

TOWN OF ARIETTA
September 6, 2022
Regular Town Board Meeting

Minutes of the Regular Town Board Meeting of the Town of Arietta held September 6, 2022 Piseco Town Offices located at the Piseco Common School.

Supervisor Rhodes opened the meeting at 5:00 pm

OTHERS PRESENT:

Craig Small- Highway Superintendent

Matt Wilt

Mel LaScola- Zoning Officer

Barbara Kull

Ken Kull

Jim Moran

Pauline Slack

Christine Meixner

Steve Woehrle

Kevin Kennedy

Roll Call:

Jacqui Grier	present
Douglas Stobo	present
Sarah Rudes	present
Christy Wilt	present
Chris Rhodes	present

Supervisor Rhodes asked for a motion to accept the minutes of the August 1, 2022 Regular Town Board meeting as submitted by the Town Clerk.

Motion was offered by Doug Stobo

Seconded by Sarah Rudes

All in Favor- Motion passed

At this time Supervisor Rhodes introduced Pauline Slack representing the Senior Citizens Center in Speculator. She gave a presentation regarding who the center serves and what the cost of running the center are. In the past the Town of Arietta has contributed \$1500.00 per year as the center is run solely on donations. Due to the increase in utilities, food, services the center would like to ask for an increase in our donation to \$2500.00. Supervisor Rhodes stated that it would be considered for the budget next year.

TOWN OF ARIETTA

At a regular meeting of the Arietta Town Board at the Piseco Common School, State Route 8, Piseco, NY in the Town of Arietta, Hamilton County, New York on:

September 6, 2022 at 5:00pm

Resolution # 22 – 09 - 52

Subject: **Appointment Board of Assessment Review**

Resolution Offered By: Doug Stobo

WHEREAS: it is necessary that the Arietta Town Board reappoint Howie Parslow to the Arietta Board of Assessment Review because his term ends September 30, 2022, and

WHEREAS: the Town Board after review will reappoint him to a term of five (5) years on the Arietta Board of Assessment Review effective October 1, 2022 and ending September 30, 2027, and

THEREFORE, LET IT BE RESOLVED: that the Town Board, Town of Arietta does hereby reappoint Howie Parslow to the Arietta Board of Assessment Review for a term of five (5) years as outlined above.

Seconded by: Sarah Rudes and put to a vote, which resulted as follows:

AYES:	NOES:	ABSTAIN	ABSENT:
Jacquelyn Grier x__	Jacquelyn Grier ____	Jacquelyn Grier _____	Jacquelyn Grier ____
Sarah Rudes x__	Sarah Rudes ____	Sarah Rudes _____	Sarah Rudes ____
Douglas Stobo x__	Douglas Stobo ____	Douglas Stobo _____	Douglas Stobo ____
Christy Wilt x__	Christy Wilt ____	Christy Wilt _____	Christy Wilt ____
Christian Rhodes x__	Christian Rhodes ____	Christian Rhodes _____	Christian Rhodes ____

Laura Morehouse
Town Clerk

September 6, 2022
Date

TOWN OF ARIETTA

At a regular meeting of the Arietta Town Board at the Piseco Common School, State Route 8, Piseco, NY in the Town of Arietta, Hamilton County, New York on:

September 6, 2022 at 5:00pm

Resolution # 22 - 09 – 53

Subject: **Higgins Bay Cemetery Updated Rules & Regulations**

Resolution Offered By: Sarah Rudes

WHEREAS: the Town of Arietta has and continues to operate and maintain a Town Cemetery, named Higgins Bay Cemetery; and

WHEREAS: the Town Board of the Town of Arietta has lawful authority and responsibility pursuant to Article 17 of the Town Law of the State of New York to establish the terms and conditions of use of said cemetery; and

WHEREAS: the Town Board of Arietta has:

