

April 7, 2014

Annual Organizational meeting was opened by Deputy Mayor Bielec at 6:33 pm.

Members Present: Deputy Mayor Bielec, Trustees Busch, Ianni and Lauer. Also present were Judge O'Connor, Deputy Clerk Denise Beal, Officer Retzlaff, Al Graham from Camden Group, Councilman Pete Sformo from Town of Pembroke and Village residents Jenny McMartin and Greg Lang. Mayor Peterson was absent.

Dismissal letter to John Good as Code Enforcement Officer was reviewed. Motion was made by Trustee Lauer and seconded by Trustee Ianni to send letter of dismissal as the Village Code Enforcement Officer to John Good.

The motion was passed on the following vote:

VOTE	YES	NO	ABSTAIN	ABSENT
Mayor Ralph Peterson				X
Trustee Ken Lauer	X			
Trustee Art Ianni	X			
Trustee David Bielec	X			
Trustee Keith Busch	X			
<b>VOTE TOTAL</b>	<b>4</b>			<b>1</b>
<b>RESULTS</b>	<b>PASS</b>			

Motion was made by Trustee Lauer and seconded by Trustee Ianni to appoint Tyler Lang to the position of Code Enforcement Officer.

The motion was passed on the following vote:

VOTE	YES	NO	ABSTAIN	ABSENT
Mayor Ralph Peterson				X
Trustee Ken Lauer	X			
Trustee Art Ianni	X			
Trustee David Bielec	X			
Trustee Keith Busch	X			
<b>VOTE TOTAL</b>	<b>4</b>			<b>1</b>
<b>RESULTS</b>	<b>PASS</b>			

Judge O'Connor administered Oath of Office to Art Ianni and Ken Lauer as Trustees for two years from 4/7/14 – 4/3/16.

Motion was made by Deputy Mayor Bielec and seconded by Trustee Lauer to approve the following appointments:

Sandra Thomas	Clerk Treasurer	4/7/14 – 4/6/15
Denise Beal	Deputy Clerk Treasurer	4/7/14 – 4/6/15
Pamela Yasses	Court Clerk	4/7/14 – 4/6/15

Allan Starkweather	Village Historian	4/7/14 – 4/6/15
Edwin Mileham	Acting Village Justice	4/7/14 – 4/6/15
Mark Zimmerman	Planning Board Member	4/7/14 – 4/1/19
Tyler Lang	Zoning Officer	4/7/14 – 4/6/15
Tyler Lang	Code Enforcement Officer	4/7/14 – 4/6/15
Allan Starkweather	Zoning Board of Appeals	4/7/14 – 4/1/19
Charles Lenhard	Zoning Board of Appeals	4/7/14 – 4/1/19
Greg Lang	Zoning Board of Appeals	4/7/14 – 4/1/19

The motion was passed on the following vote:

VOTE	YES	NO	ABSTAIN	ABSENT
Mayor Ralph Peterson				X
Trustee Ken Lauer	X			
Trustee Art Ianni	X			
Trustee David Bielec	X			
Trustee Keith Busch	X			
<b>VOTE TOTAL</b>	<b>4</b>			<b>1</b>
<b>RESULTS</b>	<b>PASS</b>			

Judge O'Connor administered the Oath of Office to Sandra Thomas and Denise Beal.

Motion was made by Trustee Lauer and seconded by Deputy Mayor Bielec to move the following Resolution:

**RESOLVED:** That the Village of Corfu hereby re-adopts the Reciprocal Municipal Agreement whereby the Code/Building Administrator for the Town shall administer and enforce all of the provisions of the New York State Uniform Fire Prevention and Building Codes within the Village in the absence of the Village Code Enforcement Officer; and the Village Code Enforcement Officer will assist the Town in a like manner as per attached Municipal Cooperation Agreement.

The motion was passed on the following vote:

VOTE	YES	NO	ABSTAIN	ABSENT
Mayor Ralph Peterson				X
Trustee Ken Lauer	X			
Trustee Art Ianni	X			
Trustee David Bielec	X			
Trustee Keith Busch	X			
<b>VOTE TOTAL</b>	<b>4</b>			<b>1</b>
<b>RESULTS</b>	<b>PASS</b>			

Motion by Trustee Ianni and seconded by Trustee Busch that the Batavia Daily News be designated as the official newspaper.

The motion was passed on the following vote:

VOTE	YES	NO	ABSTAIN	ABSENT
Mayor Ralph Peterson				X
Trustee Ken Lauer	X			
Trustee Art Ianni	X			
Trustee David Bielec	X			
Trustee Keith Busch	X			
<b>VOTE TOTAL</b>	<b>4</b>			<b>1</b>
<b>RESULTS</b>	<b>PASS</b>			

Motion by Trustee Lauer and seconded by Deputy Mayor Bielec that M&T Bank, Corfu, NY be designated the official depository of the Village of Corfu, and that Investment Policy remain the same as adopted December 8, 2008. (See Attached)

The motion was passed on the following vote:

VOTE	YES	NO	ABSTAIN	ABSENT
Mayor Ralph Peterson				X
Trustee Ken Lauer	X			
Trustee Art Ianni	X			
Trustee David Bielec	X			
Trustee Keith Busch	X			
<b>VOTE TOTAL</b>	<b>4</b>			<b>1</b>
<b>RESULTS</b>	<b>PASS</b>			

Motion by Trustee Ianni and seconded by Trustee Lauer that the Village Board meeting be held second Monday of each month at 6:30 pm and Public Works and Public Safety Committee meetings will be held the fourth Monday of the month at 6:30 pm.

The motion was passed on the following vote:

VOTE	YES	NO	ABSTAIN	ABSENT
Mayor Ralph Peterson				X
Trustee Ken Lauer	X			
Trustee Art Ianni	X			
Trustee David Bielec	X			
Trustee Keith Busch	X			
<b>VOTE TOTAL</b>	<b>4</b>			<b>1</b>
<b>RESULTS</b>	<b>PASS</b>			

Motion by Deputy Mayor Bielec and seconded by Trustee Ianni that the Board

establish a mileage rate of \$.45 per mile to be paid to those employees designated to receive mileage.

The motion was passed on the following vote:

VOTE	YES	NO	ABSTAIN	ABSENT
Mayor Ralph Peterson				X
Trustee Ken Lauer		X		
Trustee Art Ianni	X			
Trustee David Bielec	X			
Trustee Keith Busch	X			
<b>VOTE TOTAL</b>	<b>3</b>	<b>1</b>		<b>1</b>
<b>RESULTS</b>	<b>PASS</b>			

Trustee Lauer said he felt mileage rate should be brought up to more current rate.

Motion by Trustee Lauer and seconded by Trustee Ianni to establish special meetings of the Board of Trustees as follows:

The Mayor and Trustees of the Village shall constitute the Board of Trustees thereof. The Board shall meet at six-thirty o'clock in the evening (6:30 pm) of the first Monday in the month following the annual election and such meeting is known as the Organizational meeting of the Board. The Board shall hold other regular meetings at such times and places in the Village as it shall by resolution provide. Special meetings may be called by the Mayor or any two Trustees, by causing a written notice, specifying the time and place thereof, to be served upon each member of the Board, personally, at least one hour, or by leaving a notice at his/her residence or place of business with some person of suitable age or discretion, at least twenty-four hours before the time of the meeting, or by mailing such notice at least seventy-two hours before such meeting. Any meeting may be adjourned to a later date, but not for more than three weeks. (See Section 87 of Village Law)

The motion was passed on the following vote:

VOTE	YES	NO	ABSTAIN	ABSENT
Mayor Ralph Peterson				X
Trustee Ken Lauer	X			
Trustee Art Ianni	X			
Trustee David Bielec	X			
Trustee Keith Busch	X			
<b>VOTE TOTAL</b>	<b>4</b>			<b>1</b>
<b>RESULTS</b>	<b>PASS</b>			

Motion by Trustee Busch and seconded by Deputy Mayor Bielec to appoint Judge O'Connor to oversee the Court Department.

The motion was passed on the following vote:

VOTE	YES	NO	ABSTAIN	ABSENT
Mayor Ralph Peterson				X

Trustee Ken Lauer	X			
Trustee Art Ianni	X			
Trustee David Bielec	X			
Trustee Keith Busch	X			
<b>VOTE TOTAL</b>	<b>4</b>			<b>1</b>
<b>RESULTS</b>	<b>PASS</b>			

Motion by Trustee Lauer and seconded by Deputy Mayor Bielec to appoint Mark Boylan as Village Attorney.

The motion was passed on the following vote:

VOTE	YES	NO	ABSTAIN	ABSENT
Mayor Ralph Peterson				X
Trustee Ken Lauer	X			
Trustee Art Ianni	X			
Trustee David Bielec	X			
Trustee Keith Busch	X			
<b>VOTE TOTAL</b>	<b>4</b>			<b>1</b>
<b>RESULTS</b>	<b>PASS</b>			

Pursuant to Village Law 5-524(6) motion by Trustee Busch and seconded by Trustee Ianni to move the following resolution:

**RESOLVED:** That the Board of Trustees authorizes payment in advance of audit of claims for public utility services, postage, freight and discounted invoice charges. All such claims must be presented at the next regular meeting for audit and the claimant and the officer incurring or approving the claim are jointly and severally liable for any amount the Board of Trustees disallows; **AND** that this resolution is effective immediately.

