



**Tentative Agenda
Public/ Business Meeting
October 1, 2007**

Business Meeting

- **Public Safety Issues** – SCPD/Port Jefferson Code Enforcement
Floor open for Public Safety Comments

Board Member Reports

Trustee Erland

Trustee Ransome

Trustee Capon

Trustee Faulknor

Mayor Harty

- Floor open for General Village Business related Comments:

Motion by Trustee _____, second by Trustee _____, to close the public comment portion of the meeting at _____pm.

Board Member Additional Reports

Trustee Erland

Trustee Ransome

- Marine Waterfront Committee

Trustee Capon

Trustee Faulknor

- Award Bid for Ice Rink Maintenance

Mayor Harty

Village Attorney Lauri

Village Administrator Juliano

- Request from Highway Labor Crew Leader Steve Gallagher for the Installation of Guardrails at 117 Bayview Terrace
Motion by _____, second by _____, to approve the request of Highway Labor Crew Leader Steve Gallagher for the Installation of Guardrails at 117 Bayview Terrace

- Request from Highway Labor Crew Leader Steve Gallagher for the installation of additional street lighting on Pine Hill Road.
Motion by _____, second by _____, to approve the request of Highway Labor Crew Leader Steve Gallagher for the installation of additional street lighting on Pine Hill Road.
- NYS Labor Law §27-b requires public employers to adopt a “Workplace Violence Policy”
Motion by _____, second by _____, to formally adopt the following policy for the Inc. Village of Port Jefferson

VILLAGE OF PORT JEFFERSON
WORKPLACE VIOLENCE PREVENTION POLICY

A. OBJECTIVE

The Village of Port Jefferson is committed to preventing workplace violence and to maintaining a safe work environment for all employees. Given the increasing violence in society in general, the Village of Port Jefferson has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur on its premises. To ensure a safe workplace and to reduce the risk of violence, all employees should review and understand the provisions of this policy.

B. DEFINITION

Workplace violence is any behavior that is violent, threatens violence, coerces, harasses or intimidates others, interferes with an individual’s legal rights of movement or expression, or disrupts the workplace.

C. SCOPE OF POLICY

All full-time, part-time, and seasonal active employees are covered by this policy.

D. ZERO TOLERANCE/ENFORCEMENT

The Village of Port Jefferson has a policy of zero tolerance for violence. Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination.

E. PROHIBITED CONDUCT

We do not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities.

This list of behaviors, while not wholly inclusive of all manner of violent, or potentially violent behavior, provides examples of conduct that is prohibited.

- • Shoving, pushing, harassing, intimidating or coercing another person by means of threatening or violent behavior;
- • Intentionally or recklessly causing physical injury to another person by means of a violent act;
- • Making threatening remarks directed at another person;
- • Disruptive behavior intended to disturb, interfere with or prevent normal work activities (such as yelling, using profanity, verbally abusing another or waving arms and fists).
- • Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- • Intentionally or recklessly damaging employer property or property of another employee by means of a violent act;
- • Unauthorized possession of a weapon while on Village property or while on Village business;
- • Committing acts motivated by, or related to, sexual harassment or domestic violence.

F. REPORTING PROCEDURES

Any person experiencing or witnessing imminent danger or actual violence involving weapons or personal injury should call 911 (SCPD Police Emergency) immediately.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or department head. This includes threats by employees, as well as threats by vendors, solicitors, or other members of the public. When reporting a threat of violence, the employee should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

It is everyone's business to prevent violence in the workplace. You can help by reporting what you see in the workplace that could indicate that a co-worker is in trouble. You are in a better position than management to know what is happening with those you work with.

The Village will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the Village employee making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the Village may suspend employees, either with or without pay, pending investigation.

The Village encourages employees to bring their disputes or differences with other employees to the attention of their supervisors before the situation escalates into potential violence. The Village is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

G. IDENTIFYING POSSIBLE THREATS

Individual Situation: While we do not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform their supervisor if any employee exhibits behavior, which could be sign of a potentially dangerous situation. Such behavior includes:

- • **Discussing or expressing an intent, or desire, to unlawfully employ the use of weapons or bringing weapons with them to the workplace;**
- • **Displaying overt signs of extreme stress, resentment, hostility or anger;**
- • **Making threatening remarks;**
- • **Sudden or significant deterioration of performance;**
- • **Displaying irrational or inappropriate behavior.**

Employees at Risk: The Village Clerk will identify and maintain a list of employees who have been determined to be at risk for becoming victims of violence because of the nature of their job or because they are subject to harassment, violence, or threats from a non-employee. The Village will design a plan with at-risk employees to prepare for any possible emergency situations.

H. TRAINING PROGRAM

As part of its commitment to preventing workplace violence, the Village will establish training programs for all employees. This training is mandatory and attendance will be taken.

I. EMPLOYEE ASSISTANCE PROGRAM

The Village provides an employee assistance program (EAP) through the Village Medical Plan for all full-time employees. EAP offers services to these employees and their eligible dependents. While we receive periodic reports on the number and types of visits or calls made to the EAP, we do not receive information about individual contacts with the EAP.

You are encouraged to use the EAP whenever you feel the need for guidance in coping with life's difficulties, such as issues with drugs or alcohol, family/martial issues, mental health problems, stress, etc. The EAP is a confidential service to be used when you need help.

If you have suggestions for ways to improve the safety and security at work, please pass them along to your supervisor.

For Discussion

- Village Parking Committee has submitted signage recommendations to the Village Board
- Village Parking Symposium.
- Public Works Projects

Old Business

- Development Moratorium
- Crystal Brook Hollow parking ordinance change.
- Cluster Housing §220 / 38-47 sent to SC Planning
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Voucher

- Treasurer Don Pearce has submitted the following **Warrants** for approval:

FUND	AMOUNT	Date
General (A)	12	
Country Club (CR)	9	
Trust (T)	7	
Capital (H)	8	

Motion by _____, second by _____, to approve the warrants as presented by Treasurer Don Pearce

- Treasurer Don Pearce has submitted the following transfers -

From	To	Amount

Motion by _____, second by _____, to approve the transfers as presented by Treasurer Don Pearce

Adjourn

Motion by _____, second by _____, to adjourn the meeting at _____.