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William Brazill, Trustee
Ronald Cronk, Trustee
John Champagne, Trustee
Eric Christensen, Trustee
Thomas Petterelli, DPW Superintendent
Janet Stanley, Justice
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Chief Pat Flannery
Koagel & Vincentini
Minoa Library

EMAIL DISTRIBUTION LIST

Steven Primo, Attorney
Keith Brandis, Paramedic Supervisor
Town of Manlius
Village of Fayetteville
Donna DeSiato, Superintendent ESM School District
Manlius Historical Society
John Regan

**VILLAGE OF MINOA
BOARD OF TRUSTEES
MARCH 21, 2011**

The regularly scheduled meeting of the Village Board of the Village of Minoa was held at the Municipal Building in the Village Board Room, 240 N. Main St, on March 21, 2011.

PRESENT: Mayor Donovan
Trustee Brazill
Trustee Champagne
Trustee Christensen
Trustee Cronk
Attorney Primo
Clerk/Treasurer Snider
Attendant Michael Macko

ABSENT: None

ALSO PRESENT: Jeff Chrissley, DJ Goodson, John Barattini, Ben Hess, Matt Green, Sam LeGro, Michael Capp, Dan DeLucia, Hannah Owens, Patricia Auger, Patrick Owens, Brandy Champagne, Eden Antczak, Cheyenne Champagne, and John Sears.

Mayor Donovan opened the meeting at 7:05 p.m. with the Pledge of Allegiance led by the Kirkville Scout Troop # 210.

MINUTES OF VILLAGE BOARD MEETING – MARCH 7, 2011 A motion was made by Trustee Brazill and seconded by Trustee Christensen to accept the minutes of the March 7, 2011 Village Board Meeting as recorded. All in favor. Motion carried.

MINUTES OF SPECIAL MEETING / MARCH 9, Tabled.

2011

MINUTES OF SPECIAL MEETING / MARCH 16, 2011

WORKPLACE VIOLENCE POLICY

Mayor Donovan presented a completed Workplace Violence Policy for the Board's approval and said that Attorney Primo's recommended the policy, which met the NYS legal requirements. Trustee Brazill said the policy was similar to what his company used and also recommended the policy.

A motion was made by Trustee Brazill and seconded by Trustee Champagne adopting the Workplace Violence Policy and is attached hereto as Schedule "A". All in favor. Motion carried.

PERMISSION TO ATTEND WORKPLACE VIOLENCE & CONFINED SPACE AWARENESS TRAINING

A motion was made by Trustee Brazill and seconded by Trustee Christensen giving permission for Village of Minoa employees and volunteers to attend the Workplace Violence & Confined Space Awareness training by Empire Safety & Consulting at 7:00 p.m. on April 4, 2011, at the Municipal Building during the Minoa Fire Department meeting at a total cost of \$400.00. All in favor. Motion carried.

AMENDED POLICY / PURCHASING POLICY

A motion was made by Trustee Champagne and seconded by Trustee Cronk adopting the amended Purchasing Policy including updated bidding requirements for purchase contracts for materials, equipment and supplies involving an estimated annual expenditure of over \$20,000 (increased from \$10,000) and public works contracts involving over \$35,000 (increased from \$20,000) shall be awarded only after public advertising soliciting formal bids. All in favor. Motion carried.

Attorney Primo said there was verbiage required in the policy to guarantee that specifications were apples to apples in larger purchases and public works contracts and general contractor additions. Clerk/Treasurer Snider would forward him the policy for needed adjustments.

HEAVEN'S PANTRY / RELOCATION

Mayor Donovan noted for the record that the Village of Minoa has housed the Heaven's Pantry at no charge for over fifteen years and has spoken to them over the past year in an effort to find them a new home. Mayor Donovan said the Minoa Fire Department needs additional space and the pantry would possibly provide training room space and/or a bunk-in program.

T.K. EZZO / LANDSCAPE PROPOSAL

A motion was made by Trustee Christensen and seconded by Trustee Brazill approving the proposal from T.K. Ezzo dated March 8, 2011 for the maintenance of the five (5) Welcome to Minoa Planters, two (2) flower boxes located throughout the village, the monument in front of the Village Offices, the area under the Village clock, Lewis Park, St. Mary's cemetery and the bed under the sign at Station #2 for the 2011 season in the amount of \$3,174.00, with \$2,000 due June 1, 2011 for the purchase of supplies and \$1,174.00 due October 1, 2011. All in favor. Motion carried.

PERMISSION TO ATTEND 2011 NYCOM ANNUAL MEETING A motion was made by Trustee Brazill and seconded by Trustee Cronk giving permission to the Mayor and the Village Board to attend the 2011 NYCOM Annual Meeting at Saratoga Springs, NY from May 24 – May 26, 2011 with schedule and cost details to follow. All in favor. Motion carried.

ONONDAGA COUNTY BOARD OF ELECTIONS / POLLING PLACE AGREEMENT Tabled.

Mayor Donovan said he was waiting for a call from the Board of Elections Commissioner to discuss problems with holding elections at Station II due to complaints from the inspectors of the interruptions from fire calls, fuel fumes and cold air when the bay doors are opened. Mayor Donovan said he is concerned that the Board of Elections wants to charge the village excessive rates to utilize their voting machines, but they do not pay rent to use the Municipal Building during the elections and he is aware that we are responsible for providing space at no charge. He said the process has to be a two way street and affordable for both parties.

OCWA / WATER MAIN INSTALLATION / SCHEPPS CORNERS ROAD TO VILLAGE OF MINOA LIMITS A motion was made by Trustee Champagne and seconded by Trustee Cronk giving permission for Mayor Donovan to sign the permission request from OCWA to install a 10” & 12” DICL water main and appurtenances on Schepps Corners Road to the Village of Minoa limits listed as OCWA Project No. 4100052. All in favor. Motion carried.

AMBULANCE Nothing to report.

FIRE DEPARTMENT ***RATIFY PRIOR APPROVAL / PERMISSION TO STAFF ALS & BLS WITH MINOA FIRE DEPARTMENT VOLUNTEERS***

A motion was made by Trustee Cronk and seconded by Trustee Christensen ratifying prior approval giving permission to the Minoa Fire Department volunteers to staff an ALS and/or BLS ambulance with the Minoa Ambulance Department. All in favor. Motion carried.

PERMISSION TO USE STATION II FOR FUNERAL RECEPTION / NICHOLAS ERARD SENIOR

A motion was made by Trustee Brazill and seconded by Trustee Champagne giving permission to the Minoa Fire Department to use Station II for a funeral reception for the much respected and retired firefighter Nicholas Erard Senior. All in favor. Motion carried.

DPW ***SIX MONTH INCREASE FOR BRADLEY HYDE***

A motion was made by Trustee Christensen and seconded by Trustee Champagne that based upon the recommendation of Thomas Petterelli and a favorable six month review, Bradley Hyde be given an increase of \$.50 per hour from \$12.00/hr to \$12.50/hr as was stated during the hiring process and that it be effective March 21, 2011. All in favor. Motion carried.

PERMISSION TO ATTEND PUBLIC WORKS TRAINING SCHOOL PLANNING COMMITTEE MEETING

A motion was made by Trustee Cronk and seconded by Trustee Champagne giving permission for Thomas Petterelli to attend the Public Works Training School Planning Committee meeting

on May 3, 2011, Saratoga, NY at no cost. All in favor. Motion carried.