The motion was passed on the following vote:

VOTE	YES	NO	ABSTAIN	ABSENT
Mayor Ralph Peterson				X
Trustee Ken Lauer	X			
Trustee Art Ianni	X			
Trustee David Bielec	X			
Trustee Keith Busch	X			
<b>VOTE TOTAL</b>	<b>4</b>			<b>1</b>
<b>RESULTS</b>	<b>PASS</b>			

Motion was made by Deputy Mayor Bielec and seconded by Trustee Ianni that Procurement Policy and Credit Card Policy remain the same as adopted Feb. 28, 2011. (See Attached)

The motion was passed on the following vote:

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VOTE	YES	NO	ABSTAIN	ABSENT
Mayor Ralph Peterson				X
Trustee Ken Lauer	X			
Trustee Art Ianni	X			
Trustee David Bielec	X			
Trustee Keith Busch	X			
<b>VOTE TOTAL</b>	<b>4</b>			<b>1</b>
<b>RESULTS</b>	<b>PASS</b>			

Motion was made by Trustee Lauer and seconded by Trustee Ianni that Fair Housing Policy and Grievance Procedure remain the same as adopted March 14, 2011. (See Attached)

The motion was passed on the following vote:

VOTE	YES	NO	ABSTAIN	ABSENT
Mayor Ralph Peterson				X
Trustee Ken Lauer	X			
Trustee Art Ianni	X			
Trustee David Bielec	X			
Trustee Keith Busch	X			
<b>VOTE TOTAL</b>	<b>4</b>			<b>1</b>
<b>RESULTS</b>	<b>PASS</b>			

Motion was made by Trustee Lauer and seconded by Trustee Ianni that Conflict of Interest Policy remains the same as adopted March 28, 2011. (See Attached)

The motion was passed on the following vote:

VOTE	YES	NO	ABSTAIN	ABSENT
Mayor Ralph Peterson				X
Trustee Ken Lauer	X			
Trustee Art Ianni	X			
Trustee David Bielec	X			
Trustee Keith Busch	X			
<b>VOTE TOTAL</b>	<b>4</b>			<b>1</b>
<b>RESULTS</b>	<b>PASS</b>			

Motion was made by Trustee Busch and seconded by Trustee Lauer that Shared Service Agreement remains the same as adopted March 21, 2011. (See Attached)

The motion was passed on the following vote:

VOTE	YES	NO	ABSTAIN	ABSENT
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Mayor Ralph Peterson				X
Trustee Ken Lauer	X			
Trustee Art Ianni	X			
Trustee David Bielec	X			
Trustee Keith Busch	X			
<b>VOTE TOTAL</b>	<b>4</b>			<b>1</b>
<b>RESULTS</b>	<b>PASS</b>			

Motion was made by Deputy Mayor Bielec and seconded by Trustee Lauer that Cyber Security Notification Policy remains the same as adopted August 27, 2012. (See Attached)

The motion was passed on the following vote:

VOTE	YES	NO	ABSTAIN	ABSENT
Mayor Ralph Peterson				X
Trustee Ken Lauer	X			
Trustee Art Ianni	X			
Trustee David Bielec	X			
Trustee Keith Busch	X			
<b>VOTE TOTAL</b>	<b>4</b>			<b>1</b>
<b>RESULTS</b>	<b>PASS</b>			

Motion was made by Trustee Ianni and seconded by Trustee Busch that Fund Balance Policy remains the same as adopted November 12, 2012. (See Attached)

The motion was passed on the following vote:

VOTE	YES	NO	ABSTAIN	ABSENT
Mayor Ralph Peterson				X
Trustee Ken Lauer	X			
Trustee Art Ianni	X			
Trustee David Bielec	X			
Trustee Keith Busch	X			
<b>VOTE TOTAL</b>	<b>4</b>			<b>1</b>
<b>RESULTS</b>	<b>PASS</b>			

Motion was made by Trustee Lauer and seconded by Deputy Mayor Bielec that Blood Borne Pathogens policy remains the same as adopted in December 2011. (See attached)

The motion was passed on the following vote:

VOTE	YES	NO	ABSTAIN	ABSENT
Mayor Ralph Peterson				X
Trustee Ken Lauer	X			

Trustee Art Ianni	X			
Trustee David Bielec	X			
Trustee Keith Busch	X			
<b>VOTE TOTAL</b>	<b>4</b>			<b>1</b>
<b>RESULTS</b>	<b>PASS</b>			

Discussion of departmental assignments for Board members took place. Following is listing of departmental assignments for each member of the Board;

Deputy Mayor Bielec	Sewer, Dissolution Study
Trustee Ianni	Police
Trustee Busch	Maintenance
Trustee Lauer	Office, Sewer

Trustee Ianni requested clerk to make sure that he would have the same protection as the mayor from personal lawsuits if he is assigned to overseeing the Police department.

Brief discussion took place regarding the Mayor's intentions since his prior medical leave stated it was in effect until April 2014. Clerk had received a message he would not be attending the Organizational meeting and Trustee Busch had spoken with him, but as yet no word has been received as to his intentions from this point on.

Motion was made by Trustee Lauer and seconded by Deputy Mayor Bielec to approve minutes of March 24<sup>th</sup> committee meeting.

The motion was passed on the following vote:

VOTE	YES	NO	ABSTAIN	ABSENT
Mayor Ralph Peterson				X
Trustee Ken Lauer	X			
Trustee Art Ianni			X	
Trustee David Bielec	X			
Trustee Keith Busch	X			
<b>VOTE TOTAL</b>	<b>3</b>		<b>1</b>	<b>1</b>
<b>RESULTS</b>	<b>PASS</b>			

Motion was made by Trustee Lauer and seconded by Trustee Busch to approve minutes of March 31<sup>st</sup> budget meeting.

The motion was passed on the following vote:

VOTE	YES	NO	ABSTAIN	ABSENT
Mayor Ralph Peterson				X
Trustee Ken Lauer	X			
Trustee Art Ianni			X	



Trustee David Bielec	X			
Trustee Keith Busch	X			
<b>VOTE TOTAL</b>	<b>3</b>		<b>1</b>	<b>1</b>
<b>RESULTS</b>	<b>PASS</b>			

Trustee Ianni said he abstained because he had not had an opportunity to review the minutes.

Communications:

- 1) Rec'd ck#234978 in amt of \$1,236.15 from National Fuel for Utility Tax Payment.
- 2) Rec'd ck#7000563562 in amt of \$1,101.41 from National Grid for Util. Tax Payment.
- 3) Rec'd ck#56278181 in amt of \$110.93 from Frontier for Util. Tax Payment.
- 4) Rec'd bid tabulations for highway materials from Gen. Co. Highway Dept.
- 5) Rec'd certified PR report for week ending 3/9 & 3/16 for Nichols Long & Moore from Chatfield Engineers.
- 6) Rec'd certified PR report for week ending 3/16 for Gerwitz & McNeil from Chatfield Engineers.
- 7) Rec'd copies of explosive magazine certificates for A&K Gun Sales from NYS Dept. of Labor.
- 8) Rec'd ck#8386 in amt of \$897.41 from Denise Beal for Health Ins. payment.
- 9) Rec'd certif. of Ins. from First Niagara Risk Mgmt. for Zoladz Construction.
- 10) Rec'd certif. of Ins. from NYS Ins. Fund for Brier Hill Contracting.
- 11) Rec'd Exemption Impact report from Gen. Co. Property tax dept.
- 12) Rec'd certified PR report for week ending 3/23 for Gerwitz & McNeil from Chatfield Engineers.
- 13) Rec'd WW Treatment Plant Oper. Report & DMR for Feb. 2014 from Camden Group.
- 14) Rec'd Invoice & corresp. From Nat'l Fuel for Main Lift Station hookup.
- 15) Rec'd copy of letter to Nancy Rice at DEC from Town of Pembroke requesting extension on Sewer Project.
- 16) Rec'd certif. of Ins. from Tompkins Ins for R.A. Haitz Company.
- 17) Rec'd unit listings for Town of Pemb. Sewer Distr. 1&2 from Councilman Pete Sformo.
- 18) Rec'd application for employment for seasonal maintenance position.

Discussion took place regarding the credit balance at Jay E. Potter Lumber for undelivered materials paid for in 2010 for a police locker room that was not constructed. Clerk has been in communication with Potter Lumber and it was requested that the Village make a motion to cancel the original order and request a refund in writing. According to the clerk's records the amount to be refunded should be \$1,899.36.

Motion was made by Trustee Ianni and seconded by Deputy Mayor Bielec to cancel the original order for materials paid for in May 2010 for the police locker room and to request a refund in the amount of \$1,899.36 from Jay E. Potter Lumber Company.

The motion was passed on the following vote:

VOTE	YES	NO	ABSTAIN	ABSENT
Mayor Ralph Peterson				X
Trustee Ken Lauer	X			

Trustee Art Ianni	X			
Trustee David Bielec	X			
Trustee Keith Busch	X			
<b>VOTE TOTAL</b>	<b>4</b>			<b>1</b>
<b>RESULTS</b>	<b>PASS</b>			

Motion was made by Trustee Ianni and seconded by Trustee Lauer to request Christopher Grant to proceed with the Department of State Dissolution Study discussed previously at no charge to the Village.

The motion was passed on the following vote:

VOTE	YES	NO	ABSTAIN	ABSENT
Mayor Ralph Peterson				X
Trustee Ken Lauer	X			
Trustee Art Ianni	X			
Trustee David Bielec	X			
Trustee Keith Busch	X			
<b>VOTE TOTAL</b>	<b>4</b>			<b>1</b>
<b>RESULTS</b>	<b>PASS</b>			

Clerk presented Board with copies of proposed one year lease agreement from the Town of Pembroke with a 3% increase in rental amount. Brief discussion took place.

Motion was made by Trustee Ianni and seconded by Trustee Busch to approve renewal of one year lease agreement from the Town of Pembroke with the 3% increase in rental amount.

