



**WORK SESSION AGENDA  
MARCH 16, 2020**

**MAYOR'S REPORT**

**SPECIAL PROJECT COORDINATOR PAUL BECKER**

**CODE ENFORCEMENT – JOE BONCORE**

**FIRE DEPARTMENT – CHIEF DAHLGREN**

**VILLAGE ADMINISTRATOR COZZA**

**DEPUTY MAYOR TALLMAN**

- A) ARC
- B) Planning

**TRUSTEE GAUGHAN**

- A) Beautification
- B) Recreation
- C) Hamburg Holidays

**TRUSTEE HACKATHORN**

- A) Justice
- B) Historic Preservation
- C) Economic Development

**TRUSTEE DIPASQUALE**

- A) Environmental Conservation

**VILLAGE ATTORNEY MURPHY**

**POLICE CHIEF MICHAEL MELISZ**

**PUBLIC WORKS SUPERINTENDENT**

- A) Updates

**RECREATION SUPERVISOR HAEICK**

# VILLAGE OF HAMBURG

**Vision:** *The Most Desirable Community in  
Western New York Where Quality of Life,  
Affordability and Innovation is the Norm.*

**Mission:** *Village Representatives and Employees that  
care for the Community by efficiently providing  
services while preparing for the future.*

**GUIDELINES FOR PUBLIC EXPRESSION: (HAMBURG VILLAGE BOARD POLICY ESTABLISHED 4/19/99)**

1) The public shall be allowed to speak only during the Public Expression periods of the meeting or at such other times as a majority of the Board shall allow. 2) Speakers must give their name, address and organization, if any. 3) Speakers must be recognized by the presiding officer. 4) Speakers must limit remarks to three (3) minutes per person and a maximum of twelve (12) minutes regarding each subject matter. 5) Speakers may not yield any remaining time they may have to another speaker. 6) All remarks shall be addressed to the Board as a body and not to any member thereof. 7) Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity and good taste. Unacceptable behavior will not be tolerated and might result in removal from the building. 8) Interested parties or their representatives may address the Board by written communication.

## MEETING AGENDA MARCH 16, 2020

1. PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVE THE MINUTES OF THE REGULAR MEETING HELD ON MARCH 2, 2020
4. CHARACTER COUNCIL OF HAMBURG, INC.: The virtue for March is Generosity. Generosity is giving freely of my time, talents and possessions without expecting anything in return.
5. PUBLIC EXPRESSION – See signup sheet
6. CORRESPONDENCE
  - A) Mike DiTonto, Village Business Advisory Committee re: request to hold the WineAbout event in the Village on Saturday, June 20, 2020 from 2:00 p.m. to 6:00 p.m.
  - B) Town of Hamburg re: 2019 Fire Protection Contract
  - C) Joshua Haeick, Village Recreation Dept. re: Edwin “Stui” Stuhlmiller donation for Legion Field

*All correspondence is received, reviewed and on file in the Clerk-Treasurer's Office*

### TRUSTEE MOTIONS

### STAFF REPORTS

**FURTHER PUBLIC EXPRESSION:** Relating only to matters discussed during the meeting

### MAYOR'S REPORT

**CLOSE MEETING** – Announcement of future meetings

**MOTIONS  
REGULAR MEETING**

1. **MOTION** by Trustee Hackathorn, seconded by Trustee \_\_\_\_\_, to approve the minutes of the Regular Meeting of the Board of Trustees held on Monday, March 2, 2020.

AYES:  
NAYS:

2. **MOTION** by Trustee Hackathorn, seconded by Trustee \_\_\_\_\_, to transfer \$512.00 from A.2770 Miscellaneous Revenue into the Police Equipment Reserve A.0878. This money was collected by the Police Department for copy fees and charges from June, 2019 - February, 2020.

AYES:  
NAYS:

3. **MOTION** by Trustee Hackathorn, seconded by Trustee \_\_\_\_\_, to increase the budget of A.2690 Compensation for Loss and A.5182.0400 Street Lighting Contractual in the amount of \$6,528. This money was reimbursed to the Village by Progressive Insurance for damage to a light pole on Main Street on July 3, 2019.

AYES:  
NAYS:

4. **MOTION** by Trustee Hackathorn, seconded by Trustee \_\_\_\_\_, to approve change order number one for the aerial ladder fire truck purchase in the amount of \$13,992, thereby increasing the overall project budget and account H49.2020.0371 Fire Truck Capital Project to a new amount of \$1,192,652.

AYES:  
NAYS:

5. **MOTION** by Trustee Hackathorn, seconded by Trustee \_\_\_\_\_, to adopt the Budget for the Fiscal Year June 1, 2020 through May 31, 2021. The General Fund Tax Rate for the Village of Hamburg is set at \$21.70 per thousand of assessed value. The Capital Improvement Program will expend \$8,264,515 in the 2020-2021 fiscal year.

AYES:  
NAYS:

6. **MOTION** by Trustee Gaughan, seconded by Trustee \_\_\_\_\_, that the Village Recreation Commission recommends that the Board approve the salaries for the following Recreation Attendants PT and Recreation Attendants PT Seasonal for the 2019-2020 Fall/Winter season:

**AFTERSCHOOL/ FALL WINTER STAFF**

Nick English                      \$12.00/hr.  
3106 Milford

7. **MOTION** by Trustee Gaughan, seconded by Trustee \_\_\_\_\_, to approve the Two Shift Daily Rate of Pay for non-union Substitute PT Crossing Guards as \$26.52 per day effective June 1, 2020.

**MOTIONS  
REGULAR MEETING**

AYES:  
NAYS:

8. **MOTION** by Deputy Mayor Tallman, seconded by Trustee \_\_\_\_\_, to authorize Mayor Thomas J. Moses, Sr. to sign the 2019 *Sponsor Authorization Form* prepared by the Service Award Program Committee for the eligibility of members of the Hamburg Volunteer Fire Department for the Service Award Program.

AYES:  
NAYS:

9. **MOTION** by Trustee Gaughan, seconded by Trustee \_\_\_\_\_, to authorize Mayor Thomas J. Moses Sr. to sign the 2020 Fire Protection Contract between the Town of Hamburg, Village of Hamburg and the Hamburg Volunteer Fire Department, Inc.

AYES:  
NAYS:

10. **MOTION** by Trustee Gaughan, seconded by Trustee \_\_\_\_\_, to establish rates of pay for the following employees effective June 1, 2020:

John Hilliard, Jr	Constable, Part Time	\$17.85/hour
Sally Bermingham	Clerk to Village Justice, Part Time	\$16.25/hour
Vacant	Clerk, Part Time	\$15.00/hour
Vacant	Clerk, Part Time	\$15.00/hour
Mary Beth Sweet	Clerk-Typist, Part-Time	\$16.25/hour
Vacant	Laborer/Custodian Village Hall, PT	\$12.00/hour

AYES:  
NAYS:

11. **MOTION** by Deputy Mayor Tallman, seconded by Trustee \_\_\_\_\_, to establish the following as the standard work days for elected and appointed officials and to report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the Clerk-Treasurer.

<u>Title</u>	<u>Name</u>	<u>Standard Work Day</u>	<u>Term</u>	<u>Participates in Time Keeping</u>	<u>Days Per Month</u>	<u>Record of Activity Submitted</u>
Appointed: Vlg. Prosecutor	Brian Attea	6	4/1/19-4/6/20	N	For years with 26 pay periods: 2.22 2 pay months 3.33 3 pay months For years with 27 pay periods: 2.14 2 pay months 3.21 3 pay months	Y

**MOTIONS  
REGULAR MEETING**

Elected:

Trustee	Thomas Tallman	6	4/2/18-4/4/22	N	For years with 26 pay periods: Y 4.94 2 pay months 7.41 3 pay months For years with 27 pay periods: 4.76 2 pay months 7.14 3 pay months
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AYES:  
NAYS:

12. **MOTION** by Deputy Mayor Tallman, seconded by Trustee \_\_\_\_\_,

**WHEREAS**, on August 1, 2016 the Village signed a Designated Developer Agreement with CRS Property Services Company LLC for the Village’s 18 Mile Creek/South Buffalo Street property, and

**WHEREAS**, CRS has submitted a request to the Village for a further extension of the Inspection Period in order to obtain final land use approvals for the project.

**NOW, THEREFORE**, the Village Board of Trustees authorizes Mayor Thomas J. Moses, Sr. to sign the Sixth Amendment To Designated Developer Agreement with CRS Property Services Company LLC for the Village’s 18 Mile Creek/South Buffalo Street property, hereby granting a further extension of the Inspection Period to September 30, 2020.

AYES:  
NAYS:

13. **MOTION** by Deputy Mayor Tallman, seconded by Trustee \_\_\_\_\_,

**WHEREAS**, that the Village of Hamburg applied for financial assistance from the New York State Office of Parks, Recreation and Historic Preservation (“OPRHP”) under the Environmental Protection Fund grant program for the purpose of funding the Hamburg Village Swim Center Rehabilitation project;

**NOW THEREFORE BE IT RESOLVED**, that the Village of Hamburg is authorized and directed to accept these grant funds in an amount not to exceed \$600,000 for the project described in the grant application;

**BE IT FURTHER RESOLVED**, that the Village of Hamburg is authorized and directed to agree to the terms and conditions of the Master Contract with OPRHP for such Hamburg Village Swim Center Rehabilitation project;

**BE IT FURTHER RESOLVED**, that the Village of Hamburg is authorized and directed to agree to the terms and conditions of any required deed of easement granted to OPRHP that affects title to real property owned by the municipality and improved by the grant funds, which may be a duly recorded public access covenant, conservation easement, and/or preservation covenant; and

**MOTIONS  
REGULAR MEETING**

**BE IT FURTHER RESOLVED**, that the governing body of the municipality delegates signing authority to execute the Master Contract and any amendments thereto, any required deed of easement, and any other certifications to the individual(s) who hold(s) the following elected or appointed municipal office(s) or employment position title(s): Mayor and/or Village Administrator.

AYES:

NAYS:

14. **MOTION** by Deputy Mayor Tallman, seconded by Trustee \_\_\_\_\_, to approve the request of the Village Business Advisory Council (VBAC) to use the Peace Park, Centennial Park and Overlook and the green space next to the Kronenberg Building for a WineAbout event on Saturday, June 20, 2020 from 2:00 – 6:00 p.m., with setup beginning at 12:00 p.m. and cleanup to follow from 6:00 – 7:00 p.m. Said approval is subject to submission of a signed *Facility Use Application and Agreement*, and the appropriate insurance.

AYES:

NAYS:

15. **MOTION** by Deputy Mayor Tallman, seconded by Trustee \_\_\_\_\_, to adopt as policy the Hazard Communication Program and to add such policy to the Village Policies As Adopted By The Hamburg Board of Trustees.

**The Village of Hamburg  
Hazard Communication Program**

**Purpose**

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The Village of Hamburg is committed to the prevention of chemical exposures that may result in injury and/or illness. The purpose of this program is to make sure that all affected employees understand the information concerning the dangers of all known hazardous chemicals used by The Village of Hamburg and to protect company employees who may come in contact with hazardous chemicals while performing their job duties.

All employees are required to follow the procedures outlined in this program. Any deviations from this program must be immediately brought to the attention of the Program Administrator.

**Scope**

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The Village of Hamburg strives to provide all employees and on-site contractors with a safe and healthy workplace. This Hazard Communication Program is integrated into our company's written safety and health program, and is a collaborative effort that includes all employees. This safety program affects all company employees who may come in contact with hazardous chemicals while performing their job duties.

Exclusions from this program:

- Any substances which are foods, drugs, cosmetics or tobacco products intended for personal consumption by the employees while in the workplace.
- Any consumer products or foodstuffs packaged for distribution to (and intended for use by) the general public.

## Program Responsibilities

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**Management.** The management of The Village of Hamburg understands the importance of informing employees of the chemical hazards encountered in the workplace. Management supports the efforts of the Program Administrator and by the Village of Hamburg Safety Committee by pledging financial and leadership support for the program. Management will regularly and effectively communicate with employees about the program.

**Hazard Communication Program Administrator.** The Program Administrator is responsible for the program's implementation, management and recordkeeping requirements. The Program Administrator will report directly to upper management and be responsible for this policy and program. All safety data sheet (SDS) evaluations, implemented control measures for chemical handling, PPE requirements and training will be coordinated under the direction of the Program Administrator in collaboration with management. The Program Administrator will monitor the results of the program to determine if additional areas of focus are needed. The Program Administrator will also:

- Develop a list of all hazardous chemicals in the workplace
- Obtain SDS for all hazardous chemicals on-site (sample found in **Appendix A**)
- Complete a chemical hazard assessment for all hazardous chemicals
- Determine the appropriate PPE for all work tasks involving chemicals
- Obtain and review SDS for new chemicals prior to using the chemical
- Identify where and how all SDS are stored:
  - Central location
  - Chemicals specific to each department
- Ensure annual training is performed and documented (**Appendix B**)
- Verify that all contractors have a Hazard Communication Program
- Provide the contractors with the hazard communication information necessary to safely complete their tasks
- Conduct an annual review of the Hazard Communication Program and document the review using the proper form (**Appendix C**)

**Managers And Supervisors.** Managers and supervisors will:

- Be accountable for the health and safety of all employees within their departments and actively support the Hazard Communication Program
- Attend annual training on the program
- Verify that employees in their areas have received appropriate training
- Ensure that recommended controls are implemented and/or used appropriately
- Notify the Program Administrator when new hazardous chemicals are purchased
- Notify the Program Administrator when new employees are hired

**Employees.** Every employee is responsible for conducting himself/herself in accordance with this policy and program. All employees will:

- Attend hazard communication training as required and apply the knowledge and skills acquired to all work activities
- Become familiar with label information, including pictograms
- Become familiar with the 16 sections of SDS
- Use appropriate PPE for the chemicals and tasks being performed

<p><b>Check Your Understanding.</b> To prepare a Hazard Communication Program, it is necessary to complete the following tasks:</p>
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- Develop a list of all hazardous chemicals in your facility
- Acquire SDS for every hazardous chemical in your facility (continue to update SDS with the 16 section data sheets as they become available)
- Review all SDS, perform a Job Hazard Analysis and determine which type of PPE should be used while using the chemicals
- Provide proper labeling of containers/secondary containers including appropriate signal words, hazard statements, precautionary statements and pictograms



## Safety Data Sheets (SDS)

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**Check Your Understanding.** SDS must be readily available to employees in their work area(s) and during all shifts. This may be accomplished in a variety of ways, so it is up to you to decide which method is appropriate for your particular workplace. Some employers keep the SDS in a binder in a central location, such as the supervisor's office or the job site trailer. Others, particularly in workplaces with a large number of chemicals, keep electronic copies and provide access at computer terminals. As long as employees can get the information when they need it, any approach may be used.

These sheets provide detailed information on each hazardous chemical, including its potentially hazardous effects, its physical and chemical characteristics and recommendations for appropriate protective measures.

The Program Administrator obtains the necessary SDS for all hazardous materials. SDS are kept at 375 and 425 Pleasant Ave. Hamburg New York and are available to all employees on all shifts who wish to review them or need them for emergency information.

Employees who require emergency medical treatment after exposure to a chemical should take a copy of the SDS to the medical facility.

## Container Labeling

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The chemical manufacturer, importer or supplier is responsible for labeling the chemical containers received by The Village of Hamburg. Employees receiving chemical shipments are responsible for ensuring the chemical containers are labeled. If the chemical containers are not labeled or if the label is damaged, contact the Program Administrator. The Program Administrator is responsible for reviewing the receiving process and confirming the proper labels are on all chemical containers. Chemicals transferred to secondary containers in the workplace must also be appropriately labeled.

The procedures for proper labeling of all containers are as follows:

- Inspect incoming containers to ensure they have legible labels
- Manufacturer chemical labels should never be removed or defaced until the chemical is completely used; Empty containers that are saved for reuse must have the original label removed or marked out and obliterated; Empty containers that are used for waste or chemical products must have a new label affixed or have the information written directly on the container
- Secondary containers must be labeled with the chemical name and hazard when the substance is transferred from the primary container to a secondary container
- All chemical storage areas such as cabinets, shelves and refrigerators must be labeled to identify the hazardous nature of the chemicals stored within the area (e.g., flammables, corrosives, oxidizers, etc.). All signs should be legible and conspicuously placed

The Village of Hamburg will use labels identical to those supplied by the manufacturer, importer or supplier for all secondary containers used. No containers or chemicals will be used if not properly labeled. If there is a question about the accuracy of the label or if a container is not labeled, contact the Program Administrator immediately. (See label example in **Appendix A**)

## **Employee Training**

The Village of Hamburg provides employees with information on any operations in their work area(s) where hazardous chemicals are present, the location of the written Hazard Communication Program, chemical listings and the location of SDS. Training will be provided on the job and in a classroom setting prior to first exposure to a hazardous material, and will cover the specific chemicals the employee is exposed to and their associated hazards. Chemical-specific information will always be available through labels and SDS. Attendance at all training is mandatory. Refresher training will be conducted at least annually.

Employee training will cover the following items:

- Any operation in their work area(s) where hazardous chemicals are present
- The location and availability of the written Hazard Communication Program, including the required list(s) of hazardous chemicals, labels and SDS
- Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area(s) (such as monitoring conducted by the employer, continuous monitoring devices, visual appearance or odor of hazardous chemicals when being released, etc.)
- Describe the labeling system, including the labels with the signal words, hazard statements, precautionary statements and pictograms. (example label found in **Appendix A**)
- The physical and health hazards of the chemicals in the work area(s) and where this information can be found on the chemical label and SDS
- The measures employees should take to protect themselves from these hazards, including specific procedures the employer has implemented to protect employees from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures and personal protective equipment to be used
- The details of the Hazard Communication Program, including an explanation of the SDS, and how employees can obtain and use the hazard information
- The periodic requirement for employees to perform non-routine tasks that may involve hazardous materials and the information given to them before starting work by their supervisor regarding the potential exposure hazards

Training will also be provided on an as-needed basis when new hazards are introduced into the workplace, when new hazards are discovered, and/or when new information on a SDS has been revised. All training will be documented on the employee training form (**Appendix B**) and retained by the Program Administrator.

## **Periodic Program Review**

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All hazard communication procedures and training are reviewed by the Program Administrator annually.

Annual inspections are documented with the form shown in **Appendix C** and maintained by the Program Administrator.

## **Outside Contractors**

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Subcontractors working on our property or job site are required to bring copies of SDS for all hazardous materials they are bringing on the site. These will be kept at 425 Pleasant Ave. Hamburg, NY 14075 so the information is accessible to all employees. Each subcontractor must bring its specific Hazard Communication Program and SDS in a binder labeled with the contractor's name and identified as a Hazard Communication Program. Upon leaving the jobsite and the removal of all hazardous materials, they may take their SDS and Hazard Communication Program with them.

Contractors working on the company's property or job site will be informed of the The Village of Hamburg written Hazard Communication Program and where to locate SDS. It will be the responsibility of that employer to properly train his or her employees on the avoidance and/or emergency procedures for these materials.

## **Record Retention**

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All hazard communication training and program review records will be retained for ten years.

All SDS will be archived and retained indefinitely.

## **Revision History**

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<Revision 1 – 3, 2016>

# Appendix A – Label Example

C.4 REQUIREMENTS FOR SIGNAL WORDS, HAZARD STATEMENTS, PICTOGRAMS, AND PRECAUTIONARY STATEMENTS C.4.1 ACUTE TOXICITY – ORAL (Classified in Accordance with Appendix A.1)			
Hazard category	Signal word	Hazard statement	Pictogram Skull and crossbones
1	Danger	Fatal if swallowed	
2	Danger	Fatal if swallowed	
Precautionary statements			
Prevention	Response	Storage	Disposal
<b>Wash ...thoroughly after handling.</b> ... Chemical manufacturer, importer, or distributor to specify parts of the body to be washed after handling. <b>Do not eat, drink or smoke when using this product.</b>	<b>If swallowed: Immediately call a poison center/doctor/ ...</b> ... Chemical manufacturer, importer, or distributor to specify the appropriate source of emergency medical advice. <b>Specific treatment (see ... on this label)</b> ... Reference to supplemental first aid instruction. <i>- If immediate administration of antidote is required.</i> <b>Rinse mouth.</b>	<b>Store locked up.</b>	<b>Dispose of contents/container to...</b> ... In accordance with local/regional/national/international regulations (to be specified).



# Appendix C – Annual Evaluation Report

Date of Evaluation:	Evaluated by (list all present):
Written Program Reviewed:    Yes    No	
Comments on Written Program:	
The following specific chemical handling procedures have been reviewed:	
The following specific chemical handling procedures were modified:	
The following specific chemical handling procedures were added:	
A review of the chemical inventory was made:    Yes    No	

AYES:  
NAYS:

**MOTIONS**  
**REGULAR MEETING**

16. **MOTION** by Trustee Hackathorn, seconded by Trustee \_\_\_\_\_, to authorize the payment of the Village of Hamburg Accounts for the period ending March 16, 2020.

AYES:

NAYS: