

The regular meeting of the Town Board of the Town of Stamford was held on Mar. 10, 2010 at 7:00 P.M. at the Town of Stamford Municipal Building with the following present:

Supervisor-Michael Triolo
Councilperson-Rudy Stripp
Councilperson-Bette Jayne Spinney
Councilperson-Daniel Deysenroth
Councilperson-Christopher Gaddis
Hwy. Supt. John A. Rice, Jr.

Also present: William and Barbara Coleman, Jon Ballard, Jim Betz, Lorraine Ziek and Tim Moretti

A MOTION was made by Bette Jayne Spinney and seconded by Rudy Stripp to approve the minutes of the previous meeting. ALL AYE votes cast, MOTION carried.

RESOLUTION NO. 9-2010 was introduced by Bette Jayne Spinney and seconded by Rudy Stripp:

Whereas, The FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) has issued preliminary flood maps for the Town of Stamford; and

Whereas, William I & Barbara H. Coleman and Carol M. Triolo have applied for a **Structure Amendment to National flood Insurance Program Maps** for properties identified as 69.17-3-9.1 (Coleman) and 108-1-10.2 (Triolo); and

Whereas, both applicants have provided a Elevation Certificate Completed by a licensed surveyor; and

Whereas, the Town of Stamford Board finds the protests to be reasonable and supported by the information supplied

NOW, THEREFORE LET IT BE RESOLVED that the Town of Stamford Board hereby accepts the **Structure Amendment to National flood Insurance Program Maps** applications from William I.& Barbara H. Coleman and Carol M. Triolo and instructs its Supervisor to submit the required documentation to officially protest the Flood Map designation for the structures identified by the submitted material.

The foregoing RESOLUTION WAS DULY PUT TO A VOTE WHICH resulted as follows:

AYES: Rudy Stripp-Bette Jayne Spinney
Daniel Deysenroth-Christopher Gaddis
NOES: None
ABSTAIN: Michael Triolo

Said RESOLUTION was thereupon declared duly adopted.

A MOTION was made by Rudy Stripp and seconded by Daniel Deysenroth to approve the Supervisor's monthly report. ALL AYE votes cast, MOTION carried.

A MOTION was made by Rudy Stripp and seconded by Christopher Gaddis to approve General bills abstract no. 3, dated Mar. 10, 2010, claim nos. 47 – 62 in the amount of \$6,898.42. ALL AYE votes cast, MOTION carried

A MOTION was made by Rudy Stripp and seconded Bette Jayne Spinney to approve Highway bills abstract no. 3, dated Mar. 10, 2010, claim nos. 32 – 48 in the amount of \$26,331.97. ALL AYE votes cast, MOTION carried.

Highway Supt. John Rice gave the following report:

- FEMA funds are available due to the severe snow storms on Feb. 23rd and Feb. 25th, estimates have been submitted.
- The clutch in the Sterling truck was lost while pushing enormous amounts of snow.
- Town Supervisors will meet on Mar. 29th in reference to a new law that requires municipalities to set up a Prevailing Rate Contract for any work done to highway or town buildings plus any services such as fuel, gas or diesel deliveries.
- Met with Delaware Co. DPW and tentatively agreed on signs for Tower Mountain Rd. to help cut down on unnecessary heavy traffic. Regulatory corner and hill signs will be erected in appropriate places.
- Extensive brake repair is needed on the Osh Kosh truck
- The old garage roof needs new shingles and the remaining nine windows should be replaced.

Supv. Triolo received several comments commending the Highway Dept. on the great care of the roads during the last storm.

RESOLUTION NO. 10-2010 was introduced by Daniel Deysenroth and seconded by Bette Jayne Spinney:

BE IT HEREBY RESOLVED that we adopt the following Highway Emergency Policy Response Procedure:

TOWN OF STAMFORD

Highway Emergency Policy Response Procedure

The health and safety of its residents is the primary duty of the Town of Stamford Board and the Town of Stamford Highway Superintendent. This policy sets forth emergency response procedures for the Town of Stamford Highway Department.

1. The Delaware County 911 System will be the primary source of communication.
2. Emergency Services (EMS, Fire Department, Police Agencies) will be specific as to the nature of the problem, accurately describe road conditions- and request the size/and or type of equipment needed.
3. The Highway Superintendent or his proxy will provide an estimated time of arrival to the emergency site. A truck response time within 45 minutes will be the goal. Other equipment may take a longer response time. If unable to respond within 45 minutes, the Highway Department will immediately notify 911 for transmittal back to emergency services.
4. Emergency calls and responses by the Highway Department will be reported to the Town Board at the meeting following the incident(s).

The foregoing RESOLUTION WAS DULY PUT TO A VOTE WHICH resulted as follows:

AYES: Michael Triolo-Rudy Stripp-Bette Jayne Spinney
Daniel Deysenroth-Christopher Gaddis
NOES: None

Said RESOLUTION was thereupon declared duly adopted.

RESOLUTION NO. 10-2010 was introduced by Daniel Deysenroth and seconded by Bette Jayne Spinney:

BE IT HEREBY RESOLVED that we adopt the following Workplace Violence Prevention Policy:

Workplace Violence Prevention Policy

The Town of Stamford, New York is the provider of municipal and related community services. The Town strives to provide a safe work environment to all of its employees and to those that it serves.

The Town is committed to providing a safe work environment for all employees. The Town will respond promptly to threats, acts of violence, and acts of aggression by employees or against employees by coworkers, members of the public or others.

The Town's response may also include removal of third party vendors/contractors from buildings or termination of contracts with such vendors/contractors.

The term "workplace violence" is defined as any physical assault, threatening behavior or verbal abuse occurring in the work setting. **The Town of Stamford prohibits workplace violence and will not tolerate violence, threats of violence, or intimidating conduct in the workplace. Complaints of workplace violence will be given serious attention. Security and safety in the workplace requires the cooperation of every employee.**

This policy sets forth standards for employee conduct and guidelines for reasonable precautions. The accompanying procedures outline response to threats or violence should they occur in the workplace whether in a Town facility or while performing duties in the Town.

The term "workplace" is defined as any location away from 'an employee's domicile, permanent or temporary, where an employee performs any work-related duty in the course of his or her employment for the Town.

The term "employee" is defined as a public employee working for an employer.

Prohibited Conduct

A. The Town will not tolerate any act or threat of violence, harassment, intimidation, and other disruptive behavior in the workplace, on Town property or while in work status for the Town.

B. No person may engage in violent conduct or make threats of violence, implied or direct, on Town property or in connection with Town business. This includes but is not limited to:

1. The use of force with the intent to cause harm, e.g. physical attacks, or any unwanted contact such as hitting, fighting, pushing or throwing objects;
2. Acts or threats which are intended to intimidate, threaten, coerce, or cause fear of harm whether directly or indirectly; and
3. Acts or threats made directly or indirectly by oral or written words, gestures or symbols that communicate a direct or indirect threat of physical harm or mental harm,

C. No person, without legal authority, may carry, possess or use any weapon on Town property or in Town buildings or facilities.

Town Supervisor

The Town Supervisor is responsible for the implementation of this policy. This responsibility includes ensuring appropriate investigation, follow-up, creation of records and maintenance of such records of reported incidents of workplace violence.

Risk Evaluation

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 Stamford employees include, but are not limited to:

- Working in public settings
- Working late night or early morning hours
- Exchanging money with the public
- Working alone or in small numbers
- Working in a setting with uncontrolled access to the workplace
- Working in a setting where previous security problems have occurred
- Having a mobile workplace assignment
- Working with a population which might expose one to potentially violent persons (such as criminal justice settings)
- Having duties that include the delivery of passengers, goods or services

Indicators of increased risk of violent behavior may include:

- Direct or veiled threats of harm
- Intimidation, belligerence, bullying or other inappropriate behavior directed at others
- Numerous conflicts with supervisors and employees; verbal comments indicating expressions of hostility directed at coworkers, supervisors or others
- Bringing an unauthorized weapon to work brandishing a weapon in the workplace, making inappropriate reference to guns or fascination with weapons
- Fascination with incidents of workplace violence, statements indicating approval of the use of violence to resolve a problem, or statements indicating identification with perpetrators or workplace homicides
- Statements indicating an increased tone of desperation from the person, feeling that normal interventions to solve the problem will not work, feeling hopeless about a situation at work, with family, financial and other personal problems
- Signs of abuse of drugs/alcohol on or off the job
- Extreme or uncharacteristic changes in behavior or displays of emotion

- Employees with on-going domestic difficulties
- Employees with a temporary order of protection against any respondent

These behaviors should be reported to the Town Supervisor. Sometimes, small behavior problems, which can precede the above behaviors, are dismissed or ignored, allowing problems to fester. In the employee's mind, the situation can become more intense. Early notification/involvement may be the appropriate intervention, it is important to remember the employee must be treated with dignity, mutual respect and fairness in this process. Some of these types of behavior are listed below:

- Withdrawal from friends, coworkers, and/or one's social circle
- Reduced productivity
- Unexplained absence from work area or marked increase in tardiness and/or absenteeism
- Noticeable deterioration of personal hygiene and appearance

Common Issues that may trigger workplace violence:

1. Employee issues
 - Negative performance review
 - Unwelcome change in role due to performance or reorganization issue
 - Criticism of performance
 - Conflict with coworker or supervisor
 - Personal stress outside the workplace
 - Increased workload or pressure
2. Workplace issues (any of the following may be an employee's perception of issues)
 - No clearly defined rules of conduct
 - Lack of training
 - Inadequate hiring practices/screening of potential employees
 - Insufficient supervisor
 - Lack of discipline or inconsistent discipline in workplace
 - Lack of or inadequate employee support systems
 - Failure to address incidents as they occur
 - Overly authoritarian management style

Taking this into account, there are three key elements that may help to prevent a violent situation from occurring;

1. Recognizing the early warning signs (such as a change in a person's behavior preceding an episode of violence)
2. Recognizing issues or events that may trigger violence
3. Early intervention to prevent a violent incident from occurring

Please note: It is important to be careful when drawing assumptions or relying solely on any of the above behaviors as indicators of violence.

Response Procedures

The following procedures are recommended to be followed whenever an employee files a complaint with the Town Supervisor alleging a violation of the *Town of Stamford Workplace Violence Prevention Policy* has occurred or when a violent incident occurs.

Emergency and non-emergency (threatening) situations

A "threatening situation" is a situation where one person, through intimidating words or gestures has induced fear and apprehension of physical harm in another person but there is no immediate danger of such harm being inflicted. The steps listed under the "Non-Emergency (threatening) Response Procedure" are recommended to be followed whenever a threatening situation occurs.

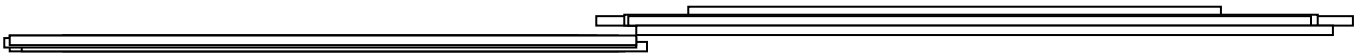
A situation is an "emergency" if an injury has occurred or there is an immediate threat of physical harm. Individuals should always consider their personal safety first in all emergency situations. If possible, the "Emergency Response Procedure" should be followed whenever an emergency occurs.

<p>Non-Emergency (threatening) Response Procedure A threatening situation is defined as a situation where: One person, through intimidating words or gestures, has induced fear and apprehension of physical or other harm in another person but there is no immediate danger of such harm being inflicted.</p>	<p>Emergency Response Procedure A situation is an emergency if: 1) an injury has occurred OR 2) There is an immediate threat of physical harm. You should consider your personal safety first in all emergency situations. If possible, you should use the following response procedure.</p>
<p>Step 1 Employee immediately notifies his or her immediate supervisor.</p>	<p>Step 1 First person on the scene quickly assesses the situation and the risk.</p>
<p>Step 2 The supervisor conducts preliminary inquiry and prepares report for the Town's record.</p>	<p>Step 2 First person on the scene calls 911 for security/medical assistance and ensures needs of the injured are met. Employee must also immediately notify Town Clerk of the situation.</p>
<p>Step 3 If there has been serious misconduct or criminal behavior by a Town employee,</p>	<p>Step 3 Town Clerk will immediately assess whether there is an emergency</p>

the employee's supervisor will contact the Town Supervisor and take no further action unless advised to do so.	situation and prepare report for the Town's record.
Step 3a If there is no immediate threat of violence and no serious misconduct or criminal behavior by a Town employee, the employee's supervisor will continue investigation, resolve/mediate the matter, initiate disciplinary action, if appropriate	Step 4 Town Clerk, in an emergency situation where there is an immediate threat of violence, will ensure that law enforcement and medical personnel have been notified.
Step 4 The Town Clerk ensures that a written summary report of the incident and all actions taken is prepared and maintained in Town files that may be reviewed by the NYS Department of Labor.	Step 5 Proceed with Non-Emergency Response Procedures, Steps 3-5.
Step 5 If an emergency situation develops, follow steps for Emergency Response Procedure.	