The motion was passed on the following vote:

VOTE	YES	NO	ABSTAIN	ABSENT
Mayor Ralph Peterson				X
Trustee Ken Lauer	X			
Trustee Art Ianni	X			
Trustee David Bielec	X			
Trustee Keith Busch	X			
<b>VOTE TOTAL</b>	<b>4</b>			<b>1</b>
<b>RESULTS</b>	<b>PASS</b>			

Deputy Mayor Bielec signed the Lease Agreement in the absence of the Mayor.

Clerk presented the following three bills due before the next bill paying meeting for payment approval; Galls \$216.96, Fastenal \$175.40 and Frontier \$197.86.

Motion was made by Trustee Busch and seconded by Trustee Ianni to approve

payment of the following three bills due before the next bill paying meeting; Galls \$216.96, Fastenal \$175.40 and Frontier \$197.86.

The motion was passed on the following vote:

VOTE	YES	NO	ABSTAIN	ABSENT
Mayor Ralph Peterson				X
Trustee Ken Lauer	X			
Trustee Art Ianni	X			
Trustee David Bielec	X			
Trustee Keith Busch	X			
<b>VOTE TOTAL</b>	<b>4</b>			<b>1</b>
<b>RESULTS</b>	<b>PASS</b>			

Clerk informed the Board that at the last meeting she had requested approval for the police to order one tint meter to replace the broken one. Officer Retzlaff requested permission to order an additional tint meter for the third car at a cost of \$55.00.

Motion was made by Deputy Mayor Bielec and seconded by Trustee Busch to approve Officer Retzlaff to order an additional tint meter for the third car at a cost of \$55.00.

The motion was passed on the following vote:

VOTE	YES	NO	ABSTAIN	ABSENT
Mayor Ralph Peterson				X
Trustee Ken Lauer			X	
Trustee Art Ianni	X			
Trustee David Bielec	X			
Trustee Keith Busch	X			
<b>VOTE TOTAL</b>	<b>3</b>		<b>1</b>	<b>1</b>
<b>RESULTS</b>	<b>PASS</b>			

Brief discussion took place regarding the potential liability with the use of lock out tools. It was mentioned that perhaps the Village should come up with a written waiver of liability should the police be requested to open a locked vehicle for any motorists.

Clerk requested information from Officer Retzlaff regarding the quantity of sensitive files that the Police have for storage that are not in locked file cabinets and suggested the police place an equipment order to take care of those files that Officer Nati had expressed concern over at a previous meeting. Officer Retzlaff said he felt a 4-drawer cabinet should take care of any files that are not currently in file cabinets.

Motion was made by Deputy Mayor Bielec and seconded by Trustee Busch to approve the purchase of a four-drawer legal size lockable file cabinet for Police records.

The motion was passed on the following vote:

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VOTE	YES	NO	ABSTAIN	ABSENT
Mayor Ralph Peterson				X
Trustee Ken Lauer	X			
Trustee Art Ianni	X			
Trustee David Bielec	X			
Trustee Keith Busch	X			
<b>VOTE TOTAL</b>	<b>4</b>			<b>1</b>
<b>RESULTS</b>	<b>PASS</b>			

Clerk requested the Board do a motion to approve the emergency purchase of approximately \$300 in materials for yard lights at the plant requested by Electrician Norm Waff that had been approved by phone the previous week.

Motion was made by Trustee Lauer and seconded by Deputy Mayor Bielec to approve the emergency purchase of approximately \$300 in materials for yard lights at the plant requested by Electrician Norm Waff.

The motion was passed on the following vote:

VOTE	YES	NO	ABSTAIN	ABSENT
Mayor Ralph Peterson				X
Trustee Ken Lauer	X			
Trustee Art Ianni	X			
Trustee David Bielec	X			
Trustee Keith Busch	X			
<b>VOTE TOTAL</b>	<b>4</b>			<b>1</b>
<b>RESULTS</b>	<b>PASS</b>			

Clerk presented Board with National Fuel installation bill for the Main Lift Station and discussion took place as to whether it should be a Village cost or a Town cost since it would not be necessary for the Village to install the Fuel line without the additional flow coming in from Town users. Town Councilman Peter Sformo said he will check with the Engineers on their end for their opinion about the issue and Clerk Thomas will further pursue the issue with the Village Engineers.

Clerk updated the Board on latest correspondence received from Village Attorney Mark Boylan regarding Clerk's inquiries regarding setting up a benefit assessment to be included on the 2014-15 property taxes for payment of the bond interest payment due in December 2014. It was concluded by Attorney Boylan and Bond Counsel that until the final amount of the Bond is determined when the project is complete, the Village cannot set up a benefit assessment for payment of the interest due in the 2014-15 fiscal year. Attorney Boylan advised the interest payment may be made from the Capital Project Money Market account.

Al Graham of Camden Group questioned Trustee Ianni if he had researched the cost

of power washers in regards to Mr. Graham's request at previous meeting. Trustee Ianni said he had not but will get to it this week. Mr. Graham also said that after a few phone calls, it was determined the cost of the sludge hauling will be covered by the Grant.

Mr. Graham also said that Jesse Stocking was able to get the air line partially in and it appears it will be around \$7000 under budget. He also informed the Board that there were recently a couple of things installed incorrectly by the contractors. Mr. Graham explained the installation problems and said that Jon Hinman from Chatfield Engineers inspected on Friday and agreed the equipment was installed incorrectly. Mr. Graham said he will keep on top of it and will continue to update the Board.

Trustee Ianni questioned if Jesse Stocking had been able to attend the confined space training held during the week. Mr. Graham confirmed he had and added that on April 21<sup>st</sup> there will be training on the new rag removal system and blower systems. It was also mentioned that the next sewer progress meeting is April 21<sup>st</sup> at 9:00 am.

Deputy Mayor Bielec said he and Al Graham had gone to both truck stops regarding the potential of them wanting to hook into the Sewer System. They got the names of the people to contact. Deputy Mayor Bielec said he spoke to them and they said they are interested and would like to have a meeting. Deputy Mayor Bielec said he also spoke to Tom Carpenter regarding working on a proposal.

Councilman Sformo said if the Truck Stops were to be added the Town would probably form a District #3, which would include the Hotel and Subway unless DEC allows anyone to opt out. Al Graham said he believes both the Hotel and Subway are already hooked into Flying J. Councilman Sformo said he would shoot Tom Carpenter an email. Some discussion followed regarding capacity, package stations and what potential newly added users would be required to contribute financially to be included in the system.

Deputy Mayor Bielec said he had spoken with resident George Karam regarding a contribution the former Corfu Businessman's Association had given to the Village towards Christmas decorations several years ago. He said Mr. Karam confirmed that it would be acceptable if the Village wished to use the donation towards the yearly flower pots. Clerk said the money had been earmarked for decorations and put into the Trust and Agency Account when it was donated. She will research the exact amount and report back to the Board.

Officer Retzlaff said he had spoken to Norm Waff regarding the electrical issues in the Police garage and confirmed that Mr. Waff was aware of the problem and that it would be taken care of as soon as electrical systems are done for the sewer project. Officer Retzlaff also mentioned a Fred Mitchell Greenhouse in Alden that would probably give the Village a good price on doing the flowerpots.

Motion was made by Trustee Ianni and seconded by Trustee Busch to go into executive session to discuss police personnel issues at 7:44 pm.

The motion was passed on the following vote:

VOTE	YES	NO	ABSTAIN	ABSENT
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Mayor Ralph Peterson				X
Trustee Ken Lauer	X			
Trustee Art Ianni	X			
Trustee David Bielec	X			
Trustee Keith Busch	X			
<b>VOTE TOTAL</b>	<b>4</b>			<b>1</b>
<b>RESULTS</b>	<b>PASS</b>			

Motion was made by Trustee Lauer and seconded by Trustee Ianni to go out of executive session at 8:15 pm.

The motion was passed on the following vote:

VOTE	YES	NO	ABSTAIN	ABSENT
Mayor Ralph Peterson				X
Trustee Ken Lauer	X			
Trustee Art Ianni	X			
Trustee David Bielec	X			
Trustee Keith Busch	X			
<b>VOTE TOTAL</b>	<b>4</b>			<b>1</b>
<b>RESULTS</b>	<b>PASS</b>			

Trustee Ianni said the Board had discussed the makeup of the Police Department and the decision was made to reduce the Police force to one full time and four seasonals.

Motion was made by Trustee Ianni and seconded by Deputy Mayor Bielec to move the following resolution:

RESOLVED, that the Village of Corfu Police Department shall be reduced to one full time officer and four seasonal officers, and to begin the process of eliminating positions with Civil Service and to restrict the full time position to Town of Pembroke resident only.

The motion was passed on the following vote:

VOTE	YES	NO	ABSTAIN	ABSENT
Mayor Ralph Peterson				X
Trustee Ken Lauer	X			
Trustee Art Ianni	X			
Trustee David Bielec	X			
Trustee Keith Busch		X		
<b>VOTE TOTAL</b>	<b>3</b>	<b>1</b>		<b>1</b>
<b>RESULTS</b>	<b>PASS</b>			

Clerk was requested to get the ball rolling with Civil Service immediately and was advised that the Police department budget would remain the same.

Trustee Busch expressed his opinion that the Board opted to leave the budget

amount for the police the same, yet he feels there won't be the same amount of protection to the Village residents. He questioned where the sense was in that. Some further discussion took place.

Motion made by Trustee Ianni and seconded by Trustee Lauer to adjourn meeting at 8:37 pm.

