

TOWN OF CONSTANTIA  
**MINUTES - SPECIAL MEETING –March 6, 2013**  
9:00 a.m. Constantia Town Hall

Present: Charles Gilkey – Supervisor  
Richard Colesante, Thomas Moran– Council Members  
Clare Haynes – Town Clerk  
Others Present: Paul Baxter - Tug Hill Commission  
John Illingworth - Code Enforcement Officer  
Absent: John Metzger, Frank Tomaino– Council Member

**CALL TO ORDER:**

At 9:05 a.m. Mr. Gilkey called the special meeting of the Constantia Town Board to order with the pledge of allegiance.

**EMPLOYEE HANDBOOK:**

Mr. Colesante rewrote the prescription drugs paragraph to read the following:

*Prescription drugs may only be brought on Town property by the employee for whom they are prescribed. These drugs must be used in the manner, combination and quantity prescribed. Suspected misuse of prescription drugs can result in dismissal from work for the day and possible disciplinary action.*

This paragraph will be moved to page 4 making this the 4th paragraph.

Violence in our Workplace: This entire section will be removed and replaced with our current policy as follows:

*It is the Town of Constantia's policy to promote a safe environment for its employees. The Town is committed to working with its employees to maintain a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. While this kind of conduct is not pervasive at our agency, no agency is immune. Disruptive behavior at one time or another will affect every agency.*

*Violence, threats, harassment, intimidation, and other disruptive behavior in our workplace will not be tolerated; that is; all reports of incidents will be taken seriously and will be dealt with appropriately. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both.*

*We need your cooperation to implement this policy effectively and maintain a safe working environment. Do not ignore violent, threatening, harassing, intimidating, or other disruptive behavior. If you observe or experience such behavior by anyone on agency premises, whether he or she in an agency employee or not, report it immediately to their Department Head or the Town Supervisor. Supervisor or Department Heads who receive such reports should advise the Town Board regarding investigating the incident and the appropriate action. (Please Note: Threats or assaults that require immediate attention should be reported to the Sheriff's Department or New York State Troopers.)*

*We will support all efforts made by Department Heads or the Town Supervisor in dealing with violent, threatening, harassing, intimidating or other disruptive behavior in our workplace and will monitor whether this policy is being implemented effectively.*

Currently this section mentions a policy about guns or weapons, Mr. Bader will review to see if a statement to that fact should be added.

**Smoking:**

Leave as originally printed amend first sentence to: In consideration of our employees' health and for the safety of our work environment, smoking is not permitted in any of the Town's *machinery* or buildings.

Right to Know: Material Safety Data Sheets (MSDS) for each potentially hazardous chemical used in *the* workplace can be found in *each building*.

Safety: Every accident or injury that occurs on the job, however minor, must be reported to your supervisor at once, *and an incident report filled out. Any accident that results in a compensation claim must be reported to the bookkeeper.*

Personnel file: Second paragraph, ask Mr. Bader who really can have access. Define: official or representatives of the town.

**ADJOURN:**

At 10:55 a.m. the meeting adjourned.