

## REGULAR MEETING

May 17, 2010

PRESENT: Mayor Treutein, Trustees Appleton, Hollister, Robinson and Wagner, Superintendent Stearns, Building Inspector Hurlburt and Clerk Hoffmeister

Mayor Treutein presided.

Meeting was open with a salute to the flag.

Minutes of previous meeting of May 3, 2010 were approved as submitted by photocopy.

SIDEWALKS - Received a letter from NYSDOT to notify the Village of Warsaw that they will be performing a project that will retrofit existing sidewalk ramps constructed under a previous Department project with detectable warning fields. There will be no cost to the Village.

PARK USE – Request from the Warsaw Wrestling Boosters to host a softball tournament to be held on June 6, 2010 with a rain date of June 13, 2010.

LEGION HALL USE - Received a letter from Wyoming County Youth Bureau requesting the use of the Legion Hall on August 4, 2010 for a Dance workshop.

PARK USE – Received a letter from the Warsaw Rescue Squad requesting the use of the 4 ball diamonds in the Park to host a softball tournament on August 28 and 29, 2010 for a fundraiser to purchase an additional ambulance. The rain dates would be September 4 and 5, 2010.

BUILDING INSPECTOR – Dan Hurlburt informed the Board that they have begun work on the new house on Orchard Street and that Vince Liberatore is interested in having a house built on his property on Liberty Street. Dan stated that he has several letters to send out for cleanup.

PUBLIC WORKS PROGRESS REPORT: STREETS – Chipping brush, extended sanitary sewer main on Wyoming street to Gillen/Nasca residence, Bob Neeley is working at the Park while Dale is off, Sweeping streets, excavating for water service at 5297 Buffalo Rd, mowing at Park, dragged and lined ballfield, hauled recycled plastic to Attica, equipment maintenance as needed, chipped brush and cut up limbs that came down across the streets on May 7, 2010 and chipping brush Village-wide due to storm on May 7, 2010. WATER DISTRIBUTION – Daily checks and stakeouts, final readings as needed, daily chlorine samples were taken in the NWD, Read Industrial meters, flushing fire hydrants, installed 1” copper service at 5297 Buffalo Rd, mowed information site, checked meter readings at 20 Duncan and 140 Brooklyn St-okay, replaced meter at 93 Liberty Street, repaired water leak at the bathrooms on the hill at the Village Park, turned water on at the house located at the cemetery and checked for water leak on Dutton Road,

homeowner will make repairs to service line. WASTEWATER FACILITY – Daily test and maintenance, monthly samples and reports, no septage was discharged, no sludge was drawn off, read meters at pump station and generator was operated.

INFORMATION – On May 4, 2010 I met with Town Supervisor Becky Ryan to discuss the proposed north sanitary sewer district. Due to the high winds several streets were blocked off due to down limb. All limbs were cut, brush was chipped and streets were open to traffic. Tree Removal Specifications are complete and available at the Village Office. WATER TREATMENT PLANT – Daily tests were performed and results recorded, daily maintenance was performed and adjustments made as needed, power generator tested successfully, currently drawing water from the Creek supply, have finished working on Annual Water Quality Report, it was reviewed by the Wyo Co Health Dept and has been submitted to the Penny Saver for publishing, lawn at the Filter Plant has been mowed and trimmed, checked on the logging operation in the Headwaters and they are done, inspected the logging area and it appears to be in good condition, Tim attended a school sponsored by NYS Health Dept that focused on Stage 2 notifications, ordered the mapping that was done for the main from the Headwaters to the Filter Plant from Rural Water Assoc and ordered 47 55# pails of chlorine tablets for the swimming pools.

The Garden Club has requested that the base of the monument be cleaned now that they have removed the old bushes. Trustee Robinson stated that the cleaning will not be an easy task. Power washing will probably not be enough to really clean it. Superintendent Stearns will have it power washed and see how it does and may contact the vault company to see about cleaning alternatives. The Town of Warsaw plans to purchase one hanging planter for the lights and has asked if the Village will purchase one.

The Town engineer for the proposed sewer district contacted Superintendent Stearns for some usage figures and feels that everything is in line.

#### RESOLUTION #76 of 2010

#### LEGION HALL USE:

Motion made by Mayor Treutlein  
Seconded by Trustee Appleton

RESOLVED – That the following requested use of the Legion Hall be hereby approved:  
Jessica McBride – 5/19/10 – Town Hall meeting  
Linda Mote – 8/28/10 – wedding w/alcohol  
Kaylea Gebauer – 6/14/11 – wedding reception w/alcohol – extend time to 1:00 am

PAVILION w/alcohol  
Angela Buttles – 6/5/10 – Birthday party

#### Ball Fields:

Warsaw Wrestling Boosters – Softball Tournament – 6/6/10 – Rain date 6/13/10  
Warsaw Rescue Squad – Softball Tournament – 8/28,29/10 – rain date 9/4,5/10

CARRIED

TREASURER - Proof of collateral was submitted for the month of April 2010 and ordered filed.

MEETINGS:

Fire Committee – Mon 5/24 – 6:00 pm Fire Hall  
Police Committee – Thurs 5/27 – 4:00 pm – Village Office

LOCAL LAW - Discussed the proposed Sex Offender Local Law. There has been a lot of publicity about the law in other towns. Trustee Robinson does not want Village to adopt the law and end up with lawsuits. Mayor Treutlein would like to consider moving forward with the adoption.