CERF

RATIFY PRIOR APPROVAL / LETTER OF SUPPORT / GRANT APPLICATION BETWEEN SUNY ESF, SKD, LLC, AND THE VILLAGE OF MINOA

A motion was made by Trustee Champagne and seconded by Trustee Christensen ratifying approval for Mayor Donovan to send a Letter of Support on behalf of a grant application submitted by Klaus Doelle, SUNY ESF, between SUNY ESF, SKD LLC, and the Village of Minoa. Ayes: Trustee Champagne, Trustee Christensen and Trustee Brazill Nays: Trustee Cronk - Motion carried.

WWTF

PERMISSION TO ATTEND NYWEA CENTRAL CHAPTER SPRING MEETING

A motion was made by Trustee Champagne and seconded by Trustee Brazill giving permission for Steven Giarrusso and John Patrick Meehan to attend the NYWEA Central Chapter Spring meeting on April 5, 2011, Skaneateles, NY, at a cost of \$60.00 per person. All in favor. Motion carried.

RATIFY PRIOR APPROVAL / VILLAGE OF PHOENIX INTERMUNICIPAL AGREEMENT / SANITARY & STORM SEWERS

A motion was made by Trustee Christensen and seconded by Trustee Brazill ratifying prior approval to enter into an intermunicipal agreement with the Village of Phoenix for the purpose of hiring the Village of Minoa to televise their sewer lines by utilizing Minoa employees (\$56.00 per hour), plus mileage (.50 per mile) and equipment (\$1.50 per linear foot) and the agreement is attached hereto as Schedule "B". All in favor. Motion carried.

ESM SEWER AGREEMENT / 2011-2014

A motion was made by Trustee Cronk and seconded by Trustee Brazill authorizing Mayor Donovan to sign the Sewer Agreement with East Syracuse-Minoa School District in the amount of \$111,755.00 per year for a term of three years to commence on October 1, 2011 and to terminate on September 30, 2014. All in favor. Motion carried.

TRUSTEES' REPORT

Trustee Champagne said the Minoa Days Festival is scheduled for July 9, 2011 from 11:00 a.m. to 3:00 p.m. at Lewis Park. He said the dog show that was held in 2010 would not occur in 2011 Festival, due to scheduling conflicts. Trustee Champagne said the Easter Bunny, Sharon Norcross, has arrived and is helping in the Easter Egg Hunt preparations. Trustee Champagne introduced his daughters, Cheyenne and Brandy Champagne, and their friend Eden Antczak, who were in attendance for a class project.

Trustee Christensen had nothing to report.

Trustee Cronk had nothing to report.

Trustee Brazill reminded the Board that the Critical Response Committee Drill was scheduled for at 5:30 p.m. on Tuesday, March 29, 2011, at Pine Grove Middle School.

MAYOR'S REPORT

Mayor Donovan said he was sad to report that the Village of Minoa lost a Life Member of the Minoa Fire Department, Nicholas Erard Sr. and asked for a moment of silence. He said the

calling hours and the funeral were scheduled for March 23rd and 24th respectively.

ATTORNEY'S REPORT Attorney Primo provided the following two Local Laws for the Board to review:

Zoning – Planned Development District (PDD)

Attorney Primo said that developers have approached the Village of Minoa to develop an upscale senior citizen development and the proposed law would enable them to submit a concept or site plan through an easier process. The developer would submit the plan to the Planning Board for an advisory opinion and Site Plan review at one setting. After the Planning Board has completed the review and has an advisory opinion, it would then be sent to the Village Board for review and approval. The Planned Development District (PDD) allows for a variety of land uses and flexible lot arrangements that is achieved by the Village Board participating in the approval process. Attorney Primo said it would be a legislative change and asked the Board to review the proposed law carefully and then schedule for a Public Hearing.

Mayor Donovan asked Clerk/Treasurer Snider to forward a copy of the proposed local law to the Planning Board members for their comments. Attorney Primo said the developer would be required to have their plans complete before meeting with the Planning Board, so the Village Board is ready to move forward.

Mayor Donovan said the Village of Minoa does not have any properties for expansion, excluding Minoa Farms, and any new development would need to be annexed into the Village of Minoa. Mayor Donovan said the law would allow the Board to mold the zoning to make it conducive to bring development into the village.

