

AGENDA
TOWN OF GENEVA
REGULAR TOWN BOARD MEETING
September 10, 2024

Informal Discussion – 5:30 p.m. Informal discussion with Town Board, department heads and public.

1. Call to order the Town Board Meeting. Pledge of Allegiance/Opening – Town Board Member Robert McCarthy.

2. Privilege of the floor:

3. Gratitudes: Jacob Fox and HWS students for work on their Day of Service at the bike park on August 21. Eric Reuscher, the Town's Occupational Safety Officer, for his work correcting safety issues identified during a state inspection.

4. Approval of the minutes: Approval of the minutes of the Regular Meeting of the Town Board of August 13, 2024.

Motion: _____

Second: _____

5. Town Clerk's report.

Questions, comments.

The Board acknowledges receipt.

6. Code Enforcement Officer's report.

Questions, comments.

The Board acknowledges receipt.

7. Highway Superintendent's Report:

Questions, comments.

The Board acknowledges receipt.

8. Water & Sewer Superintendent's Report:

Questions, comments.

The Board acknowledges receipt.

9. Supervisor's report of finances

Questions, comments.

The Board acknowledges receipt.

10. RESOLUTION NO. 72-2024. Approving Abstract 9, September 2024, Bills for Payment and Prepaid Bills.

Motion _____

Second _____

**TOWN OF GENEVA, NEW YORK
RESOLUTION OF THE TOWN BOARD
RESOLUTION NO. 72-2024**

Whereas certain abstracts and bills for services and goods received or to be received by the town have been presented for payment or necessarily paid, as described in Abstract 9, September 2024, and

Whereas those abstracts and bills have been reviewed by the town bookkeeper, the supervisor, and other members of the town board, and are in proper order for payment or approval, now therefore, it is

RESOLVED the pre-paid bills that are presented are approved and the supervisor is authorized to pay the unpaid bills.

11. RESOLUTION NO. 73-2024. Establishing an Equipment Reserve.

Motion _____ Second _____

**TOWN OF GENEVA, NEW YORK
RESOLUTION OF THE TOWN BOARD
RESOLUTION NO. 73 -2024**

Whereas in 2026 the Town will need to replace its large plow truck at a cost of several hundred thousand dollars; and

Whereas the Town can establish an equipment reserve fund it can annually contribute to in order to spread large expenses over more than one year; now therefore, it is

RESOLVED the supervisor/budget officer is authorized to establish an equipment reserve fund and place \$100,000.00 in it from the 2025 town budget.

12. RESOLUTION NO. 74-2024. Authorizing Scheduling a Public Hearing on Proposed Local Law No. 5.

Motion _____ Second _____

**TOWN OF GENEVA, NEW YORK
RESOLUTION OF THE TOWN BOARD
RESOLUTION NO. 74 -2024**

WHEREAS, the Town Board of the Town of Geneva, after due deliberation, finds it in the best interests of the Town to schedule a public hearing to solicit public comment upon a proposed Local Law Amending a Planned Unit Development Regulation in Chapter 165 (Zoning) of the Code of the Town of Geneva, attached as Exhibit 1; and

WHEREAS, the Town Board of the Town of Geneva has reviewed the draft of the aforementioned proposed Local Law and deems it in the best interests of the Town of Geneva to proceed in accordance with the Code of the Town of Geneva and the Laws of the State of New York in adopting said Local Law,

NOW, THEREFORE, IT IS RESOLVED that the Town Clerk is directed to schedule a public hearing to be held on October 8, 2024, at 6:00 p.m. at the Geneva Town Hall, 3750 County Road 6, Geneva, New York; and it is further

RESOLVED, that the Town Clerk is authorized to forward to the official newspaper of the Town a Notice of Public Hearing in the form substantially the same as that attached as Exhibit 2; and be it further

RESOLVED, that the Town Clerk is directed to post a copy of the proposed Local Law on the Town of Geneva sign board and take any and all other necessary actions to properly bring the aforementioned Local Law before the Town Board of the Town of Geneva for its consideration; and be it further

RESOLVED, that the Town Clerk is authorized to provide all other notices as required by law for the adoption of this local law.

