Board, the Brunswick Planning Board, and the Brunswick Zoning Board of Appeals, are necessary and appropriate to help limit the potential exposure of the Novel Coronavirus COVID-19 to residents and visitors of the Town of Brunswick who wish to access Town properties to conduct business or attend its public meetings, as well as to the officers and employees of the Town there present, and to otherwise comply with the advice and directives received from the State and Federal Governments intended to respond to and cope with the COVID-19 disaster:

1. The Brunswick Town Office, located at 336 Town Office Road, Troy, in the Town of Brunswick, State of New York, **shall be closed and shall remain closed to the general public** from Thursday, March 19, 2020, through and including March 31, 2020, which closure shall be subject to extension. Mail delivery and the delivery of supplies and materials to the Town Office shall continue in the ordinary course. All persons wanting or requiring interaction with any Town Department shall do so by telephoning or e-mailing the appropriate Town official to make the necessary arrangements. The telephone numbers and email addresses of such Town officials are available by visiting the Town of Brunswick website at www.townofbrunswick.org. We ask that you be mindful of the fact that the Town, like all local governments, has been directed by Executive Order of the Governor of the State of New York to temporarily reduce its workforce reporting for work to the extent of at least 50% of the total, by permitting them to work from home where possible or placing them on paid leave.

2. The Brunswick Historical Society building located at 605 Brunswick Road, Town of Brunswick, **shall be closed and shall remain closed** to the public from Thursday March 19, 2020, through and including March 31, 2020, which closure shall be subject to extension, and all scheduled events are cancelled. The Keyes Lane Family Community Center located on Keyes Lane, Town of Brunswick, **shall be closed and shall remain closed** to the public from Thursday, March 19, 2020, through and including March 31, 2020, which closure shall be subject to extension, and all scheduled events are cancelled.
3. The Town Recycling Center, located at 336 Town Office Road, Town of Brunswick, shall remain open during its regular hours. Garbage bags may be purchased at the Recycling Center or at Stewart's location in the Town.
4. Commencing Thursday March 19, 2020, through and including March 31, 2020, and subject to further extension, all Regular and Special Meetings of the Town Board of the Town of Brunswick shall continue to be conducted by way of in-person meetings, but with no provision or opportunity for physical attendance by the public.

Commencing Thursday March 19, 2020, through and including March 31, 2020, and subject to further extension, all meetings of the Town of Brunswick Planning Board and the Town of Brunswick Zoning Board of Appeals will continue as scheduled, but each meeting may be conducted either via teleconference or by an in-person meeting, at the election of the Chairperson of the respective Board, but with no provision or opportunity for public attendance. At any such in-person meeting, applicants may choose to participate via remote access to the extent technically available, or may otherwise attend in-person subject to the limitation of being represented by no more than two (2) persons.

With respect to all meetings addressed in this paragraph, audio recordings shall be made in accordance with current practice, and shall be made available on the Town of Brunswick website (www.townofbrunswick.org) under "Minutes", as soon as practicable after the meeting. All such meetings will also be subsequently transcribed. The applicable provisions of the New York State Open Meetings Law have been suspended by a Declaration of Emergency by the Governor of the State of New York, allowing the formats of these meetings to occur as described. Public input for any noticed public hearings may be accomplished by submitting written comments by mail or email to the Town Clerk of the Town of Brunswick on or before the opening of the public hearing if time reasonably allows, or by mail postmarked within ten (10) calendar days of the close of the public hearing.

5. Subject to the requirements of the New York Unified Court System, the Town of Brunswick Justice Court, located within the Brunswick Town Office, **shall be and is closed to the general public until further notice**, except that individual matters deemed essential may proceed as each Town Justice determines, consistent with the guidelines and protocols issued by the New York Unified Court System. Inquiries regarding Town of Brunswick Justice Court matters may be made by contacting the Court directly at (518) 279-3461 exts. 113 or 119.

6. Water and Sewer Bills and Property Tax Bills should be paid by mail until such time as the Town Office re-opens to the general public. No in-person payments will be accepted at this time.

This Notice will be modified and updated as circumstances warrant. We recognize that the foregoing presents a serious inconvenience, but given current events and circumstances, we believe we have no alternative but to take these steps in the interests of public health and safety and to comply with advice and directives we have received from the State and Federal Governments intended to respond to and cope with the COVID-19 disaster.

Dated: Brunswick, New York
March 19, 2020



PHILIP H. HERRINGTON
Supervisor