



**VILLAGE OF CUBA
BOARD OF TRUSTEE MEETING MINUTES**

March 11, 2019
7:00pm

Mayor Michele Miller
Deputy Mayor Douglas Rettig Sr.
Trustee Steven Raub
Trustee Randy Searl
Trustee Lori Sweet

The Village of Cuba Board of Trustees held their monthly Board Meeting on Monday, March 11, 2019 at 7:00 pm in the Cuba Village Hall.

In Attendance: Mayor Miller, Trustees Searl, Sweet, and Deputy Mayor Rettig Sr. Clerk-Treasurer Corine Bump, Deputy Clerk Jessie Kernan, DPW Superintendent Rick Hall, Sewer Treatment Plant Operator Robert Thomas, Alexis Studley, Anabelle Roberts, Kelsey Studley, and Natalie Babb Students of Portville Government Class. Trustee Raub was out of town and excused.

The meeting was opened at 7:00pm by Mayor Miller leading the Pledge of Allegiance.

THE APPROVAL OF MINUTES FOR THE FEBRUARY 11TH MEETING WAS MOTIONED FOR APPROVAL BY TRUSTEE RANDY SEARL, AND A SECOND WAS OFFERED BY TRUSTEE LORI SWEET ALL VOTED AYE. MOTION CARRIED.

Approval of Claims and Bill Payment: Abstracts Voucher #'s 20190484- 20190533
General Fund \$21,172.06- Water Fund-\$ 4,668.35 Sewer Fund- \$6,773.00
TOTAL-\$32,613.41

A MOTION TO APPROVE THE CLAIMS AND BILL PAYMENT WAS MADE BY DEPUTY MAYOR RETTIG SR. AND WAS SECONDED BY TRUSTEE RANDY SEARL. ALL IN FAVOR AND THE MOTION CARRIED.

Police reports- Submitted By Chief Burch and are on file in the clerk's office
The Code Enforcement Report –Working with Mr, Rettig, Mr. Stockin, and Mr. Beeman investigating an alternative Code program for MACE. Full report on file in the clerk's office
Waste Water Treatment Facility Report- Robert reported the plant operated great for the the last month. The generator fuel tank was refilled. THE CUPS software for asset management update was added, and a mono-flo Muncher and the UV System is being added.

The **Superintendent of Public Works Report** was read and submitted by DPW Super Rick Hall. The monthly water tests for E.coli and coliform were both negative. Installed Stay Back 50 Feet signs on both sanders. Continuing to work on inventory at the shop. There was a leak at the old bus garage on Bull St due to a large service line leak. The backhoe is back, thanks to Allegany County for the loaner. Full report on file at the Clerk's office.

Rick provided the board with a Shared Service Agreement with the NYS DOT for another two years. With no changes to the previously signed agreement, DEPUTY MAYOR RETTIG SR. MADE A MOTION TO ENTER INTO THE AGREEMENT FOR ANOTHER TWO YEARS WITH THE NYS DOT. TRUSTEE RANDY SEARL GAVE A SECOND. ALL IN FAVOR AND THE MOTION CARRIED.

The **Clerk Treasurer's Report** was read by Clerk/ Treas. Bump,- Voided checks- #5734 in the Trust Account

The Election is all set for 3/19/19. Absentee ballots were mailed the first Monday in March to 13 people.

I will be attending a NYSLRS training in Castile on 3/28/19. This is the first time I will have attending daylong seminar for NYSLRS.

Sidewalk invoices were mailed in January. Payments usually come in through April.

The Health Insurance deductions have changed and altered again now that the union contract signed.

All retro pay was issued 2/21/19 and the documentation for the payout is in the payroll file and after questions from the Union Rep. was forwarded to the Union Rep.

A resident on Willow St. Submitted a request for a credit after a leak in her home.

The GPS monitors were ordered and have arrived. The accounts have been set up and are in place for installation. (thanks to Jessie for handling that while I was away.)

78-Water Sewer Shutoff 24 hour notices were issued. At the time the Clerk typed the report, no one was shut off.

The DPW Crew read water sewer meters 3/4/19-3/7/19 and there were 60 re reads sent out on Friday 3/8/19 for more accurate information. It was found that a tenant on Hill St. was not in the computer and owes for 55,000 gallons over two years.

We had a budget workshop on 2/27/19 and another is scheduled for 3/12/19 and one on 3/27/19 if needed.

DEPUTY MAYOR RETTIG SR. MADE A MOTION TO APPROVE ROBERT THOMAS REQUESTS TO TRANSFER \$3,892.70 FROM G008130-4 TO G00-8130-6 SEWER LINE UV SUPERSTORE ON 9/11/19 AND ADDITIONALLY \$364 PAID TO THERMOSCIENTIFIC TRANSFERS- FROM G00-8130-4 TO REPAIR G008130-6) TRUSTEE SWEET GAVE A SECOND. ALL IN FAVOR AND THE TRANSFERS WILL BE MADE. Full report is on file at the Clerk's Office.

The **Committee Reports** from Deputy Mayor Rettig Sr. Full report on file at The Clerk's Office -

Finance:

The Entire Village Board, Clerk Treasurer, and Deputy Clerk finished watching a power point slideshow pertaining to Fraud Prevention and Detection by Dan Acquilano, Examiner from the NYS Comptroller's Office for thirty minutes during committee time.

Utility Audit:

Doug is still working with Computel and they put National Grid back in the "Village's Lap.

Refuse:

The bill for February came in higher than expected. Rettig would like to work with Friendship on the possibility of bidding the refuse pickup.

Personnel: N/A

Mayors Report:

Mayor Miller told the remaining board she needs volunteers for the Village Committees. Trustee Rettig Sr. and Trustee Sweet can put in their requests now.

Main St. Grant- Mayor Miller reported that public outreach began.

There was a meeting February 25th and Terry Moot attended, with Mayor Miller speaking with The Shawls, The Horton's, and the Miller's all within the target area. The Planning Board will meet for review of any applications 3/18/19 to choose who will receive the funds.

The library would like a crosswalk sign reinstalled on East Main Street and asked the Village of Cuba to pay for half of the \$158 estimate from three quotes as the lowest bid. The Library will be in charge of putting it out and storing the sign each day and night. DEPUTY MAYOR RETTIG SR. MADE A MOTION TO ORDER THE SIGN AND FOR THE VILLAGE TO SHARE IN THE COST 50%/50% WITH THE LIBRARY. TRUSTEE SEARL GAVE A SECOND WITH ALL IN FAVOR AND THE MOTION CARRIED.

A parking complaint was received about a vehicle that parks on a very narrow portion of Prospect St. making it a traffic hazard if an emergency vehicle needs to get by. SPW Super. Hall will research the code to see if there are any set rules/laws for Prospect St. parking specifically.

Mayor Miller received a letter from the Cuba Little League's new president stating they are willing to contact a plumber and notify the village of any issues with the bathrooms at the park during Little League Season.

Mayor Miller would like the Board to take a look at the White Board that was filled with Goals when she took office in 2017. She would like the board to brainstorm and update the board with new goals or lists by May's meeting.

Mayor Miller thanked Trustee Randy Searl for his past two years serving on the Board of Trustees. She asked him to not be a stranger and if his schedule frees up, there is somewhere the Village of Cuba would need his volunteerism.

Old business: Deputy Mayor Rettig Sr. presented the cleaned-up copy of the Revised workplace violence policy. DEPUTY MAYOR RETTIG SR. MADE A MOTION TO APPROVE THE

POLICY AS UPDATED WITH TRUSTEE SEARL GIVING A SECOND. ALL IN FAVOR AND MOTION CARRIED. Clerk/ Treasurer Bump will print it for dispersal to all village employees with their 3/14/19 paychecks. The updated policy is as follows:

A.) WorkPlace Violence Policy:

B.) WORKPLACE VIOLENCE POLICY AND PROCEDURES.

- 1.) The Village of Cuba (“Village”) has a commitment to promoting a safe and secure work environment that promotes the achievement of its mission of serving the Public. All employees of The Village (herein after “Employees”) are expected to maintain a working environment free from violence, threats of harassment, intimidation or coercion.
- 2.) The purpose of this policy is to address the issue of potential workplace violence in our Village, prevent workplace violence from occurring to the fullest extent possible, and set forth procedures to follow when such violence has occurred.

C.) Policy

- 1.) The Village prohibits workplace violence, threats of violence, intimidation, harassment, coercion, or other threatening behavior towards people or property and will not be tolerated. Complaints involving workplace violence will not be ignored and will be given the serious attention they deserve. Individuals who violate this policy may be removed from Village property and are subject to disciplinary action up to and including termination, consistent with Village rules and regulations, policies, procedures, and/or referral to law enforcement authorities for criminal prosecution. Complaints of sexual harassment are covered under The Village Harassment Policy.

- 2.) The Village, at the request of an Employee, or at its own discretion, may prohibit members of the public, including family members, from seeing an Employee on Village property unless necessary to transact Village related business. This policy particularly applies in cases where the Employee suspects that an act of violence will result from an encounter with such individual(s).

D.) SCOPE

- 1.) All employees, members of the public, vendors, contractors, consultants, and others who do business in Village facilities or off-site locations where Village business is conducted, are covered by this policy. This policy also applies to other persons not affiliated with the Village, such as former Employees, and visitors. When Employees have complaints about other Employees, they should contact the Mayor or the Chairman of the Personnel Committee.

E.) DEFINITIONS

- 1.) Workplace violence is any behavior that is violent, threatens violence, coerces, harasses or intimidates others, interferes with an individual's legal rights of movement or expression, or disrupts the workplace, the work environment, or the Village's ability to provide services to the public. Examples of workplace violence include, but are not limited to:
 - a.) Disruptive behavior intended to disturb, interfere with or prevent normal work activities (such as yelling, using profanity, verbally abusing others, or waving arms or fists).

- b.) Intentional physical contact for the purpose of causing harm (such as slapping, stabbing, punching, striking, shoving, or other physical attack).
- c.) Menacing or threatening behavior (such as throwing objects, pounding on a desk or door, damaging property, stalking, or otherwise acting aggressively, or making oral or written statements specifically intended to frighten, coerce or threaten) where a reasonable person would interrupt such behavior as constituting evidence of intent to cause harm to individuals or property.
- d.) You shall have a Valid New State Pistol Permit to possess a Pistol on Village property. Any misuse of a firearm shall revoke this Privilege.

F.) REPORTING OF INCIDENTS

1.) General reporting responsibilities:

Incidents of workplace violence, threats of workplace violence, or observations of workplace violence are not to be ignored by members of the Village Board. Workplace violence should promptly be reported to the Mayor or Chairman of the Personnel Committee. Additionally, employees are encouraged to report behavior that they reasonably believe poses a potential for workplace violence as defined above. It is important that all employees of the Village take this responsibility seriously to effectively maintain a safe working and learning environment.

2.) Imminent or Actual Violence:

Any person experiencing or witnessing imminent danger or actual violence involving weapons or personal injury should contact the Mayor or the Chairman of the Personnel Committee immediately, and/or call 911.

3.) Acts of Violence not Involving weapons or Injuries to Persons:

Any person who is the subject of a suspected violation of this Policy involving violence without weapons or personal injury, or is a witness to such suspected violation, should report the incident to the Mayor or the Chairman of the Personnel Committee.

4.) Commission of a Crime:

All individuals who believe a crime has been committed against them have the right, and are encouraged, to report the incident to the appropriate law enforcement agency.

5.) False Reports:

Employees of the Village who make false and malicious complaints of workplace violence, as opposed to complaints which, even if erroneous, are made in good faith, will be subject to disciplinary action and/or referral to civil authorities as appropriate.

6.) Incident Reports:

The Village will report incidents of workplace violence consistent with the Village policies on incident reporting.

G.) RESPONSIBILITIES

1.) Mayor

- a.) The Mayor shall be responsible for the implementation of this Policy. The responsibility includes dissemination of this Policy to all Village Employees, ensuring appropriate investigation and follow-up of all alleged incidents of workplace violence, and ensuring that all Employees are aware of their responsibilities under this policy through internal communications and training.
- b.) The Mayor is responsible for responding to, interviewing, and documenting all incidents of violence in the workplace. The Mayor will immediately log all incidents of workplace violence and will be knowledgeable of when law enforcement action may be appropriate.
- c.) The Mayor will maintain an internal tracking system of all threats and incidents of violence.
- d.) Employees will be trained in workplace violence awareness and prevention and the contents and purpose of this Policy.
- e.) Employees will work with the Mayor or the Chairman of the Personnel Committee when the possibility of workplace violence is heightened, as well as on the appropriate response to workplace violence incidents consistent with the Village policies, rules, procedures and applicable labor agreements, including appropriate disciplinary action up to and including termination.

2.) Employees:

- a.) Employees must report workplace violence, as defined above, to the Mayor. Recurring or persistence workplace violence that a member

reasonably believes is not being addressed satisfactorily, or violence that is, or has been, engaged in by the member's supervisor should be brought to the attention of the Chairman of the Personnel Committee.

- b.) Employees who have obtained Orders of Protection are expected to notify the Mayor or the Chairman of the Personnel Committee of any orders that list Village locations as protected areas.
- c.) Victims of domestic violence who believe the violence may extend from Village facilities, or employees who believe the domestic or other personal matters may result in their being subject to violence extending into Village facilities, are encouraged to notify the Mayor. Confidentiality will be maintained to the extent possible.
- d.) Upon joining Village employment and thereafter, Employees will receive copies of this Policy. Additionally, the Policy will be posted throughout Village Facilities for access by employees as appropriate.

H.) EDUCATION

- 1.) The Mayor is responsible for the dissemination and enforcement of this Policy as described herein, as well as for providing opportunities for training in the prevention and awareness of workplace violence. Additionally, annual training will be provided.

I.) CONFIDENTIALITY

- 1.) The Village shall maintain the confidentiality of investigations of workplace violence to the extent possible. The Village Board will act on the basis of anonymous complaints where it has reasonable basis to believe that there has

been a violation of this policy and the safety and well-being of employees of the Village would be served by such action.

J.) RETALIATION

Retaliation against anyone acting in good faith who has made a complaint of workplace violence, who has reported witnessing workplace 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

New Business-

Deputy Mayor Rettig Sr. presented a notice about Allegany County Trap, neuter and release cats Grant that has been received. He will be looking into it for the Village of Cuba.

Mayor Miller reminded everyone of the budget meeting 3/12/19 at 3:30am.

A MOTION WAS MADE BY DEPUTY MAYOR RETTIG SR TO ADJOURN AT 8:00 PM WITH A SECOND BY TRUSTEE SWEET. ALL IN FAVOR AND THE MEETING CLOSED.

Respectfully Submitted,

Corine Bump
Clerk-Treasurer