

Village Board Minutes
Tuesday, March 5th 2013
5:00 p.m.

Present: Mayor Lee, Trustees Gates, Speer, Bimmler
Village Manager Janet Surridge
Village Clerk Shari Pearce
Village Treasurer Maryalice Edwards
Supt Mike McHenry
Code Enforcement Officer Mike Lissow
Amy Harter

Absent: Trustee Fowler

Guests: Kevin Hafner

Pledge to the flag and a moment of silence.

Public Forum:

Mayor Lee opened the meeting for public comment at 5:00 p.m. Kevin Hafner, 113 Hale Haven Drive, was present to confirm the dates for “Cruise Night” beginning Saturday, June 1st through September 28th from 6-8 p.m. There will be a DJ playing music. Mr. Hafner asked that we place the information in our spring newsletter. A flyer will be provided to us for the proper information.

Resolution to approve the Village Parking lot use June 1 – Sept 28, 2013 on Saturday nights from 6-8 p.m. for Cruise Night. Motion made by Trustee Speer, seconded by Trustee Bimmler. Carried unanimously 4-0

Treasurer’s Report

Maryalice Edwards reported that she has been working on the budget and a power point presentation along with Shari Pearce. A hard copy of the proposed budget will be issued to the Board on March 11th; the discussion will be March 12th.

Code Enforcement Report

Subway has begun construction at 80 South Avenue. They may be open for business by the end of this month.

Resolution to authorize Zoning Board Member Pat Holenbeck to attend Monroe County’s Spring 2013 Land Use Decision-Making Training Program on April 10, 2013 at a cost of \$40.00.

made by Trustee Speer, seconded by Trustee Bimmler. Carried unanimously 4-0.

Resolution to authorize Mike Lissow to attend the Fire Marshal's conference, May 15 & 16 in Rochester at a cost of \$150. Motion made by Trustee Speer seconded by Trustee Bimmler. Carried unanimously 4-0.

Mr. Lissow reported he is currently conducting annual fire inspections for public places of assembly and has not encountered any serious issues.

Recently, the City of Rochester made a presentation regarding the state requirement, enacted in 2010, to placard vacant structures with the condition of the building for safety reasons. The Town of Parma has begun this practice. There are three different classifications depending on the condition of the structure as determined by the Code Enforcement Officer. They are designed for the safety of firefighters prior to making entry and are to be posted in direct view for firefighters. Mr. Lissow stated his concerns for vandalism and theft. There was some discussion of the pros and cons of this practice. Mike will provide a recommendation to the Board in the near future.

Public Work's Report

Resolution to approve the following lockout/tag-out policy as per OSHA requirements. Motion made by Trustee Bimmler, seconded by Trustee Speer. Carried unanimously 4-0

LOCKOUT TAGOUT PROGRAM

Purpose:

This program establishes the minimum requirements for the lockout or tag-out of energy isolating devices. *It shall be used to ensure that the machine or equipment are isolated from all potentially hazardous energy, and locked out or tagged out before employees perform any servicing or maintenance activities where the unexpected energization, start-up or release of stored energy could cause injury.*

Definition

s:

Affected Employee- An employee whose job requires them to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tag-out, or whose job requires them to work in an area in which such servicing or maintenance is being performed.

Authorized Employee-An employee who locks or implements a tag-out system procedure on machines or equipment to perform the servicing or maintenance on that machine or equipment. An authorized employee and an affected employee may be the same person when the affected employee's duties also include performing maintenance or service on a machine or equipment which must be locked or tag-out system implemented.

Responsibility:

All employees shall be instructed in the safety significance of the lockout (or tag-out) program. Only those employees listed in Appendix C are authorized to perform lockout or tag-out. Each new or transferred affected employee and other employees whose work operations are or may be in the area shall be instructed in the purpose and use of lockout or tag-out procedures.

NOTE: All authorized employees must be listed in Appendix C.

Preparation for Lockout or Tag-out:

Identify the machinery or equipment requiring maintenance or repair. Check Appendix A to ensure that the machine or equipment does have detailed procedures for locking and or tagging of the equipment. If not, refer to the equipment service manual or make a survey of the equipment to determine the procedures required to insure lockout/tag-out will result in an energy free state.

Cord and plug connected equipment and machinery do not require lockout/tag-out procedures as long as the attachment cord and plug has been disconnected and is under the sole control of the individual performing maintenance/repairs.

When all of the following exceptions are met, specific equipment and machinery is not required to have detailed lockout/tag-out procedures:

1. The machine or equipment has no potential for stored or residual energy or re-accumulation of energy after equipment is shut down.
2. Machine or equipment has a single energy source which can be readily identified and isolated.
3. Isolation and locking out of the energy source shall completely de-energize and de-activates the machine or equipment.
4. The machine or equipment is isolated from that energy source and locked out during servicing and maintenance.
5. A single lockout device will achieve a locked out condition.
6. The lockout device is under the exclusive control of the authorized employee performing the servicing.
7. The servicing or maintenance does not create hazards for other employees.
8. The Employer in using this exception to the standard has no accidents involving the unexpected activation or re-energization of the equipment during servicing.

Machinery and equipment requiring detailed procedures, and those procedures, can be found in Appendix A of this Program.

Sequence of Lockout or Tag-out System Procedure:

1. Notify all affected employees that a lockout or tag-out system is going to be utilized and the reason therefore. The authorized employee shall know the type and magnitude of energy that the machine or equipment utilizes and shall understand the hazards thereof.
2. If the machine or equipment is operating, shut it down by the normal stopping procedure. (Depress stop button, open toggle switch, etc.)
3. Operate the switch, valve or other energy isolating device(s). Stored energy (such as that in springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as repositioning, blocking, bleeding down, etc...
4. Lockout and or tag-out the energy isolating device(s) with assigned individual lock(s) or tag(s).
5. After ensuring that no personnel are exposed, and as a check on having disconnected all energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate.
6. The equipment is now locked out or tagged out.

CAUTION

*Return operating control(s) to neutral or off position after the test.

* If maintenance will require the authorized employee to perform electrical repairs, maintenance, installation, or disconnections of electrical conductors prior to removing other equipment or machinery, the authorized employee shall test for an energy free state with an electrical testing device.

* If the service or repair requires exposing live parts of electric equipment, a tag used without a lock shall be supplemented by at least one additional safety measure that provides a level of safety equivalent to that obtained by the use of a lock. (e.g. Removal of an isolating circuit element, blocking of a controlling switch, or opening of an extra disconnecting device.)

Authorized employees must check for electrical de-energization of electrical circuits and equipment by use of an electrical testing device.

Additionally electrical lockout tag-out must comply with 29 CFR 1910.333(b), attached as Appendix B to this program.

Restoring Machines or Equipment to Normal Production Operations:

1. After the servicing and or maintenance are complete and equipment is ready for normal production operations, check the area around the machine(s) or equipment to ensure that no one is exposed.
2. After all tools have been removed from the machine or equipment, guards have been re-installed and employees are in the clear, remove lockout and or tag-out devices. Operate the energy isolating device(s) to restore energy to the machine or equipment.
3. Notify affected employees that the servicing or maintenance is complete and the machine or equipment is ready for use.

Removal of Locks or Tags by Other than Those Who Affix Them:

When the authorized employee who applied the lockout device is not available to remove it, that device may be removed under the direction of the **Superintendent of the Department of Public Works**. The following procedures will be used:

1. Verification by the supervisor that the authorized employee who applied the device is not at the facility.
2. Making all reasonable efforts to contact the authorized employee to inform them that their lockout/tag-out will be removed.
3. Have an authorized employee inspect the equipment to assure the re-energization of the equipment will not expose employees to a hazard or damage the equipment.
4. Insure that the authorized employee is informed that their lock has been removed before they resume work at the facility.

Procedure Involving More Than One Person:

In the preceding steps, if more than one individual is required to lockout and or tag-out equipment, each shall place their personal lockout and or tag-out device on the energy isolating device(s). When an energy isolating device cannot accept multiple locks or tags, a multiple lockout or tag-out device (hasp) shall be used. If lockout is used, a single lock may be used to lockout the machine or equipment with the key being placed in a lockout box or cabinet which allows the use of multiple locks to secure it. Each employee will then use their own Lock to secure the box or cabinet. As each person no longer needs to maintain their lockout protection, that person will remove their lock from the box or cabinet.

Basic Rules for Using Lockout or Tag-out System Procedure:

All equipment shall be locked out or tagged out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. **Do not attempt to operate any switch, valve, or other energy isolating device where it is locked or tagged out.**

Outside Personnel (Contractors):

Whenever outside servicing personnel are engaged in operations involving servicing or maintenance of machinery with potentially hazardous energy, the outside employer must inform a representative of the Employer of his/her respective lockout/tag-out procedures. Conversely, the Employer representative must verify that the contractor is complying with all applicable regulations concerning lockout/tag-out (29 CFR 1910.147) while working in the Employers buildings. Additionally, all affected Employer-s personnel will be informed of and instructed to comply with the outside contractor-s energy control procedures.

Employee Training and/or Re-training Record

Training and/or Re-training shall be provided for all authorized and affected employees whenever there is a change in their job assignments, a change in machines, equipment or processes that present a new hazard, or when there is a change in the energy control procedures.

Additional re-training shall be conducted whenever a periodic inspection reveals, or whenever the employer has reason to believe that there are deviations or inadequacies in the employees knowledge or use of the energy control procedures.

The re-training shall re-establish employee proficiency and introduce new or revised control methods and procedures, as necessary.

Upon completion, the employee shall sign an acknowledgment:

Periodic Inspections:

The Employer shall conduct a periodic inspection of the energy control program at least annually to ensure that the program and the requirements of the standard are being followed.

The periodic inspection shall be performed by an authorized employee other than the one(s) utilizing the energy control program being inspected.

The periodic inspection shall be designed to correct any deviations or inadequacies observed.

Where lockout is used for energy control, the periodic inspection shall include a review, between the inspector and each authorized employee, of that employee's responsibilities under the energy control program being inspected.

APPENDIX A

EQUIPMENT TYPE:

LOCATION:

TYPES AND MAGNITUDES OF ENERGY:

TYPES/LOCATIONS OF ISOLATING MEANS:

TYPES OF STORED ENERGY/METHODS TO DISSIPATE:

METHOD OF ENERGY CONTROL: (e.g. lock, tag, valve, block, blind)

SPECIAL EQUIPMENT: (e.g. circuit tester, air monitor, PPE)

PERSON WHO CONDUCTED SURVEY:

DATE:

NOTE: Reference equipment service manual when available.

APPENDIX B

1910.333 Selection and use of work practices.

(a) General. Safety-related work practices shall be employed to prevent electric shock or other injuries resulting from either direct or indirect electrical contacts, when work is performed near or on equipment or circuits which are or may be energized. The specific safety-related work practices shall be consistent with the nature and extent of the associated electrical hazards.

(1) De-energized parts. Live parts to which an employee may be exposed shall be De-energized before the employee works on or near them, unless the employer can demonstrate that de-energizing introduces additional or increased hazards or is infeasible due to equipment design or operational limitations. Live parts that operate at less than 50 volts to ground need not be De-energized if there will be no increased exposure to electrical burns or to explosion due to electric arcs.

NOTE 1: Examples of increased or additional hazards include interruption of life support equipment, deactivation of emergency alarm systems, shutdown of hazardous location ventilation equipment, or removal of illumination for an area.

NOTE 2: Examples of work that may be performed on or near energized circuit parts because of infeasibility due to equipment design or operational limitations include testing of electric circuits that can only be performed with the circuit energized and work on circuits that form an integral part of a continuous industrial process in a chemical plant that would otherwise need to be completely shut down in order to permit work on one circuit or piece of equipment

NOTE 3: Work on or near De-energized parts is covered by paragraph (b) of this section.

(2) Energized parts. If the exposed live parts are not De-energized (i.e., for reasons of increased or additional hazards or infeasibility), other safety related work practices shall be used to protect employees who may be exposed to the electrical hazards involved. Such work practices shall protect employees against contact with energized circuit parts directly with any part of their body or indirectly through some other conductive object. The work practices that are used shall be suitable for the conditions under which the work is to be performed and for the voltage level of the exposed electric conductors or circuit parts. Specific work practice requirements are detailed in paragraph (c) of this section.

(b)₈ Working on or near exposed De-energized parts.

(1) Application. This paragraph applies to work on exposed De-energized parts or near enough to them to expose the employee to any electrical hazard they present Conductors and parts of electric equipment that have been De-energized but have not been locked out or tagged in accordance with paragraph (b) of this section shall be treated as energized parts. And paragraph (c) of this section applies to work on or near them.

(2) Lockout and tagging. While any employee is exposed to contact with parts of fixed electric equipment or circuits which have been De-energized, the circuits energizing the parts shall be locked out or tagged or both in accordance with the requirements of this paragraph. The requirements shall be followed in the order in which they are presented (i.e., paragraph (b) (2) (I) first, then paragraph (b) (2) (il), etc.).

NOTE 1: As used in this section, fixed equipment refers to equipment fastened in place or connected by permanent wiring methods.

NOTE 2: Lockout and tagging procedures that comply with paragraphs (c) through (f) of ' 1910.147

will also be deemed to comply with paragraph (b) (2) of this section provided that

- (1) The procedures address the electrical safety hazards covered by this Subpart; and
- (2) The procedures also incorporate the requirements of paragraphs (b) (2) (iii) (D) and (b) (2) (iv) (B) of this section
 - (i) Procedures. The employer shall maintain a copy of the procedures outlined in paragraph (b) (2) and shall make it available for inspection by employees and by the Assistant Secretary of Labor and his or her authorized representatives.

NOTE: The written procedures may be in the form of a copy of paragraph (b) of this section.

(ii) De-energizing equipment.

(a) Safe procedures for de-energizing circuits and equipment shall be determined before circuits or equipment are De-energized.

(b) The circuits and equipment to be worked on shall be disconnected from all electric energy sources. Control circuit devices, such as push buttons, selector switches, and interlocks, may not be used as the sole means for de-energizing circuits or equipment interlocks for electric equipment may not be used as a substitute for lockout and tagging procedures.

9 (c) Stored electric energy which might endanger personnel shall be released.

Capacitors shall be discharged and high capacitance elements shall be short circuited and grounded, if the stored electricity energy might endanger personnel.

NOTE: If the capacitors or associated equipment are handled in meeting this requirement, they shall be treated as energized.

(d) Stored non-electrical energy in devices that could re-energize electric circuit parts shall be blocked or relieved to the extent that the circuit parts could not be accidentally energized by the device

(iii) Application of locks and tags.

(a) A lock and a tag shall be placed on each disconnecting means used to de-energize circuits and equipment on which work is to be performed, except as provided in paragraphs (b)(2)(iii)(C) and (b)(2)(iii)(E) of this section. The lock shall be attached so as to prevent persons from operating the disconnecting means unless they resort to undue force or the use of tools.

(b) Each tag shall contain a statement prohibiting unauthorized operation of the disconnecting means and removal of the tag.

(c) If a lock cannot be applied, or if the employer can demonstrate that tagging procedures will provide a level of safety equivalent to that obtained by the use of a lock, a tag may be used without a lock.

(d) A tag used without a lock, as permitted by paragraph (b)(2)(iii)(C) of this section, shall be supplemented by at least one additional safety measure that provides a level of safety equivalent to that obtained by the use of a lock. Examples of additional safety measures include the removal of an isolating circuit element, blocking of a controlling switch, or opening of an extra disconnecting device.

(e) A lock may be placed without a tag only under the following conditions:

(1) Only one circuit or piece of equipment is De-energized and

(2) The lockout period does not extend beyond the work shift and

(3) Employees exposed to the hazards associated with re-energizing the circuit or equipment is familiar with this procedure.

(ii) Verification of De-energized condition. The requirements of this paragraph shall be met before any circuits or equipment can be considered and worked as De-energized.

(a) A qualified person shall operate the equipment operating controls or otherwise verify that the equipment cannot be restarted.

(b) A qualified person shall use test equipment to test the circuit elements and electrical parts of equipment to which employees will be exposed and shall verify that the circuit elements and equipment parts are De-energized. The test shall also determine if any energized condition exists as a result of inadvertently induced voltage or unrelated voltage exceeded even though specific parts of the circuit have been De-energized and presumed to be safe. If the circuit to be tested is over 600 volts, nominal, the test equipment shall be checked for proper operation immediately before and immediately after this test

(v) Re-energizing equipment. These requirements shall be met, in the order given, before circuits or equipment are re-energized, even temporarily

(a) A qualified person shall conduct tests and visual inspections, as necessary, to verify that all tools electrical jumpers, shorts, grounds, and other such devices have been removed, so that the circuits and equipment can be safely energized.

(b) Employees exposed to the hazards associated with reenergizing the circuit or equipment shall be warned to stay clear of circuits and equipment

(c) Each lock and tag shall be removed by the employee who applied it or under his or her direct supervision. However, if this employee is absent from the workplace, then the lock or tag may be removed by a qualified person designated to perform this task provided *that*:

(1) The employer ensures that the employee who applied the lock or tag is not available at the workplace, and

(2) The employer ensures that the employee is aware that the lock or tag has been removed before he or she resumes work at that workplace.

(d) There shall be a visual determination that employees are clear of the circuits and equipment.

AUTHORIZED PERSONS:

Supt's Report Continued

Resolution to accept the bid from Northrup Concrete of \$94 per square yard for the supply of concrete for fiscal year 2013-14. Motion made by Trustee Speer, seconded by Trustee Bimmler. Carried unanimously 4-0.

Resolution to authorize the Superintendent to receive bids on March 28th a 2:00 pm for the replacement of the Community Center roof. Motion made by Trustee Speer, seconded by Trustee Bimmler. Carried unanimously 4-0.

Resolution to authorize Mr. McHenry to hire Villager Construction Inc. to crush approximately 1300 tons of stockpiled and broken concrete from last year's sidewalk repairs for a fee of \$7,000. Be it further resolved that the 2012-13 budget is hereby amended as follows: Increase A5110.4 Street Maintenance; Decrease A5110.2 Highway Equipment. Motion made by Trustee Speer, seconded by Trustee Bimmler. Carried unanimously 4-0.

Resolution to authorize Ground Stabilization & Drainage Solutions training for Keith Brown and Doug Jock at a cost of \$50 on March 5, 2013. Motion made by Trustee Speer, seconded by Trustee Bimmler. Carried unanimously 4-0.

Bike Route: Former Village Board members created a 5 mile marked bicycle trail along Village streets in the early 1990's. The signs that depict the pathway are faded; the cost to replace them is \$2200.00. There was a discussion to replace them however, the Board felt it is no longer needed and agreed to abandon the bike route.

Resolution to abandon the Village Bike Route. Motion made by Trustee Gates, seconded by Trustee Bimmler. Carried unanimously 4-0.

Mr. McHenry reported that a Village resident hit a pothole on Village II Dr. between McDonalds and the bowling alley. Her car sustained a flat tire and has asked that the Village reimburse her the replacement tire cost of \$175. The Village did not have prior notice of this pothole. The board felt the Village is not negligent and denied her request for reimbursement.

Resolution to deny the request to reimburse the cost of one tire damaged by a pot hole citing the Prior Notice Law. Motion made by Trustee Speer, seconded by Trustee Bimmler. Vote as follows: Trustees Speer, Bimmler and Mayor Lee, aye; Trustee Gates abstained. Carried 3-0-1.

Clerk's Report

Resolution to approve the use of Village streets for the Hilton Firemen's Kiddie parade and Grand parade on July 24th and 25th, 2013. Motion made by Trustee Speer, seconded by Trustee Bimmler. Carried unanimously, 4-0

Resolution to approve the use of Village streets for the Memorial Day parade on May 27, 2013. Motion made by Trustee Speer, seconded by Trustee Bimmler. Carried unanimously, 4-0

Online water meter readings are being implemented on our website. This will allow the convenience for our residents to have an additional option to provide their readings to us. This will save money for postage. This process is expected to be available prior to our next billing in May.

Village Manager

Salt storage facility: Mrs Surridge reported that the Inter-municipal agreement has been signed by all municipalities. A letter was mailed to the neighbors informing them that the project is moving forward.

Assistant Historian position: Mrs Surridge stated that our Historian, Dave Crumb, is asking if the Board would be in favor or appointing an assistant to work with him. Discussion followed on what the job duties would be.

Resolution to accept Historian Dave Crumb's request to fill the vacant Assistant Historian position and pay a salary of \$1000 per year. The Board's consensus is to allow Mr. Crumb to seek candidates for this position and it would be effective on June 1, 2013.

HAYLO has submitted a letter asking for more lacrosse fields in the Village Park. There was discussion regarding the parking situation. Mike McHenry explained that their schedule usually does not conflict with lodge renters.

Vouchers

Resolution to approve the abstract of vouchers with the following additions: Ryan Gruendike \$365.00, Mountain Glacier \$6.97, Chris Zastawny \$207.46, Lacy Katzen \$95.00, Nancy Brugnoni \$165.00, and NY Legal \$240.00. Totals as follows: Motion made by Trustee Speer, seconded by Trustee Bimmler. Carried unanimously 4-0

General fund	\$ 40,395.63
Water fund	\$ 28,684.30
Sewer fund	\$ 579.98
Gas & Electric	\$ 7.70
Prepaid	\$ 154,800.95
T& A	<u>\$ 16,342.01</u>
Total	\$ 240,810.57

Minutes

Resolution to approve the meeting minutes of February 5, 2013. Motion made by Trustee Bimmler seconded by Trustee Gates. Carried unanimously 4-0.

Miscellaneous

A letter was received from the New York State Public Employees Federation regarding the closing of the Monroe Developmental Center in the Town of Brighton. A brief discussion followed. No action from the Board is required.

Citizen of the Year

There have been no additional nominations for Citizen of the Year. At the February meeting, Linda Viney was nominated for this honor.

Resolution to select Linda Viney as Hilton's 2013 Citizen of the Year in recognition of her volunteerism and community service for the past several years. Motion was made by Trustee Gates, seconded by Trustee Speer. Carried unanimously 4-0

Meeting Date

Resolution that the Village Board will meet on March 12th at 5:00 pm instead of March 7th for the purpose of reviewing the proposed budget. Be it further resolved that a special meeting will be held on March 18th at 5:00 pm to continue budget discussions. Motion made by Trustee Speer, seconded by Gates. Carried unanimously 4-0.

Motion to adjourn at 6:14 pm made by Trustee Bimmler, seconded by Trustee Gates, carried unanimously 4-0.

Respectfully Submitted,

Amy Harter, Recording Secretary