I, Lorie Peck, Town Clerk of the Town of Geneva, do hereby certify that the Town Board of the Town of Geneva adopted the aforementioned resolution on September 10, 2024 by the following vote:

	Aye	Nay
Mark Venuti	_____	_____
Robert McCarthy	_____	_____
Kimberly Aliperti	_____	_____
Mitchell Wilber	_____	_____
Gordon Baxter	_____	_____

Dated: _____, 2024

Lorie Peck, Town Clerk

SEAL

13. RESOLUTION NO. 75-2024. Authorizing Scheduling a Public Hearing on Proposed Local Law No. 6.

Motion _____

Second _____

**TOWN OF GENEVA, NEW YORK
RESOLUTION OF THE TOWN BOARD
RESOLUTION NO. 75 -2024**

WHEREAS, the Town Board of the Town of Geneva, after due deliberation, finds it in the best interests of the Town to schedule a public hearing to solicit public comment upon a proposed Local Law Requiring Written Notification of Defective or Dangerous Conditions, attached as Exhibit 3; and

WHEREAS, the Town Board of the Town of Geneva has reviewed the draft of the aforementioned proposed Local Law and deems it in the best interests of the Town of Geneva to proceed in accordance with the Code of the Town of Geneva and the Laws of the State of New York in adopting said Local Law,

NOW, THEREFORE, IT IS RESOLVED that the Town Clerk is directed to schedule a public hearing to be held on October 8, 2024, at 6:00 p.m. at the Geneva Town Hall, 3750 County Road 6, Geneva, New York; and it is further

RESOLVED, that the Town Clerk is authorized to forward to the official newspaper of the Town a Notice of Public Hearing in the form substantially the same as that attached as Exhibit 4; and be it further

RESOLVED, that the Town Clerk is directed to post a copy of the proposed Local Law on the Town of Geneva sign board and take any and all other necessary actions to properly bring the aforementioned Local Law before the Town Board of the Town of Geneva for its consideration; and be it further

RESOLVED, that the Town Clerk is authorized to provide all other notices as required by law for the adoption of this local law.

I, Lorie Peck, Town Clerk of the Town of Geneva, do hereby certify that the Town Board of the Town of Geneva adopted the aforementioned resolution on September 10, 2024 by the following vote:

	Aye	Nay
Mark Venuti	_____	_____
Robert McCarthy	_____	_____

Kimberly Aliperti
Mitchell Wilber
Gordon Baxter

Dated: _____, 2024

Lorie Peck, Town Clerk

SEAL

14. RESOLUTION NO. 76-2024. Adopting a Workplace Violence Policy.

Motion _____

Second _____

**TOWN OF GENEVA, NEW YORK
RESOLUTION OF THE TOWN BOARD
RESOLUTION NO. 76 -2024**

Whereas the Town of Geneva is committed to providing a workplace that is free from threats and violence; and

Whereas the Town is required by law to have a Workplace Violence Policy that covers violence prevention standards and techniques, training for employees, and a reporting mechanism, among other things; and

Whereas the Town’s Occupational Safety Officer, using examples provided by the State, has prepared a Workplace Violence Safety and Health Policy and Procedure for the Town of Geneva, which will assist the Town in providing a workplace that is free from threats and violence, and is attached to this agenda; now therefore, it is

RESOLVED the attached Workplace Violence Safety and Health Policy and Procedure is adopted for the Town of Geneva.

15. The Tentative 2025 Town Budget, including water districts, has been prepared by the supervisor, filed with the Town Clerk, and presented to Town Board members.

16. Slate Rock Road bridge – repair or replacement estimates; resident feedback.

17. A Special Town Board meeting is needed to review the Tentative 2025 Town Budget. Suggested dates: Monday, September 23, Monday, September 30, Tuesday, October 1, Wednesday, October 2; 5, 6, 7?