Signs

Attorney Primo provided a proposed local law amending Signs and refers to non-conforming signs, LED signs, size and position of signs. He requested that the Board review the proposed law carefully before scheduling a Public Hearing. Mayor Donovan said they have discussed adjusting the Sign rules for a long time and it's time to make the appropriate adjustments. Trustee Cronk asked how long an existing sign has to be grandfather in if they do not comply to the new guidelines and Attorney Primo said they would have ten (10) years to comply with the law.

Mayor Donovan said he is concerned about the excessive signs on utility poles and the Municipal Code doesn't currently address the problem, as it used to be enforced by the utility companies. He said that it was important to have something on the books for future development.

AUDIT CLAIMS

A motion was made by Trustee Champagne and seconded by Trustee Brazill that claims on Abstract # 20 in the amounts of General Fund - \$56,250.83 (Vouchers 861-907) and Sewer Fund – \$6,771.85 (Vouchers 305-322) for a total of \$63,022.68 be audited and paid. All in favor. Motion carried.

TREASURER'S

A motion was made by Trustee Brazill and seconded by Trustee Christensen to accept the

**REPORT – FEBRUARY
2011**

Treasurer's Report for the month of February 2011 as recorded. All in favor. Motion carried.

PUBLIC COMMENTS

John Sears asked for the specific amount the Onondaga County Board of Elections charged to use the voting machines. Mayor Donovan said the cost was approximately \$2,500 for the machines, printing of ballots and delivery and the village currently does not pay for the use of the lever machines. Mayor Donovan said that New York State recently approved the old lever machines for the next village election, as they approved them for two years. Mayor Donovan said he is sure that he will lose the debate on reducing the cost of the voting machines, but feels that it's important to have the discussion.

John Sears asked what they were doing with the old voting machines and Mayor Donovan said he doesn't know how they will dispose of the machines, but will be illegal to use in the future. Mayor Donovan said the NYS Legislature would not pass the paper ballot option and would require the use of the new machines in the upcoming years. Mr. Sears asked what the other counties were charging and Mayor Donovan said he was not aware of what other counties were charging. Mr. Sears suggested that the Village of Minoa place an ad in the Scotsman to discover what other counties are charging for voting machines. Discussion ensued regarding the cost of voting machines.

Mayor Donovan said the Budget Workshops have been completed and the proposed tax increase is from \$8.30 per thousand to \$8.95 per thousand. Mayor Donovan said the increase is based on the loss of Sales Tax revenue from Onondaga County and said it was a tax shift from the County, which means that they lowered the 2011 Onondaga County tax for village property owners and allows for the Village of Minoa to increase the rate. Clerk/Treasurer Snider said the Town/County/Village 2011 taxes for the Village of Minoa residents should have a net decrease from the 2010 taxes, but the Village has no control over what Onondaga County will tax in 2012 and have tried to keep the increase reasonable.

Mayor Donovan said that unfortunately the Village will appear to be the bad guys because it is a tax shift, but Onondaga County did decrease the tax rates for villages. He said this has been a difficult budget year and there aren't any positions to cut. Mayor Donovan said they are reviewing the Ambulance Department and Codes Enforcement options, which has been a painful process. Mayor Donovan said he recognizes that it is a difficult period for the residents and that the Board and Department Heads worked diligently to keep expenses down.

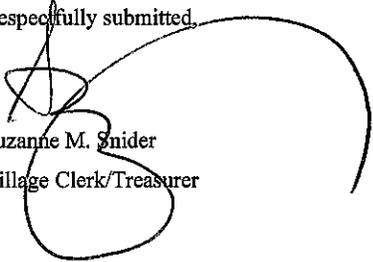
Jeff Chrissley asked when the RFP for the town wide Fire and Ambulance Study would be completed and Mayor Donovan said the study should be completed by March 31, 2011. Trustee Brazill said they received a fact checking report and is interested in seeing the final results of the study.

