

A **Regular Meeting** of the Board of Trustees of the Village of Port Washington North was held on Tuesday, **July 2, 2013** at 7:30pm at the Village Hall, 71 Old Shore Road, Port Washington, New York.

Present:	Mayor	-	Robert Weitzner
	Trustees	-	Steven Cohen
		-	Sherman Scheff
		-	Michael Schenkler
	Clerk	-	Palma Torrisi
	Attorney	-	Stuart Besen

Excused: Michael Malatino.

1. Clerk

On motion of Trustee Schenkler, seconded by Trustee Scheff, it was unanimously RESOLVED that the reading of the minutes of the meeting of the Board of Trustees of May 7, 2013 be waived and that they be and hereby are approved as prepared by Clerk Torrisi.

2. Treasurer

On motion of Trustee Schenkler, seconded by Trustee Scheff, it was unanimously RESOLVED that the reading of the Abstracts of General Fund Vouchers #139, totaling \$64,797.81, be waived and that they be and hereby are approved as presented by Treasurer Bella.

3. Reports

A. Public Works

1. On motion of Trustee Cohen, seconded by Trustee Scheff, it was unanimously RESOLVED that the Public Works Department report for the month of June 2013 be and hereby is accepted as presented.

2. At the request of residents Kevin Roth and Mary Snyder, the Board directed that the "No Overnight Commercial Parking" sign be removed from in front of 11 Mill Pond Road.

B. Building Department

On motion of Trustee Cohen, seconded by Trustee Schenkler, it was unanimously RESOLVED that the Building Department reports for June 2013 be and hereby are accepted as presented.

C. Justice Court

The Board accepted the Justice Court report for the month of May 2013.

4. Business

A. Uniform Notice of Claim Act

On motion of Trustee Mayor Weitzner, seconded by Trustee Cohen, it was unanimously RESOLVED that the Village of Port Washington North, pursuant to the New York State Uniform Notice of Claim Act, which became effective on June 15, 2013, hereby designates the individual who is serving as the Village Clerk to be the person to whom the Secretary of State must mail notices of claim.

B. GIS Training by H 2 M

On motion of Trustee Schenkler, seconded by Trustee Cohen, it was unanimously RESOLVED that the Board of Trustees hereby ratifies *nunc pro tunc* the engagement of Holzmacher, McLendon & Murrell PC to provide GIS training services to Village staff in accordance with a proposal dated June 13, 2013, at a cost not to exceed \$2,500.00, as agreed to by the Mayor.

C. Street Light Maintenance – Price Quotes

Clerk Torrissi reported that, pursuant to the purchasing policy for public works contracts, a minimum of three written price quotes will be solicited for the Street Light Maintenance 2013-2014 contract.

D. Workplace Violence Policy

On motion of Trustee Schenkler, seconded by Trustee Cohen, it was unanimously RESOLVED that the Board of Trustees hereby adopts the following Work Place Violence Policy for the Village of Port Washington North:

WORKPLACE VIOLENCE POLICY

I. SCOPE OF POLICY

The Village of Port Washington North (“Village”) is committed to the safety and security of its employees. Workplace violence presents a serious occupational safety hazard to Village staff and to residents, vendors, contractors and the general public (hereinafter collectively referred to as “visitors”). Threats, threatening behavior or acts of violence against employees or visitors by anyone on Village 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 each other as well as visitors, following all policies, procedures and program requirements, and for assisting in maintaining a safe and secure work environment.

II. OBJECTIVE

This policy is designated to meet the requirements of New York State Labor Law 27b. The process involved in complying with this law includes a workplace evaluation that is designed to identify the workplace violence hazards Village employees could be exposed to. Other tools that are utilized during this process include establishing ongoing 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 annual Workplace Prevention Training program.

III. DEFINITION

Workplace violence is any physical assault or acts of aggressive behavior occurring where a public employee performs any work-related duty in the course of his or her employment, including but not limited to:

- A. An attempt or threat to inflict physical injury upon an employee;
- B. Any intentional display of force which would give an employee reason to fear or expect bodily harm;
- C. Intentional and wrongful physical contact with a person without his or her consent that entails some injury;
- D. Stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

IV. PROCEDURE

The goal of this policy is to promote the safety and well-being of all people in the Village workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification. The Village has identified response personnel that include a member of management and an employee. All Village personnel are responsible for notifying one of the contact persons designated below of any violent incidents, threatening behavior, including threats they have witnessed or received. The Village personnel designated as contact persons are the Mayor and the Village Clerk.

5. Executive Session

On motion Trustee Schenkler, seconded by Trustee Cohen, it was unanimously RESOLVED that the Board enter into executive session to seek advice of counsel.

On motion of Trustee Scheff, seconded by Trustee Cohen, it was unanimously RESOLVED that the executive session be adjourned and the regular meeting be reconvened.

Mayor Weitzner stated that no action was taken in executive session.

On motion of Mayor Weitzner, seconded by Trustee Cohen, it was unanimously RESOLVED that the meeting be and hereby is adjourned at 9:30 p.m.

Palma Torrisi, Village Clerk