The motion was passed on the following vote:

<b>VOTE</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Mayor Ralph Peterson				X
Trustee Ken Lauer	X			
Trustee Art Ianni	X			
Trustee David Bielec	X			
Trustee Keith Busch	X			
<b>VOTE TOTAL</b>	<b>4</b>			<b>1</b>
<b>RESULTS</b>	<b>PASS</b>			

Sandra Thomas, Clerk Treasurer

**Dated: February 19, 2009**

## **MUNICIPAL COOPERATION AGREEMENT**

THIS AGREEMENT entered into this 19<sup>th</sup> day of February 2009 between the **TOWN OF PEMBROKE**, a municipal corporation, hereinafter referred to as the **TOWN**; and the **VILLAGE OF CORFU**, a municipal corporation, hereinafter referred to as the **VILLAGE**.

WHEREAS, the governing body of each of the above mentioned municipal corporations has by majority vote, approved the actions set forth in this agreement; and

WHEREAS, said bodies have determined that in the best interest of each of the said municipal corporations to enter into this Municipal Cooperation Agreement whereby the Code/Building Administrator for the TOWN shall administer and enforce all of the provisions of the New York State Uniform Fire Prevention and Building Codes within the VILLAGE in the absence of the VILLAGE Code Enforcement Officer; and

WHEREAS, such administration and enforcement of the Town Code/Building Administrator within the VILLAGE is permitted under Municipal Cooperation Agreement entered into under Article 5-G of the General Municipal Law,

NOW, THEREFORE, in the consideration of the above premises and the mutual covenants hereinafter set forth, the TOWN and VILLAGE agree as follows:

- 1) The TOWN shall administer and enforce provisions of the New York State Uniform Fire Prevention and Building Code within the VILLAGE through its' Code Enforcement Officer and other personnel. In doing so, the Building/Code Administrator shall follow all the provisions of the said Uniform Code, together with rules, regulations promulgated hereunder and applicable to plans, specifications, permits for the construction, alteration and repair of buildings and structures, and the installation and use of materials and equipment therein, and structures and the location, use and occupancy thereof.
- 2) The Building/Code Administrator shall enforce the Village of Corfu local law dealing with the administration and enforcement of said Uniform Code within the VILLAGE.
- 3) In addition to the above, the Building/Code Administrator of the TOWN shall prepare and forward to the Code Enforcement of the VILLAGE a report of his activity.
- 4) The TOWN shall provide all supplies, equipment and personnel required for the said Administrator to carry out his functions under the terms of this agreement.
- 5) Any legal services required to enforce the provisions of the Uniform Code within the VILLAGE shall be provided by the VILLAGE Attorney at the sole expense of the VILLAGE.
- 6) The VILLAGE shall be responsible for the actions of the TOWN'S personnel in carrying out the TOWN'S responsibilities for the VILLAGE under this agreement and the TOWN shall be named as an additional insured under the VILLAGE'S liability insurance policy.
- 7) The term of this Agreement shall be one (1) year commencing on January 1, 2009 and ending December 31, 2009.

IN WITNESS WHEREOF, the parties have set their hands and seals on the day and year first written above.

**Readopted by the Village of Corfu Board of Trustees this 7<sup>th</sup> day of April, 2014.**

**Dated: February 28, 2011**

**Amended: March 21, 2011**

## **VILLAGE OF CORFU PROCUREMENT POLICY**

A. Every prospective purchase of goods or services made by the Village of Corfu shall be evaluated to determine the applicability of § 103 of the General Municipal Law. Every Village officer, board member, department head or other personnel with the requisite purchasing authority (purchaser) shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. That estimate shall include the canvass of other departments and past history to determine the likely yearly value of the commodity to be acquired. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase



activity.

B. All purchases of supplies or equipment which will exceed twenty thousand dollars (\$20,000) in the fiscal year or public works contracts over thirty-five thousand dollars (\$35,000) shall be formally bid pursuant to § 103 of the General Municipal Law, reformed under Budget Bill effective June 22, 2010.

- (1) The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or any other documentation that is appropriate.

C. Quotes and proposals.

- (1) The following methods of purchase will be used when required by this policy in order to ensure that goods and services will be purchased at the lowest price and that favoritism will be avoided:

**Supplies and Equipment:**

- (a) Less than twenty thousand dollars (\$20,000) but greater than five thousand dollars (\$5,000) require a written request for a proposal (RFP) and written/fax quotes from three (3) vendors.
- (b) Less than five thousand dollars (\$5,000) but greater than one thousand dollars (\$1,000) require an oral request for the goods and written/fax quotes from two (2) vendors.
- (c) Less than one thousand dollars (\$1,000) but greater than one hundred dollars (\$100) require two (2) verbal quotations to be documented by purchaser.

**Public Works Contracts:**

- (a) Less than thirty-five thousand dollars (\$35,000) but greater than ten thousand dollars (\$10,000) require a written RFP and written/fax quotes from three (3) contractors.
  - (b) Less than ten thousand dollars (\$10,000) but greater than five thousand dollars (\$5,000) require an oral request for services and written/fax quotes from three (3) contractors.
  - (c) Less than five thousand dollars (\$5,000) but greater than one thousand dollars (\$1,000) require an oral request for the goods and written/fax quotes from two (2) contractors.
  - (d) Less than one thousand dollars (\$1,000) but greater than one hundred dollars (\$100) require two (2) verbal quotations to be documented by purchaser.
- (2) Any written RFP shall describe the desired goods, quantity and the particulars of delivery. The purchaser shall compile a list of all vendors from whom written/fax/oral quotes have been requested and the written/fax/oral quotes offered.
  - (3) Any information gathered in complying with the procedures of this policy shall be preserved and filed with documentation supporting the subsequent purchase of public works contract.

D. The lowest responsible proposal or quote shall be awarded the purchase of public works contracts, unless the purchaser prepares a written justification providing reasons why it is in the best interest of the Village and its taxpayers to make an award to other than the low bidder. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the records supporting the procurement.

E. A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

F. Except when directed by the Village Board, no solicitation of written proposals or quotations shall be required under

the following circumstances:

- (1) Acquisition of professional services requiring special skill or expertise.
- (2) Emergencies.
- (3) Sole source situations.
- (4) Goods purchased from agencies for the blind or severely handicapped.
- (5) Goods purchased off state or county contracts.
- (6) Goods purchased at auction.
- (7) Goods purchased for less than one hundred dollars (\$100).
- (8) Public works contracts for less than one hundred dollars (\$100).

G. The Village of Corfu will comply with Article 15-A of the Executive Law and Section 3 of the Housing and Urban Development Act of 1968.

H. This policy shall be reviewed annually by the Village Board at its organizational meeting or as soon thereafter as is reasonable or practical.

**Readopted by the Village of Corfu Board of Trustees this 7<sup>th</sup> day of April, 2014.**

**Dated: February 28, 2011**

### **CREDIT CARD POLICY & PROCEDURES**

**Authority:**

The Village of Corfu Board, through adoption of Resolution on February 28, 2011, established this Credit Card Policy permitting the use of Village-issued credit cards to authorized Village personnel.

**Cardholder's Responsibilities:**

- 1) Ensure that the credit card is used in compliance with the Village's Procurement Policy. Use of credit card is designed to assist in purchasing situations where the use of checks is not available or convenient.
- 2) Designated user must notify the vendor that the credit card transaction should be tax exempt for goods and services purchases. If needed, card user can obtain form for tax exemption from Village office.
- 3) Only those who are authorized and who have signed the Credit Card User Agreement may use Village credit cards. Credit cards shall only be used to purchase goods or services for the official business of the Village.
- 4) All authorized users of Village credit cards shall submit receipts, documentation detailing the goods or services purchased, the cost of the goods or services, the date of the purchase and the official business for which it was purchased. Receipts and documents must be submitted to the Village Clerk in a timely manner.
- 5) Authorized employees issued a credit card are responsible for its protection and custody and shall immediately notify the Village Clerk if the credit card is lost or stolen.
- 6) Employees issued Village credit cards shall return the credit card to the Village Clerk's office immediately upon completion of his or her transaction of the official business for which the card is being used.
- 7) Village Credit cards may not be used for cash advances, personal use or any other type of purchase not permitted by the Village's Procurement Policy.

**Internal Accounting Controls:**

The Village Clerk Treasurer is designated to be responsible for the Village of Corfu's credit card issuance, accounting, monitoring, retrieval, and for general oversight of compliance with this Credit Card Use Policy.

The Village Clerk-Treasurer shall be responsible for:

- 1) Maintaining a current list of all credit cards, authorized users, and credit limits, which shall be kept on file.

- 2) Maintaining record of issuance and retrieval of Village credit cards and overseeing compliance with this Policy.
- 3) Accounting and payment of expenses. Review and approve all invoices received and ensure accuracy of the statement for payment prior to the submission to the Village Board for approval for payment. The balance including interest due on an extension of credit, under the credit card arrangement shall be paid within thirty (30) days of the initial statement date.
- 3) Compliance with State of New York records retention requirements for safekeeping of statements and receipts for seven years.

Any employee or elected official of the Village of Corfu who violates the provisions of this policy and is found guilty of illegal or unauthorized use of a municipal credit card shall be subject to penalties allowed by law and/or disciplinary action(s) under the Village's Personnel policies up to and including termination.

### **Credit Card User Agreement**

#### **Requirements for use of Municipal credit cards:**

1. The credit card is to be used only to make purchases at the request of and for the legitimate business for the Village.
2. The credit card must be used in accordance with the provisions of the Credit Card Policy and Procedures established by the Village of Corfu, as attached hereto.
3. Violation of these requirements will result in disciplinary measures up to and including dismissal, appropriate criminal and/or civil action.