John Sears asked when he would be able to see the worksheets the Village Board used during the Budget Workshops and Attorney Primo said the worksheets are not available for public review as they are a work in progress and continuously changing. Clerk/Treasurer Snider said the final proposed budgets will be available at the Village Office.

ADJOURNMENT

A motion was made by Trustee Champagne and seconded by Trustee Brazill that the Village Board Meeting be adjourned at 8:05 p.m. All in favor. Motion carried.

Respectfully submitted,


Suzanne M. Snider
Village Clerk/Treasurer

VILLAGE OF MINOA POLICIES AND PROCEDURES

- I. **SUBJECT:** **WORKPLACE VIOLENCE PREVENTION POLICY**
- II. **ADOPTED:** March 21, 2011
- III. **PURPOSE:** Village of Minoa is committed to preventing workplace violence and to maintaining a safe work environment free from intimidation, threats and violent acts.
- V. **POLICY:**

1. Village of Minoa will not tolerate incidents of workplace violence including, but not limited to, physically or verbally abusive, derogatory, threatening or hostile behaviors, including physical abuse, harassment, vandalism, or any other similar act which, in the Village's opinion, are inappropriate in the workplace.
2. The definition of workplace violence described by the U.S Department of Justice is as follows:

Workplace violence is any actions or words that endanger or harm another employee or result in other employees having a reasonable belief that they are in danger.

Such actions include:

- Causing physical injury to another person.
 - Making threatening remarks.
 - Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.
 - Intentionally damaging employer property or property of another employee.
 - Committing acts motivated by, or related to, sexual harassment or domestic violence.
3. Therefore, except as may be required as a condition of employment:
 - No employee shall bring into any work site any weapon or other dangerous instrument that might reasonably be used as a weapon.
 - No employee shall use, attempt to use, or threaten to use any weapon or dangerous instrument in a work site.
 - No employee shall cause or threaten to cause physical injury to any individual, or intentionally cause damage to property in a work site.
 4. Any potentially dangerous situations must be reported immediately to a supervisor or the Village Office. When reporting a threat of violence, the employee should be as specific and detailed as possible. The Village Board will conduct swift and thorough investigations of all workplace violence complaints. An employee may be required to reduce their report of an incident to writing. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others on a need-to-know basis in the judgement of the Village. All parties involved in a situation will be counseled and the results of investigations will be discussed with them. Village of Minoa will actively intervene at any indication of a possibly hostile or violent situation.

Employees are expected to exercise sound judgement and to inform a supervisor or the Village Office if any employee exhibits behavior which could be a sign of a potentially dangerous situation. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. Such behaviors include, but are not limited to:

- Discussing weapons or bringing them to the workplace.
 - Displaying overt signs of extreme stress, resentment, hostility, or anger.
 - Making threatening remarks.
 - Sudden or significant deterioration of performance.
 - Displaying irrational or inappropriate behavior.
5. Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including dismissal. Non-employees engaged in violent acts on Village of Minoa premises will be reported to the proper authorities, as necessary.
 6. Training for appropriate staff in each department shall be given on a periodic basis regarding the identification of workplace violence, how to process complaints, and the role and responsibility of all personnel in the prevention of incidents of workplace violence.
 7. It is the responsibility of all employees to report all threatening behavior to their supervisor or the Village Office immediately. The goal of this policy is to promote the safety and well being of all people in our workplace.

VILLAGE OF MINOA WORKPLACE VIOLENCE PREVENTION POLICY

VILLAGE OF MINOA WORKPLACE VIOLENCE PREVENTION PROGRAM

Village of Minoa is committed to providing a work environment free from the hazards of workplace violence or any physical assault, threatening behavior or verbal abuse. This program establishes a Zero Tolerance to violence in the workplace. It also establishes responsibilities for employees, visitors and clients of our buildings. Acts of violence occurring where an employee performs any work-related duty in the course of his or her employment will not be tolerated. Offenders may be removed from the premises and subjected to appropriate disciplinary actions as further described in applicable polices, collective bargaining agreements and Civil Service laws, rules and regulations.

