

March 2, 2011

**Alexander Town Board Special Meeting
Alexander Town Hall 6:00 p.m.**

Present: Supervisor Ruth Hulshoff
Town Board: Emma Jean Grant, William Schmieder, Joseph Higley, William Hirsch
Town Clerk: Laura Schmieder
Absent: Tom Lowe, Highway Superintendent

Supervisor Hulshoff called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited and a moment of silence was held for our servicemen and women.

The purpose of this meeting is to discuss the Notice of Violation and Order to Comply received from the NYS Department of Labor and the corrective measures that need to be taken.

The first is to adopt a written policy statement on the Town of Alexander's workplace violence prevention program goals and objectives. We have received a sample from the Town of Pembroke and also from our Town Attorney. After discussion, it was decided to adopt this statement at the next regular Town Board meeting so as to be in compliance with the March 23, 2011 date.

William Schmieder will make inquiries regarding Citation 1, Item 5: regulation 20 CFR 1910.202(g)(ii). Joseph Higley will make a call to Walter Chadbourne, who performed our inspection, and ask for clarification on this violation and the corrective measures that need to be taken. This violation is also to be abated by March 23, 2011 and Joe was going to ask if we could get an extension on that date.

The Board did a walk through of our Town Hall building-Museum to basement-and discussed the changes that need to be made throughout. These changes are mostly electrical in nature. They discussed names of persons to contact for these violation corrections.

The Board will set a workshop to evaluate the workplace with regard to risk factors for workplace violence. They will talk to employees such as Court, Assessment, Town Clerk and Supervisor office personnel for input into the policy and suggestions as to corrective measures.

The Clerk was asked by Judge Hise to invite the Board members to the Annual Magistrates dinner meeting on March 5th. Please call him to make reservations.

On motion by Councilperson Hirsch, seconded by Councilperson Grant, and carried, the meeting adjourned at 8:20 p.m.

Respectfully submitted,

Laura Schmieder, Town Clerk