18. The project the town is supporting to convert the old tennis courts at Geneva High School to **pickleball courts** is finished except for a sign and storage shed, and should be available to the public soon when not in use by the school district. There will be 8 courts. Volunteers have raised funds for 4 courts. Can the Town use Park & Recreation funds available in the budget to purchase the others, not to exceed \$3,000.00?

19. Reports of Standing Committees

Economic Development –

Sustainability – Free Stuff Day and Fix-it Clinic Sunday, September 29 with rain date of October 6 – volunteers needed; contact chair Jennifer Grant or the supervisor if you’d like to help.

Kashong Conservation Area

Communication – The next Town Times will be out early October. Please submit articles and notices to Amy or Mark by September 27.

Parks and Recreation –

20. Supervisor's Report

A Grant for Railroad Crossing safety is not feasible for the town. The funder is looking for million-dollar projects in large cities or metro areas. MRB Group and LaBella Associates checked and that is the conclusion. West Lake Road fire chief has been communicating with the concerned resident on Whites Point.

An Ontario County Landfill future prospects public meeting will be held at the Geneva Town Hall on September 24 from 5-7 p.m.

The Town supervisor will be on a panel discussion about the **Ontario County landfill** being held in the Town of Manchester on September 19 at 7:00 p.m. at the Manchester Town Hall.

Building Inspector new hire Kyle Bunce will start September 23 at a starting salary of \$58,000 with a review and possible raise to \$62,000 in six months.

As discussed and approved at previous meetings, working with consultants at Three Plus 1, the Town placed some of its reserves with Modern Banking Group for one year earning 5.25%. The Town also placed some reserves in a Certificate of Deposit with the Bank of the Finger Lakes for 9 months.

The school property tax rate for the Town of Geneva went down slightly in the recent bill from \$16.68 to \$16.41.

The contract with NYSERDA for the \$175,000.00 grant being used for a solar panel installation at the Town Hall has been signed.

The state safety inspector who issued a Notice of Violation and Order to Comply revisited the Town Hall and Occupational Safety Officer Eric Reuscher showed her the new wash station, safety manual and other actions taken in response, and she was satisfied. A few more items are needed to complete what was ordered.

Assessor Vinnie Fischer and the supervisor met with attorney Sheila Chalifoux, who represents the Town in litigation matters, and discussed the assessment challenges that have been filed by commercial property owners. We are applying to the county to join us and help pay for the defense of two of the claims that have county-wide implications.

Seneca Watershed Steward Ian Smith is applying for funds for tree planting in conjunction with storm water control on municipal property and toured the town hall property with the supervisor to discuss where plantings could be made and drainage improved.

Selected Meetings and Events

August 14 – Traffic Safety Board meeting

County Ways & Means Committee meeting

August 15 – Geneva Reuse Business Plan and Fundraising workgroup meeting

Interview building inspector applicants

August 20 – Breakfast meeting with engineer and department heads

August 21 - Meeting of Ontario County Soil & Water Conservation District board of directors.

August 22 - Geneva Reuse Board of Directors meeting.

Meeting of Ontario County Board of Supervisors

September 3 - County Planning and Environmental Quality Committee meeting.

September 4 - County Ways & Means Committee meeting

September 6 – Meeting with attorney and assessor to discuss commercial property assessment challenges

September 10 – Meeting with city officials on progress of USDA grant for food waste diversion

21. Old Business.

22. New Business.

23. Privilege of the floor.

24. Adjourn: Motion _____ Second _____ Time: _____

Exhibit 1

FILING LOCAL LAW

New York State Department of State Division of Corporations, State Records and Uniform Commercial Code, One Commerce Plaza, 99 Washington Avenue, Albany, NY 12231-0001

(Use this form to file a local law with the Secretary of State)

Text of law should be given as amended. Do not include matter being eliminated and do not use italics or underlining to indicate new matter.

County
City
Town of Geneva
Village

Local Law No. 5 of the year **2024**.

