

**TOWN OF NEW BALTIMORE, COUNTY OF GREENE
TOWN BOARD WORK MEETING**

JULY 23, 2018

AGENDA

Please turn off all cell phones and electronic devices.

Pledge of Allegiance

Reports

Supervisor

- New York State Department of Transportation Designation of Restricted Highway
- Village of Ravena Notice of Public Hearing
- Greene County Economic Development, Tourism & Planning Ellen Rettus Planning Achievement Awards
- Notice that Hudson River Expeditions will not be using Cornell Park on August 4

County Legislator

Town Clerk

- ~~Approval of June 9, 2018 Town Board Regular Meeting Minutes~~
- Approval of July 18, 2018 Town Board Special Meeting Minutes

Tax Collector

Historian

Agriculture (Chair R. VanEtten/Member Irving)

Ag Fest Liaison (Member Irving)

Animal Control (Chair Irving/Member Ruso)

Assessment (Chair VanEtten/Member Ruso)

Audit and Budget (Chair Ruso/Member Downes)

Buildings & Grounds/Recycling (Chair Irving/Member Briody)

Building Inspector/Code Enforcement (Chair VanEtten/Member Briody)

Fire, EMS & Law Enforcement (Chair Dellisanti/Member Downes)

Grants/Promotions/Economic Development (Chair VanEtten/Member Ruso)

- Resolution to Accept Grant from the Bank of Greene County

Greene County EMS (Representative Dellisanti/Deputy Ruso)

Greene County Planning Board (Member Irving)

Highway (Chair Ruso/Member Briody)

Insurance (Chair Ruso/Member Downes)

Personnel (Chair Ruso/Member VanEtten)

- Resolution to Adopt Revised Workplace Violence Policy
- Resolution to Update Mileage Log Form

Planning Board/Zoning Board of Appeals (Chair Irving/Member Ruso)

Seniors (Chair VanEtten/Member Ruso)

Technology/Website (Chair Briody/Member Downes)

Town Courts Liaison (Chair VanEtten/Member Briody)

Veterans and Memorials (Chair VanEtten/Member Irving)

Wastewater Treatment (Chair Irving/Member Briody)

Youth, Parks and Recreation (Chair VanEtten/Member Briody)

- Resolution to Approve Refund for Park Deposit and Alcohol Permit
- Resolution to Correct Names of Summer Recreation Staff
- Motion by Allow Lynne Layman-Wallace to Set up Facebook Page for Town of New Baltimore Youth Program

Public Comment Period/Community Events

- July 25, 2018 Friends of New Baltimore Recreation at the Boathouse at 5:30 PM
- August 1, 2018 Zoning Board of Appeals Meeting (If Needed) at 7:30PM
- August 9, 2018 Planning Board Meeting at 7 PM
- August 13, 2018 Town Board Regular Meeting at 7PM
- August 27, 2018 Town Board Work Meeting at 7 PM
- September 9, 2018 Veterans Committee Picnic at District 2 Park at 12 Noon
- September 15, 2018 Townwide Yard Sale at 9 AM
- September 16, 2018 Raindate for Veterans Committee Picnic

Audit of Claims

Adjournment

****** Agenda Subject to Change******

TOWN OF NEW BALTIMORE
COUNTY OF GREENE
TOWN BOARD WORK MEETING
TOWN HALL, 3809 COUNTY ROUTE 51, HANNACROIX, NY 12087
JULY 23, 2018 - Page 1

Draft 7/24/18
Adopted 8/13/18

OPENING OF REGULAR MEETING

Supervisor Ruso opened the meeting at 7:00 PM and the Pledge of Allegiance was said. Also attending Deputy Supervisor Dellisanti, Councilmembers Briody, Irving, and VanEtten, Town Clerk Finke, Deputy Highway Superintendent VanWormer, and six members of the public who signed the attendance book. Absent: Councilmember Downes (Work) and Tax Collector Jordan

Supervisor

The monthly financial reports for June were forwarded to all Board members. Has everyone had a chance to review them? I would like to make a Motion to accept the June financial reports, seconded by Councilmember Briody

AYES: Ruso, Briody, Irving, VanEtten

NAYS:

ABSTAIN:

ABSENT: Downes (Work)

Motion Carried

New York State Department of Transportation Designation of Restricted Highway Pursuant to Section 104a of the Highway Law the following described highway: Routes 144 and 143 Pavement Maintenance and ADA Improvements: as shown in the contract plans, the work will be on route 143 in the Town of Coeymans and the Village of Ravena in Albany County extending to points 1 mile south west of RM 143-1102-1174 and 1 mile north east of RM 143-1101-1188; as shown in the contract plans, the work will be on route 144 in the Towns of Coeymans in Albany County and New Baltimore in Greene County extending to points 1 mile north of RM 144-1102-1009 and 1 mile south east of RM 144-1301-1029, which is being performed under Contract No. **D263715**, are hereby designated as Restricted Highways. Designation of Restricted Highways shall expire on **December 30, 2018**.

Supervisor Ruso: Scott (VanWormer), I think you told us it goes from Nodine Mountain Road...

Deputy Highway Superintendent VanWormer: In the area of Nodine Mountain.

Supervisor Ruso: North to where the bridge is in Coeymans. So, it's basically a notice for traffic and the restriction will be similar to what we had if you've traveled 144 going north, one lane that type of thing.