**I have read and understand the Village of Corfu's Credit Card Policy and Procedures and I agree to abide by said Policy.**

**Readopted by the Village of Corfu Board of Trustees this 7<sup>th</sup> day of April, 2014.**

### **VILLAGE OF CORFU INVESTMENT POLICY**

**Dated: December 8, 2008**

#### **I. SCOPE**

This investment policy applies to all moneys and other financial resources available for investment to the Village of Corfu on its own behalf or on the behalf of any other entity or individual.

#### **II. OBJECTIVES**

The primary objective of the Village of Corfu's investment activities are, in priority order,

- To conform to all applicable federal, state and other legal requirements
- To adequately safeguard principal
- To provide sufficient liquidity to meet all operating requirements
- To obtain a reasonable rate of return

#### **III. DELEGATION OF AUTHORITY**

The responsibility for administration of the Village of Corfu's investment program is delegated to the Village Treasurer, the Village's Chief Fiscal Officer, who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a database or reports incorporating a description and amounts of investments, transaction dates and other relevant information and regulate the activities of subordinate employees.

**IV. PRUDENCE**

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Village Board to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety and liquidity of the principal as well as the probable income to be derived.

To ensure a competitive rate of return, the Village of Treasurer will seek quoted interest rates from at least three banks before placing the Village’s funds with the highest bidder, and will report if a bank passes on a quote.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of their investment program, or which could impair their ability to make impartial investment decisions.

**V. DIVERSIFICATION**

It is the policy of the Village Board to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

**VI. INTERNAL CONTROLS**

It is the policy of the Village Board for all moneys collected by any officer or employee of the Village of Corfu to transfer those funds to the Village Treasurer within two (2) days of deposit, or within the time period specified in law, whichever is shorter.

The Village Treasurer is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management’s authorization and recorded properly, and are managed in compliance with applicable laws and regulations. However, deposits for the Village Court of the Village of Corfu, New York, will be made into separate accounts by the appropriate Court officials as required by statute.

**VII. DESIGNATION OF DEPOSITARIES**

The banks and trust companies authorized for deposit of moneys in Short Term C/Ds, Money Market Accounts, Savings Accounts or Treasury obligations up to the flowing amounts are:

<u>Depository Name:</u>	<u>Maximum Amount:</u>	
M&T Bank	\$3,000,000	or sufficient to cover Bank Fees
Key Bank	\$3,000,000	
Citizens Bank	\$3,000,000	
Five Star Bank	\$3,000,000	
JP Morgan Chase	\$3,000,000	

**VIII. COLLATERIZING OF DEPOSITS**

In accordance with the provisions of Section 10 of the NYS General Municipal Law, all deposits of the Village of Corfu, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

1. By a pledge of “eligible securities” with an aggregate “market value”, as provided by General Municipal Law, section 10, equal to aggregate amount of deposits.

2. By an eligible “irrevocable letter of credit” issued by a qualified bank other than the bank with the deposits in favor of the Village of Corfu for a term not to exceed 90 days with an aggregate value equal to 105% of the aggregate amount of the deposits and the agreed upon interest, if any in compliance with section 10(3), 11(2). A qualified bank is one whose commercial paper and other unsecured short term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk based capital requirement.
3. By an eligible surety bond payable to the government, for an amount at least equal to 100% of the aggregate by an insurance company authorized to do business in New York State, whose claims paying ability is rated in the highest rating category by at least two nationally recognized statistically rating organization.
4. By an “irrevocable letter of credit” issued in favor of the Village of Corfu by a federal home loan bank whose commercial paper and other unsecured short-term debt obligations are rated in the highest rating category by at least one nationally recognized statistical rating organization. Such letter of credit shall be payable to the Village of Corfu as security for payment of 100% of the aggregate amount of public deposits with the participating institution as provided by General Municipal Law section 10(3)(c)(ii).

#### **IX. SAFEKEEPING AND COLLATERIZATION**

Eligible securities used for collateralizing deposits shall be held by (the depository and/or a third party) bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure local government deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events, which will enable the local government to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the local government, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Village of Corfu or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company, and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

#### **X. PERMITTED INVESTMENTS**

As authorized by General Municipal Law, 11, the Village of Corfu Board authorizes the Village Treasurer to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposits
- Certificates of deposits
- Obligations of the United States of America
- Obligations guaranteed by agencies of the United States of America where the payment and interest are guaranteed by the United States of America
- Obligations of the State of New York
- Obligations issued pursuant to the LFL 24.00 or 25.00 (with approval of the State Comptroller) by any municipality, school district or district corporation other than the Village of Corfu.
- Obligations of public authorities, public housing authorities, urban renewal agencies and industrial development agencies where the general State Statutes governing such entities or whose specific enabling legislation authorizes such investments
- Certificates of Participation (COPs) issued pursuant to GML, 109-b

- Obligations of this local government, but only with any moneys in a reserve fund established pursuant to GLM, 6-c, 6-d, 6-e, 6-g, 6-h, 6-j, 6-k, 6-l, 6-m, or 6-n

All investment obligations shall be payable or redeemable at the option of the Village of Corfu within such times as proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Village of Corfu within two years of the date of purchase.

#### **XI. AUTHORIZING FINANCIAL INSTITUTIONS AND DEALERS**

The Village of Corfu shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments, which can be made with each financial institution or dealer. All financial institutions with which the local government conducts business must be credit worthy. Banks shall provide their most recent consolidated report of condition (call report) at the request of the Village of Corfu. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Village Treasurer is responsible for evaluating the financial position and maintaining a listing of proposed depositaries, trading partners and custodians. Such listing shall be evaluated at least annually.

#### **XII. PURCHASE OF INVESTMENT**

The Village Treasurer is authorized to contract for purchase of investments:

1. Directly, including through a repurchase agreement, from an authorized trading partner.
2. By participating in a cooperative investment program with another authorized governmental entity pursuant to article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller opinion No. 88-46, and the specific program has been authorized by the governing board.
3. By utilizing an ongoing investment program with an authorized investment advisor pursuant to a contract authorized by the governing board.

All purchased obligations, unless registered or inscribed in the name of the local government, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the Village Treasurer. All such transactions shall be held pursuant to a written custodial agreement as described in General Municipal Law, 10.

The Custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodial for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust government and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

#### **XIII. REPURCHASE AGREEMENTS**

Repurchase agreements are authorized subject to the following restrictions:

- All repurchase agreements must be entered into subject to a master repurchase agreement.
- Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.
- Obligations shall be limited of the United States of America and obligations of agencies of the United States of America where principal and interest are guaranteed by the United States of America.
- No substitution of securities will be allowed.
- The custodian shall be a party other than the trading partner.

#### **XIV. ANNUAL REVIEW OF INVESTMENT POLICY**

This policy shall be reviewed and approved annually by the Village of Corfu Board of Trustees at its annual reorganization meeting.

**Readopted by the Village of Corfu Board of Trustees this 7<sup>th</sup> day of April, 2014**

**Dated: March 14, 2011**

#### **SECTION 504 GRIEVANCE PROCEDURE**

It is the policy of the Village of Corfu not to discriminate on the basis of disability. The Village of Corfu has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) of the U.S. Department of Health and Human Services regulations implementing the Act. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance. The Law and Regulations may be examined in the office of John Good, ADA Compliance Officer, who has been designated to coordinate the efforts of the Village of Corfu to comply with Section 504.

Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for the Village of Corfu to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

#### **Procedure:**

- Grievances must be submitted to the Section 504 Coordinator within fifteen (15) days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
- The Section 504 Coordinator (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Section 504 Coordinator will maintain the files and records of the Village of Corfu relating to such grievances.
- The Section 504 Coordinator will issue a written decision on the grievance no later than 30 days after its filing.
- The person filing the grievance may appeal the decision of the Section 504 Coordinator by writing to the Village of Corfu Board of Trustees within 15 days of receiving the Section 504 Coordinator's decision. The Village of Corfu Board of Trustees shall issue a written decision in response to the appeal no later than 30 days after its filing.
- The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Health and Human Services, Office for Civil Rights.

The Village of Corfu will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, or assuring a barrier-free location for the proceedings. The Section 504 Coordinator will be responsible for such arrangements.

**Readopted by the Village of Corfu Board of Trustees this 7<sup>th</sup> day of April, 2014.**

**Dated: March 14, 2011**

#### **FAIR HOUSING RESOLUTION**

LET IT BE KNOWN TO ALL PERSONS of the Village of Corfu that discrimination in the sale, rental, leasing, financing of housing or land to be used for construction of housing, or in the provision of brokerage services because of race, color, religion, sex, national origin, handicapped or familial status is prohibited by the Federal Fair Housing Act. The Village of Corfu follows the accessibility requirements from Section 504 of the Rehabilitation Act and the ADA. It is the policy of the Village of Corfu to ensure equal opportunity in housing for all persons regardless of race,

color, religion, sex, national origin, handicapped or familial status.

THEREFORE, the Village of Corfu does hereby pass the following resolution:

**BE IT RESOLVED** that within available resources, the Village of Corfu will assist all persons who feel they have been discriminated against because of race, color religion, sex, national origin, handicapped or familial status to seek equity under federal and state laws by filing a complaint with the Local Office of Fair Housing and Equal Opportunity at the U.S. Department of Housing and Urban Development. Complaint forms will be available in the Village Clerk's Office and when submitted shall referred to the Village Code Enforcement Officer who serves as the ADA Compliance Officer. All complaints will be handled on a case by case basis.

**BE IT FURTHER RESOLVED** that the Village of Corfu shall publicize this Resolution and through this publicity shall cause owners of real estate, developers and builders, to become aware of their respective responsibilities and rights under the Federal Fair Housing Law and any applicable state or local laws or ordinances.