A local law **"Amending a Planned Unit Development Regulation in Chapter 165 (Zoning) of the Code of the Town of Geneva"**

(Insert Title)

Be it enacted by the **Town Board** (Name of Legislative Body)

County
City
Town of Geneva
Village

as follows:

Section 1. Paragraph A. of Section 165-45 (Area requirements) of Article V (Planned Unit Development) of the Zoning Code of the Town of Geneva is hereby repealed and a new paragraph A is hereby adopted and inserted in its place to read as follows:

A. No PUD district shall be established having an area of less than three contiguous acres.

Section 2. If any clause, sentence, paragraph, section or part of this local law shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, section or part thereof directly involved in the controversy in which such judgment shall have been ordered.

Section 3. This local law shall take effect immediately upon filing with the Secretary of State.

(Complete the certification in the paragraph that applies to the filing of this local law and strike out that which is not applicable.)

1. (Final adoption by local legislative body only.),

I hereby certify that the local law annexed hereto, designated as Local Law No. 5 of 2024 of the **Town of Geneva** was duly passed by the Geneva Town Board on _____, 2024, in accordance with the applicable provisions of law.

I further certify that I have compared the preceding local law with the original on file in this office and that the same is a correct transcript therefrom and of the whole of such original local law, and was finally adopted in the manner indicated in paragraph 1, above.

Town Clerk

(Seal)

Date: _____

Exhibit 2

TOWN OF GENEVA
NOTICE OF PUBLIC HEARING

PLEASE TAKE NOTICE, that a public hearing will be held by the Town Board of the Town of Geneva on the 8th day of October, 2024, at 6:00 p.m., at the Geneva Town Hall, 3750 County Road 6, Geneva, New York, regarding the adoption of a Local Law which would amend a planned unit development regulation in Chapter 165 (Zoning) of the Code of the Town of Geneva to reduce the minimum area for a PUD district from five acres to three acres.

Any person shall be entitled to be heard upon said proposed Local Law at such public hearing. Copies of said proposed Local Law are available for review at the Town of Geneva Town Hall, 3750 County Road 6, Geneva, New York 14532.

This by Resolution of the Town Board of the Town of Geneva.

Lorie Peck, Town Clerk

Exhibit 3

LOCAL LAW FILING

New York State Department of State, Division of Corporations, State
Records and Uniform Commercial Code, One Commerce Plaza, 99
Washington Avenue, Albany, NY 12231-0001

(Use this form to file a local law with the Secretary of State)

Text of law should be given as amended. Do not include matter being eliminated and do not use italics or underlining to indicate new matter.

County
City
Town of Geneva
Village

Local Law No. 6 of the year **2024**

A Local Law Requiring Written Notification of Defective or Dangerous Conditions

(Insert Title)

Be it enacted by the **Town Board** (Name of Legislative Body)

County
City
Town of Geneva
Village

as follows:

Section 1. No civil action shall be maintained against the Town of Geneva or the Town of Geneva Superintendent of Highways for damages or injuries to person or property sustained by reason of any highway, bridge, street, crosswalk or culvert being defective, out of repair, unsafe, dangerous or obstructed unless written notice of such defective, unsafe, dangerous or obstructed condition of such highway, bridge, street, crosswalk or culvert was actually given to the town clerk or town superintendent of highways, and there was a failure or neglect within a reasonable time after the giving of such notice to repair or remove the defect, danger or obstruction complained of. No such action shall be maintained for damages or injuries to person or property sustained solely in consequence of the existence of snow or ice upon any highway, bridge, street, crosswalk or culvert, unless written notice thereof, specifying the particular place, was actually given to the town clerk or town superintendent of highways and there was a failure or neglect to cause such snow or ice to be removed, or to make the place otherwise reasonably safe within a reasonable time after the receipt of such notice.

Section 2. The town superintendent of highways shall transmit in writing to the town clerk within ten days after the receipt thereof all written notices received by the superintendent of highways pursuant to this local law and section 65-a of the New York State Town Law. The town clerk shall cause all written notices received pursuant to this local law and section 65-a of the Town Law to be presented to the town board within ten days of the receipt thereof or at the next succeeding town board meeting whichever shall be sooner.

