

MINUTES FOR THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF QUOGUE, HELD ON FRIDAY, OCTOBER 25, 2024

PRESENT: Mayor Robert Treuhold, Trustees Randy Cardo, Ted Necarsulmer, Sally Beatty, and Tom Mullen, Village Attorney Wayne Bruyn, Village Clerk Aimee Buhl, Police Chief Christopher Isola, Building Inspector William Nowak, and Fire Chief Dave Schaffauer

OTHERS PRESENT: Michael and Marisa Nelson

The Mayor invited everyone to join him in the Pledge of Allegiance.

Upon motion made by Ted Necarsulmer, seconded by Sally Beatty and unanimously carried, the Minutes of the Regular Meeting held on September 20, 2024 were approved.

Upon motion made by Ted Necarsulmer, seconded by Sally Beatty and unanimously carried, it was RESOLVED, that the Abstract of Audited Vouchers Schedule 10-24, \$626,208.33 and Treasurer's Report for the Month ending September 30, 2024 is approved:

\$ 148,461.23	General Account
\$ 10,395,104.14	General Investment
\$ 1,329,176.83	Capital Reserve
\$ 500,000.00	Compensating Balance
\$ 4,264,017.88	Class General Account
\$ <u>103,374.90</u>	Scrub Oak Renovation Bond Proceeds
\$16,740,134.98	Total 09/30/24

The Clerk gave the report for September 2024 False Fire and Burglar Alarms:

Fire Billed: \$1,100; Fire Collected: \$300
Burglar Billed: \$425; Burglar Collected: \$325

Fire Chief Dave Schaffauer gave the September 2024 report for the Fire Department. Building Inspector Bill Nowak gave the September 2024 report for the Building Department. Police Chief Chris Isola gave the September 2024 report for the Police Department.

Upon motion made by Tom Mullen, seconded by Randy Cardo and unanimously carried, it was RESOLVED that the minutes of the bid opening held on October 11, 2024 for the License Plate Reader Cameras were approved and the bid was awarded to Flock Safety in the amount of \$90,000.

Upon motion made by Randy Cardo, seconded by Sally Beatty and unanimously carried, it was RESOLVED that a transfer in the amount of \$30,000 from Unassigned Fund Balance to A5110240 Highway Department St Maint Equip for expenses related to the repair of the street sweeper is approved.

Upon motion made by Sally Beatty, seconded by Ted Necarsulmer and unanimously carried, it was RESOLVED that the following 2023-2024-year end budget transfers are approved as follows:

A1110140 Asst Court Clerk	A1110100 Village Court/Pers Serv Judge	\$300
A1110140 Asst Court Clerk	A1110120 Village Court/Court Clerk	\$251
A1110140 Asst Court Clerk	A1110130 Village Court/Assoc Justice	\$47

A1110140 Asst Court Clerk	A1110400 Village Court Contract Serv	\$1,352
A1325150 Clerk PT Salaries	A1210100 Mayor/Pers Serv	\$193
A1320150 Clerk PT Salaries	A1310120 Asst to the Mayor	\$516
A1325150 Clerk PT Salaries	A1325100 Clerk Treas Pers Serv	\$856
A1325150 Clerk PT Salaries	A1325120 Dep Clerk Pers Serv	\$583
A1325120 Clerk PT Salaries	A1325130 Dep Treas Pers Serv	\$512
A1325150 Clerk PT Salaries	A1325140 Clerk Salaries	\$347
A1325210 Clerk Treas Furniture	A1325411 Clerk Treas Supp & Mat	\$1,268
A1325210 Clerk Treas Furniture	A1325446 Clerk Treas Tax Exp	\$70
A1420430 Village Prosecutor	A1440400 Eng Arch/Cont Serv	\$6,215
A1450100 Election Pers Serv	A1450200 Election Equip	\$80
A3120100 Police Pers Serv	A3120140 Police Secretary	\$586
A3120100 Police Pers Serv	A3120160 Police Crossing Guards	\$866
A341016 FD Facility Man.	A3410470 FD Memorial Project	\$40
A3620141 Safety Insp Ord OT	A3620100 Safety Insp Per Services	\$958
A3620140 Safety Insp Ord OT	A3620104 Fire Marshal 1 Per Services	\$20
A3620140 Safety Insp Ord OT	A3620140 Safety Insp Ord Insp	\$781
A3620412 Safety Insp Auto Main Pt	A3620411 Safety Supplies & Materials	\$24
A5110150 Hwy OT	A5110100 Hwy Pers Serv	\$2,967
A5110150 Hwy OT	A5110412 Hwy Auto Main Pt	\$28
A5182448 St Lighting Repairs	A5182446 St Lighting Repairs	\$1,867
A718049 Beach Misc Exp	A7180443 Beach Impr & Maint	\$488
A8710446 Storm Water Mgmt Con	A8020446 Planning Eng Cont Serv	\$3,279
A9040800 Emp Ben WC	A9010800 Emp Ben St Retire ERS	\$7,461
A9040800 Emp Ben WC	A9015800 State Retire PFRS	\$12,497

Upon motion made by Sally Beatty, seconded by Ted Necarsulmer and unanimously carried, it was RESOLVED that the following purchase orders are increased:

17532	South Shore Fire & Safety	\$69.75 additional flow test
17506	Marriot Albany	\$27.00 rate increase
17525	Suffolk Computer Consultants	\$134.07 switch for firewall
17537	Galls	\$16.99 shipping
17543	Galls	\$6.99 shipping
17544	Terry Contracting & Materials	\$22,000 additional days of beach scraping

Upon motion made by Sally Beatty, seconded by Randy Cardo and unanimously carried, it was RESOLVED that the Police Department 2014 Ford Explorer (VIN# 1FM5K8AR2EGA55510) is declared as surplus and unneeded and is approved to be sold through GovDeals.

Upon motion made by Sally Beatty, seconded by Tom Mullen and unanimously carried, it was RESOLVED that the release of the remainder of the Sandpiper Woods performance security (\$5,000 less and outstanding fees owned to the Village) to Kewo Corp. is approved.

Upon motion made by Tom Mullen, seconded by Ted Necarsulmer and unanimously carried, it was RESOLVED that payments in the amounts of \$102.50 and \$51.25 to the Raynor Group from Capital Account H4200200 (Road Improvements) are approved.

Upon motion made by Sally Beatty, seconded by Ted Necarsulmer and unanimously carried, it was RESOLVED that the bid from Netsource Partners, LLC in the amount of \$15,570 for installation of a door access system at Village Hall and the Justice Court is accepted. The project is anticipated to be partially funded by the Justice Court Assistance Program.

Upon motion made by Sally Beatty, seconded by Randy Cardo and unanimously carried, it was RESOLVED that the Workplace Safety and Loss Prevention Program prepared by the Village of Quogue Safety Committee is adopted. (copy attached as Annex A)

Upon motion made by Tom Mullen, seconded by Sally Beatty and unanimously carried, it was RESOLVED that the Leahy Company, Inc. is authorized to conduct a complete review of the Village's Worker's Compensation Insurance premiums calculations applicable to the 2024/2025 policy period and all prior policy periods as permitted by the carrier and rating authority to identify and correct any errors.

Upon motion made by Tom Mullen, seconded by Ted Necarsulmer and unanimously carried, it was RESOLVED that the Village is authorized to enter into a three-year postage meter rental agreement with Quadient, Inc.

Upon motion made by Sally Beatty, seconded by Tom Mullen and unanimously carried, it was RESOLVED that the Army Corps of Engineers is granted access to the Village Beach to perform geotechnical boring as a part of the Fire Island to Montauk Point Project.

Upon motion made by Sally Beatty, seconded by Ted Necarsulmer and unanimously carried, it was RESOLVED that a permit for 8 Bay View Drive (902-11-3-19.1) to dredge approximately 100 cubic yards adjacent to the Quogue canal at -3.5 MLW is approved. Dredge spoil to be loaded at the end of Quogo Neck Lane at the Village Dock.

Upon motion made by Sally Beatty, seconded by Tom Mullen and unanimously carried, it was RESOLVED that a permit for 105 Dune Road (902-15-1-7) to reduce three boat slips to one boat slip via the installation of 21 linear feet of bulkhead and fill and revegetate the area with a 10' nonfertilized buffer is approved.

Upon motion made by Sally Beatty, seconded by Ted Necarsulmer and unanimously carried, it was RESOLVED that a permit for 41 Dune Road (902-13-1-4) to reconstruct a bulkhead with vinyl sheeting with an 8' return at the west end and install a 10' buffer planted with beach grass is approved.

Upon motion made by Sally Beatty, seconded by Tom Mullen and unanimously carried, it was RESOLVED that Quogue resident Ben Ravin is authorized to conduct a project to remove all goldfish and other non-native species from the Village Pond and to restock the pond with native species of fish.

Upon motion made by Sally Beatty, seconded by Randy Cardo and unanimously carried, it was RESOLVED that the Mayor is authorized to retain South Fork Asphalt to implement the Stormwater Runoff and Bioswale Project located on Old Country Road near the Quogue Wildlife Refuge. The funding of this project will be substantially provided by a Water Quality Improvement Project Funding Award granted by the Town of Southampton out of the Community Preservation Fund, with any shortfall to be funded out of State and Local Recovery Funds (SLFRF).

Upon motion made by Tom Mullen, seconded by Ted Necarsulmer and unanimously carried, it was RESOLVED that the SLFRF funds in the amount of \$103,999.68 will be allocated to fund the cost of stormwater runoff, drainage, and bioswale projects in the Village of Quogue; all such funds to be disbursed no later than December 31, 2025.

Michael Nelson thanked the Mayor for dealing with the stormwater runoff in front of the refuge.

He spoke to the Board regarding the devastation to the pine trees in the refuge due to the Southern Pine Beetle. 3,000+ trees have been removed and chipped.

Mike asked the Mayor to include the fire department pancake breakfast in the next news missive. The breakfast will be held on December 1st and supports the benevolent fund.

Tom Mullen asked if the spotted lantern fly had been found at the refuge. Mike stated that it has not yet been found.

The Mayor stated that he had joined the Gabreski Air National Guard Base Restoration Advisory Board and that he attended the first meeting on October 22.

With no other business to discuss and upon motion made by Randy Cardo, seconded by Ted Necarsulmer and unanimously carried, the meeting was adjourned at 3:45 PM.

Aimee Buhl, Village Clerk

Annex A

Workplace Safety and Loss Prevention Program Adopted 10/25/2024

Policy Statement

It is the policy of The Incorporated Village of Quogue to ensure a safe workplace for all our personnel. To accomplish this policy, we will have an active, progressive, and effective safety and loss prevention program designed to protect all personnel from occupational injury and illness, and equipment from loss or damage. We realize that our most valued asset is our employees, and your safety is of utmost importance to our municipality. In pursuit of this policy, all management and staff will be guided by the following safety and loss prevention program.

Goals

The overall goal of our safety and loss prevention program is to prevent on the job injuries and illnesses. Therefore, safety and health will be an integral part of our philosophy and your daily work performance. To accomplish this, the following goals have been established:

1. To have management and staff involved in the development, implementation, and maintenance of our safety and loss prevention program.
2. The determination for the need of a Health and Safety Committee consisting of both management and staff personnel.
3. Development of systems and programs that are specifically designed to meet our safety and health needs.
4. Implementation of an ongoing safety and health training program for management and staff personnel.
5. Communicate to management and staff their safety and health responsibilities.

Objectives

The following are objectives that will be undertaken to achieve health and safety excellence:

1. The Health and Safety Committee has been established and will consist of both management and staff personnel.
2. The Health and Safety Committee will complete the written safety and loss prevention program by October 1, 2024.
3. The safety and loss prevention program will be communicated to all management and staff personnel by October 28, 2024.
4. The safety and loss prevention program will be reviewed at least yearly by the Health and Safety Committee. The program will be reviewed to ensure its effectiveness and to

determine if the desired goals and objectives have been achieved. Ensure that management and employee personnel know and accept their safety and health responsibilities.

5. Staff members will be trained to conduct periodic in-house inspections so they can recognize potential workplace hazards.
6. Supervisors will be trained so that they will be able to conduct prompt accident/incident investigations.
7. Emergency action procedures will be developed and implemented.

Safety and Health Responsibilities

The importance of having all management and employees understand their safety and health responsibilities cannot be overstated. To ensure that you know and understand your role in our safety and loss prevention program, the following responsibilities have been developed for each job description at our company:

Mayor/Board of Trustees

1. Oversees the development, implementation, and maintenance of the safety and loss prevention program.
2. Provides the active leadership and adequate resources necessary to maintain an effective safety and loss prevention program.
3. Develops and assigns safety and health responsibilities to management personnel.
4. Holds management personnel accountable for their safety and health responsibilities.
5. Sets a good example by following required safety and health rules and practices.
6. Ensures that a reliable system is in place for employees to report conditions or situations that they believe are potentially hazardous.

Supervisors

Includes: Police Chief, Police Lieutenant, Police Sergeants, Police Detective, Village Clerk, Court Clerk, Code Enforcement, Senior Building Inspector, Highway Labor Crew Leader, Assistant Labor Crew Leader, Beach Manager, Head Lifeguards

1. Set a good example for employees by following required safe work practices and by wearing personal protective equipment.
2. Supervise and evaluate employees' safety and health performances.
3. Keep knowledgeable and up to date on safety and health requirements.
4. Be adequately trained to identify safety and health hazards.
5. Investigate accidents and near-miss incidents to determine their root-cause.
6. Consistently and fairly enforce safe work procedures and rules.
7. Provide continuing on-the-job training in safe work procedures and enforce personal protective equipment use.

8. Makes sure each employee knows what to do in the event of an emergency.
9. Ensure that appropriate record-keeping is maintained.
10. Involved in preliminary hazard analysis for new equipment, processes, and design changes.

Employees

1. Be familiar with the safety and health accident prevention program, to abide by all safety and health rules, work practices, and regulations.
2. Use all required safety devices and personal protective equipment.
3. Perform their work tasks in a safe manner and not to take unsafe short cuts.
4. Maintain their work area in a clean and neat condition.
5. Conduct daily inspections of their immediate work area to look for unsafe conditions.
6. Report all injuries to their supervisor.
7. Know what to do in the event of an emergency.

Safety and Health Performance Accountability

As stated in our company policy, safety and health has been given top priority because it is good for the well-being of our employees. We expect all employees to participate in our program. The success of our program is dependent on every individual knowing and practicing their safety and health responsibilities. Management and employees who disregard their safety and health responsibilities will be held accountable as stated as follows:

First Infraction

1. Verbal Warning
2. Retraining by immediate supervisor on safety and health responsibilities and/or how to perform task safely

Second Infraction

1. First Written Warning
2. Retraining by immediate supervisor on safety and health responsibilities and how to perform task safely

Third Infraction

1. Second Written Warning
2. Retraining by immediate supervisor on safety and health responsibilities and how to perform task safely

3. Human Resources will be notified

NOTE: A malicious or extreme safety infraction can result in more severe corrective action including immediate termination with no verbal or written warnings. Any written warning will remain in an individual's personnel file for one year from the date of occurrence.

Safety and Health Training Program

Training is an essential tool for our entire staff to reduce their risk of experiencing a workplace accident and injury. Supervisors and employees need to be able to recognize, understand, and avoid potential hazards to themselves and to their co-workers.

Supervisors will receive the following safety and health training:

1. Their safety and health responsibilities.
2. Detection of hazardous conditions and recognition of unsafe work practices.
3. Accident investigation procedures.
4. Conduct on-the-job safety training.
5. Emergency procedures.
6. Proper use, limitations, and maintenance of Personal Protective Equipment.
7. Safety and health regulations pertinent to the work operation(s) they supervise.
8. Record-keeping requirements.

Employees will receive the following safety and health training prior to performing any work task:

1. Orientation Training.
2. Their safety and health responsibilities.
3. Specific On-The-Job training for the job task(s) they perform.
4. Training on the proper use, limitations, and maintenance of personal protective equipment.

Safety and Health Committee

The Village of Quogue has established a committee consisting of management and employees. The committee will assist in the development, implementation, and periodic evaluation of our safety and health activities. Members will be rotated periodically at staggering intervals to allow for maximum involvement and increase safety awareness. Meetings will be held the periodically. The committee will be responsible for the following tasks:

1. Review of existing safety and health rules and procedures to ensure that these rules are current, pertinent, and being followed.
2. Provide suggestions for employee training.

3. Review all accident reports to determine its root cause.
4. Audit the results of all safety inspections conducted.
5. Review training programs.
6. Involved in preliminary hazard analysis for new equipment, processes, and designs.
7. Conduct periodic in-house safety inspections.
8. Provide recommendations to management on safety and health issues.
9. Evaluation of the safety and loss prevention program.

In-House Safety Inspections Program

Safety inspections are an integral part of our accident prevention program. Inspections will be conducted for the following reasons:

1. Maintaining a safe and healthful workplace.
2. Recognizing unsafe work practices.
3. Identifying unsafe working conditions.
4. Increasing safety awareness.
5. Preventing injuries and illnesses.

Every individual has some responsibility for conducting safety and health inspections. Supervisors and employees will routinely conduct daily inspections of their immediate work area. Whenever possible, employees will promptly institute appropriate corrective measures. If the condition cannot be immediately corrected, the employee must notify their supervisor. If the supervisor cannot immediately correct the hazard, the supervisor will develop an appropriate action plan for the correction of the hazard.

Periodic safety and health inspections will be conducted by our safety and health committee. When necessary, the committee will use the services of in-house personnel who have special knowledge of maintenance operations, electrical equipment, etc.

Accident Investigation Program

The vast majority of accidents that occur in the workplace are preventable. Unfortunately, even with the best program accidents may still occur. The steps outlined here are means to ensure that the same type of accident does not recur. Accident investigations are to determine the facts and not to place blame on an individual. All accidents must be reported to your immediate supervisor promptly. All accidents are to be investigated; even non-injury accidents are to be investigated by the immediate supervisor of the employee involved in the incident.

Emergency Action Plans

This section will address our emergency action plans. Emergency action procedures will provide

for an effective evacuation of personnel from our facility in the event of an accidental release of hazardous chemicals or gases, fires, explosions, or natural disasters. An emergency action plan has also been developed in the event of a personal injury. The Safety and Health Committee and Safety Coordinator (SC) are responsible for the development and evaluation of our emergency action plans. The SC and facility supervisors are responsible for implementation of the procedures.

Emergency evacuation routes and procedures have been posted in each work area of the facility. All new employees will receive initial training during their orientation. It is the responsibility of each supervisor to ensure that each employee under their control is trained and understands the correct procedures to follow in the event of an emergency.

Emergency Action Plan

- 1) Safety Coordinator: Christopher Osborne
Telephone number: 631-653-4555 x2/631-466-2647
- 2) Procedures for reporting emergencies:

<u>Type of Emergency</u>	<u>Procedures to Report</u>
Fire	Dial 911
Chemical spill or toxic gas release	Dial 911
Personnel injury	If medical assistance is needed, dial 911 & notify supervisor
Other	Dial 911 for emergencies

- 3) Emergency evacuation routes and procedures:

Emergency evacuation routes and procedures including locations of fire extinguishers are posted in each work area. If a copy is not posted, inform the supervisor of the area who will promptly provide a new copy. Supervisors must ensure that all employees in their work area have been trained on the routes and procedures to follow.

4) Employee accountability after evacuation:

Each supervisor is responsible for ensuring that all employees under their supervision are accounted for after an evacuation. Each employee must report to a predetermined location to verify their evacuation from the facility. These locations are designated on each posted evacuation route worksheet. The supervisor may perform this verification either personally or by a designee. All supervisors will then report the headcount to the Safety Coordinator.

5) Warning system:

In the event of emergency evacuation, employees will be notified by the following alarm warning signals: Audible Fire Alarm Activation

6) Evacuation Drills:

Evacuation drills will be conducted periodically. The Safety Coordinator in conjunction with Production Supervisors will schedule the drills. The Safety Coordinator will share the results of the drills with the Safety and Health Committee. In addition, the alarm system will be tested yearly.

Motor Vehicle Safety Program

The following procedures have been implemented to reduce the risk accidents and injuries while operating a vehicle on company business:

- 1) Operators must have a valid driver license.
- 2) Operators must comply with all traffic laws and must be courteous to other drivers.
- 3) Operators must promptly report any accidents they are involved in, moving violations received, or suspension of license to their supervisor.
- 4) Drivers with poor driving records will be subject to retraining, counseling, and/or disciplinary action. Each employee who routinely operates a motor vehicle on company business will make their driving records available to the Village upon request. These records may include:

1. Status of driver's license
2. Operating and moving violations
3. Accidents
4. Medical restrictions

Personal Protective Equipment Program

The Safety and Health Committee is responsible for the overall implementation of the Personal Protective Equipment Program. Supervisors will perform a hazard assessment for Personal Protective Equipment needs for each job task in our facility. The employer will verify that a needs assessment has been performed and that training on the use, limitations, and required maintenance has been conducted.

Employees are required to wear Personal Protective Equipment for the job task they performed if stated by your supervisor. Supervisors are responsible to ensure that the Personal Protection Equipment is properly used. Enforcement of these requirements will be consistent with established disciplinary policies. Replacement Personal Protective Equipment can be obtained by contacting your supervisor.

Record-keeping

The following records will be kept by: Denise Michalowski at Quogue Village Hall.

1. Accident Investigation Reports
2. OSHA 300 - Injury and Illness Log
3. Workers' Compensation Claims
4. Safety and Health Training Records
5. Annual Fire Extinguisher Inspections
6. Disciplinary Action Letters
7. Employees' Personnel File

Accident and Injury and Illness Trend Analysis

At least annually a comprehensive trend analysis will be performed by the employer. The employer will review the following information to determine if a pattern exists that has not been detected by other in-place safeguards:

1. OSHA 300 Injury and Illness Log
2. Workers' Compensation Claims
3. Accident Investigation Reports
4. Employee Complaint Forms
5. Hazard Reports

If deficiencies are discovered, the employer will develop and institute corrective procedures using established protocol.