SAID PROGRAM will at a minimum include, but not be limited to:

- (1) The printing and publicizing of this policy and other applicable fair housing information through local media, the village Website and community contacts;
- (2) Distribution of flyers and any other means which will bring to the attention of those affected, the knowledge of their respective responsibilities and rights concerning equal opportunity in housing. This policy will be revised as needed in accordance with law.

**Readopted by the Village of Corfu Board of Trustees this 7<sup>th</sup> day of April, 2014**

**Dated: March 28, 2011**

## **VILLAGE OF CORFU – CONFLICT OF INTEREST POLICY**

### **ARTICLE 1: Authority**

Under the authority granted in Article 18 § 800-809, the Board of Trustees of the Village of Corfu hereby adopts the following Policy concerning conflict of interest.

### **ARTICLE 2: Purpose**

The purpose of this Policy is to ensure that the business of the Village of Corfu will be conducted in such a way that no public official of the municipality will gain a personal or pecuniary advantage from his or her work for the municipality and so that the public trust in municipal officials will be preserved.

### **ARTICLE 3: Definitions**

For the purposes of this ordinance, the following definitions shall apply:

- a. **"Municipality"** means the Village of Corfu
- b. **"Conflict of interest"** means a direct personal or pecuniary interest of a public officer, his or her spouse, household member, business associate, employer or employee, in the outcome of a cause, proceeding, application or any other matter pending before the officer or before the public body in which he or she holds office or is employed. "Conflict of interest" does not arise in the case of votes or decisions on matters in which the public officer has a personal or pecuniary interest in the outcome no greater than that of other persons generally affected by the decision, such as adopting a bylaw or setting a tax rate.
- c. **"Emergency"** means an imminent threat or peril to the public health, safety or welfare.
- d. **"Official act or action"** means any discretionary legislative, administrative or judicial act performed by any elected or appointed officer or employee while acting on behalf of the municipality.
- e. **"Public body"** means a municipality and its departments, boards, councils, commissions, committees or other instrumentality's.
- f. **"Public interest"** means an interest of the community as a whole, conferred generally upon all residents of the municipality.
- g. **"Public officer"** or "public official" means a person elected or appointed to perform executive, administrative, legislative or quasi-judicial functions for a public body.

### **ARTICLE 4: Disqualification**



- a. A public officer shall not participate in any official action if he or she has a conflict of interest in the matter under consideration.
- b. A public officer shall not personally or through any member of his or her household, business associate, employer or employee represent, appear for, or negotiate in a private capacity on behalf of any person or organization in any cause, proceeding, application or other matter pending before the public body in which the officer holds office or is employed.
- c. In the case of a public officer who is an appointee, the person or public body which appointed that public officer shall have the authority to order that officer to recuse him or herself from the matter.

#### **ARTICLE 5: Disclosure**

- a. A public officer who has reason to believe that he or she has or may have a conflict of interest but believes that he or she is able to act fairly, objectively and in the public interest in spite of the conflict of interest shall, prior to participating in any official action on the matter, prepare a statement describing the matter under consideration, the nature of the potential conflict of interest and why he or she believes that he or she is able to act in the matter fairly, objectively and in the public interest.
- b. In the case of a public officer who is an elected member of a board, commission or other body, the remaining members of that body shall have the authority to inquire of the officer about a possible conflict of interest and to suggest or recommend that the member recuse him or herself from the matter. If the member believes that he or she does not have a conflict of interest or believes that he or she is able to act fairly, objectively and in the public interest in spite of an existing conflict of interest, the member shall, prior to participating in the matter, prepare a statement describing the matter under consideration, the nature of the potential conflict of interest and why he or she believes that he or she is able to act in the matter fairly, objectively and in the public interest.
- c. The statement required by subsections (a) and (b) above shall be signed by the officer and filed as part of the minutes of the meeting of the public body in which the officer holds office.

#### **ARTICLE 6: Determination**

- a. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, the public officer shall leave the Board meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board members shall decide if a conflict of interest exists.

#### **ARTICLE 7: Hearing before the Board**

- a. Any resident of the municipality or Board member who believes that an officer should recuse him or herself from a matter because of a conflict of interest or that the officer should provide a disclosure statement regarding his or her conflict of interest in the matter, may file a complaint with the Village Clerk or a Village Board member.
- b. Upon receipt of the complaint, a presentation may be made at the next Board meeting. After the presentation the public officer shall leave the meeting during the discussion of the complaint and the Board shall consider all the evidence. The Board shall issue a written decision as to whether the official shall be required to recuse him or herself from the matter and state the reasons for that decision.

#### **ARTICLE 8: Violations**

- a. If the Board has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action

#### **ARTICLE 9: Enforcement**

- a. Refusal to comply with the decision of the Board shall be considered a violation of this policy. The legislative body, acting on behalf of the municipality, may seek injunctive relief in superior court which may include, but not be limited to, an order to negate any vote or other action taken by the officer in the matter.
- b. In addition to any other remedies provided by law, a public officer who violates this policy may be publicly censured by the Board.

#### **ARTICLE 10: Records of Proceedings**

Once a decision is made by the Board, the minutes of the Board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

#### **ARTICLE 11: Exception**

The provisions of Article 4 of this policy shall not apply if the legislative body of the municipality determines that an emergency exists and that actions of the public body otherwise could not take place. In such cases, a public officer who has reason to believe he or she has a conflict of interest shall disclose such conflict as provided in Article 5.

#### **ARTICLE 12: Severability**

If any section of this policy is held by a court of competent jurisdiction to be invalid, such finding shall not invalidate any other part of this policy.

#### **ARTICLE 13: Periodic Reviews**

The Village of Corfu Board of Trustees shall regularly and consistently monitor and enforce compliance with this policy by periodic reviews and taking such actions as are necessary for effective oversight. If at any time during the year, the information in this policy changes, the Board shall approve such changes in a meeting, by a majority vote of the Board and disclose such changes in the minutes of that meeting. The policy shall be re-approved yearly at the Annual Meeting.

**Readopted by the Village of Corfu Board of Trustees this 7<sup>th</sup> day of April, 2014.**

**Dated: March 21, 2011**

### **SHARED SERVICES AGREEMENT**

1. For purposes of this contract, the following terms shall be defined as follows:
  - a. "Municipality" shall mean any city, county, town or village which has agreed to be bound by a contract for shared services or equipment similar in terms and effect with the contract set forth herein, and has filed a copy of said contract with their respective municipal clerk.
  - b. "Designated Filing Agent" shall mean the clerk of said municipality.
  - c. "Contract" shall mean the text of this agreement which is similar in terms and effect with comparable agreements, notwithstanding that such contract is signed only by the chief executive officer of each participating municipality filing the same, and upon such filing each municipality accepts the terms of the contract to the same degree and effect as if each chief executive officer had signed each individual contract.
  - d. "Shared Service" shall mean any service provided by one municipality for another that is consistent with the purposes and intent of this contract and shall include but not be limited to:
    - i. the renting, exchanging or lending of machinery, tools and equipment, with or without operators;
    - ii. the providing of a specific service;

- iii. the maintenance of machinery and equipment.
  - e. "Superintendent" shall mean, in the case of a city, the head of the department of public works; in the case of a county, the county superintendent of highways, or the person having the power and authority to perform duties generally performed by county superintendent of highways; in the case of a town, the town superintendent of highways and/or superintendent of public works; in the case of a village, the superintendent of public works or mayor.
2. The Village of Corfu has caused this agreement to be executed and to bind itself to the terms of this contract and it will consider this contract to be applicable to any municipality which has approved a similar contract and filed such contract with the Village Clerk.
  3. The Village of Corfu, by this agreement grants to the mayor or superintendent of public works, the authority to enter into any shared service arrangements with any other municipality or municipalities subject to the following terms and conditions:
    - a. The Village of Corfu agrees to rent, exchange or borrow from any municipality any and all materials, machinery and equipment, with or without operators, which it may need for its purposes. The determination as to whether such machinery, with or without operators, or material is available for renting, exchanging or lending shall be made by the superintendent/mayor. The value of the material or supplies borrowed from another municipality under this agreement may be returned in the form of similar types and amounts of materials or supplies or by the supply of equipment or the giving of services of an equal value, to be determined by the mutual agreement of the respective superintendent.
    - b. The Village of Corfu agrees to rent, exchange or lend to any municipality any and all materials, machinery and equipment, with or without operators, which such municipality may need for its purposes. The determination as to whether such machinery and equipment, with or without operators, or material is available for renting, exchanging or lending shall be made by the superintendent/mayor. In the event the superintendent/mayor determines that it will be in the best interests of the Village to lend to another municipality, the superintendent/mayor is hereby authorized to lend to another municipality. The value of the material or supplies loaned to another municipality under this agreement may be returned to the Village in the form of similar types and amounts of materials or supplies, or by the supply of equipment or the giving of services of an equal value, to be determined by the mutual agreement of the respective superintendent.
    - c. The Village of Corfu agrees to repair or maintain machinery or equipment for any municipality under terms that may be agreed upon by the superintendent/mayor, upon such terms as may be determined by the superintendent/mayor.
    - d. An operator of equipment rented or loaned to another municipality, when operating such equipment for the borrowing municipality, shall be subject to the direction and control of the superintendent of the borrowing municipality in relation to the manner in which the work is to be completed. However the method by which the machine is to be operated shall be determined by the operator.
    - e. When receiving the services of an operator with a machine or equipment, the receiving superintendent shall make no request of any operator which would be inconsistent with any labor agreement. All machinery and the operator, for purposes of worker's compensation, liability and any other relationship with third parties, shall be considered the machinery of, and the employee of, the municipality owning the machinery and equipment.
    - f. The lending municipality shall be liable for any negligent acts resulting from the operation of its machinery or equipment by its own operator.
    - g. Each municipality shall remain fully responsible for its own employees, including but not limited to, salary, benefits and worker's compensation.