Village of Ravena Notice of Public Hearing Please take notice that a Public Hearing will be held by the Village Board on Tuesday August 7, 2018 at 6:00PM at the Ravena Village Office Municipal Building, 15 Mountain Road, Ravena, NY 12143. The Village of Ravena Board is proposing to change the water/sewer rates. The Village of Ravena is proposing a local law to eliminate parking in specified areas on Main Street, Main Street to Harris Avenue and VanHoesen Street, between Pulver Avenue and Mountain Road, and between Mountain Road and Liske Street to the Congregational Christian Church entrance. Two parking spots will be eliminated east of Pulver Avenue (approximately 50 feet). All persons interested are invited to attend and be heard. The Village Board will also consider any written comments that are received. Susan M. King Clerk-Treasurer

Supervisor Ruso: So, for those who are in our Town who are in the Water District that ends right there where Budget Motel is on 9W from the South from Ravena.

Greene County Economic Development, Tourism & Planning The Greene County Planning Board is soliciting nominations for Planning Achievement Awards, which will honor worthwhile planning, community and economic development activities that have taken place in Greene County over the past three years. Awards will be given for outstanding achievement in one or more of the following categories: Economic Development; Community Design or Improvement; Planning for Municipal Service or Utilities; Environmental Preservation, Recreation and Open Space; Zoning-Innovative Techniques; Community or Main Street Revitalization; Historic Preservation; Municipal Services; Distinguished Service Enclosed are the guidelines for the award program. Nominations should be filed by September 7, 2018. Please call the Department of Economic Development, Tourism and Planning for more information

TOWN OF NEW BALTIMORE
COUNTY OF GREENE
TOWN BOARD WORK MEETING
TOWN HALL, 3809 COUNTY ROUTE 51, HANNACROIX, NY 12087
JULY 23, 2018 - Page 2

Draft 7/24/18
Adopted 8/13/18

Brian Grahn, Hudson River Expeditions We had corresponded for access to Cornell Park this year – August 1. I thank you and Jeff Ruso for being so accommodating and welcoming however we have come to need more space. We will be staying at the Coeyman's waterfront park area on 8/1 rather than Cornell Park. Please note we will not be there and let me know if you have any questions. We are looking forward to the event and welcome visitors to our camps along the way so feel free to stop in, or even join us for a day on the water.

Supervisor Ruso: So that solves our problem that we had because there were some worries that the number of kayaks they would bring and the space they had to bring then in and so forth. There is one other point that I just wanted to bring up. We did have a meeting a couple weeks ago at the Countywide Shared Services initiative meeting and the plan going forward is to consolidate, and details are not yet there, street lighting throughout the County and hopefully getting a savings and this is countywide and not just us. So, the first thing they're going to do is do an inventory of all devices and they're going to be looking for our bills before we can get the final assessment as to if this will be worthwhile. So, we have our lighting district which is mostly in the hamlet and we also have our townwide lighting that are in other areas aside from the Lighting District such as on 9W, Sheller Park area, and various other spots. I know that we have some elsewhere throughout the Town on Route 51 right there at Grapeville by the firehouse and so forth. There's different lights. So, they're looking to consolidate the entire system throughout Greene County and I remain hopeful that it will actually give us a savings.

County Legislator Pat Linger

July 2018 was full of committee meetings, workshops, constituent relations, and events. The Public Safety committee meeting this month was attended by several people against building a new jail and the corresponding bond resolution. As a result, the Chairman has tabled this resolution for 60 days and a "FAQ" list of sorts will be posted for the public to see the facts involved. As the full Legislature voted against a shared jail, tabling this resolution was not something I was in favor of. The overall economic outlook has improved to the point that delays are estimated to add approximately \$40,000 to our budget monthly. We need to get to the bid process, and need to approve a bond resolution to do so. Two residents from New Baltimore were in attendance at this meeting. Greene County Community College has submitted its proposed budget to us. Their request includes an increase of \$467,000 as a Greene County share for the coming year. This is in addition to the \$5 million bond we just took out as our share of capital improvements being made. The public hearing for the college budget has been scheduled for August 15, 2018 at 6:25 pm in the Legislative Chambers. As the Town begins its own 2019 budget work, you should be receiving notice that we approved a change in pay scale for election inspectors. This was in response to the GC BOE request from several towns having difficulty getting enough inspectors. The increase of \$50 per inspector, per general election, was covered by the County for 2018 at my request due to the change being made in the middle of a budget year and no advanced notice to the Towns. New Baltimore typically employs 16 inspectors for a General Election, resulting in an \$800 increase in cost for next year. We held a workshop with the school superintendents to discuss safety in our schools, and make sure we are all working together to improve student safety. Three GC Sheriff deputies have now been certified as School Resource Officers, and next month we should be approving some agreements within the County to provide assistance. Our two large music festivals have wrapped up for this year at Hunter Mountain. Mountain Jam and Taste of County brought over 60,000 visitors here and very few problems occurred according to our Sheriff. The 1.7 miles of CR 51 that I mentioned last month has been paved. Shoulder completion and line painting will come when paving is completed. Greene County has learned that we will be receiving \$762,000 in funding to support GCT and our mobility endeavors. That's a coordination between state and federal money. This amount was 86% of the total amount awarded for the Capital District. We ARE making a difference here! Notable resolutions passed in July were: - Authorized purchase of 2 wheel loaders for Highway, - Authorized purchase of dump body with snow/ice control for Highway, - Authorized extension of the Cox. Transfer Station lease, - Authorized GC Mental Health agreements with 4 school districts, - Authorized the shared expense with Columbia County to hire an Addiction and Recovery coordinator, - Appointed Mary Ann Kordich to the GC Civil Service Commission. I have two Wayne C. Speenburgh grant announcements for this month. The first was awarded to the RC Sportsman's Club for their Youth Fishing Derby. The second was awarded from all the Legislators to the GC Volunteer Fireman's Association. This funding will establish a presence at the GC Youth Fair and provide fire prevention and life safety lessons to all attendees this weekend. Any questions?