The program is intended to ensure that all of our employees, including supervisors' and volunteers' comply with the following work practices that were designed to make the workplace more secure. Management will demonstrate a clear commitment during the implementation and enforcement of this Workplace Violence Prevention Program.

Village of Minoa also has a Workplace Violence Prevention Policy in place. A copy of this policy can be obtained by contacting the Village Office.

VILLAGE OF MINOA WORKPLACE VIOLENCE PREVENTION POLICY

What is Workplace Violence?

New York State Public Employer Workplace Violence Prevention Code Rule 827 defines Workplace Violence as any physical assault, threatening behavior, verbal abuse occurring where a public employee performs any work-related duty in the course of his or her employment.

A reportable workplace violence incident is defined as one or more of the following:

- (a) An attempt or threat whether verbal or physical to inflict injury upon person
- (b) Any intentional display of force which would give a person reason or fear to expect bodily harm
- (c) Intentional and wrongful physical contact with a person without his or her consent that entails some injury or offensive touching
- (d) Harassment of a nature that would give a person reason to fear escalation or make it difficult to pursue a normal work life or private life when harassment arises out of or in the course of employment.
- (e) Stalking a person with the intent of causing fear when such stalking has arisen through or in the course of employment. An incident may be committed without one person actually touching, or striking or doing bodily harm to another person.

VILLAGE OF MINOA WORKPLACE VIOLENCE PREVENTION POLICY

Communication and Employer Commitment

At the Village of Minoa, we recognize that to maintain a safe, healthy and secure workplace we must have open, two-way communication between all employees, including supervisors and department heads, on all workplace safety, health and security issues.

The Village of Minoa has a communication system designed to encourage a continuous flow of safety, health and security information between management and our employees without fear of reprisal and in a form that is readily understandable. Examples of our communication methods include:

- Initial Training of New Hires and Per Diem employees along with annual training;
- Reinforcing a Zero Tolerance approach to Workplace Violence through the use of training, signs and posters;
- Informing employees, supervisors and department heads of the provisions of our program for workplace security;
- Evaluating the performance of all our employees in complying with our establishments security measures
- Recognizing employees who perform work practices which promote security in the workplace;
- Ensure annual training is provided to all employees to increase their understanding and compliance with work practices and methods of reporting incidents;
- A fair system of disciplining workers for failure to comply with workplace security practices

VILLAGE OF MINOA WORKPLACE VIOLENCE PREVENTION POLICY

Risk Evaluation

Risk evaluations were conducted in 2007 for the following departments:

- 1) Ambulance Department
- 2) Court
- 3) Fire Department
- 4) Department of Public Works
- 5) Village Office
- 6) Wastewater Treatment Facility

Risk Factors

Where risk factors were discovered within our facility engineering controls, administrative controls and work practices will be used to prevent or minimize the risk of work place violence. This has been and is an ongoing process in Village of Minoa. Recent key card control for access to the Village of Minoa Village Hall and all Fire Department Buildings. There is also a panic button in the Village Hall Board Room that goes direct to 911 if there are ever any incidents in that room and a bullet proof glass has been installed for the court clerk. Security cameras have been place at Lewis Park, Rees Field, Municipal Building and Department of Public Works to cover the parks, entrances, parking lots and hallways.

VILLAGE OF MINOA WORKPLACE VIOLENCE PREVENTION POLICY

Employee Training

The cornerstone of an effective workplace violence prevention plan is appropriate training of all employees, supervisor and managers. Village of Minoa will educate its employees about the risk factors associated with the various types of workplace violence and provide appropriate training in crime awareness, assault and rape prevention and defusing hostile situations.