4. In the event machinery or equipment operated by an employee of the owning municipality is damaged or otherwise in need of repair while working for another municipality, the municipality owning the machinery or equipment shall be responsible to make or pay for such repairs. In the event machinery or equipment is operated by an employee of the borrowing, receiving or renting municipality, such municipality shall be responsible for such repairs.
5. Any municipality which is a party to this contract may revoke such contract by filing a notice of such revocation. Upon revocation of such contract, any outstanding obligations shall be submitted within thirty days of such revocation.
6. Any action taken by the superintendent/mayor pursuant to the provisions of this contract shall be consistent with the duties of such official and expenditures incurred shall not exceed the amounts set forth in the Village budget for departmental purposes.
7. If any provision of this contract is deemed to be invalid or inoperative for any reason, that part may be modified by the municipalities which are party to this contract to the extent necessary to make it valid and operative, or if it cannot be modified, then severed, and the remainder of the contract shall continue in full force and effect as if the contract had been signed with the invalid portion so modified or eliminated.
8. This contract shall be reviewed each year by the Board of Trustees and shall expire five years from the date of its signing by the Mayor. The Village may extend or renew this contract at the termination thereof for another five year period.
9. Copies of this contract shall be sent to the clerk and superintendent/mayor of each municipality with which the Village anticipates engaging in shared services. No shared services shall be conducted by the superintendent/mayor except with the superintendent/mayor of a municipality that has completed a shared services contract and has sent a copy thereof to the clerk of his/her municipality and the superintendent/mayor.

**Readopted by the Village of Corfu Board of Trustees this 7<sup>th</sup> day of April, 2014.**

## **From Village Handbook - Section 100 COMPLIANCE POLICIES**

### **101 Equal Employment Opportunity**

The Village of Corfu practices the principles of equal employment opportunity. It is the policy of the Village to be fair and impartial in all its relations with its employees and applicants for employment without regard to race, color, religious creed, sex, age, national origin, ancestry, handicap/disability, veteran status or citizenship. Decisions on employment shall reflect the principle of equal employment opportunity.

### **102 Harassment Policy**

The Village of Corfu prohibits any form of unlawful employee harassment based on race, color, religion, creed, sex, age, national origin, marital status, sexual orientation, disability, or veteran status, in accordance with applicable laws. Inappropriate interference with the ability of Village employees to perform their expected job duties is not tolerated.

With respect to sexual harassment, the Village strives to foster a work environment free of unlawful sex discrimination, sexual harassment, or retaliation. Sexual harassment includes unwelcome and/or unsolicited sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. An employee should not be made to feel that submission to sexual conduct is a term or condition of an individual's employment, nor should refusal of sexual favors create an intimidating, hostile, or offensive working environment.

Any employee who believes he/she has been harassed should immediately notify the Trustee in charge or the Mayor in the event the Trustee is the cause of the complaint. All complaints and related information will be investigated and kept confidential to the extent possible without compromising the investigation or impeding the ability of the Village to take appropriate action.

Reviewed 12/16/11

**Readopted by the Village of Corfu Board of Trustees this 7<sup>th</sup> day of April, 2014.**

**Dated: December 2011**

**BLOODBORN PATHOGENS POLICY**  
(See Attached)

**Readopted by the Village of Corfu Board of Trustees this 7<sup>th</sup> day of April, 2014.**

**Dated: 8/27/12**

**RESOLUTION ESTABLISHING CYBER SECURITY NOTIFICATION POLICY**

WHEREAS, under New York State's Information Security Breach and Notification Act, every local government must individually adopt its own notification policy; and

WHEREAS, the Village of Corfu desires to establish such a policy as follows;

A. This policy is consistent with the State Technology Law, Section 208 as added by Chapters 442 and 491 of the laws of 2005. This policy requires notification to affected New York residents and non-residents. New York State values the protection of *private information* of individuals. The Village of Corfu is required to notify an individual when there has been or is reasonably believed to have been a compromise of the individual's *private information* in compliance with the Information Security Breach and Notification Act and this policy.

B. The Village of Corfu, after consulting with the State's Office of Cyber Security and Critical Infrastructure Coordination (CSCIC) to determine the scope of the breach and restoration measures of its compromised *data*, must notify an individual when it has been determined that there has been, or is reasonably believed to have been a compromise of *private information* through unauthorized disclosure.

C. A compromise of *private information* means the unauthorized acquisition of unencrypted computerized *data* with *private information*.

D. If encrypted *data* is compromised along with the corresponding encryption key, the *data* is considered unencrypted and thus falls under the notification requirements.

E. Notification may be delayed if a law enforcement agency determines that the notification impedes a criminal investigation. In such case, notification will be delayed only as long as needed to determine that notification no longer compromises any investigation.

F. The Village of Corfu will notify the affected individual directly by one of the following methods:

- Written notice;
- Electronic notice, provided that the person to whom notice is required has expressly consented to receiving said notice in electronic form and a log of each notification is kept by the Village of Corfu who notifies affected persons in such form;
- Telephone notification provided that a log of each such notification is kept by the Village of Corfu who notifies affected persons; or
- Substitute notice, if the Village of Corfu demonstrates to the state Attorney General that the cost of providing notice would exceed \$250,000.00, that the affected class of persons to be notified exceeds 500,000, or that the Village of Corfu does not have sufficient contact information. The following constitute sufficient substitute notice:
  - o E-mail notice when the Village of Corfu has an e-mail address for the subject persons;
  - o Conspicuous posting of the notice on the Village of Corfu's web site page; and
  - o Notification to major statewide media.

G. The Village of Corfu must notify, CSCIC as to the timing, content and distribution of the notices and approximate number of affected persons.

H. The Village of Corfu must notify the Attorney General and the Consumer Protection Board, whenever notification to a New York resident is necessary, as to the timing, content and distribution of the notices and approximate number of affected persons.

I. Regardless of the method by which notice is provided, the notice must include contact *information* for the Village of Corfu making the notification and a description of the categories of information that were, or are reasonably believed to have been, acquired by a person without valid authorization, including specification of which of the elements of *personal information* and *private information* were, or are reasonably believed to have been, so acquired.

J. This Policy also applies to *information* maintained on behalf of the Village of Corfu by a *third party*.

K. When more than 5,000 New York residents are to be notified at one time, then the Village of Corfu must notify the *consumer reporting agencies* as to the timing, content and distribution of the notices and the approximate number of affected individuals. This notice, however, will be made without delaying notice to the individuals.

### ***DEFINITIONS***

**Consumer Reporting Agency:** Any person which, for monetary fees, dues, or on a cooperative nonprofit basis, regularly engages in whole or in part in the practice of assembling or evaluating consumer credit information or other information on consumers for the purpose of furnishing consumer reports to third parties, and which uses any means or facility of interstate commerce for the purpose of preparing or furnishing consumer reports. The state attorney general is responsible for compiling a list of consumer agencies and furnishing the list upon request to the Village of Corfu.

**Data:** Any *information* created, stored (in temporary or permanent form), filed, produced or reproduced, regardless of the form or media. *Data* may include, but is not limited to personally identifying *information*, reports, files, folders, memoranda, statements, examinations, transcripts, images, communications, electronic or hard copy.

**Information:** The representation of facts, concepts, or instructions in a formalized manner suitable for communication, interpretation, or processing by human or automated means.

**Personal Information:** Any *information* concerning a natural person which, because of name, number, personal mark or other identifier, can be used to identify such natural person.

**Private Information:** *Personal information* in combination with any one or more of the following *data* elements, when either the *personal information* or the *data* element is not encrypted or encrypted with an encryption key that has also been acquired:

- 1) social security number; or
- 2) driver's license number or non-driver identification card number; or
- 3) account number, credit or debit card number, in combination with any required Security code, access code, or password which would permit access to an individual's financial account.

"Private information" does not include publicly available information that is lawfully made available to the general public from federal, state, or local government records.

**Third Party:** Any non-municipal employee such as a contractor, vendor, consultant, intern, other municipality, etc.

THEREFORE BE IT RESOLVED, that the Village of Corfu Board of Trustees hereby adopts the above Cyber Security Citizens' Notification Policy.

**Readopted by the Village of Corfu Board of Trustees this 7<sup>th</sup> day of April, 2014.**

**Dated: November 12, 2012**

## **FUND BALANCE POLICY** **GASB STATEMENT NO. 54**

**Subject: Reserve Funds**

Reserve funds (which essentially are a legally authorized savings account for particular specific purposes) are an important component in the Village's financial planning for specific expenses, future projects, acquisitions and other lawful purposes. To this end the Village may establish and maintain reserve funds in accordance with New York State Laws. The Village will also consider rules and/or opinions issued by the New York State Comptroller when they are not in conflict with law.

Village reserve funds must be properly established and maintained to promote the goals of creating an open, transparent and accountable use of public funds. The Village may engage independent experts and professionals, including but not limited to auditors, accountants and other financial and legal counsel, as necessary to monitor all reserve fund activity and prepare reports that the Village Board may require.

## **Government Fund Type Assignment (GASB 54)**

The Village shall comply with the reporting requirements of Article 3 of General Municipal Law of the State of New York and the Governmental Accounting Standards Board (GASB) Statement Number 54, Fund Balance Reporting and Governmental Fund Types Definitions. The Board authorizes the Mayor to complete the following actions as necessary to comply with the requirements of GASB Statement No. 54:

- A. Restricted Fund Balances - restricted fund balances consists of amounts that are subject to externally enforceable legal purpose restrictions imposed by creditors, grantors, contributors, or laws and regulations of other governments; or through constitutional provisions or enabling legislation.
- B. Committed Fund Balances - committed fund balances consists of amounts that are subject to a purpose constraint imposed by a formal action of the Village Board before the end of the fiscal year, and that require the same level of formal action to remove the constraint.
- C. Assigned Fund Balances - assigned fund balances consists of amounts that are subject to a purpose constraint that represents an intended use established by the government's highest level of decision-making authority, or by their designated body or official. The Board authorized the Mayor to make a determination of the assigned amounts of fund balance. Assigned funds represent amounts intended to be used for a specific purpose. Assigned fund balances require same level of authority to remove the constraint.