TOWN OF NEW BALTIMORE
COUNTY OF GREENE
TOWN BOARD WORK MEETING
TOWN HALL, 3809 COUNTY ROUTE 51, HANNACROIX, NY 12087
JULY 23, 2018 - Page 3

Draft 7/24/18
Adopted 8/13/18

Supervisor Ruso: How many people were at that meeting for the jail? You said it was well attended.

County Legislator Linger: Public in the neighborhood of 30-40 maybe.

Town Clerk Barb Finke

8 Building Permits \$1,111.50, 1 CO Search \$15, 3 Fishing Licenses \$3.32, 41 Dog Licenses \$252, 1 Excmpt Dog, 17 Late Dog Licenses \$85, 1 Marriage License \$17.50, 3 Beer Permits \$60, 1 Demolition Permit \$75, 5 Park Rentals \$125, 1 Safety Inspections \$150, 11 Certified Copies \$110, 209 Photo Copies \$52.25, Recycle Fees \$6, 1 NonCommercial Zoning \$40, State, County & Local Revenues \$2,224.75, to New York State Agriculture and Market for Spay/Neuter Program \$43, to New York State Department of Health for Marriages \$22.50, to New York State Department of Environmental Conservation \$56.68, Total to Supervisor \$2,107.57 I received one FOIL in June and the information was picked up by the individual. I attended a meeting of the Columbia-Greene Town Clerks Association on Wednesday, June 27 at the Historic Mount Washington House in Hillsdale. Joyce Thompson and Joyce LaPenn from the Advisory Council to Columbia County Office of the Aging discussed programs available to Seniors. Jackie Park, Town Clerk from Greenville, and I discussed the monthly newsletter from Greene County, our bus transportation system, and our senior committees.

ADOPTION OF MINUTES

The July 18, 2018 Town Board Special Meeting submitted by Town Clerk Finke, Moved by Supervisor Ruso and was seconded by Councilmember Briody. The adoption of the foregoing Motion was duly put to a vote and vote was as follows:

AYES: Ruso, Briody, Irving, VanEtten

NAYS:

ABSTAIN:

ABSENT: Downes (Work)

Motion Carried

Tax Collector Diane Jordan

No Report

Historian Ted Hilscher

Attended Ag Fest Saturday and Sunday with small display of historical items, and visited with visitors. House-sat for Greene County Historical Society House Tour in Catskill. Creation of Town Historian office is in progress. Sam Randio put up one wall, door and sheet rocked two walls. The Town Historian will have a place to meet with the public and provide improved storage for archives and records.

Agriculture

No Report

AgFest

Councilmember Irving: AgFest, we had it a couple months ago and it was successful and quite a-ways away from next year's planning so there's not really much to report.

Animal Control Officer Joe Tanner

Traveled 123 miles, had 9 dog complaints, 2 raccoon complaints, 4 sheep complaints, 2 cat complaints, Court twice.

Assessment

FINAL ASSESSMENT ROLL

The Final Assessment Roll file was sent to Telascent on June 7th, 2018 (with all the Board of Assessment Review changes made) for processing and printing of the roll. We received 2 final assessment rolls, 3 Annual Reports on July 3rd, 2018. No school rolls were received until July 16th, 2018. The Annual Reports were mailed on July 5th, 2018 to NYS Taxation & Finance and Greene County Real Property Tax Office. Gordon along with the other Assessor's in Greene County will be attending a meeting at the County next week to discuss the problems experienced from the current Vendor (not receiving the rolls timely, printing problems, Town's receiving the

TOWN OF NEW BALTIMORE
COUNTY OF GREENE
TOWN BOARD WORK MEETING
TOWN HALL, 3809 COUNTY ROUTE 51, HANNACROIX, NY 12087
JULY 23, 2018 - Page 4

Draft 7/24/18
Adopted 8/13/18

wrong Town rolls, delivery, etc.) There could be a possibility that the Schools and Tax Collectors will be experiencing some of the same. ***SMALL CLAIMS AND CERTIORAR'S*** The Complainants will have a 30 day window for filing a Small Claims (SCAR) or a Certiorari's procedure from the date of the official filing of the final assessment roll.

NEXT YEAR'S ROLL The next year's assessment roll has been activated for processing of deeds, splits/merges, exemption administration, etc.

Audit and Budget

Supervisor Ruso: I'm just going to give you a quick report on where we are with the budget. I've already reached out to our bookkeeper regarding our budget sheets for 2019. We usually get started somewhere around the tail end of July through the early part of August, it's initial assessment. This year I have two assistants, Deputy Supervisor Dellisanti will be of help and Kelly Downes. Councilwoman Downes, we met on Saturday and we discussed some of the details going forward. We don't have the base data yet. I will be sending out to all departments a request for information if there's anything specific or detailed about upcoming year 2019 in terms of what they want to do, some known expenses that will be coming in for the better or for the worse. I'm thinking that I'm going to make it clear that we're going to follow Town Board policy and that raises for staff is set by the Town Board and not a department-based issue. We've know we've had struggles with that in the past and so the Board will be setting the salary increases as they might be. I don't think we'll have much opportunity to review their input for those requests.

