

Town of Lysander

Workplace Violence Policy – DRAFT

STATEMENT

The purpose of this policy is to address the issue of potential workplace violence in the Town of Lysander (herein after referred to as Town), to prevent workplace violence from occurring to the fullest extent possible, and set forth procedures to follow when such violence has occurred.

The Town is committed to provide a safe, healthy and secure work environment for its employees and members of the community. The Town will provide the administrative resources necessary to implement a workplace violence prevention program. All employees and elected officials of the Town are expected to maintain a working environment free from violence, threats of harassment, intimidation or coercion. The Town Supervisor is responsible for implementing the Workplace Violence Policy.

POLICY

The Town prohibits workplace violence including but not limited to: Violence, threats of violence, intimidation, harassment, coercion or other threatening behavior towards people or property. Complaints involving workplace violence will be dealt with immediately. Individuals who violate this policy may be removed from Town Property and are subject to disciplinary actions. This action may be up to or including termination and will be consistent with Town policies and collective bargaining agreements, and/or referral to law enforcement authorities for criminal prosecution.

The Town, at the request of an employee, or at its own discretion, may prohibit members of the public, including family members, from seeing an employee on Town property unless necessary to transact Town related business. This policy particularly applies in cases where the employee suspects that an act of violence will result from an encounter with said individual(s).

SCOPE

All employees, elected officials, members of the public, vendors, contractors, consultants and others who do business with the Town, whether in a Town facility or off-site location where the Town business is conducted, are covered by this policy. This policy also applies to other persons not affiliated with the Town, such as former employees, and visitors. When employees have complaints they should contact their immediate supervisor or Department Head immediately.

DEFINITION

Workplace violence is any physical assault, threatening behavior or verbal abuse that affects the physical or emotional health of the persons performing their duties for the Town of Lysander.

Prohibited activities include but are not limited to the following:

1. Verbal Abuse including yelling, using profanity or gestures.
2. Intentional physical contact such as shoving, punching or slapping
3. Threatening behavior such as stalking, oral or written comments, pounding on a desk or invasion of personal space
4. Possessing firearms, explosives, knives or other dangerous weapons

INCIDENT REPORTING

All individuals who feel they have been a victim of workplace violence should report the incident without fear of reprisals. In the case of a feeling of immediate danger, call 911. An incident form should be completed immediately and turned into the Department Head or Town Supervisor.

Employees should be proactive in helping to maintain a safe environment by reporting indicators of increased risk of violent behavior. Examples of such are: extreme changes in behavior, drug or alcohol abuse, aggressive behavior and making threats, depression due to family or personal problems, or having a weapon at work.

The Town Supervisor shall be responsible for the implementation of this policy. Any incident involving the Town Supervisor will be investigated by a committee of Personnel Committee members (excluding the Town Supervisor). The responsibilities include dissemination of this policy to all employees, ensuring appropriate investigation and follow up of all alleged incidents of workplace violence, and ensuring all Department Heads and supervisors are aware of their responsibilities under this policy through internal communications and training.

Town of Lysander Workplace Violence Incident Report

Date of Report: _____

Date of Incident: _____

Time of Incident: _____

Name of Employee reporting Incident: _____

Location of Incident: _____

- Person (s) involved _____

Relationship to person writing report _____

- Type (ie. – pushed, hit, threat – verbal or physical etc). _____

- Extent of Injuries _____

- Witnesses: _____, _____, _____

Any other important details: _____

Signature of Person filling out report: _____

~ ~ ~ ~ ~ OFFICE USE ONLY ~ ~ ~ ~ ~

Date of Follow Up: _____ Follow Up Handled by (Print): _____

Provide Information on any action that the employer has taken or is considering as a result of the incident to prevent further occurrences or disciplinary measures: _____

Signature of Person Handling Review/Follow Up _____

Signature of Town Supervisor _____

Distribution of results: Employee File, WV File, _____, _____

TOWN OF LYSANDER
MONTHLY REPORT OF CODE ENFORCEMENT OFFICER
BUILDING PERMITS ISSUES

MONTH/YEAR OF December, 2013

NUMBER OF PERMITS ISSUED: 5
FOR FEES IN THE AMOUNT OF: \$ 2,004.00
TOTAL CONSTRUCTION COST: \$ 625,771.00

COMPARISON TO LAST YEAR, SAME MONTH:

NUMBER OF PERMITS ISSUED: 10
FOR FEES IN THE AMOUNT OF: \$ 2,631.00
TOTAL CONSTRUCTION COST: \$ 740,940.00
HOUSES TO DATE: LAST YEAR 31 THIS YEAR 44
CONDO'S TO DATE: LAST YEAR - THIS YEAR -
APTS. TO DATE: LAST YEAR 10 THIS YEAR 3
8 units each 12 units each

CURRENT ANNUAL TOTALS TO DATE:

NUMBER OF PERMITS ISSUED: 174
TOTAL FEES COLLECTED: \$ 83,285.00
TOTAL CONSTRUCTION COST: \$ 26,674,009.00

December

2013

2013 - Fees

<u>Last Name</u>	<u>Work Location</u>	<u>Fee</u>	<u>Cost</u>	<u>Permit #</u>
Whiteside	8304 Oswego Rd	57.00	9,216.00	172
Murabito	8179 Cranes Watc	150.00	45,000.00	173
Eldan Homes	3279 Twilight Ct	285.00	85,900.00	174
Ryan Homes	8268 Autumn Ridg	1,224.00	398,855.00	175
Herb	7352 Plainville Rd	288.00	86,800.00	176
TOTAL Fee:		2,004.00		
TOTAL Cost:		625,771.00		
COUNT OF 'Permit #':		005		

November 2013 – December 2013 Assessors' Report

New Basic Star Registration Update: The 2013 – 2014 State Budget included Star anti-fraud initiatives. This includes re registration for all Basic Star exemptions. The Enhanced Star exemption (over 65) is not included, renewals will continue as before. The re registration will apply to the 2014 assessment roll. Re registration will be thru NYS Department of Tax and Finance, not the local Assessor's Office. The deadline was December 31st, 2013. DTF will be mailing final notices to property owners that have not reregistered January 16th thru 21st.

All exemption renewals for 2014 have been mailed and are processed as received. The deadline for all exemptions (renewal or new) is March 1st, 2014.

Reminder postcards will be mailed the first week of February to all property owners with senior citizen, enhanced star and disability exemptions, that haven't renewed for 2014.

Sales analysis has been completed for 2014 and required verification documentation will be submitted to ORPTS by the February 1st deadline. Valuation of Commercial properties is complete and valuation/review of residential properties has begun.

Inventory changes for 2014 are completed as permits are reviewed with taxable status date of March 1st, 2014.

The Assessor will be serving as President of the Onondaga County Assessor's Association during 2014.

Please see current Continuing Education Status Report for the Assessor. Continuing education requirement met thru 2013/2014 with ethics recertification requirement satisfied. (See attached)



STATE OF NEW YORK
DEPARTMENT OF TAXATION AND FINANCE
OFFICE OF REAL PROPERTY TAX SERVICES

Educational Services
W. A. Harriman Campus
Albany, New York 12227
www.tax.ny.gov
orpts.edservices@tax.ny.gov
Telephone (518) 474-1764
FAX (518) 435-8628

Continuing Education Status Report
report date: 12/27/2013

Theresa Golden
Assessor in Multiple Towns
Town Hall
7575 Van Buren Rd.
Baldwinsville, NY 13027-6706
Email: assessor@townofvanburen.com

State Certified Assessor: 07/30/2001
State Certified Assessor, Advanced: 10/07/2002
State Certified Assessor, Professional: 09/28/2010
CE Begin Date: 10/01/2001

Current Continuing Education Year is October 1, 2013 - September 30, 2014

Continuing Education Year	Credits Awarded	Requirement Status
2010 / 2011	24	Met
2011 / 2012	12	Met
2012 / 2013	12	Met
2013 / 2014	12	Met

You are eligible to accumulate and be reimbursed for a maximum of 12 credits this C. E. year.

Your ethics recertification requirement is satisfied for the current term of office.

Jurisdiction(s)

(SWIS: 313600) Town of Lysander
(SWIS: 315600) Town of Van Buren

Course Date	Course, Seminar, or Conference	Hours Attended	Method	C.E. Credits Awarded
04/30/1999	Assessor Orientation	Basic	classroom	N/A
06/14/1999	Data Collection R/F/V, Fundamentals of	Basic	classroom	N/A
08/02/1999	Assessment Administration	Basic	web on-line	N/A
04/13/2000	Exempt Review-Tug Hill	5	classroom	N/A
07/31/2000	(R-1) Real Estate Appraisal, Introduction to	Basic	classroom	N/A
08/21/2000	Exemption Administration, Fundamentals of	Basic	classroom	N/A
11/13/2000	RPS V4 (Basic)	12	classroom	12
02/19/2001	Association of Towns Conference	6	classroom	6
04/11/2001	Farm Building Valuation	7	classroom	7
05/01/2001	BAR Training	3	classroom	3
06/08/2001	(R-2) Valuation Principles and Procedures	Basic	classroom	N/A
07/30/2001	(G-1) Income Property Valuation, Introduction	Basic	classroom	N/A
10/29/2001	GIS Conference 2001	10	classroom	10
02/18/2002	Association of Towns Conference	12	classroom	12
08/05/2002	Mass Appraisal and the Reassessment	24	classroom	24
09/13/2002	One Day Seminar - Land Valuation	6	classroom	6
10/07/2002	Farm Appraisal, Introduction to	30	classroom	30

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Continuing Education Status Report

report date: 12/27/2013

Theresa Golden (continued)

Course Date	Course, Seminar, or Conference	Hours Attended	Method	C.E. Credits Awarded
07/14/2003	(R-3) Applied Residential Property Valuation	30	classroom	10
04/23/2004	One Day Seminar - Preparation For Bar &	6	classroom	6
07/21/2004	Golf Course Appraisal	15	classroom	15
09/12/2005	Assessors Association Conference	12	classroom	12
11/29/2005	Applied LOA Analysis Unit 3	6	classroom	Excluded
12/13/2005	RPS V4 Cost / Comparable Sales	12	classroom	Excluded
06/20/2006	Equalization Seminar	2	classroom	Excluded
08/07/2006	RPS V4 - Land Valuation	12	classroom	12
10/11/2007	RPS V4 - Trend Development	2	classroom	2
05/30/2008	Ethics and the Assessor	6	classroom	6
10/10/2008	One Day Seminar- Value Affordable Housing	6	classroom	6
11/05/2008	RPS V4 Commercial Valuation	12	classroom	12
10/09/2009	One Day Seminar - Self Storage Valuation	6	classroom	6
07/12/2010	IAO - 1 - Assessment Methods & Techniques	30	classroom	30
07/17/2010	IAO Exam	0	classroom	0
09/27/2010	Assessors Association Conference	12	classroom	12
09/28/2010	Professional Designation: IAO	5	classroom	1
09/12/2011	Assessors Association Conference	12	classroom	12
10/07/2011	One Day Seminar - Condominium Valuation	6	classroom	6
10/28/2011	One Day Seminar - Critiquing Appraisals	6	classroom	6
10/01/2012	Assessors Association Conference	12	classroom	12
11/15/2013	Ethics and the Assessor	Recert	classroom	0

!!!! END OF REPORT !!!!

2014
CANTON WOODS SENIOR CENTER AGREEMENT

THIS AGREEMENT, made the 2nd day of January, 2014, between the **TOWN OF VAN BUREN**, the **TOWN OF LYSANDER** (both of the County of Onondaga, State of New York) and both hereinafter referred to as the "Towns", and the **VILLAGE OF BALDWINSVILLE**, County of Onondaga and State of New York, hereinafter referred to as the "Village".

WITNESSETH

WHEREAS, the Towns and the Village entered into a Senior Center Contract dated the 18th day of November, 1985, pertaining to the maintenance of a Senior Citizen Center located on Canton Street in the Village of Baldwinsville, and

WHEREAS, it is the collective opinion of the Towns and Village that there is a need to continue to use the Canton Woods Senior Center exclusively as a Senior Citizen Center for an indefinite period of time and to amend the 1985 Agreement, and,

WHEREAS, the Canton Woods Senior Center is owned by the Village of Baldwinsville and is used for the benefit of residents of both Towns and the Village who are 60 years of age or older.

NOW, THEREFORE, the Towns and Village agree as follows:

1. That the Village will provide water and sewers to the Center at no cost, and, in addition, will plow the Center's parking lot at no cost.
2. That Village maintenance employees will provide labor to make necessary repairs and maintenance to the Senior Center building, such as, but not limited to; replacing broken windows, repairing the parking lot and periodically cleaning rugs and floors of the Center. The cost of performing such labor will be charged by the Village to the Towns in the manner hereinafter specified.
3. That no extraordinary repair work will be performed by the Village without the prior written approval of the Towns unless said work has already been budgeted for in the budgets for the Towns for that fiscal year.
4. That the Village will provide insurance coverage for the Center and the Canton Wood Senior Center, Inc. including fire and liability coverage
5. That the cost of maintaining the Center shall be subject to the annual review and control of the Towns.
6. That each year a representative from the Board of Directors of Canton Woods Senior Center, Inc. shall deliver to the Towns, not later than September 1, a proposed estimated operating budget for the year next succeeding, which includes all accounts, reserves and monies involved with the center.

7. The Village is the employer of the Senior Center employees, shall pay salaries and benefits to the employees and shall disburse the expenses of the Senior Center not provided by the Village in accordance with usual procedures for the payment of Village expenses. The Village shall keep separate records of Senior Center expenses and shall annually report actual disbursements in writing to the Towns. The Village shall permit the Towns, or their duly authorized representatives, to examine the Senior Center financial records, invoices, vouchers, payments, etc. upon request.
8. That each year, on or before November 1, the Towns and the Village shall agree on an operating budget for, and the share of each municipality for the expenses of operating the Senior Center for the following year. Effective January 1 of each year the three (3) municipalities shall enter into a written agreement setting forth the operating budget and the share of each municipality per attached Appendix #1 made a part hereof. Each Town will remit its respective share of the operating budget in accordance with the written agreement to the Village each year in one lump sum payment on or before February 15 of each year. The Village shall provide to each Town a monthly status report of the expenses of the Senior Center as compared to the operating budget and payments contributed by the Towns. The Village will pay the expenses of the Senior Center in accordance with the budget.
9. All unanticipated expenses not covered by the operating budget shall be presented to and approved by the Town Boards prior to incurring said unanticipated expenses. In the event an emergency should arise, the Village shall notify the Town Supervisor of each Town or their respective Deputies and advise them of the emergency situation. Each Supervisor or the Deputy shall, as soon as possible, with proper notification, convene a meeting of their respective Boards to discuss and act on the emergency situation, the cost involved and the method of payment. Each Supervisor or their Deputy shall, as soon as possible, advise the Village if the majority of their respective Board approves or denies said emergency expenditure.
10. That the Towns and Village are dedicated to providing a Senior Citizen Center for an indefinite period of time for the residents of the Towns and Village over the age of 60.
11. In the event that the Village and both Towns jointly agree through a majority vote of each of their respective Boards that the Canton Woods Senior Center no longer is needed as a senior citizens center for the residents of the Towns and Village, then the Center will be sold and the proceeds of such sale shall be distributed equally to the Towns and Village, subject only to any law or regulation pertaining thereto of the State of New York.

12. This agreement is to replace the 2013 Senior Citizen Center Agreement and shall become effective upon the date signed by both Supervisors and the Mayor.
13. That the Canton Woods Senior Center will continue to be used exclusively as a Senior Citizen Center with the day-to-day affairs of the Center to be administered by the Board of Directors of the Canton Woods Senior Center, Inc. subject to any and all limitations place upon the use of the Center by the Towns and Village.
14. That the Town Boards of the Towns of Van Buren and of Lysander and the Board of Trustees of the Village of Baldwinsville have respectively authorized the undersigned to enter into this Agreement the day and year first-above mentioned.
15. The Village of Baldwinsville shall account for any unspent funds attributable to the Town of Lysander and Town of Van Buren as of the close of business for each year. These funds are to be used to defray operating or capital expenses of Canton Woods upon the approval of the three municipal Canton Woods representatives in the subsequent year(s).
16. All financial records, including but not limited to budgets, monetary accounts including those funded by the towns, gifts, memorials, endowments, etc. shall be annually reviewed by the comptrollers from each town and the village treasurer with a subsequent jointly issued report of findings provided to the mayor and each town supervisor on or about May 31st of each year.

TOWN OF VAN BUREN

By 

CLAUDE E. SYKES
Supervisor

TOWN OF LYSANDER

By _____

JOHN SALISBURY
Supervisor

VILLAGE OF BALDWINSVILLE

By _____

JOSEPH P. SARACENI
Mayor

2014
CANTON WOODS SENIOR CENTER AGREEMENT
APPENDIX # 1

Year 2014

Adopted Operating Budget \$ 133,900

Town of Lysander Share \$ 66,950
Lump sum payment due by February 15

Town of Van Buren Share \$ 66,950
Lump sum payment due by February 15