### **Funding Policy for Restricted or Committed and Assigned Fund Balances**

The formal action of the government's highest level of decision-making authority that restricts, commits or assigns fund balance to a specific purpose should occur prior to the end of the reporting period, but the amount, if any, which will be subject to the constraint, may be determined in the subsequent period.

### **Spending Policy for Fund Balances**

The Village Board will assess the current financial condition of the Village and then determine the order of application of expenditures to which fund balance classification will be charged.

### **Periodic Review and Annual Report**

The Village Board and management will periodically review all restricted committed and assigned fund balances. The Village Clerk will prepare and submit an annual report of all restricted, committed and assigned funds for the Village Board. The annual report shall include the following information for each reserve fund.

- A. The type and description of the reserve fund
- B. The interest earned on each reserve fund
- C. Capital gains or losses resulting from the sale of investments of the reserve funds
- D. The sum total increase and sum total decrease in the reserve funds
- E. The ending balance in the reserve funds at fiscal year end
- F. A summary statement of projected use and the need of the reserve funds

The Board shall utilize the information in the annual report to discuss reserve fund balances and to adequately maintain necessary funds for the Village's long-term financial planning. The Board will be mindful of its role and responsibility as a fiduciary of public funds when acting on reserve fund issues.

**Readopted by the Village of Corfu Board of Trustees this 7<sup>th</sup> day of April, 2014.**

## Village of Corfu 1Bloodborne Pathogens – Exposure Control Plan (ECP)

POLICY - December 2011

The **Village of Corfu** is committed to providing a safe and healthful work environment for our entire staff. This exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 CFR 1910.1030, “Occupational Exposure to Bloodborne pathogens.”

The ECP includes:

- Determination of employee exposure
- Implementation of various methods to exposure control, including:
  - Universal precautions
  - Engineering and work practice controls
  - Personnel protective equipment
  - Housekeeping
- Hepatitis B vaccination
- Post-exposure evaluation and follow-up
- Communication of hazards to employees and training
- Recordkeeping
- Procedures for evaluating circumstances surrounding exposure

### Program Administration

**Mayor and/or Trustee in Charge** is (are) responsible for implementation of the ECP. **Mayor and/or Trustee in Charge** will maintain, review, and update the ECP at least ANNUALLY and whenever necessary to include new or modified tasks and procedures. For additional information, contact: **Village Clerk** at **116 East Main Street, Corfu, NY 14036**.

Those employees who are determined to have occupational exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this ECP.

**Trustee in Charge** will provide and maintain all necessary personal protective equipment (PPE), engineering controls (e.g., sharps containers if needed), labels, and red bags as required by the standard.

**Trustee in Charge** will ensure that adequate supplies of the aforementioned equipment are available in the appropriate sizes.

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<sup>1</sup> OSHA.gov. Model Plans and Programs for Bloodborne Pathogens



**Trustee in Charge** will be responsible for ensuring that all medical actions required by the standard are performed and that appropriate employee health and OSHA records are maintained.

**Trustee in Charge** will be responsible for making sure that training, documentation of training and making the written ECP available to employees and PESH.

The following is a list of all job classifications at our establishment in which all employees have occupational exposure:

JOB TITLE	DEPARTMENT/LOCATION
Maintenance	Sewer plant, Village
Police Officer	Village
Housekeeping	Sewer plant, Village, Maintenance garage, Town of Pembroke Community Center

**Universal Precautions**

All employees will utilize universal precautions which is a prevention strategy in which all blood and potentially infectious materials are treated as if they are, in fact, infectious, regardless of the perceived status of the source individual. In other words, whether or not you think the blood/body fluid is infected with bloodborne pathogens, *you treat it as if it is*. This approach is used in all situations where exposure to blood or potentially infectious materials is possible.

**Exposure Control Plan**

Employees covered by the bloodborne pathogens standard will receive initial training and annual refresher training. All employees can review this plan at any time during their work shifts by contacting **Trustee in Charge or Village Clerk**. If requested, we will provide an employee with a copy of the ECP free of charge and within 15 days of the request.

**Trustee in Charge** is responsible for reviewing and updating the ECP annually or more frequently if necessary to reflect any new or modified tasks and procedures that affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

**Trustee in Charge** will evaluate the need for changes in this ECP plan by reviewing accident/incident records, employee injuries/near misses, supplier information and products that introduced and use outside contractors to help with the evaluation.

**Engineering Controls and Work Practices**

Engineering controls and work practice controls will be used to prevent or minimize exposure to bloodborne pathogens. Controlling exposures to occupational hazards is the fundamental method of protecting workers. Traditionally, a hierarchy of controls has been used as a means of determining how to implement feasible and effective controls. One representation of this hierarchy can be summarized as follows:

- Elimination
- Substitution
- Engineering controls
- Administrative controls
- Personal protective equipment

All employees are responsible to inform **Village clerk and/or Trustee in Charge** as soon as possible with any new procedures, products, or situations that might compromise this EC

### **Personal Protective Equipment (PPE)**

PPE is provided to our employees at no cost to them. Training in the use of the appropriate PPE and training for specific tasks or procedures will be provided. The **Trustee in Charge will set up training dates and times.**

The following types of PPE are available to all employees:

1. Gloves
2. Clothing
3. Overalls
- 4.
- 5.
- 6.
- 7.
- 8.

PPE is located at 13 Fieldcrest Drive, Sewer Complex. Employees that need new/extra PPE can call/see Trustee in charge,

All employees using PPE shall observe the following precautions:

1. wash hands immediately or as soon as feasible after removing gloves or other PPE
2. remove PPE after it becomes contaminated and before leaving the work area
3. used PPE may be disposed of in Red biohazard bags.
4. wear appropriate gloves when reasonably anticipated contact with blood or OPIM, and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured or contaminated, or if their ability to function as a barrier is compromised.
5. never wash or decontaminate disposable gloves
6. wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.
7. Remove immediately or as soon as feasible any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface.

Decontamination of any items with blood or OPIM will follow the training program (2011) requirements.

### **Laundry**

The following contaminated articles will be laundered by the Village of Corfu:

Any materials that are deemed to be washable and used again after consultation with employee(s) and Trustee in Charge.

### **Labels**

Contaminated articles will be placed in red biohazard bags. All employees are required to notify the Village of Corfu **Trustee in Charge** if they discover any materials that contain blood or OPIM. Red bags will be available from the Volunteer Fire Companies and/or ambulance when called to the Village.

### **Hepatitis B Vaccination**

The Village shall make available the hepatitis B vaccine and vaccination series to all employees who have occupational exposure, and post-exposure evaluation and follow-up to all employees who have had an exposure incident. The employer shall ensure that all medical evaluations and procedures including the hepatitis B vaccine and vaccination series and post-exposure evaluation and follow-up, including prophylaxis, are:

1. Made available at no cost to the employee;
2. Made available to the employee at a reasonable time and place;
3. Performed by or under the supervision of a licensed physician or by or under the supervision of another licensed healthcare professional; and
4. Provided according to recommendations of the U.S. Public Health Service current at the time these evaluations and procedures take place.
5. *Within 10 days after initial assignment to employees who have occupational exposure.*

The Village of Corfu encourages all employees with occupational exposure to bloodborne pathogens to get the hepatitis B vaccination.

All employees who have occupational exposure to bloodborne pathogens and do not want the hepatitis vaccination must sign a *declination form supplied by the village of Corfu*. If employees decide later to have the vaccination, they shall be given the shots as indicated above. All medical information will be in the employees individual file.

The hepatitis vaccination will be provided by **Outside contractor when necessary.**

## Post-Exposure Evaluation and Follow-up

Should an exposure incident occur, contact **Mayor, Village Clerk and/or Trustee in Charge** at the Village office, 116 East Main St, Corfu, NY 14036.

An immediately available confidential medical evaluation and follow-up will be conducted by **closest hospital, employee's personal health care provider or where the patient is transported to.** The bloodborne pathogens book will have an "exposure incident report" and "ID of source individual report" and "follow-up report that must be used following an incident.

**Trustee in Charge** ensures that health care professional(s) responsible for the employee's hepatitis B vaccination and post-exposure evaluation and follow-up are give a copy of OSHA's bloodborne pathogens standard.

**Trustee in Charge** ensures that the healthcare professional evaluating an employee after an exposure incident receives the following:

- copy of Exposure Incident Report
- relevant employee medical records, including vaccination status

**Trustee in Charge** provides the employee with a copy of the evaluating health care professional's *written opinion within 15 days after completion of the evaluation.*

## Procedures for Evaluating the Circumstances Surrounding an Exposure Incident

The "Exposure Incident Report" will be used for this procedure.

If revisions to this ECP are necessary, **Trustee in Charge** will ensure that appropriate changes are made.

## Employee Training

All employees who have occupational exposure to bloodborne pathogens receive initial and annual training conducted by outside consultant with qualifications.

## Recordkeeping

All employees trained will have documentation showing the dates of training, contents/summary of the training, names/qualifications of trainer, and names and job titles of all attendees. This record will be kept in the ECP book in the Village office for 3 years. Training records will be available upon request within 15 working days. Please see **Village Clerk and/or Trustee in Charge** for records.