Section 3. This local law shall supersede, in its application to the Town of Geneva, Subdivision 1 of Section 65-a of the New York State Town Law. Nothing herein contained shall be construed to relieve a claimant of any obligation created by Subdivision 2 of Section 65-a of the New York State Town Law. Nothing herein contained shall be construed to relieve a claimant of the obligation to serve a notice of claim on the Town of Geneva as provided in Section 50-e of the New York State General Municipal Law.

Section 4: Severability

If any clause, sentence, paragraph, section or part of this local law or the application thereof to any person, firm or corporation, or circumstance, shall be adjudged by any court of competent jurisdiction to be invalid or unconstitutional, such order or judgment shall not affect, impair or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, section or part of this local law or in its application to the person, individual, firm or corporation or circumstance directly involved in the controversy in which such judgment or order shall be rendered.

Section 5: Effective Date

This local law shall take effect immediately upon filing with the Secretary of State.

(Complete the certification in the paragraph that applies to the filing of this local law and strike out that which is not applicable.)

1. (Final adoption by local legislative body only.),

I hereby certify that the local law annexed hereto, designated as Local Law No. 6 of 2024 of the **Town of Geneva** was duly passed by the Geneva Town Board on _____, 2024, in accordance with the applicable provisions of law.

I further certify that I have compared the preceding local law with the original on file in this office and that the same is a correct transcript therefrom and of the whole of such original local law, and was finally adopted in the manner indicated in paragraph 1, above.

Town Clerk

(Seal)

Date: _____

Exhibit 4

**TOWN OF GENEVA
NOTICE OF PUBLIC HEARING**

PLEASE TAKE NOTICE, that a public hearing will be held by the Town Board of the Town of Geneva on _____, 2024, at 6:00 p.m., at the Geneva Town Hall, 3750 County Road 6, Geneva, New York, regarding the adoption of a Local Law, which would require written notification to the town clerk or town superintendent of highways of any highway, bridge, street, crosswalk or culvert being defective, out of repair, unsafe, dangerous or obstructed or because of the existence of snow or ice thereupon before a civil action can be maintained against the Town of Geneva or the Town of Geneva Superintendent of Highways for damages or injuries to person or property caused as a result therefrom.

Any person shall be entitled to be heard upon said proposed Local Law at such public hearing. Copies of said proposed Local Law are available for review at the Town of Geneva Town Hall, 3750 County Road 6, Geneva, New York 14532.

This by Resolution of the Town Board of the Town of Geneva.

Lorie Peck, Town Clerk

Town of Geneva

WORKPLACE VIOLENCE

Safety and Health Policy and Procedure

Date: September 10, 2024

Required: NYS Labor Law Article 27-b, 12NYCRR Part 800.6 and Town of Geneva Policy

Reference: OSHA Standards Interpretations, Town of Geneva Policy

Coordinator: Town Supervisor

Employee Training Frequency: At time of hiring, and annually as required by NYS. This workplace violence prevention program has been written at an awareness level. More extensive training may be provided by individual departments.

POLICY STATEMENT:

The Town of Geneva is committed to providing a workplace for Town employees, customers, contractors, vendors and the general public that is free from threats and violence. The Town prohibits any form of threatening remark or gesture against an employee of the Town while carrying out his/her normal duties. This policy is intended to address workplace violence as defined below.

Workplace violence will not be tolerated and reports regarding such will be taken seriously. Any reports will be treated with complete confidentiality. No employee shall be subjected to any retaliatory action for reporting a workplace violence incident or a serious violation of this workplace violence policy. Individuals found to be in violation of this policy will be removed from Town property. If an investigation reveals that an employee has engaged in prohibited conduct, the employee would be subject to a disciplinary process up to and including termination, consistent with Town policies, rules and collective bargaining agreements. Anyone accused of conduct prohibited by this policy may also be referred to law enforcement authorities for possible criminal prosecution.

All employees will be required to participate in annual workplace violence prevention training which will include job specific information and stress-defusing techniques.

