

**DATE: January 2, 2014**      **KIND OF MEETING: Organizational Town Board Meeting**

**WHERE HELD: Chazy Town Hall**      **PRESIDING OFFICER: Mark Henry Supervisor**

	<b>MEMBERS PRESENT</b>	<b>MEMBERS ABSENT</b>
Supervisor - Mark Henry	(x)	( )
Councilor - Daniel Vesco	(x)	( )
Councilor - Jerry Deno	(x)	( )
Councilor - Cathy Devins	(x)	( )
Councilor - Willie Giroux	(x)	( )
Clerk - Philip Beauharnois	(x)	( )
Attorney - William Favreau	( )	(x)
Hwy. Supt. - Timothy Lamica	( )	(x)

**OTHERS PRESENT:** S. Patnode, P. Ayer, R. Cheeseman

### **CALL MEETING TO ORDER**

Supervisor Mark Henry called the 01/02/2014 Organizational Town Board meeting to order at 7:00 PM.

### **MINUTES**

Councilor Jerry Deno made a motion that the minutes of the 12/23/2013 Year End Town Board meeting be approved as submitted by the Town Clerk, seconded by Councilor Cathy Devins

5 ayes, 0 noes. Motion carried. Ayes - Councilor Daniel Vesco, Councilor Jerry Deno, Councilor Cathy Devins, Councilor Willie Giroux and Supervisor Mark Henry.

### **PUBLIC COMMENT**

Patricia Ayer addressed the Board concerning her potential appointment as Deputy Clerk by P. Beauharnois, Town Clerk.

### **SUPERVISOR ITEMS**

#### **Supervisor Mark Henry reports:**

Supervisor Henry reports that he appreciates all the help that he has received since his election as Town Supervisor.

### **TOWN COUNCIL ITEMS**

#### **Councilor Willie Giroux Discussed The Following With The Board:**

No Comments

#### **Councilor Cathy Devins Discussed The Following With The Board:**

Councilor Cathy Devins welcomed the newly elected officials to the Town Board.

#### **Councilor Jerry Deno Discussed The Following With The Board:**

Councilor Deno also welcomed the newly elected officials.

**Councilor Daniel Vesco Discussed The Following With The Board:**

No Comments

**DEPUTY SUPERVISOR/APPOINTMENT**

**Resolution: 14-01      01/02/2014**

Motion by:    Councilor Cathy Devins

WHEREAS, Supervisor Mark Henry appoints Councilor **Jerry Deno** as Deputy Supervisor for the Town of Chazy;

NOW, THEREFORE BE IT RESOLVED, that the Chazy Town Board does hereby approve the appointment of **Jerry Deno** as Deputy Supervisor for the Town of Chazy.

Seconded by:      Councilor Willie Giroux

Discussion:    No

	<u>Yes</u>	<u>No</u>
<b>Roll Call:</b> <b>Willie Giroux</b>	x	
<b>Jerry Deno</b>	x	
<b>Cathy Devins</b>	x	
<b>Daniel Vesco</b>	x	
<b>Mark Henry</b>	x	

**Carried:    YES**

**TOWN SECRETARY/WATER & SEWER BILL COLLECTOR/APPOINTMENT**

**Resolution: 14-02      01/02/2014**

Motion by:    Councilor Jerry Deno

WHEREAS, **Susan Patnode** is appointed secretary/water & sewer bill collector for the Town of Chazy;

NOW, THEREFORE BE IT RESOLVED, that the Chazy Town Board does hereby approve the appointment of **Susan Patnode** as Town of Chazy Secretary/water & sewer bill collector for the year 2014.

Seconded by:      Councilor Cathy Devins

Discussion:    No

	<u>Yes</u>	<u>No</u>
<b>Roll Call:</b> <b>Willie Giroux</b>	x	
<b>Jerry Deno</b>	x	
<b>Cathy Devins</b>	x	
<b>Daniel Vesco</b>	x	
<b>Mark Henry</b>	x	

**Carried:    YES**

**BUDGET OFFICER/APPOINTMENT**

**Resolution: 14-03**      **01/02/2014**

Motion by:    Councilor Jerry Deno

WHEREAS, **Philip F. Beauharnois** is appointed budget officer for the Town of Chazy by Supervisor Mark Henry;

NOW, THEREFORE BE IT RESOLVED, that the Chazy Town Board does hereby approve the appointment of **Philip F. Beauharnois** as Town of Chazy budget officer for the year 2014.

Seconded by:      Councilor Cathy Devins

Discussion:

	<u>Yes</u>	<u>No</u>
<b>Roll Call:</b> Willie Giroux	x	
Jerry Deno	x	
Cathy Devins	x	
Daniel Vesco	x	
Mark Henry	x	

**Carried:    YES**

**HISTORIAN RE-APPOINTMENT/ROBERT CHEESEMAN**

**Resolution: 14-04**      **01/02/2014**

Motion by:    Councilor Cathy Devins

WHEREAS, **Robert Cheeseman** agrees to the re-appointment as Historian for the Town of Chazy;

NOW, THEREFORE BE IT RESOLVED, that the Chazy Town Board does hereby approve the re-appointment of **Robert Cheeseman** as Historian for the Town of Chazy effective January 1, 2014 through December 31, 2014.

Seconded by:      Councilor Daniel Vesco

Discussion: No

	<u>Yes</u>	<u>No</u>
<b>Roll Call:</b> Willie Giroux	x	
Jerry Deno	x	
Cathy Devins	x	
Daniel Vesco	x	
Mark Henry	x	

**Carried:    YES**

**FIRE WARDENS/APPOINTMENT**

**Resolution: 14-05**      **01/02/2014**

Motion by:    Councilor Jerry Deno

WHEREAS, Fire Chief **Michael Cahoon** is appointed Fire Warden for the Chazy Fire District and Fire Chief **Kevin Girard** appointed Fire Warden for the West Chazy Fire District,

NOW, THEREFORE BE IT RESOLVED, that the Chazy Town Board does hereby approve the appointment of **Michael Cahoon** Fire Warden for the Chazy Fire District and **Kevin Girard** Fire Warden for the West Chazy Fire District.

Seconded by: Councilor Willie Giroux

Discussion: No

	<u>Yes</u>	<u>No</u>
<b>Roll Call:</b> Willie Giroux	x	
Jerry Deno	x	
Cathy Devins	x	
Daniel Vesco	x	
Mark Henry	x	

Carried: YES

**YOUTH COMMISSION CHAIRPERSON**

**Resolution: 14-06            01/02/2014**

Motion by: Councilor Cathy Devins

WHEREAS, **Thomas Tetreault**, has agreed to the appointment as Town of Chazy Youth Commission Chair-person;

NOW, THEREFORE BE IT RESOLVED, that the Chazy Town Board does hereby approve the appointment of **Thomas Tetreault**, 66 Parker Rd. West Chazy, NY as the Youth Commission Chair-person for the Town of Chazy; and further

Seconded by: Councilor Daniel Vesco

Discussion: YES

	<u>Yes</u>	<u>No</u>
<b>Roll Call:</b> Willie Giroux	x	
Jerry Deno	x	
Cathy Devins	x	
Daniel Vesco	x	
Mark Henry	x	

Carried: YES

**ATTORNEY FOR THE TOWN/PLANNING BOARD/ZONING BOARD/WATER & SEWER DISTRICTS**

**Resolution: 14-07            01/02/2014**

Motion by: Councilor Willie Giroux

WHEREAS, **William Favreau** has agreed to provide services pursuant to a retainer agreement as Attorney for the Town,

NOW, THEREFORE BE IT RESOLVED, that the Chazy Town Board does hereby approve the retainer agreement with **William Favreau** as the Attorney for the Town for the year 2014 for \$8,000.00; and

FURTHER RESOLVED, that **William Favreau** to be retained as the attorney for the Planning Board and the Zoning Board of Appeals for 2014 at a hourly rate; and

FURTHER RESOLVED, that **William Favreau** to be retained as the attorney for the Hamlet of Chazy Water District and the Hamlet of Chazy Sewer District for 2014 at a hourly rate; and

FURTHER RESOLVED, that the Supervisor be authorized to sign the retainer agreement with **William Favreau** as the Attorney for the Town, the Planning Board, the Zoning Board of Appeals, the Hamlet of Chazy Water District and the Hamlet of Chazy Sewer District for 2014.

Seconded by: Councilor Cathy Devins

Discussion: No

<b>Roll Call:</b>	<u><b>Yes</b></u>	<u><b>No</b></u>
<b>Willie Giroux</b>	x	
<b>Jerry Deno</b>	x	
<b>Cathy Devins</b>	x	
<b>Daniel Vesco</b>	x	
<b>Mark Henry</b>	x	

Carried: YES

**OFFICIAL BANKS AND NEWSPAPER**

**Resolution: 14-08      01/02/2014**

Motion by: Councilor Jerry Deno

WHEREAS, official banks and newspaper need to be designated,

NOW, THEREFORE BE IT RESOLVED, that the Chazy Town Board does hereby authorize the following designations:

- Town's Official Bank - Champlain branch of the Key Bank
- Town's Official Newspaper - Press-Republican, Plattsburgh, NY.

Seconded by: Councilor Cathy Devins

Discussion: No

<b>Roll Call:</b>	<u><b>Yes</b></u>	<u><b>No</b></u>
<b>Willie Giroux</b>	x	
<b>Jerry Deno</b>	x	
<b>Cathy Devins</b>	x	
<b>Daniel Vesco</b>	x	
<b>Mark Henry</b>	x	

Carried: YES

**AUTHORIZATION FOR THE SUPERVISOR TO PAY BILLS PRIOR TO AUDIT**

**Resolution: 14-09      01/02/2014**

Motion by: Councilor Cathy Devins

WHEREAS, authorization is needed for the Supervisor to pay certain bills prior to audit,

NOW, THEREFORE BE IT RESOLVED, that the Chazy Town Board does hereby authorize the Supervisor to pay postage, land fill stickers, telephone, lights, dental, vision, NYS and Federal income tax, hospital, disability insurance, SPDES annual pollutant discharge fees for Sewer and Highway, Water and Sewer debt payments, child support, fuel bills, NYS Retirement Employer Contributions, NY State Unemployment Insurance, J.C.E.O., Town of Mooers for Dog Control, taxes and Clinton County Health Flu shots prior to audit.

Seconded by: Councilor Jerry Deno

Discussion: No

		<u>Yes</u>	<u>No</u>
<b>Roll Call:</b>	<b>Willie Giroux</b>	x	
	<b>Jerry Deno</b>	x	
	<b>Cathy Devins</b>	x	
	<b>Daniel Vesco</b>	x	
	<b>Mark Henry</b>	x	

Carried: YES

**AUTHORIZATION FOR HIGHWAY SUPERINTENDENT PURCHASES**

**Resolution: 14-10            01/02/2014**

Motion by: Councilor Cathy Devins

WHEREAS, authorization is needed for the Highway Superintendent to make certain purchases,

NOW, THEREFORE BE IT RESOLVED, that the Chazy Town Board does hereby authorize the Highway Superintendent to purchase gas, asphalt, grease, oil, tires and tubes at state prices with all purchases made through Clinton County vendors as much as possible; and

FURTHER RESOLVED, that the highway Superintendent may purchase equipment such as tools and implements without prior approval of the Town Board in the amount fixed by this board not to exceed \$5,000 at any one time.

Seconded by: Councilor Willie Giroux

Discussion: Yes

		<u>Yes</u>	<u>No</u>
<b>Roll Call:</b>	<b>Willie Giroux</b>	x	
	<b>Jerry Deno</b>	x	
	<b>Cathy Devins</b>	x	
	<b>Daniel Vesco</b>	x	
	<b>Mark Henry</b>	x	

Carried: YES

**RULES AND PROCEDURES - REGULAR MEETINGS OF THE TOWN BOARD 2014**

**Resolution: 14-11 01/02/2014**

Motion by: Councilor Cathy Devins

WHEREAS, rules and procedures need to be set;

NOW, THEREFORE BE IT RESOLVED that the Chazy Town board does hereby authorize that the same rules and procedures as in the past be used. The regular meeting night remains the second Monday of the month at 7:00 PM in the Chazy Town Hall, with the exception of October, which will be the second Tuesday and November, which will be held on the Thursday immediately following Election Day:

The Town Board meeting dates for 2014 are as follows:

- February 10, 2014
- March 10, 2014
- April 14, 2014
- May 12, 2014
- June 9, 2014
- July 14, 2014
- August 11, 2014
- September 8, 2014
- October 14, 2014
- November 6, 2014
- December 8, 2014

Seconded by: Councilor Willie Giroux

Discussion: Yes – Supervisor Henry said he wanted to hold two (2) meetings at the West Chazy Town Hall during 2014. Brief discussion by the Town Board members followed.

	<u>Yes</u>	<u>No</u>
<b>Roll Call: Willie Giroux</b>	x	
<b>Jerry Deno</b>	x	
<b>Cathy Devins</b>	x	
<b>Daniel Vesco</b>	x	
<b>Mark Henry</b>	x	

Carried: YES

**DONATION AMOUNTS**

**Resolution: 14-12      01/02/2014**

Motion by: Councilor Jerry Deno

WHEREAS, the fees for use of the Town Halls need to be set;

NOW, THEREFORE BE IT RESOLVED, the Chazy Town Board does hereby authorize that the Town Hall donations be suggested in the amount of \$50.00 per occasion, plus a \$25.00 deposit for security, to be refunded after inspection by the maintenance man, in part or in its entirety.

Seconded by: Councilor Cathy Devins

Discussion: No

	<u>Yes</u>	<u>No</u>
<b>Roll Call: Willie Giroux</b>	x	
<b>Jerry Deno</b>	x	
<b>Cathy Devins</b>	x	
<b>Daniel Vesco</b>	x	
<b>Mark Henry</b>	x	

Carried: YES

**MILEAGE PAID FOR OFFICIAL TRAVEL**

**Resolution: 14-13      01/02/2014**

Motion by: Councilor Jerry Deno

WHEREAS, the mileage rate needs to be set;

NOW, THEREFORE BE IT RESOLVED, that the Chazy Town Board does hereby authorize a mileage rate of **56.5 cents per mile**, paid after a voucher is submitted stating specific mileage reading, destination to and from, date and number of miles traveled.

Seconded by: Councilor Willie Giroux

Discussion: No

		<u>Yes</u>	<u>No</u>
<b>Roll Call:</b>	<b>Willie Giroux</b>	x	
	<b>Jerry Deno</b>	x	
	<b>Cathy Devins</b>	x	
	<b>Daniel Vesco</b>	x	
	<b>Mark Henry</b>	x	

Carried: YES

**SETTING TOWN OFFICIALS SALARY SCHEDULE FOR 2014**

**Resolution: 14-14**      **01/02/2014**

Motion by: Councilor Jerry Deno

WHEREAS, town officials pay schedule needs to be set;

NOW, THEREFORE BE IT RESOLVED, that the Chazy Town Board does hereby authorize that Town Officials will be paid for the year 2013 as provided in the following schedule:

<u>Position</u>	<u>Salary</u>	<u>to Be Paid</u>
Supervisor	\$ 15,000.00	Monthly
Justice Latremore	\$ 18,000.00	Monthly
Justice Meseck-Pratt	\$ 18,000.00	Monthly
T/Clk - Tax Collector	\$ 21,175.00	Bi-weekly
Assessor - appointed	\$ 32,327.00	Bi-weekly
4 Councilors ea. @	\$ 3,600.00	Monthly
Highway Supt.	\$ 47,509.00	Bi-weekly

Seconded by: Councilor Daniel Vesco

Discussion: Yes – Discussion by the Town Board was held concerning the removal of P. Ayer, Assessor from the “Town Officials Salary Schedule for 2014”. It was the consensus of the Town Board that as a non-elected position the title of Assessor should not be included in this list. The Town Clerk was directed to remove said title from the listing.

		<u>Yes</u>	<u>No</u>
<b>Roll Call:</b>	<b>Willie Giroux</b>	x	
	<b>Jerry Deno</b>	x	
	<b>Cathy Devins</b>	x	
	<b>Daniel Vesco</b>	x	
	<b>Mark Henry</b>	x	

Carried: YES

**RESOLUTION AUTHORIZING CONTINUATION OF R90-26 OF 02/12/1990 TOWN OF CHAZY INVESTMENT POLICY**

**Resolution: 14-15**      **01/02/2014**



Motion by: Councilor Cathy Devins

WHEREAS, the Town of Chazy Investment Policy should be reviewed annually,

NOW, THEREFORE, BE IT RESOLVED, that after review of the Town of Chazy Investment Policy, R90-26 of 02/12/1990, and the Chazy Town Board does hereby authorize the continuation of that Investment Policy.

Seconded by: Councilor Jerry Deno

Discussion: No

		<u>Yes</u>	<u>No</u>
<b>Roll Call:</b>	<b>Willie Giroux</b>	x	
	<b>Jerry Deno</b>	x	
	<b>Cathy Devins</b>	x	
	<b>Daniel Vesco</b>	x	
	<b>Mark Henry</b>	x	

Carried: YES

**RESOLUTION AUTHORIZING CONTINUATION OF RESOLUTION No. 57 - 09/09/1993 TOWN OF CHAZY PROCUREMENT POLICY**

**Resolution: 14-16 01/02/2014**

Motion by: Councilor Cathy Devins

WHEREAS, the Town of Chazy Procurement Policy should be reviewed annually,

NOW, THEREFORE, BE IT RESOLVED, that after review of the Town of Chazy Procurement Policy, Resolution No. 57 - 08/09/93, and the Chazy Town Board does hereby authorize the continuation of that Procurement Policy.

Seconded by: Councilor Daniel Vesco

Discussion: No

		<u>Yes</u>	<u>No</u>
<b>Roll Call:</b>	<b>Willie Giroux</b>	x	
	<b>Jerry Deno</b>	x	
	<b>Cathy Devins</b>	x	
	<b>Daniel Vesco</b>	x	
	<b>Mark Henry</b>	x	

Carried: YES

**AUTHORIZATION TO SIGN KEY BANK CHECKS**

**Resolution: 14-17 01/02/2014**

Motion by: Councilor Jerry Deno

WHEREAS, Key Bank requires Town Board authorization for certain officials to sign checks;

NOW, THEREFORE, BE IT RESOLVED, that the Chazy Town Board does hereby authorize signatures on checks of Key Bank, Town of Chazy accounts, by Supervisor Staub Spiegel, Deputy Supervisor Jerry Deno, Town Secretary Susan Patnode and Town Clerk/Tax Collector Philip Beauharnois.

Seconded by: Councilor Daniel Vesco

Discussion: No

		<u>Yes</u>	<u>No</u>
<b>Roll Call:</b>	<b>Willie Giroux</b>	x	
	<b>Jerry Deno</b>	x	
	<b>Cathy Devins</b>	x	
	<b>Daniel Vesco</b>	x	
	<b>Mark Henry</b>	x	

Carried: YES

**REGISTRAR OF VITAL STATISTICS/RMO/APPOINTMENT**

**Resolution: 14-18            01/02/2014**

Motion by: Councilor Cathy Devins

WHEREAS, **Philip F. Beauharnois** is appointed Registrar of Vital Statistics/RMO for the Town of Chazy,

NOW, THEREFORE BE IT RESOLVED, that the Chazy Town Board does hereby approve the (4) four year appointment of **Philip F. Beauharnois** as the Registrar of Vital Statistics/Records management Officer for the Town of Chazy.

Seconded by: Councilor Willie Giroux

Discussion: No

		<u>Yes</u>	<u>No</u>
<b>Roll Call:</b>	<b>Willie Giroux</b>	x	
	<b>Jerry Deno</b>	x	
	<b>Cathy Devins</b>	x	
	<b>Daniel Vesco</b>	x	
	<b>Mark Henry</b>	x	

Carried: YES

**DEPUTY TOWN CLERK-TAX COLLECTOR and SUB-REGISTRAR OF VITAL STATISTICS APPOINTMENT/PATRICIA AYER**

**Resolution: 14-19 01/02/2014**

Motion by: Councilor Cathy Devins

WHEREAS, **PATRICIA AYER** accepts appointment to Deputy Town Clerk/Tax collector for the Town of Chazy;

NOW, THEREFORE BE IT RESOLVED, that the Chazy Town Board does hereby approve appointment of **Patricia Ayer** as Deputy Town Clerk/Tax Collector and Sub-Registrar of Vital Statistics for the Town of Chazy.

Seconded by: Councilor Jerry Deno

Discussion: No

		<u>Yes</u>	<u>No</u>
<b>Roll Call:</b>	<b>Willie Giroux</b>	x	
	<b>Jerry Deno</b>	x	
	<b>Cathy Devins</b>	x	

<b>Daniel Vesco</b>	<b>x</b>
<b>Mark Henry</b>	<b>x</b>

**Carried: YES**

**SECOND DEPUTY TOWN CLERK SUB-REGISTRAR OF VITAL STATISTICS**

**Resolution: 14-20 01/02/2014**

Motion by: Councilor Jerry Deno

WHEREAS, **Susan Patnode** is appointed as Second Deputy Town Clerk/Sub-Registrar of Vital Statistics for the Town of Chazy;

NOW, THEREFORE BE IT RESOLVED, that the Chazy Town Board does hereby approve the appointment of **Susan Patnode** as Second Deputy Town Clerk/Sub-Registrar of Vital Statistics for the Town of Chazy.

Seconded by: Councilor Cathy Devins

Discussion: No

	<u>Yes</u>	<u>No</u>
<b>Roll Call:</b>		
<b>Willie Giroux</b>	<b>x</b>	
<b>Jerry Deno</b>	<b>x</b>	
<b>Cathy Devins</b>	<b>x</b>	
<b>Daniel Vesco</b>	<b>x</b>	
<b>Mark Henry</b>	<b>x</b>	

**Carried: YES**

**APPOINTMENT/DEPUTY HIGHWAY SUPERINTENDENT**

**Resolution: 14-21 01/02/2014**

Motion by: Supervisor Mark Henry

WHEREAS, Highway Superintendent Timothy Lamica appoints Jeffery Deno as Deputy Highway Superintendent for the Town of Chazy;

NOW, THEREFORE BE IT RESOLVED, that the Chazy Town Board does hereby approve Highway Superintendent Timothy Lamica's appointment of **Jeffery Deno** as the Deputy Highway Superintendent for the Town of Chazy.

Seconded by: Councilor Willie Giroux

Discussion: No

	<u>Yes</u>	<u>No</u>
<b>Roll Call:</b>		
<b>Willie Giroux</b>	<b>x</b>	
<b>Jerry Deno</b>	<b>ABSTAINED</b>	
<b>Cathy Devins</b>	<b>x</b>	
<b>Daniel Vesco</b>	<b>x</b>	
<b>Mark Henry</b>	<b>x</b>	

**Carried: YES**

**RECREATION PARK CHAIRPERSONS/APPOINTMENT**

**Resolution: 14-22      01/02/2014**

Motion by:    Councilor Cathy Devins

WHEREAS, **Thomas Botten** is appointed Chair-person of the Chazy Recreation Park, and

WHEREAS, **Thomas Tetreault** is appointed Chair-person of the George E. Deno Memorial Recreation Park, West Chazy NY, and

WHEREAS, **Adrian Dutil** is appointed Chair-person of the Sciota Recreation Park,

NOW, THEREFORE BE IT RESOLVED, that the Chazy Town Board does hereby approve the following Chairperson appointments:

Chazy Recreation Park ----- **Thomas Botten**  
George E. Deno Memorial Recreation Park ----- **Thomas Tetreault**  
Sciota Recreation Park ----- **Adrian Dutil**

Seconded by:      Councilor Daniel Vesco

Discussion:    No

	<u>Yes</u>	<u>No</u>
<b>Roll Call:</b> <b>Willie Giroux</b>	x	
<b>Jerry Deno</b>	x	
<b>Cathy Devins</b>	x	
<b>Daniel Vesco</b>	x	
<b>Mark Henry</b>	x	

**Carried:    YES**

**WEST CHAZY TOWN HALL SCHEDULER**

**Resolution: 14-23      01/02/2014**

Motion by:    Councilor Jerry Deno

WHEREAS, **Jerry Marking** agrees to be the scheduler for the West Chazy Town Hall;

NOW, THEREFORE BE IT RESOLVED, that the Chazy Town Board does hereby approve the appointment of **Jerry Marking** as the scheduler for the West Chazy Town Hall.

Seconded by:      Councilor Cathy Devins

Discussion:    No

	<u>Yes</u>	<u>No</u>
<b>Roll Call:</b> <b>Willie Giroux</b>	x	
<b>Jerry Deno</b>	x	
<b>Cathy Devins</b>	x	
<b>Daniel Vesco</b>	x	
<b>Mark Henry</b>	x	

**Carried:    YES**

**VIOLENCE IN THE WORKPLACE****Resolution: 13-88      08/12/2013**

Motion by:    Councilor Jerry Deno

WHEREAS a policy to provide a workplace that is safe and free from all threatening and intimidating conduct is needed for the Town of Chazy;

NOW, THEREFORE, BE IT RESOLVED that the Chazy Town Board does hereby approve the following policy to be added to the Town of Chazy Employee Handbook under workplace conduct:

\*\*\*\*\*

**Violence in the Workplace**

It is Town of Chazy's policy to provide a workplace that is safe and free from all threatening and intimidating conduct. Therefore, the Company will not tolerate violence or threats of violence of any form in the workplace, at work-related functions or outside of work if it affects the workplace. This policy applies to Company employees, clients, customers, guests, vendors and persons doing business with the Company.

It is a violation of this policy for any individual to engage in any conduct, verbal or physical, that intimidates, endangers or creates the perception of intent to harm persons or property. Examples include but are not limited to:

- Physical assaults or threats of physical assault, whether made in person or by other means (i.e., in writing, by phone, fax or email).
- Verbal conduct that is intimidating and has the purpose or effect of threatening the health or safety of a co-worker.
- Any other conduct or acts that management believes represent an imminent or potential danger to work place safety or security.

Anyone with questions or complaints about workplace behaviors that fall under this policy may discuss them with a supervisor or a Human Resources representative. The Company will promptly and thoroughly investigate any reported occurrences or threats of violence. Violations of this policy will result in disciplinary action, up to and including immediate termination of employees. Where such actions involve non-employees, the Company will take action appropriate for the circumstances. Where appropriate and/or necessary, the Company will also take whatever legal actions are available and necessary to stop the conduct and protect Company employees and property.

Philip Beauharnois, Town Clerk/Tax Collector informed the Town Board that he had received information concerning the upcoming annual 2014 Training School and Annual Meeting of the Association of Towns. He noted that the information is available in his office for anyone who wishes a copy.

Supervisor Mark Henry reminded the Board members that our next meeting is on January 13, 2014 at 7 PM.

**ADJOURNMENT**

Councilor Cathy Devins made a motion, seconded by Councilor Willie Girous to adjourn the 01/02/2014 Organizational Town Board meeting at 7:55 PM.

Respectfully yours,

*Philip F. Beauharnois*  
Philip F. Beauharnois  
Clerk of the Board