Training will be provided at time of initial assignment, prior to a new control method being implemented and (or) annually. Workplace Violence Prevention training for employees will be used to inform employees of the details of the Workplace Violence Prevention Program. Emergency policies and procedures that describe how Village of Minoa will respond to an incident and the specific roles assigned to our employees within the overall plan will be discussed.

The following topics will be discussed during the initial and annual training.

- What is Workplace Violence
- Management's commitment to Zero Tolerance of Workplace Violence
- Techniques on how to recognize and avoid Workplace Violence situations
- What are high risk occupations
- How to report a Workplace Violence Incident
- The importance of reporting all incidents
- How and when incidents will be investigated by the employer
- Where employees can go for assistance
- Where to obtain post incident crisis counseling

VILLAGE OF MINOA WORKPLACE VIOLENCE PREVENTION POLICY

Incident Reporting

Any threat that is considered by the employee to be an immediate danger to life and health should be reported to Law Enforcement by dialing 911. If it is a bomb threat then the bomb threat checklist should be used.

Any potentially dangerous situations must be reported immediately to a supervisor, department head in the absence of a supervisor, or the Village Office. When reporting a threat of violence, the employee should be as specific and detailed as possible. The Village Board will conduct swift and thorough investigations of all workplace violence complaints.

An employee may be required to reduce their report of an incident to writing. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others on a need-to know basis in the judgment of the county. All parties involved in a situation will be counseled and the results of investigations will be discussed with them. Village of Minoa will actively intervene at any indication of a possibly hostile or violent situation. Employees are expected to exercise sound judgment and to inform a supervisor, department head in the absence of a supervisor or the Village Office if any employee exhibits behavior which could be a sign of a potentially dangerous situation.

This includes threats by employees, as well as threats by customers', vendors, solicitors or other members of the public. Such behaviors include, but are not limited to:

- Discussing weapons or bringing them to the workplace.
- Displaying overt signs of extreme stress, resentment, hostility, or anger.
- Making threatening remarks.
- Sudden or significant deterioration of performance.
- Displaying irrational or inappropriate behavior.

All department heads and supervisors are responsible for implementing and maintaining this program in their work areas. They should be familiar with the contents of this program and be able to answer questions relating to the program. Employees may obtain a copy by contacting the Village Office.

Employees or employee representatives who believe that a serious violation of the Workplace Violence Prevention Program exist should follow the proper chain of command by reporting their concern immediately in writing to their supervisor, in the absence of their immediate supervisor the Trustee Liaison is then notified at the Village Office.

VILLAGE OF MINOA WORKPLACE VIOLENCE PREVENTION POLICY

Record Keeping

It is important to the success of the Workplace Violence Prevention Program that all employees understand the importance of reporting all incidents to the employer.

Village of Minoa will use records of injuries, illnesses, incidents, hazards, corrective actions, and training to help identify problems and solutions for a safe and helpful workplace.

The record keeping requirements outlined in 12NYCRR Part 801, Recording and Reporting Public Employees Occupational Injuries will be utilized for logging employee injuries or illnesses relating to workplace violence. A report must be made if two or more employees are hospitalized also any employee fatality must be reported to the nearest PESH Office.

Discrimination

Employees will not be discriminated against for bringing up any form of a safety and health concern, or for filing a complaint or for participating in or causing any proceeding or inspection relating to this program.

VILLAGE OF MINOA WORKPLACE VIOLENCE PREVENTION POLICY

Responsibilities

Employee

- Be familiar with Village of Minoa Workplace Violence Prevention Policy & Program
- Do not carry a weapons at work (See Workplace Violence Policy for expanded statement)
- Advise supervisor of any orders of protection or other necessary precautions that apply to the workplace
- **Emergency Situation** (act of violence or imminent threat)
 - Immediately contact Local Law Enforcement at 911
 - Use any panic buttons
 - Get away from situation
 - Promptly notify your supervisor
- **Non-Emergency Situation**
 - Promptly report all violence, threats, intimidation, or other disruptive Behavior to your supervisor
 - Notify supervisor of any safety or security concerns at the worksite or In the field
- Utilize EAP (Employee Assistance Program)

Supervisor:

- Be familiar with Village of Minoa Workplace Violence Prevention Policy & Program
- Do not carry any weapons at work
- Advise Department head of any orders of protection or other necessary precautions that apply to the workplace
- **Emergency Situation** (act of violence or imminent threat)
 - Immediately contact Local Law Enforcement at 911
 - Use any panic buttons
 - Get away from situation
 - Promptly notify your supervisor
- **Non-Emergency Situation**
 - Promptly report all violence, threats, intimidation, or other disruptive to your Department Head
 - Notify your Department Head of any safety or security concerns at the Workplace or in the field
- Utilize EAP (Employee Assistance Program) for employees
- Insure new hires receive Workplace Violence Training
- Insure current employees receive yearly Workplace Violence Training

VILLAGE OF MINOA WORKPLACE VIOLENCE PREVENTION POLICY

Post-Incident Response

Post-incident response and evaluation are important parts of an effective Workplace Violence Prevention Program. Village of Minoa is committed to the following:

- Assuring that all injured employees receive prompt and appropriate medical care;
- Securing the premises to safeguard evidence and reduce distractions during the post incident;
- Reporting the incident to the appropriate authorities as required by applicable laws and regulations;
- Prepare an incident report immediately after the incident utilizing the incident report form found in the appendix
- Conducting Post-incident debriefings and counseling, utilize mental health professionals, and EAP staff
- After the occurrence of a workplace violence incident conduct a review of the workplace violence prevention plans

VILLAGE OF MINOA WORKPLACE VIOLENCE PREVENTION POLICY

Appendix 1

Village of Minoa Workplace Violence Prevention Policy Statement (Incident Reporting)

Nothing is more important to Village of Minoa than the safety and security of our employees. Threats, threatening behavior, or acts of violence against employees, visitors, guest, or other individuals by on Village of Minoa property will be not be tolerated.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on Village of Minoa property will be removed form premises as quickly as safety permits and shall remain off Village of Minoa premises pending the outcome of an investigation. Village of Minoa response to incident of violence may include suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and criminal prosecution of those involved.

Village of Minoa personnel are responsible for notifying the contact person designated below of any threats they have witnessed, received, or have been told that another person has witnessed or received. Personnel should also report behavior they regard as threatening of violent if that behavior is job-related or might be carried out on a job site.

An employee who applies for or obtains a protective or restraining order that list Village of Minoa as protected areas must provide a copy of the petition and declarations used to seek the order and a copy of any temporary or permanent protective or restraining order that was granted. Village of Minoa has confidentiality procedures that recognize and respect the privacy of the reporting employee(s).

Designated Contact Person

Name: _____

Title: _____

Department: _____

Phone: _____

Location: _____

Appendix 2

Village of Minoa Workplace Violence Incident Report

VILLAGE OF MINOA WORKPLACE VIOLENCE PREVENTION POLICY

Today's Date _____

Date of Incident _____

Time of Incident _____

Date Reported to Supervisor _____

Employee Name _____

Job Title _____

Department _____

Supervisor _____

Location of Incident _____

Type of Violence which occurred:

Type I- Violence by a stranger

Type II – Violence by a customer/client

Type III- Violence by customer/client

Type IV- Violence by personal relations

Was law enforcement contacted? Yes No Not needed

What was the employee doing just prior to the incident?

Incident Description (Names of involved individuals, extent of injuries, names of witnesses)

Provide information on preventative actions that the public employer has taken or is considering as result of the incident to mitigate against further occurrences

Was trauma counseling requested? Yes No

Printed Name of Individual Completing the report:

Date:

Signature: