

TOWN OF OAKFIELD

BOARD MEETING

MARCH 8, 2011

The meeting was called to order at 7:00 PM by Supervisor Dodd, followed by the Pledge to the Flag.

PRESENT: Supervisor Dodd, Councilpersons Veazey, Glor, Kabel & Cianfrini, Town Clerk Haacke, Code & Zoning Officer Smith, Justice Graham and Assessor Flansburg.

JUSTICE

The JCAP Grant is no longer in existence.

The Annual Justice Audit was completed by the Audit Committee; a **motion** was made by Councilman Veazey, seconded by Councilperson Glor and carried by unanimous vote to approve the Justice Audit conducted on the 2010 books.

ZONING & CODE ENFORCEMENT

Mr. Smith has not issued any permits as of this date.

The 2010 reports for last year have been sent into the State.

ASSESSOR

Change notices will be out by the end of the month, most of the changes will come from land increases. The Court Action from the Pipeline is done this year. For 2012 the Pipeline itself will increase \$1.7 million dollars.

HIGHWAY SUPERINTENDENT

Road work—pot holes have been fixed

Roads are still out of shape due to the cold winter

Culvert pipes are starting to level out

Road construction material cost is already on the rise.

Buildings & Grounds

Electrical quote to fix the violations of the Department of Labor (PESH)

A majority of the items stated in the report have been completed

Cemeteries

There are currently two (2) bodies in the vault and one (1) at Turners.

Parks

More electrical work is getting done at the Park by Elite Electric

The Highway Department is keeping the parking lots plowed when time allows

Equipment Update

The new Hopper Sander is finally here; a check on spec compliance

New 1.5 ton truck is ordered.

Public Work Update

There was a water drainage issue at new Water District 2-engineer advised.

Library

Need to contact Clark Patterson to get roof resolved.

Recycle Center

Must advertise for someone to replace Roy Lindsley who gave notice that he will be done at the end of March.

TOWN CLERK

Minutes—the minutes of the February 8, 2011 meeting were approved; a **motion** was made by Councilman Kabel, seconded by Councilman Veazey and carried by unanimous vote.

Bills—the following bills were submitted for approval:

General Fund	54-82	\$ 7,629.30	
Part Town B	8-9	\$ 894.69	
Highway DA	24-34	\$ 9,328.38	
Highway DB	5-7	\$ 1,035.99	
Water	3	\$65,419.21	
	TOTAL		\$84,307.57

A **motion** was made by Councilman Veazey, seconded by Councilperson Glor and carried by unanimous vote to pay the bills as submitted.

The Clerk's office is still collecting taxes until the end of March; we have just over \$100,000.00 left to collect.

To comply with the Department of Labor (PESH) finding, a Sexual Harassment Policy was drafted for the Board's review and training on this will take place at 6:00 pm on April 12, 2011 prior to the regular Board Meeting.

The following policy on Work Place Violence was presented to the Board:

TOWN OF OAKFIELD

WORKPLACE VIOLENCE PREVENTION PROGRAM

The Town of Oakfield has undertaken proactive prevention measures to address Risk Factors that exist in the workplace. These measures will be periodically reviewed by the Town's Safety Committee for effectiveness and modifications for improved security for employees. The Safety Committee will act as the Threat Assessment Team whose primary responsibility is to

conduct risk assessment. Once the level of risk is established, the team develops risk reduction strategies and employee training.

RISK FACTOR—Working with the General Public

An obvious Risk Factor noted by the Town of Oakfield is that all departments engage in contact with the general public. It is estimated that 90% of Town employees have direct contact with the general public.

Risk Control Implementation

All Town of Oakfield employees will be issued ID badges to wear allowing Town employees to identify who is in the building. They will also indicate who is a Town employee or member of the public. Good internal lighting and open space workstations have been established wherever possible to produce highly visible work environments. Warning signs have been placed on all doors at the entrances to Town buildings utilized by the public that no firearms or weapons are allowed in the building. Training programs are offered to employees on how to avoid being in dangerous situations and self defense responses. A reporting system for acts of violence, threats or incidents of aggressive behavior have been established.

RISK FACTOR—Working Late Night or Early Morning Hours

A Risk Factor reported that three (3) departments have some employees who work late night or early hours.

Risk Control Implementation: Some employees under this risk factor carry cell phones where they communicate with the 911 Communications Center. Some employees who attend evening meeting are in highly visible, well-lighted settings with groups of people. Departments have procedures on cautions employees should take when working extended hours.

RISK FACTOR—Exchanging Money with Public

There are three (3) departments where employees exchange money with the public.

Risk Control Implementation: Preventative measures vary by department and include employees being in secure locations while exchanging money with the public; this is limited to the Town Clerk's Office and the Court. The amounts of money (cash), for dog licenses or building permits usually is in the \$8.00 to \$75.00 range. The counter is constructed to be of significant height and width to prevent someone from easily jumping over it. The Town Clerk and Deputy Town Clerk work within this area. Both have cellular phones and a secured solid

vault to escape to and call for help in the event of any violence, or appearance of violence which may come into the building. All monies are to be deposited a \$250.00 limit or within 24 hours; whichever comes first. The exception to this is during the months of January, February and March when taxes are being collected and dollar amounts increase significantly. The Town has encouraged deposits of the checks as soon as they are received and the Clerk is escorted to the bank. Video cameras are located on the exterior of the building and interior cameras in the court room.

On Court nights a Security Officer is employed and a Magnetometer (Metal Detector) is utilized. There is a panic alarm button at the Judges Bench and Judges Desk that will send a silent alarm to a central station who will contact Law Enforcement for a response.

The Recycle Center is manned by two people at all times.

RISK FACTOR—Working Alone in Small Numbers or in Remote Areas

Five (5) departments have some of their employees work alone in small numbers, or in remote places. Those departments reported that an average of 80% of their staff fall into this category. The total number of employees identified in this Risk Factor was 10.

Risk Control Implementation:

The largest risk area involves employees such as the Justices who may be called in late at night and are alone in the building. The Assessor at times is in the building after regular hours; the Town Clerk is aware of this when she leaves. The Town Clerk and Deputy Clerk are often in the building alone, at times only one is working. This occurs in the Clerk's Office most often during summer hours when the Highway Department is on four day weeks.

RISK FACTOR—Uncontrolled Access to the Workplace

The Town Hall has uncontrolled access to most of the building. The main entrance allows access to the Town Clerk, Deputy Clerk, Assessor, Supervisor and Justices. While the counter are constructed in a fashion which makes it difficult to leap over, the counter does not provide sufficient space to prevent someone from reaching over and taking hold of an employee.

RISK FACTOR—Areas with Previous Security Problems

There have been no reported problem areas to date.

Town of Oakfield

Risk Control Implementation

When an incident occurs, the department conducts a critique to determine if the incident could have been avoided and how to prevent another such incident. The Threat Assessment Team will review all incidents and review police reports and evaluate conditions and procedures to determine preventive measures to be taken to increase safety and prevent such incidents from re-occurring.

EMPLOYEE RESPONSIBILITIES

Safety and security is everyone's responsibility. It is expected that employees will be aware of their surroundings and will take actions that will not lead to compromise of safety or security in the workplace.

Included as employee responsibilities for preventing workplace violence as part of this Violence Protection Program are:

- Wear Town issued ID badges everyday during working hours at workplace or when conducting county work duties outside the main workplace.
- Attend the training sessions offered by the Town of Oakfield and be in attendance for staff meetings when safety procedures are being reviewed.
- Watch the training videos that departments have, and read and understand as well as follow written departmental procedures regarding personal safety.
- Violence occurs over safety and security issues, so report unusual objects and observations
- Understand how to deal with difficult customers and follow your training when confronted with potential or actual violent situations.
- Fill out the Critical Incident Report whenever there is an incident of violence or threat of violence and be sure to report potential violence situations to the employee's supervisor.
- Keys to Town buildings are to be kept in secure places. Employees are to never allow another person to borrow or use their key. If a key is missing, lost or stolen the employee is to immediately report that to their supervisor and Buildings and Grounds Department. The Town must immediately know that a non-town, non-authorized person has access to county buildings and buildings

security is compromised. When an employee leaves Town employment they must surrender all keys to Town buildings and ID badge to supervisor. It is Department Heads responsibility that such items are handed in when an employee leaves Town employment.

TRAINING

Annual training will be conducted by departments with the department head or departmental safety committee determining the type of training that best addresses the risk of workplace violence for that particular department. Training can take the form of internal training sessions, hiring outside consultant or training specialist, training videos, outside training seminars and train the trainer sessions. Some departments such as Social Services utilize a variety of training programs including an office assessment to reduce violence or injury to workers in offices by a consultant.

A **motion** was made by Councilperson Glor, seconded by Councilman Veazey and carried by unanimous vote to adopt the policy as submitted.

A roll call vote went as follows:

Supervisor Dodd	Aye
Councilman Veazey	Aye
Councilperson Glor	Aye
Councilman Kabel	Aye
Councilman Cianfrini	Aye

Passed (5-0)

The Board was informed that the tickets for the Recycling Center have been distributed to the area businesses for sale. Those businesses are Oakfield Family Pharmacy, \$ and Cents, Becky's Treasures, the Village and the Town. So far residents have been coming into the Clerk's office to purchase tickets.

SUPERVISOR

The Supervisor's Report is available for review.

LIBRARY LIAISON

The entertainment area is complete, there is a big screen tv, a lot of new games and puzzles. There are also dvds and games that can be borrowed from the Library.

May 19th is the tentative date for the dedication in memory of Norm Fagnan; more information will follow.

Kim Gibson's probationary period is up on March 31, 2011; at which point the Library can officially say she is the new Director.

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The Library has heard that there is the possibility of matching grant funds available through the State and would like to know if the Town is in a position to have the Library apply for these funds for new windows. Supervisor Dodd as well as other members of the Town Board are concerned that March is very early in the year to make budgetary decisions. The last estimate would put replacement window costs around \$100,000.00 approximately. After a brief discussion it was decided that the Town does not feel comfortable making a monetary commitment for windows at this time.

GAM

No one was able to attend last month's meeting. March's meeting will be hosted by the Town of Batavia on March 17, 2011.

COMMITTEE

Buildings & Grounds—the information on surveys yet

Water District Policy Review—Councilpersons Glor and Kabel have received packets regarding water protocols. They are currently reviewing them and will meet with Superintendent of Highways Dennis to put the Town of Oakfield's protocols into place.

Personnel Committee—Councilmen Cianfrini and Kabel have reviewed the Employee Guidebook and have a few changes to recommend to the Board. Councilman Cianfrini touched on a few items; he will meet with Town Clerk Haacke to write up the changes to present to the Board.

Cable Franchise—Councilman Cianfrini will be meeting with Chris Wheeler on March 15, 2011 to negotiate the franchise agreement for the Town of Oakfield.

The Town will conduct Sexual Harassment training at 6:00 pm April 12, 2011 to comply with PESH.

With no further business to come before the Board a **motion** was made by Councilman Veazey, seconded by Councilman Cianfrini and carried by unanimous vote to adjourn the meeting at 7:55 pm.

Respectfully submitted,

Melissa M. Haacke
Town Clerk