Retaliation

Retaliation action against anyone acting in good faith who has made a complaint of workplace violence, who has reported witnessing work place violence, or who has been involved in reporting, investigating, or responding to workplace violence is a violation of this policy. Those found responsible for retaliatory action will be subject to discipline up to and including termination.



Information and Training for Employees

- A. At the time of employees' initial assignment and annually thereafter, the Town shall provide its employees with a copy of the Town of Stamford Workplace Violence Prevention Policy and the following information and training on the risks of violence in their workplace(s):
1. The requirements of NYS Labor Law 27-b;
 2. The risk factors in their workplace(s); and
 3. Training sessions that outline:
 - a. the measures employees can take to protect themselves from such risks, including specific procedures the Town has implemented to protect employees.
- B. Employees will sign a form attesting that he/she has read, understand will abide by the Town of Stamford's Workplace Violence Prevention Policy.

**Town of Stamford
P.O. Box M
101 Maple Avenue
Hobart, New York 13788**

The Town of Stamford *is committed to the* safety and security of our employees. Workplace violence presents a serious occupational safety hazard to all people in our workplace. People in the workplace include the agency, employees, residents and visitors to the Town of Stamford. Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on the Town of Stamford's property 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 all people in the workplace. 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. Other tools that were utilized during this process included establishing a committee made up of management and Authorized Employee Representatives who will have an ongoing role of participation in the evaluation process, recommending methods to reduce or eliminate the hazards identified during the process and investigating workplace violence incidents or allegations. 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. The Town of Stamford has identified response personnel that include a member of management and an employee representative..

All town employee 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: Michael L. Triolo.

Title: Town Supervisor

Department: Town

Phone: (607) 538-9421

Location: 101 Maple Avenue, Hobart, NY 13788

The foregoing RESOLUTION WAS DULY PUT TO A VOTE WHICH resulted as follows:

AYES: Michael Triolo-Rudy Stripp-Bette Jayne Spinney

Daniel Deysenroth-Christopher Gaddis

NOES: None

Said RESOLUTION was thereupon declared duly adopted.

Supv. Triolo received the results of the biomass project feasibility report which states the hamlet of South Kortright is too small for the project to work. It would only work if the Phoenix House and the Allen Residential Center participated. The question is getting the Allen Center to participate because it is a state run facility.

RESOLUTION NO. 12-2010 was introduced by Bette Jayne Spinney and seconded by Rudy Stripp:

BE IT HEREBY RESOLVED we select the following nominees for the ballot for the Board of Directors Election of the Catskill Watershed Corp. as follows:

Martin Donnelly, Town of Andes, James Eisel, Sr., Town of Harpersfield and Thomas Hynes, Town of Roxbury.

The foregoing RESOLUTION WAS DULY PUT TO A VOTE WHICH resulted as follows:

AYES: Rudy Stripp-Bette Jayne Spinney

Daniel Deysenroth-Christopher Gaddis

NOES: None

ABSTAIN: Michael Triolo

Said RESOLUTION was thereupon declared duly adopted.

Supv. Triolo stated the US Census 2010 Forms are in the process of being distributed and encouraged all residents to complete and return.

A MOTION was made by Michael Triolo and seconded by Rudy Stripp to adjourn this meeting at 7:25 P.M. The next regular meeting will be held on April 14, 2010 at 7:00 P.M. at the Town Municipal Building, 101 Maple Ave., Hobart, New York.

WE, the undersigned members of the Town Board of the Town of Stamford, Delaware County, New York, do hereby certify that we have examined the minutes of the previous meeting and found them to be correct and accurate as recorded.

Supervisor_____

Councilperson_____

Councilperson_____

Councilperson_____

Councilperson_____

Attest_____

Town Clerk