GOALS AND OBJECTIVES:

1. Provide a violence free workplace.
2. Encourage respect and healthy conflict resolution.
3. Provide training to better prepare employees for dealing with workplace violence.
4. Reduce the potential for violence in the workplace.

DEFINITIONS (as they pertain to workplace violence):

Workplace – Any location away from an employee’s domicile, permanent or temporary, where an employee performs any work-related duty in the course of his or her employment by an employer.

Workplace Violence – 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:

- An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee.
- Any intentional display of force which would give an employee reason to fear or expect bodily harm.
- Intentional and wrongful physical contact with a person without his or her consent that entails some injury.
- 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.

Imminent Danger – Any conditions or practices in any place of employment which are such that a danger exists which could reasonably be expected to cause death or serious physical harm immediately or before the imminence of such danger can be eliminated through the enforcement of procedures within the Workplace Violence Prevention Program.

Serious Physical Harm – Physical injury which creates a substantial risk of death, or which causes death or serious and protracted disfigurement, protracted impairment of health or protracted loss or impairment of the function of any bodily organ or a sexual offense as defined in Article 130 of the Penal Law.

Retaliatory Action – The discharge, suspension, demotion, penalization or discrimination against any employee, or other adverse employment action taken against an employee in the terms and conditions of employment as a result of that employee reporting a workplace violence incident.

WORKPLACE VIOLENCE PREVENTION PROGRAM (WVPP):

- **Risk Evaluation and Determination** of factors that might place employees at risk of occupational violence.
 - Procedure:
 - Examination of employee surveys, workplace violence incident reports and other safety records to determine security risk areas and/or patterns of injuries or incidents
 - A detailed list of identified risk factors can be found in Appendix 3 of this document
 - Examples of such factors include, but are not limited to: working in public settings; working late night or early morning hours; exchanging money with the public; uncontrolled access to the workplace and areas of previous security issues.
- **Hazard Control** methods the Town uses to prevent workplace violence incidents.
 - **Administrative** controls such as relevant policies, work practices, work procedures (i.e. procedures for dealing with cash transactions), reporting systems and trainings in place to reduce workplace violence.

- **Management** controls such as screening new employees (i.e. background checks as allowed by the law); systems in place for employees to alert management of their concerns; and enforcement of workplace violence policies.
- **Engineering** controls such as locked doors and secure perimeters inside buildings; access control systems; photo identification badges; effective interior and exterior lighting; closed circuit video surveillance; barriers in reception and certain other areas; designated safe interview rooms; wide countertop construction, panic buttons, drop safes.
 - Physical premises assessments will be done with the participation of the authorized Employee Representative.
- **Employee Training and Involvement**
 - General safety training will be done at time of hire and annually
 - Training includes information to help recognize, avoid, or diffuse potentially violent situations; physical assessments; and review of workplace violence procedures and policies.
 - Our annual prevention training program includes the following topics: Overview; What is Workplace Violence?; Types of Violence; Risk Factors; Prevention Methods; Security Measures; Violence-Free Workplace; Red Flags; Weapons; Reporting Procedures; Response Plan; Other Elements; and a Quiz.
 - Job specific safety training will be done within the individual department, if necessary
 - An Authorized Employee Representative will participate in:
 - Creating the WVPP
 - Developing and implementing a written WVPP policy statement
 - Evaluating physical premises for workplace risks
 - Annually reviewing the records, training and effectiveness of the program
 - Providing written notice to the Town of Geneva Supervisor or department supervisor of a serious violation of the WVPP
 - Employee assistance will be provided for post-event critical incident management or crisis counseling.
- **Record Keeping System**
 - Records will be evaluated annually by the Town and the Employee Representative
 - Records will be maintained with the Occupational Safety Officer
 - Records include:
 - Incident reports (see appendix)
 - Incident log (comprised of information from incident reports)
 - Relevant records kept by the Town as required by other statutes
- **Program Evaluation** done annually by the Town and the employee representative

RESPONSIBILITIES:

- The **Occupational Safety Officer** is responsible for managing the Workplace Violence Prevention Program. The Officer shall:
 - Ensure that the Workplace Violence Policy Statement is available online and posted on each department's bulletin board.
 - Will act on the basis of anonymous complaints when there is a reasonable basis to believe that a violation of this policy has occurred or that the safety and well being of employees would be served by an investigation.
 - Coordinate an immediate investigation, in cooperation with the Ontario County Sheriff's Office, when an incident or potential incident is reported.
 - Select the people necessary to perform the incident investigation including a Bargaining Unit representative, when appropriate.
 - Take immediate steps to eliminate any possible recurrence.

- **Supervisors, Managers and/or Department Heads** will:
 - Immediately inform the Occupational Safety Officer of any reported incident.
 - Assure that workplace violence training is conducted for all employees at date of hire and annually.
 - Ensure all employees are aware of this policy.
 - Promote annual workplace violence prevention training for all employees.
 - Be aware of stress-defusing measures for dealing with potentially violent situations.
 - Intervene in any incident to implement this policy.
 - Take immediate action when necessary, including, but not limited to, calling 911 to summon police, fire or ambulance services as appropriate.
 - Notify their manager and/or the Occupational Safety Officer of any workplace violence incident and any action taken.

- The **Workforce Violence Prevention Committee** will:
 - Include at a minimum the Town of Geneva Supervisor, one Town of Geneva Board member and authorized employee representatives.
 - Report directly to the Occupational Safety Officer.
 - Annually review risk assessments and incident reports, identify any trends in the types of incidents and review the effectiveness of the mitigating actions taken.

- **Employees** will:
 - Call 911 to summon police, fire or ambulance services as necessary, if the incident being reported is an active incident or employees fear a threat to themselves or others is taking place or about to take place.
 - Report to their supervisor or the Occupational Safety Officer any incident of workplace violence.
 - Participate in annual workplace violence prevention training.
 - Report to their supervisor or the Occupational Safety Officer any warning signs of a potentially threatening situation which arouse concern.
 - Maintain the confidentiality of workplace violence investigations to the extent possible.

- The **Town of Geneva Safety Coordinator** will:
 - Maintain as current the Workplace Violence Prevention procedures found in the Town Health and Safety Manual.
 - Work to implement the directives from an investigation conducted by the Occupational Safety Officer into a reported workplace violence incident.
 - Fulfill his duties as a member of the Workplace Violence Prevention Committee.
 - Assure that all recordkeeping requirements associated with these incidents are properly recorded.

EMPLOYEE ASSISTANCE

- Any employee who may have witnessed or experienced a traumatic event may need special support. The Town is committed to providing employee assistance to meet this kind of special need. The Occupational Safety Officer or his/her designee will advise affected staff of their options and will coordinate any special assistance that may be required.
- Employees may request employee assistance from the Occupational Safety Officer.

TRAINING KEY POINTS:

- Explanation of NYS Workplace Violence Labor Law
- Explanation of the Town of Geneva Workplace Violence Prevention Program
 - Location and availability of written WVPP program
- Measures employees can take to protect themselves
 - Conflict resolution, nonviolent self-defense responses
 - How to identify risk factors
- Procedures the Town has implemented to protect the employee

WORKPLACE VIOLENCE CATEGORIES:

Violence by Strangers/Criminal Intent: The person committing this type of violence has NO legitimate relationship with the Town and/or our employee. The employee is usually injured in conjunction with a crime such as robbery, shoplifting or trespassing.

Violence by Customer/Client: The person committing this type of violence DOES have a legitimate relationship with the Town and/or our employee. The person could be a customer, resident, patient, student, or any individual being provided a service by our employee. A large percentage of the victims in these incidents are caregivers. These incidents tend to occur in nursing homes or psychiatric facilities.

Violence by Co-Worker: The person committing this type of violence is a current or former employee who attacks or threatens an employee in the workplace. Included in this category is violence between supervisors and subordinates and violence between peers.

Violence by Personal Relationship: The person committing this type of violence may not have a relationship with the Town but does have a personal relationship with the intended victim. This

category includes the “spill over” into the workplace of victims of domestic violence who are assaulted or threatened while at work, and individuals who bring a personal dispute to the workplace.

NYS Department of Labor suggestions for responding to violence and/or threats:

How can you help prevent violence?

Anger and potential violence is often initiated by frustrated people who feel they are being treated unfairly or disrespectfully. An atmosphere of sincere caring and courtesy in the workplace can help to eliminate the cause of much violence. Be sensitive to the needs and feelings of others. Offer help and support – and seek the same if you need it.

Seven steps to keeping someone cool:

1. Show respect and courtesy, no matter the person’s attitude.
2. Stay calm. Avoid arguing.
3. Listen patiently; don’t interrupt.
4. Acknowledge the person’s feeling: “I see that you’re angry.”
5. Ask for details in order to take emotions out of the conversation.
6. If you can, involve the person in finding a solution. Ask, “What do you think would be fair?”
7. Be positive: “Let’s see what we can do.”

If anger grows:

- Excuse yourself for the restroom or use other delaying tactics that give the person time to calm down.
- Establish ground rules if behavior becomes unreasonable: “I’ll have to leave if you continue cursing.”
- Move to a spot where your exit is not blocked.
- If you feel threatened, ask the person to leave, or leave yourself.
- Advise nearby co-workers and follow Town policies.

Five “Don’ts” when dealing with an angry person:

1. Don’t challenge, threaten or dare a person who is angry, or potentially violent.
2. Don’t criticize or show impatience.
3. Don’t attempt to bargain with a person who is threatening.
4. Don’t make physical contact. Stay at least 3 feet away.
5. Don’t try any “heroics” that could result in injuries to you or others.

When strangers are an issue:

Strangers commit many threats and/or violent acts in the workplace. It’s vital to be aware of individuals at work who are not recognized co-workers, customers or vendors. Greet strangers with a friendly, “May I help you?” to determine why they are on the premises. Promptly report strangers who make you feel uncomfortable to supervisors.

When co-workers are a concern:

- Pay attention to behavior - Some behaviors indicate a co-worker may be troubled, which raises the risk for violent behavior. These behaviors include: poor personal hygiene; increased absence; decline in job

performance; social isolation; angry outbursts, threatening statements or intimidating behavior; fascination with weapons; history of violence or intimidation; alcohol or drug abuse.

- Take note of attitudes – Certain attitudes also point to an increased risk for violence. Among these are: constant complaining about unfair treatment; blaming others for mistakes and problems; inability to accept criticism; holding grudges; resistance to following rules or directions; defensiveness; depression; lack of concern for the safety and well-being of others.
- Know when to take action – No one can predict if, or when someone may become violent. But worrisome behaviors and attitudes are warning signs that someone may be under high stress and potentially violent. Pay particular attention if a co-worker has a sudden change in behavior, is disruptive, or shows many warning signs – not just a few. If so, inform supervisors of your concerns.

Keeping the peace with co-workers:

Conflict at work is to be expected, but it must be handled effectively if it is to be resolved, or kept from growing into potential violence. If you have a disagreement with a co-worker, make time to talk together about it. Use these strategies for keeping the peace:

- Express your concerns as soon as they arise – don't let them grow into anger.
- Discuss the issue privately. Always use a respectful tone.
- Avoid putdowns and blaming. Use "I" statements to explain how the situation affects you and makes you feel.
- Stick with one point at a time. Stay on the topic.
- Focus on solutions, not the details of negative incidents. Avoid falling into an argument.
- Be willing to compromise.

Seek help if you need it:

If you and a co-worker are unable to resolve a conflict through a respectful discussion, ask for help from your supervisor or the Town of Geneva Supervisor.

Domestic Violence:

If you are a victim of domestic violence and have a current Order of Protection, please keep a copy of the Order at work. For your safety, we suggest you also submit a copy to your supervisor and/or the Human Resources Director.

In summary:

- In an emergency, or if you feel threatened call 911.
- Follow your training if confronted with a potentially violent workplace incident.
- Report every workplace violence incident to the Occupational Safety Officer for follow-up.
- After the incident, consider using the Town employee assistance program.