Building & Grounds/Recycling

No Report

Building Inspector/Code Enforcement

No Report

Fire, EMS, Law Enforcement

No Report

Grants/Promotion/Economic Development

TOWN OF NEW BALTIMORE, COUNTY OF GREENE

RESOLUTION 124 -2018

JULY 23, 2018

**RESOLUTION TO ACCEPT GRANT FROM
THE BANK OF GREENE COUNTY**

WHEREAS Supervisor Ruso and Councilmember VanEtten applied for a grant from the Bank of Greene County for the Summer Recreation Program

RESOLVED that the Town of New Baltimore accepts a \$500 grant from the Bank of Greene County Charitable Foundation for the Summer Recreation Program.

Councilmember VanEtten: Very much appreciate it.

Supervisor Ruso: We appreciate the Bank of Greene County very much. And I know the President of the Bank of Greene County watches our tapes because he told me he saw me on tv. So, thank you, Don Gibson.

Councilmember VanEtten: They really do donate to a lot of community services in the County.

Motion by Councilmember VanEtten seconded by Councilmember Briody

TOWN OF NEW BALTIMORE
COUNTY OF GREENE
TOWN BOARD WORK MEETING
TOWN HALL, 3809 COUNTY ROUTE 51, HANNACROIX, NY 12087
JULY 23, 2018 - Page 5

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NAYS:
ABSTAIN:
ABSENT: Downes (Work)
Motion Carried

Greene County EMS Representative Nick Dellisanti

The regular monthly meeting scheduled for Tuesday, July 17th, 2018 was cancelled due to making the 2019 Budget presentation to the County Legislature. There were 3 EMS calls in June for a total of 48 for this year, and we had 103 calls for all of 2017. As of June 17, 2018 there is a projected year-end balance of \$525,000.

Deputy Supervisor Dellisanti: In our budget that was submitted to the Legislature, it was the same as 2016, '17, and '18. It did not increase so I don't expect our figures to increase as well for our budget proposal. On a sad note, Dave Battini, long time member of Greene County EMS Board, passed away this Sunday at a Boy Scout camp activity. Apparently, he had over three decades of teaching in Greenville Schools. Heck of a nice man, he was our Treasurer. I don't have any funeral arrangements yet, but as soon as I do I'll let you know.

Supervisor Ruso: I hear he's still in Montana is what I heard. I've known him for a long time.

Deputy Supervisor Dellisanti: Nice man.

Supervisor Ruso: He died on a campout.

Greene County Planning Board Representative Jean Horn

Greene County Planning Board Meeting, July 18, 2018 1. Town of Catskill, Site Plan regarding existing truck repair and construction business, 164 Rt. 385, to store construction scaffolding and trucks. Approved. 2. Town of Catskill, Use and variance to construct a 42 unit, 2 or 3 story resort hotel on Catskill Golf Course's 9th hole, 27 Brooks Lane. Approved depending on Catskill Town Law for variances. 3. Town of New Baltimore, Area variance regarding placement of residential garage at 1223 County Rt. 26. Approved. 4. Town of Cairo, Site plan/special use permit regarding a 2,000 KW solar photovoltaic array system of a portion of property at 743-775 Main Street. Approved.

Highway Deputy Supervisor Scott VanWormer

Highway Report June 22 to July 23, 2018 Had both mowers mowing along roads, Cut brush and limbs along town roads that hang over roads, Dug out center of turn around and filled with millings to get ready for paving on Huckle Hill Rd, Mowed and trimmed all cemeteries for up coming 4th of July, Talked with land owner on High Rock Road regarding 2 trees that need to come down, Patched dirt roads with crusher run, Replaced tarp on 1985 international, Washed and greased trucks, Cleaned and organized parts room, Check and cleaned grates in hamlet, Work on case road mower broken bolt on main mounting frame, Stick tanks, Hauled in dry stone dust to mix with number 1 stone that has been at garage for many years to make item 4 saving the town \$5 per ton from buying item 4. What that is is we've had a pile of stone over there for many, many years and we've been buying the item 4 which is pretty much dry stone dust and #1 stone that they mix together for us for patching and doing shoulder work. So, we utilized that stone that was there with the stone dust. We wouldn't have to spend \$10 a ton for item 4 rather than \$5 a ton for the stone dust. Worked on air conditioning on case tractor, Worked with town of Coeymans highway dept hauling millings to our garage free of charge to us, Finished putting 1985 oshkosh back together and ran truck to check for leaks, Realign rear wheels on 1996 international, Make out nut and bolt order to stock bins, Fixed driveway at district 2 park, Mowed and trimmed parks as needed, Cleaned up along back barn from weeds and brush, Take apart 3 point hitch arm on tractor and fixed and replaced, Painted parking spots at Town Hall and Cornell Park, Replaced faded street signs on private roads on 9w, Cut up tree on Deans Mill Rd that fell in middle of night, Cleaned up tree on Deans Mill Rd, Replaced hyd cylinder on case tractor, Serviced case tractor, Repaired wash out on High Mount Road from heavy rain, Cleaned up stone and dirt from Old State Road, Cut up tree on White Birch Lane that fell after hours, Cleaned up tree on White Birch Lane, Helped town of Coxsackie pave roads with 2 trucks

Personnel

TOWN OF NEW BALTIMORE, COUNTY OF GREENE

**RESOLUTION 125 -2018
JULY 23, 2018**

RESOLUTION TO ADOPT WORKPLACE VIOLENCE POLICY

RESOLVED that the Town Board of the Town of New Baltimore hereby adopts the revised Town of New Baltimore Workplace Violence Prevention Policy originally adopted on November 9, 2009.

BE IT FURTHER RESOLVED that the Town of New Baltimore Workplace Violence Prevention Policy shall be posted at Town Hall, Town Highway Garage, and the New Baltimore Wastewater Treatment Plant.

Supervisor Ruso: I've read this; this was presented by Alan VanWormer with a number of adjustments.

Motion by Supervisor Ruso seconded by Councilmember VanEtten

AYES: Ruso, Briody, Irving, VanEtten

NAYS:

ABSTAIN:

ABSENT: Downes (Work)

Motion Carried

Overview

Workplace Violence Prevention Program

Introduction

Workplace violence presents a serious occupational safety hazard for workers. On June 7, 2006, New York State enacted legislation that requires public employers (other than schools covered under the school safety plan requirements of the education law) to perform a risk evaluation of its workplaces and develop and implement programs to prevent and minimize workplace assaults and homicides. The Town of New Baltimore has been given the opportunity and assisted in the development of this program, the evaluation of the physical and environmental threats which they face, and the annual review of the workplace violence program.

Purpose

The purpose of the *Workplace Violence Prevention Program* is to provide information to managers, supervisors, and employees about preventing and responding to incidents of workplace violence or threats of violence and the "New York State Public Employer Workplace Violence Prevention Law."

The goals of the program are:

1. To reduce the probability of threats or acts of violence in the workplace, and
2. To ensure that any incident, complaint, or report of violence is taken seriously and dealt with in a timely manner.

The Town of New Baltimore will not tolerate violence in the workplace. All incidents, complaints, and or reports of violence and threats of violence, will be taken seriously because The Town of New Baltimore is committed to providing its employees with a reasonably safe and secure work environment. The Town of New Baltimore Policy Statement on Workplace Violence Prevention Program will be conspicuously posted in

each location as well as on the Intranet to advise all employees where they may report violations.

Purpose of Program

The purpose of this program is to address the issue of potential workplace violence, prevent workplace violence from occurring to the fullest extent possible, and set forth procedures to be followed when such violence has occurred.

Statement of Program

Violence and threats of violence in the workplace will not be tolerated by The Town of New Baltimore, examples of workplace violence can include oral or written statements, gestures, or expressions that communicate a direct or indirect physical threat of harm. Such behavior will be taken seriously and will be dealt with appropriately.

Scope of Program

All Town of New Baltimore employees are required to comply with this program. In addition, since visitors of Town of New Baltimore owned property and facilities are required to conduct themselves in a non-violent manner in conformity with existing law, employees who observe or experience visitors of Town of New Baltimore property engaging in violent behavior should follow the procedures in our policy for the reporting such behavior.

Application of Program

Violence and other physical disruptive behavior by or against an employee of **The Town of New Baltimore** are unacceptable. Individuals who commit such acts may be removed from the premises and may be subject to appropriate disciplinary action, including, where legally appropriate, termination of employment and or criminal penalties.

Training

All employees will be informed of the requirements of the law, the risk factors in their workplace, and the location of the written workplace violence prevention program. Training is also required for employees on the measures they can take to protect themselves from the risks identified in the assessment and the details of the written workplace violence prevention program. Employee workplace violence training is to be provided initially for new employees, and annually to all employees.

What is Workplace Violence?

Workplace violence is any physical assault or act of aggressive behavior occurring where a public employee performs any work-related duty in the course of his or her employment, including, but not limited to:

- An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee;
- Any intentional display of force which would give an employee reason to fear or expect bodily harm;
- Intentional and wrongful physical contact with a person without his or her consent that entails some injury; or
- Stalking an employee with the intent in causing fear of physical harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

Reporting of Violence

An effective reporting system; (1) protects the Agencies' employees from harm in the workplace; (2) assists management in its effort to maintain a safe and productive work environment; and (3) ensures management the opportunity to investigate and determine the cause(s) and make recommendations to minimize recurrence. All workplace violence incident reports must be in writing.

Any employee who witnesses or encounters any act of violence should:

- Immediately notify his/her supervisor and/or HR, as appropriate
- As appropriate, notify building security
- As appropriate, call 911
- Complete and submit the "Workplace Violence Incident Report" available at both the highway garage, and the Town Hall. Employer will take necessary action. Any employee who believes that an imminent danger exists should bring the matter to employer's immediate attention.

Supervisors/managers should approach such situations with caution, balancing the need to maintain an orderly workplace with personal safety. Following notification, if the Agencies' management has been given reasonable time to take corrective action and no such action has been taken, the employee or his or her representative may inform the Commissioner of Labor of the danger and request that an inspection be conducted. Such request must be in writing and include with a reasonable level of specificity the grounds of the notice.

The Town of New Baltimore is prohibited by law from taking any retaliatory action against any employee who: (1) has made Town of New Baltimore management aware of what the employee deems to be an imminent danger; (2) has requested that the Commissioner of Labor conduct an inspection; or (3) accompanies the Commissioner during an inspection of the Agencies, pursuant to §27-b.6 of Article 2 of the State Labor Law.

12 NYCRR Part 800.6(g)(2)(viii) Note: Nothing in this part shall require the disclosure of information otherwise kept confidential for security reasons. Such information may include information which, if disclosed:

- Would interfere with law enforcement investigations or judicial proceedings;
- Would deprive a person of a right to a fair trial or impartial adjudication;
- Would identify a confidential source or disclose confidential information relating to a criminal investigation;
- Would reveal criminal investigative techniques or procedures, except routine techniques and procedures; or
- Would endanger the life or safety of any person.

Workplace Risk Evaluation

Introduction

Certain factors or situations may place employees at a greater risk of workplace violence. This workplace evaluation is based upon surveys of all Town of New Baltimore facilities.

Records Examination and Risk Evaluations were conducted and the methods and means by which the hazards are being addressed are listed on (**see page or appendix**). All Town of New Baltimore sites were surveyed along with authorized employee representatives and hazards were identified, (**see page or appendix**).

Risk Evaluation and Methods to Prevent Incidents

Workplace violence can occur in any workplace setting. However, some settings or factors may pose a greater degree of workplace violence risk. Employment situations or factors that may pose higher risks for **Town of New Baltimore** employees include, but not limited to:

- Working public settings
- Working alone in small numbers
- Having a mobile workplace assignment, and
- Worker on worker workplace violence

This policy will be reviewed on at least an annual basis. Such review and update shall set forth any mitigating steps taken in response to any incident of workplace violence. The review will also include the participation of the authorized employee representative(s).

TOWN OF NEW BALTIMORE

Workplace Violence Prevention Policy Statement

The Town of New Baltimore is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our agency, staff, and clients. Threats, threatening behavior, or acts of violence against Town of New Baltimore employees where any work related duty is performed will be thoroughly investigated and appropriate action will be taken, including summoning criminal justice authorities when warranted. All employees are responsible for helping to create an environment of mutual respect for each other as well as clients, following all policies, procedures and program requirements, and for assisting in maintaining a safe and secure work environment.

This policy is designed to meet the requirements of NYS Labor Law 27b and highlights some of the elements that are found within our Workplace Violence Prevention Program. The process involved in complying with this law included a workplace evaluation that was designed to identify the workplace violence hazards our employees could be exposed to. Authorized Employee Representative(s) will, at a minimum, be involved in:

- The evaluation of the physical environment;
- The development of the Workplace Violence Prevention Program and;
- The review of workplace violence incident reports at least annually to identify trends in the types of incidents in the workplace and review of the effectiveness of the mitigating actions taken.

All employees will participate in the annual Workplace Violence Prevention Training Program.

The goal of this policy is to promote the safety and well-being of all people in our workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification.

All Town of New Baltimore personnel are responsible for notifying the contact person designated below of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received.

Designated Contact Person:

Name: Alan VanWormer
Title: Safety Coordinator
Department: Highway Department
Phone: 518-365-4479

Name: Barbara Finke
Title: Town Clerk
Department: Town Hall
Phone: 518-365-0056

Date_____

TOWN OF NEW BALTIMORE

Workplace Violence Prevention Training Outline

The Town of New Baltimore shall provide each employee with information and training on the risk of workplace violence in their workplace or workplaces at the time of the employee's initial assignment and at least annually thereafter.

Any substantial change to the workplace violence program must be communicated to employees.

Upon completion of the workplace violence prevention program all employees must be provided information and training on:

- 1) Requirements of the regulation (12NYCRR Part 800.6)
- 2) Risk factors specific to the workplace that were identified in the risk evaluation and determination (Step 2 of the How to Comply Guide)
- 3) Measures that employees can take to protect themselves from the identified risks including specific procedures that the employer has implemented such as
 - a. Incident alert and notification procedures
 - b. Appropriate work practices
 - c. Emergency procedures
 - d. Use of security alarms and other devices
- 4) Procedures to report incidents of workplace violence
- 5) Location of the written workplace program and how to obtain a copy*

*This part of the training requirements only applies to employers with 20 or more full-time permanent employees.

Note: Information otherwise kept confidential for security reasons does not have to be disclosed to all employees. Examples of confidential information include but are not limited to information that would interfere with law enforcement investigations or judicial proceedings, would deprive a person of a right to a fair trial, would identify a confidential source or disclose confidential information relating to a criminal investigation, would reveal criminal investigative techniques or procedures except routine techniques and procedures, or would endanger the life or safety of any person.

Date_____

TOWN OF NEW BALTIMORE

Workplace Violence Incident Report

1. Date of Incident_____
2. Time of day/shift when the incident occurred_____
3. Workplace Location where incident occurred_____
4. Provide a detailed description of the incident including:
Events leading up to the incident and how the incident ended;
Names and job title of involved employee(s);
Name or other identifier of other individuals involved;
Nature and extent of injuries arising from the incident and;
Name of witnesses

Draft 7/24/18
Adopted 8/13/18

[illegible]

Name of Employee Reporting the Incident (Optional)

Figure 1

Note: Refer to 12 NYCRR Part 800.6 Section (i)(3)(ii) for special instruction on privacy concern cases. Print additional sheets if necessary.

Date _____

**Risk Factors and Protection Measures from Workplace
Assessment**

Highway

A. Working in remote work assignments-

- Employees will work hours assigned by their supervisor and will notify supervisor of any needed change in work schedule. Employees should be aware of closest phone or radio for 911 calls

B. Dealing with irritated people outside of fellow staff

- Employees are to keep calm and not escalate the situation and walk away from irate individuals and call 911 if necessary

C. Employee internal disputes

- Employees will be instructed that screaming, yelling, cursing, make derogatory remarks about each other is unacceptable behavior in the work place.
- Internal arguing and yelling will not be tolerated. Employees need to walk away and exit the area immediately then report incident to their Supervisor. If you cannot exit you need to take appropriate action to get away. If there has been a threat of workplace violence, fill out an incident report.
-

Clerical

A. Dealing with irritated people at windows or open counters, including handling of cash. Residents access open offices

- Employees will be instructed on when to call 911 as well as using the building intercom to make others in the building aware of an emergency.
- The public will be kept out of offices whenever practical
- Alternate persons will make cash bank deposits at different times of day.
- Employees will be trained on keeping calm if an irate person confronts them. Employees will not get into vocal confrontations with the public. Such behavior is unacceptable.

B. Irrate people attending court, board meetings and public hearings

- Instructions will be given on use of the panic button in the meeting room, the building intercom as well where there is a phone available to dial 911 will be given during training.
- Officials and the public will be advised of emergency exits at the beginning of all public meetings.

C. Working alone in the building

- Employees will work hours that have been assigned by their supervisor and will notify their supervisor of any needed change in work schedule. Employees should be aware of closest phone for 911 calls

D. Employee internal disputes

- Employees will be instructed that this is unacceptable behavior in the work place. Internal arguing and yelling will not be tolerated. Employees need to walk away and exit the area immediately then report incident to their Supervisor. If there has been a threat of workplace violence, fill out an incident report

Public Officials

Irrate people attending court, board meetings and public hearings

- Officials and the public will be advised of emergency exits at the beginning of all public meetings.
- Instructions will be given on use of the panic button in the meeting room, the building intercom as well where there is a phone available to dial 911 will be given during training.
- Elected and appointed officials will be trained on the proper conduct for officials at public meetings. Officials will not get into vocal confrontations with the public or each other

TOWN OF NEW BALTIMORE
COUNTY OF GREENE
TOWN BOARD WORK MEETING
TOWN HALL, 3809 COUNTY ROUTE 51, HANNACROIX, NY 12087
JULY 23, 2018 - Page 13

Draft 7/24/18
Adopted 8/13/18

- Court bailiffs will be present for court nights and metal detectors used to screen all attending court. The rear door of court room (by restrooms) will be locked so court attendees cannot enter once exiting that door

Employee internal disputes

- Employees will be instructed that yelling and fighting is unacceptable behavior in the work place. Internal arguing and yelling will not be tolerated. Employees need to walk away **and exit the area immediately** then report incident to their Supervisor. If there has been a threat of workplace violence, fill out an incident report

Miscellaneous (Maintenance, Recreation, crossing guards and Recycling)

Working in remote work assignments

- Employees will work hours assigned by their supervisor and will notify supervisor of any needed change in work schedule. Employees should be aware of closest phone or radio for 911 calls

Dealing with irritated people

- Employees are to keep calm and walk away from irate individuals and call 911 if necessary

Employee External disputes

- **Employees will be instructed that this is unacceptable behavior in the work place.**

Arguing and yelling with residents or individuals from the outside will not be tolerated. Employees need to walk away **and exit the area immediately** then report incident to their Supervisor. If there has been a threat of workplace violence, fill out an incident report

Police (including dog control)

Dealing with volatile individuals who have trouble coping with life issues

- Continued training will be given on dealing with volatile individuals and the town police rules and regulations followed.

Employee internal disputes

- Employees will be instructed that this is unacceptable behavior in the work place.
- Internal arguing and yelling as well as making derogatory remarks to fellow employees will not be tolerated. Employees need to walk away and exit the area immediately then report incident to their Supervisor. If there has been a threat of workplace violence, fill out an incident report

TOWN OF NEW BALTIMORE, COUNTY OF GREENE

RESOLUTION 126-2018
JULY 23, 2018

RESOLUTION TO UPDATE MILEAGE LOG FORM

RESOLVED the Town of New Baltimore Mileage Log form is amended to add a column for the date(s) of travel and said form must be used for any employees or elected officials requesting reimbursement.

Motion by Supervisor Ruso seconded by Councilmember Briody

AYES: Ruso, Briody, Irving, VanEtten

NAYS:

ABSTAIN:

ABSENT: Downes (Work)

Motion Carried

NAME _____

DATES _____

I Certify This Mileage To Be True and Correct

Signature _____

MILEAGE LOG

DATE(S)	FROM/ TO	NAME/ ADDRESS	REASON FOR CALL	BEGINNING/ ENDING ODOMETER	TOTAL MILEAGE

TOWN OF NEW BALTIMORE
COUNTY OF GREENE
TOWN BOARD WORK MEETING
TOWN HALL, 3809 COUNTY ROUTE 51, HANNACROIX, NY 12087
JULY 23, 2018 - Page 15

Draft 7/24/18
Adopted 8/13/18

Planning Board Chair Rob VanEtten

The Planning Board did not meet on July 12 since there was no business to come before the Board.

Zoning Board of Appeals Chair Pat Linger

The Zoning Board of Appeals met on July 2 with the following business transacted: ...The Board heard the Area Variance application submitted by Rudolph Hildebrandt who resides at 1223 County Route 26 to allow for the placement of a residential garage less than 40 feet from Route 26. Required Public Hearing was scheduled for 7:30 p.m., August 1. ...Since this was the first time the ZBA had to meet in 2018, The Board had to choose a Vice Chair for the 2018 year. The members in attendance were in agreement that Craig Albano should continue in the position for the 2018 year.

Seniors

Councilwoman VanEtten: Well, they haven't met. They've had their picnic which was successful and they won't be meeting until fall to plan for the Christmas Party.

Technology/Website

Councilmember Briody: What I'd like to report on is we're in the process in my organization to decommission some useful equipment that we'd like to dispatch free of charge to the Town to help on some infrastructure needs here. So, I'm hoping within the next week or two we'll have everything wrapped up and put together a resolution to adopt that equipment.

Supervisor Ruso: Anything specific?

Councilmember Briody: It's routers, switches, access points; all stuff that's useful in many of the locations that still have a great amount of life to them. We're just upgrading to the latest.

Town Courts

In May, Court fees were \$17,425.50 of which \$10,514.50 was sent to the State Comptroller and the Town retained \$6,911. Justice Farrell \$7,874.50 Justice Meacham \$9,551

Veterans and Memorials

Councilmember VanEtten: We met in July and we are going to have our annual picnic on September 9 at noon at the Town Park and things are being planned.

Wastewater Treatment

Councilmember Irving: Wastewater Treatment has been running smooth, no out of compliance reports received.

Town Clerk Finke: I have an update. Actually, I emailed Delaware Engineering today because I had a number of people come in my office last week asking what's going on. So, I thought I should get in touch with them to find out and this is the schedule. 'We anticipate bidding end of August-beginning of September. Then, bids due late November, contract award in December, start work in January 2019, and completing the work December 2019.' And my question to him was 'so that would put Cocksackie ahead of us' because that was Louis Betke's concern. He said 'Cocksackie is out to bid right now. That is a much larger project. So, New Baltimore will finish first.'

Youth, Parks and Recreation

Councilmember VanEtten: The Park Program has been going very well. Today they had the Roaming Paintress and they've had the butterfly museum come down. The kids seem to be having a really good time. We're just hoping that the weather cooperates a little bit this week because it doesn't look good.

TOWN OF NEW BALTIMORE
COUNTY OF GREENE
TOWN BOARD WORK MEETING
TOWN HALL, 3809 COUNTY ROUTE 51, HANNACROIX, NY 12087
JULY 23, 2018 - Page 16

Draft 7/24/18
Adopted 8/13/18

TOWN OF NEW BALTIMORE, COUNTY OF GREENE

RESOLUTION 127-2018
JULY 23, 2018

RESOLUTION TO APPROVE REFUND FOR PARK DEPOSIT
AND ALCOHOL PERMIT

WHEREAS check number 1388 for \$45 was received for a park rental and alcohol permit and recently cancelled the rental.

RESOLVED a refund of \$45 is approved to Donna Degnen, Town Voucher 2018b-07-14.

Motion by Councilmember VanEtten seconded by Supervisor Ruso

AYES: Ruso, Briody, Irving, VanEtten

NAYS:

ABSTAIN:

ABSENT: Downes (Work)

Motion Carried

TOWN OF NEW BALTIMORE, COUNTY OF GREENE

RESOLUTION 128-2018
JULY 23, 2018

RESOLUTION TO CORRECT NAMES OF SUMMER RECREATION STAFF

WHEREAS the Summer Recreation Program Director and Counselors were appointed by Resolution 116-2018 on June 25, 2018.

RESOLVED the Town Board approves the spelling of Marisa Rosario, Kcs Stefanik, and Lynn Layman-Wallace.

Motion by Councilmember VanEtten seconded by Supervisor Ruso

AYES: Ruso, Briody, Irving, VanEtten

NAYS:

ABSTAIN:

ABSENT: Downes (Work)

Motion Carried

Councilmember VanEtten: The Town of New Baltimore currently has a Facebook Page for Emergency Information and Town Events. I would like to make a Motion to allow Lynne Layman-Wallace to set up a Facebook Page called the Town of New Baltimore Youth Program. Can I have a second?

Supervisor Ruso: I'll make that second.

AYES: Ruso, Briody, Irving, VanEtten

NAYS:

ABSTAIN:

ABSENT: Downes (Work)

Motion Carried

Public Comment

None

TOWN OF NEW BALTIMORE
COUNTY OF GREENE
TOWN BOARD WORK MEETING
TOWN HALL, 3809 COUNTY ROUTE 51, HANNACROIX, NY 12087
JULY 23, 2018 - Page 17

Draft 7/24/18
Adopted 8/13/18

Community Events

- July 25, 2018 Friends of New Baltimore Recreation at the Boathouse at 5:30 PM
- August 1, 2018 Zoning Board of Appeals Meeting (If Needed) at 7:30PM
- August 9, 2018 Planning Board Meeting at 7 PM
- August 13, 2018 Town Board Regular Meeting at 7PM
- August 27, 2018 Town Board Work Meeting at 7 PM
- September 9, 2018 Veterans Committee Picnic at District 2 Park at 12 Noon
- September 15, 2018 Townwide Yard Sale at 9 AM
- September 16, 2018 Raindate for Veterans Committee Picnic

Audit of Claims

TOWN OF NEW BALTIMORE, COUNTY OF GREENE

**RESOLUTION 129-2018
JULY 23, 2018**

RESOLUTION TO AUTHORIZE SUPERVISOR TO PAY AUDITED CLAIMS

WHEREAS the Town Clerk has presented claims to the Town Board for audit and review, and

WHEREAS the Town Board has audited claims 2018b-07-01 to 2018b-07-35, it is

REVOLVED that the Supervisor is hereby authorized to pay claims 2018b-07-01 to 2018b-07-35.

BE IT FURTHER RESOLVED that the Town Clerk will prepare an abstract and hold it for public review until August 31, 2018.

Motion by Supervisor Ruso seconded by Councilmember VanEtten

AYES: Ruso, Briody, Irving, VanEtten

NAYS:

ABSTAIN:

ABSENT: Downes (Work)

Motion Carried

General \$9,387.41, Highway \$9,645.99, Sewer 1 \$1,527.11, Sewer 2 \$234.29, Water 2 \$5,885.93, Water 3 \$185.38, Total \$26,866.11

Supervisor Ruso: No other business to come before the Board, then I'll entertain a Motion to adjourn.

Motion by Councilmember Briody seconded by Councilmember VanEtten to adjourn the meeting at 7:37 PM.

AYES: Ruso, Briody, Irving, VanEtten

NAYS:

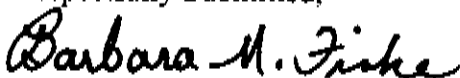
ABSTAIN:

ABSENT: Downes (Work)

Motion Carried

Supervisor Ruso: We're adjourned, thank you everybody.

Respectfully Submitted,



Barbara M. Finke RMC
Town Clerk