RESOLUTION #77 of 2010

WORKPLACE VIOLENCE PREVENTION POLICY:

Motion made by Mayor Treutlein  
Seconded by Trustee Robinson

RESOLVED – The the following Workplace Violence Prevention Policy be hereby approved:

**VILLAGE OF WARSAW  
WORKPLACE VIOLENCE PREVENTION POLICY**

**SECTION I. MISSION**

Employees are our most valued asset. The strategic goal of the Village of Warsaw is to improve the quality of our employees' working environment. In that regard safety and security are of the utmost importance. To the extent reasonably possible, the Village of Warsaw will provide a work environment where employees will not be subjected to acts of physical assault or threats of bodily harm while performing their official duties, wherever those duties are performed. **There shall be zero tolerance of such threats or acts of violence.**

**SECTION II. POLICY ON VIOLENCE**

The Village of Warsaw views aggressive and/or violent behavior as disruptive and contrary to the development and maintenance of a safe, productive and supportive work environment. Such behavior is actively discouraged. Employees who exhibit such behavior will be held accountable under the policy and work rules, as well as local, state, and federal law.

All threats and acts of aggression or violent behavior should be taken seriously and addressed immediately. Such threats or acts include, but are not limited to:

- Harming or threatening to harm any employee.
- Damaging or threatening to damage property or the property of any employee.
- Possessing a dangerous weapon or incendiary device on property without prior authorization (Law enforcement officers and employees who carry weapons in the performance of their duties are considered authorized.)
- Engaging in stalking behavior of any employee

### **SECTION III. ACCOUNTABILITY**

All Village personnel are responsible for notifying their immediate supervisors, or, in the absence of their respective supervisor, the Mayor, of any threats that they have witnessed, received, or have been told that another person has witnessed or received. Even without an actual threat, personnel should also report any behavior they have witnessed which they regard as threatening or violent, when that behavior is job related or might be carried out on a Village controlled site, or is connected to Village employment. Employees are responsible for making this report regardless of the relationship between the aggressor and the individual to whom the threat or threatening behavior was directed.

### **SECTION IV. DIRECTIVE**

Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts against employees, visitors, guests, or other individuals while on Village property shall be removed from the premises as quickly as safety permits, and shall remain off Village premises pending the outcome of an investigation. Employees are not to remove individuals from the premises, except duly authorized law enforcement officer. Assistance must be requested from local authorities. The Village will initiate an appropriate response which may include, but is not limited to, suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment and/or criminal prosecution of the person or persons involved.

Employees and supervisors should work together to identify and report situations or locations where there is a potential for physical assault or threat of bodily harm. Supervisors may keep files on persons and locations where past specific behavior indicates the existence of anger and hostility; where a significant enforcement action is being taken; or where other behaviors, experiences, attitudes, etc., indicate a potential problem.

Employees should record specific incidents, behaviors or conversations that may indicate a potential for violence. Documentation should be forwarded to their respective supervisor. In instances where their respective supervisor is the source of potential violence, documentation should be forwarded to the next level of management with a copy to the Mayor.

Supervisors must carefully review and assess information provided by employees or other sources. Appropriate precautions should be taken based on the specific situation. For example: If a problem situation or location is identified, it should be communicated to other employees who are likely to become involved in the situation or come in contact with the location.

Individuals who apply for or obtain a protective or restraining order which lists those specific locations that areas being protected areas must provide to their respective supervisor and the Mayor with a copy of the petition and declaration used to seek the order, a copy of any temporary protective restraining order which subsequently is granted, and a copy of any protective or restraining order that is made permanent.

The supervisors will monitor and evaluate the violence reports in the department on an ongoing basis and will submit annual program reports to the Mayor.

CARRIED

RESOLUTION #78 of 2010

BUDGET APPROPRIATIONS:

Motion made by Trustee Appleton  
Seconded by Trustee Robinson

RESOLVED – That the following requested budget appropriations be hereby approved:

Street Sweeper – brooms (A8170.400)	\$ 808.00
Streets – rain gear (A5110.400)	216.71
Pools – chlorine (A7180.400)	4,966.50
Water Distribution – truck tires (F8340.400)	360.00
Waste Water – oil for clarifiers (G8130.400)	325.93
Fire Dept – replacement gear (A3410.400)	475.90
Fire Dept – replacement equipment (A3410.400)	8,347.55

CARRIED

RESOLUTION #79 of 2010

BUDGET – Year-end Transfers

Motion made by Trustee Appleton  
Seconded by Trustee Robinson

RESOLVED – That the following year-end budget transfers be hereby approved:

FROM	TO	AMOUNT
A9950.901	Mach Res 615-31270-5	15,600
A9950.904	Fire Res 615-32151-8	19,000
F9950.901	Headwaters Res 615-33281-1	23,500
G9950.901	Sani Sewers Res 615-33536-5	2,500
CARRIED		

RESOLUTION #80 of 2010

CLERK – Software Support

Motion made by Trustee Robinson  
Seconded by Trustee Appleton

RESOLVED – That authorize Mayor to sign Annual Software Support Contract for Tax Collection with Williamson Law Book Company at a fee of \$330.00.

CARRIED

RESOLUTION #81 of 2010

AUDIT AND PAY BILLS:

Motion made by Trustee Wagner  
Seconded by Trustee Robinson

RESOLVED – That the bills be allowed as read; that checks in payment thereof be issued; that Mayor Treutlein be and hereby is authorized to sign General Abstract #24 in the amount of \$26,773.93, Water Abstract #24 in the amount of \$6,447.22 and Sewer Abstract #24 in the amount of \$4,692.81.

CARRIED

Moved and Seconded to adjourn at 8:08 p.m.

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Linda K Hoffmeister, Clerk