1. Creates an Advisory Board to be known as Arietta Cemetery Committee Advisory Board (ACAB). The ACAB is to consist of (3) three members, at least one of whom shall be the Supervisor of the Town of Arietta. Of the remaining two, one with the understanding of the Town of Arietta Board shall be a member of the George Sherman family, and the third member shall be appointed by the Supervisor. There shall be no compensation for service on the ACAB.
2. Burial in the Town of Arietta Cemetery shall be limited to Town of Arietta residents, their spouses and children. The purpose of this resolution is to establish full and seasonal resident status. A full-time resident must have owned real property for three consecutive years prior to death and live in the Town year-round. A seasonal resident must have owned real property for three consecutive years prior to death and live in the Town part time. A resident of the Town of Arietta is entitled to four (4) plots. A seasonal residence if meeting the requirements is entitled to four (4) plots. The ACAB shall also make recommendations to the Town Board in determining the residency in individual plots. More may be obtained by going to the ACAB to then forward their recommendations onto the Arietta Town Board for approval. Upon receiving the plots, corners are to be marked by the ACBA and Town Board Member with appropriate markers supplied by plot owners.

Resolution Offered By: Christy Wilt

WHEREAS: it is necessary that the Town of Arietta develop and implement a written Bloodborne Pathogen Program and create a Hazard Communication Program, and

WHEREAS: the Bloodborne Pathogen Program is to ensure that all employees with potential exposure to bloodborne pathogens and other body fluids understand the hazard associated with their exposure and the corrective actions necessary to protect them from injury and illness in accordance with 29 CFR 1910.1030, and

WHEREAS: the Hazard Communication Program is to make sure that all affected employees and on-site contractors understand the information concerning the dangers of all known hazardous chemicals used by the Town of Arietta and to protect those who may come in contact with hazardous chemicals while performing their job duties, and

WHEREAS: after review and discussion of the attached two (2) programs as outlined will be protective measures the Town will take to eliminate or minimize Town of Arietta employee exposure incidents, and

THEREFORE, LET IT BE RESOLVED: that the Town Board, Town of Arietta does hereby authorize to adopt the Bloodborne Pathogen and the Hazard Communication Programs as outline in the two (2) attachments effect immediately.

Seconded by: Jacqui Grier and put to a vote, which resulted as follows:

AYES:	NOES:	ABSTAIN	ABSENT:
Jacquelyn Grier x__	Jacquelyn Grier ____	Jacquelyn Grier _____	Jacquelyn Grier ____
Sarah Rudes x__	Sarah Rudes ____	Sarah Rudes _____	Sarah Rudes ____
Douglas Stobo x__	Douglas Stobo ____	Douglas Stobo _____	Douglas Stobo ____
Christy Wilt x__	Christy Wilt ____	Christy Wilt _____	Christy Wilt ____
Christian Rhodes x__	Christian Rhodes ____	Christian Rhodes _____	Christian Rhodes ____

Laura Morehouse
Town Clerk

September 6, 2022
Date

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4.0 EXPOSURE DETERMINATION

5.0 EXPOSURE CONTROL PROCEDURES

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APPENDIX B: DECLINATION STATEMENT

APPENDIX C: EXPOSURE INCIDENT FORM

APPENDIX D: SHARPS INJURY LOG

APPENDIX E: PROCEDURE FOR BLOOD CONTAMINATION CLEAN-UP

1.0 PURPOSE

The purpose of this written program is to ensure that all employees with potential exposure to bloodborne pathogens and other body fluids understand the hazards associated with their exposure and the corrective actions necessary to protect them from injury and illness in accordance with 29 CFR 1910.1030.

This document serves as a policy for the development, implementation, and maintenance of programs for BBP (bloodborne pathogens), First Aid / CPR, and AED requirements for the Town of Arietta.

There are no jobs with responsibilities that present inherent exposure to bloodborne pathogens in the Town of Arietta. The jobs we've identified in this plan have collateral duties that may expose Town of Arietta employees to potentially infectious materials. This procedure pertains to all employees that have the potential for exposure to BBP's in work-related situations.

The purpose of this Exposure Control Plan (ECP) is to outline the protective measures we will take to eliminate or minimize Town of Arietta employee exposure incidents.

2.0 SCOPE

This program applies to all Town of Arietta employees, who through our exposure determination may incur occupational exposure to blood or other potentially infectious materials.

The extent of employee exposure shall be limited through the use of engineering controls and personal protective equipment. This document is designed to provide a formal procedure for identifying and controlling all potential BBP exposures.

Violation of established BBP procedures is a serious offense and failure to comply with this plan shall result in appropriate disciplinary action. Any violation of this procedure shall be reported immediately to the Safety Officer.

This ECP has been developed in accordance with the OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030.

3.0 RESPONSIBILITIES

3.1 Plan Administrator: Safety Officer has overall responsibility for maintaining the ECP. Any questions concerning the plan should be addressed to the Safety Officer. They are responsible for the following:

- 3.1.1 Evaluating new tasks or procedures that may require the use of new safer medical devices;
- 3.1.2 Evaluating new safer medical devices available on the market;
- 3.1.3 Soliciting input from employees on the selection and use of safer medical devices.
- 3.1.4 Reviewing this plan on an ongoing basis, and/or at least annually.

3.2 Only trained and authorized employees shall be allowed to respond to situations that pose an occupational risk of exposure.

4.0 EXPOSURE DETERMINATION

The Town of Arietta has conducted an exposure determination for all job classifications that may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (i.e. employees are considered to be exposed even if they wear personal protective equipment).

4.1 It has been determined by The Town of Arietta that persons working in the following job classifications may have occupational exposure to hazards of bloodborne pathogens or other potentially infectious materials (OPIM):

JOB CLASSIFICATION	TASKS WITH POTENTIAL RISK
Recreation Director	CPR/First Aid response
Lifeguards	CPR/First Aid response Changing and dressing open wounds

Public Works	Picking up and disposing of trash
Cleaner	Changing trash can liners Picking up and disposing of trash Cleaning bathrooms

These job classifications define the jobs which some of the employees have been assigned certain tasks where there is occupational exposure. Those employees in these job classifications not assigned and trained to perform these tasks safely to our ECP, shall not perform those tasks listed.

4.2 Employees who are covered by the Bloodborne Pathogen Standard will receive an explanation of the ECP during their initial training session. It shall also be reviewed in their annual refresher training. All employees have the opportunity to review this plan at any time during their work shifts by contacting the Safety Officer.

Note: Good Samaritan acts which result in exposure to blood or other potentially infectious materials as a result of assisting fellow employees such as giving CPR or first aid are not included in the Bloodborne Pathogen Standard. However, employees should be encouraged to offer post-exposure medical evaluation and follow-up.

5.0 EXPOSURE CONTROL PROCEDURES

5.1 Universal Precautions

In all circumstances, Universal Precautions, as recommended or defined by the Centers for Disease Control (CDC) and/or the Occupational Safety and Health Administration (OSHA), will be observed in order to prevent contact with blood and other potentially infectious materials, unless they interfere with the proper delivery of healthcare or would create a significant risk to the personal safety of the worker.

All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual. These precautions and practices include the following four areas:

- 5.1.1 Personal hygiene,
- 5.1.2 Engineering and work practice controls,
- 5.1.3 Personal protective equipment (PPE),
- 5.1.4 Equipment cleaning and disinfecting.

While the concept of “Universal Precaution” is generally accepted as prudent and effective, a more complete worker protection program is required to ensure maximum protection. The approach for the safe handling of infectious agents involves the use of a combination of strategies.

5.2 Engineering Controls

Wherever possible, engineering controls will be utilized to reduce potential exposure. The Safety Officer will be responsible for inspection and maintenance of these controls. Records will be maintained for frequency of inspection and repairs.

- 5.2.1 Sharps Containers: Sharps containers shall be used to make sure contaminated “sharps” (needles, blades, etc.) cannot injure other workers.
- 5.2.2 Labels: The Safety Officer shall ensure that biohazard labels shall be affixed to containers of regulated waste, refrigerators, and freezers containing blood or other potentially infectious materials, and other containers used to store, transport, or ship blood or other potentially infectious materials. The universal biohazard symbol shall be used. The label shall be fluorescent orange or orange red. red bags or containers may be substituted for labels. However, regulated wastes must be handled in accordance with the rules and regulations of the organization having jurisdiction. Engineering and work practice controls will be used to eliminate and/or minimize potential exposure. When potential exposure remains, PPE shall be used;
- 5.2.3 Machine Guarding: The elimination of sharp, edges, pinch points, run-in points, and other standard practices to minimize worker injury is an ongoing and active process. Through the elimination of items that can cause physical injury, workers will be protected from unnecessary exposure to bloodborne pathogens.

5.2.4 Hand-washing Facilities: Hand-washing facilities are also available to the employees who incur exposure to blood or other potentially infectious materials. These facilities are readily accessible after incurring exposure. Hand-washing facilities are located throughout the facility.

5.2.5 For handling other regulated waste: The Town of Arietta will provide containers sufficient to contain regulated wastes, other than those regulated by the Bloodborne Pathogens rule, capable of resisting punctures and labeled as a biohazard (as appropriate). These are located in the Safety Officer's office. The waste shall be placed in containers which are closeable, constructed to contain all contents and prevent leakage of fluids during handling, storage, transportation or shipping. The waste must be labeled or color coded and closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

Note: Disposal of all regulated waste shall be in accordance with applicable United States, state and local regulations.

5.3 Work Practices Controls

5.3.1 Employees shall wash their hands immediately or as soon as possible after removal of gloves or other personal protective equipment and after hand contact with blood or other potentially infectious materials.

5.3.3 All PPE must be removed immediately upon leaving the work area or as soon as possible if overtly contaminated and placed in an appropriately designated area or container for storage, washing, decontamination, or disposal.

5.3.3 Used needles and other sharps may not be sheared, bent, broken, re-capped, or re-sheathed by hand. Used needles may not be removed from disposable syringes. Recapping is permitted only if no other alternative is feasible and must be done using an approved mechanical device or one-handed technique.

5.3.4 Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a potential for occupational exposure.

5.3.5 Food and drink shall not be stored in refrigerators, freezers, or cabinets where blood or other potentially infectious materials are stored or in areas of possible contamination.

5.3.6 All procedures involving blood or other potentially infectious materials will be done in a manner which minimized splashing, spraying, and aerosolization of these substances.

5.3.7 Mouth pipetting/suctioning is prohibited.

5.3.8 If conditions are such that hand washing facilities are not available, antiseptic hand cleaners are to be used. Because this is an interim measure, employees are to wash hands at the first available opportunity.

5.3.9 Exposed employees wash hands and exposed skin as soon as possible after exposure; and contaminated materials are properly disposed of as Red Bag Waste or medical waste or bio-hazard waste.

5.3.10 Supervisors shall ensure that after the removal of personal protective gloves, employees shall wash hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water.

5.3.11 Supervisors shall ensure that if employees incur exposure to their skin or mucous membranes then those areas shall be washed or flushed with water as soon as feasible following contact.

5.3.12 Decontamination will be accomplished by following the procedure for blood contamination clean-up flowchart in appendix E. This process describes the cleanup activities to follow when any blood is found on the processing line blood detected in the production line or on the product. Only trained employees shall be allowed to undertake decontamination activities.

5.4 Personal Protective Equipment

5.4.1 All PPE used at this facility will be provided without cost to employees. PPE will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employees' clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.

5.4.2 The Safety Officer shall ensure that appropriate PPE in the appropriate sizes is readily accessible at the work site or is issued without cost to employees. Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives shall be readily accessible to those employees who are allergic to the gloves normally provided.

5.4.3 The Safety Officer shall ensure that all PPE will be cleaned, laundered, and disposed of by the employer at no cost to the employees. All repairs and replacements will be made by the employer at no cost to employees.

5.4.4 The Supervisor shall ensure that all garments which are penetrated by blood shall be removed immediately or as soon as feasible. All PPE will be removed prior to leaving the work area. When PPE is removed, it shall be placed in an appropriately designated area or container for storage, washing, decontamination, or disposal.

5.4.5 Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes; when performing vascular access procedures and when handling or touching contaminated items or surfaces.

5.4.6 Disposable gloves used at this facility are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. Utility gloves may be decontaminated for re use provided that the integrity of the glove is not compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or exhibits other signs of deterioration or when their ability to function as a barrier is compromised.

5.4.7 Additional PPE selections, such as use of hairnets, smocks, foot covering, and aprons, may be necessary to ensure employee safety in regards to bloodborne pathogens in certain workplace situations.

5.4.8 Laundry contaminated with blood or other potentially infectious materials will be handled as little as possible. Such laundry will be placed in appropriately marked – “biohazard” –, labeled, or color-coded red bags at the location where it was used. Such laundry will not be sorted or rinsed in the area of use.

6.0 HEPATITIS VACCINATION PROGRAM

The Town of Arietta shall make available the Hepatitis B vaccine (HBV) and vaccination series to all employees who have occupational exposure, and post exposure follow up to employees who have had an exposure incident.

6.1 The Safety Officer shall ensure that all medical evaluations and procedures including the HBV and vaccination series and post exposure follow up, including prophylaxis are:

6.1.1 Made available at no cost to the employee;

6.1.2 Made available to the employee at a reasonable time and place;

6.1.3 Performed by or under the supervision of a licensed physician or by or under the supervision of another licensed healthcare professional; and

6.1.4 Provided according to the recommendations of the U.S. Public Health Service.

6.2 HBV shall be made available after the employee has received the training in occupational exposure (see Information and Training) and within 10 working days of initial assignment to all employees who have occupational exposure unless the employee has previously received the complete HBV series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicate for medical reasons.

6.3 Participation in a pre-screening program shall not be a prerequisite for receiving HBV.

6.4 If the employee initially declines HBV but at a later date while still covered under the standard decides to accept the vaccination, the vaccination shall then be made available.

6.5 All employees who decline the HBV offered shall sign the OSHA required waiver indicating their refusal. This waiver is good for one calendar year and must be re-signed by employees who choose to decline the vaccination at each refresher training.

6.6 If a routine booster dose of HBV is recommended by the U.S. Public Health Service at a future date, such booster doses shall be made available.

6.7 The Safety Officer shall ensure that the healthcare professional responsible for the employee's HBV is provided with the following:

6.7.1 29 CFR 1910.1030;

6.7.2 A written description of the exposed employee's duties as they relate to the exposure incident;

6.7.3 All medical records relevant to the appropriate treatment of the employee including vaccination status.

6.8 The Safety Officer shall obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation.

6.9 The healthcare professional's written opinion for HBV vaccination shall be limited to whether HBV vaccination is indicated for an employee, and if the employee has received such vaccination.

6.10 The healthcare professional's written opinion for post exposure follow up shall be limited to the following information:

6.10.1 A statement that the employee has been informed of the results of the evaluation; and

6.10.2 A statement that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

6.10.3 All other findings or diagnosis shall remain confidential and shall not be included in the written report.

7.0 EMPLOYEE COMMUNICATION AND TRAINING:

The Town of Arietta shall assure that all employees with the potential for exposure to blood or other infectious materials understand the associated hazards and are trained to minimize their exposure.

7.1 To accomplish these requirements The Town of Arietta shall ensure that a competent person, who shall include but is not limited to the following, conducts training:

7.1.1 Ensure that signs and labels conform to 1910.1030;

7.1.2 Provide training at no cost to the employee;

7.1.3 Conduct training prior to any potential exposure;

7.1.4 Conduct training at least annually or as conditions change;

7.1.5 Conduct training in English and other languages as required;

7.1.6 Provide warning signs and labels; and

7.1.7 Utilize current training aids.

7.2 Training Program: Employee training shall include:

7.2.1 A review of 1910.1030;

7.2.2 Discussions of bloodborne diseases;

7.2.3 Modes of transmission;

7.2.4 Review of the exposure control plan;

7.2.5 Recognition of tasks that may involve exposure;

7.2.6 Procedures for handling contaminated waste;

7.2.7 Right to have the HEP B vaccination;

7.2.8 Procedure for recording an incident;

7.2.9 Post exposure evaluation; and

7.2.10 First Aid / CPR and AED

8.0 EXPOSURE INCIDENT EVALUATIONS

An exposure incident is specific eye, mouth, other mucous membrane, non-intact skin, or parental contact with blood or other potentially infectious materials that results from the performance of an employee's duties. Should an employee be exposed to a potentially infectious material (via needle stick, splash, etc.) post-exposure evaluations will be provided.

8.1 Employees should immediately report exposure incidents or suspected exposure incidents to the Safety Officer. The exposed employee must be immediately directed to a licensed health care professional for testing and medical evaluation. This allows for timely medical evaluation and follow-up by a licensed health care professional as well as for timely testing of the source individual's blood for HIV and HBV.

8.2 All exposure incidents shall be investigated and documented. The findings of the documented investigation must be sent with the exposed employee to the treating health care professional. The Safety Officer shall investigate and document the incident using the form in appendix C. When evaluating an exposure incident, thorough assessment and confidentiality are critical issues. All reports must be treated with strict confidence.

8.2.1 The written documentation shall include: the route of exposure and circumstances under which exposure occurred, HBV and HIV antibody status of the source patient(s) (if known), the employees involved, and consent to test the blood of all involved in the incident.

8.2.2 If the source patient can be determined, permission is obtained and, where it is not prohibited by law, collection and testing of the source patient's blood to determine the presence of HIV or HBV infection shall be done as soon as possible after the exposure incident.

8.2.3 If consent is not obtained The Town of Arietta must show that legally required consent could not be obtained.

8.2.4 If the source is known to be infectious for HBV or HIV, testing need not be repeated to determine the known infectivity.

8.2.5 All samples will be preserved for at least 90 days.

8.3 Following a report of an exposure incident, the exposed employee shall immediately receive a confidential medical evaluation and follow up. The attending physician or licensed health care professional will be provided the following information:

8.3.1 A copy of the OSHA regulation "Bloodborne Pathogens" and its appendices;

8.3.2 A description of the affected employee's duties as they relate to the employee's occupational exposure;

8.3.3 Results of the source individual's blood testing, if available;

8.3.4 All employee medical records, including vaccination records, relevant to the treatment of the employee.

8.4 The attending physician will provide a written opinion to The Town of Arietta concerning the following:

8.4.1 Specific findings or diagnoses which are related to the employee's ability to receive the HBV vaccination.

8.4.2 A statement that the employee has been informed of the results of the medical evaluation and that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

8.4.3 Any other findings and diagnoses shall remain confidential.

8.4.4 For each evaluation under this section, the company will obtain and provide the employee with a copy of the attending physician's written opinion within 15 days of the completion of the evaluation.

9.0 SHARPS INJURY LOG

A sharps injury log will be maintained at Supervisor's to record all percutaneous injuries from contaminated sharps. All entries on the sharps injury log will be recorded in a manner that maintains the confidentiality of the injured employee.

Note: This requirement applies only to employers required to maintain a log of occupational injuries and illnesses under 29 CFR 1904. Maintenance of this sharps injury log is covered in 29 CFR 1904.6. APPENDIX A

HEPATITIS B IMMUNIZATION

OSHA requires that those persons who may come in contact with blood or other potentially infectious materials be protected against Hepatitis B. As Supervisors, members of our emergency response team, and backups to the Human Resources Department, you become "those persons who may come in contact with bloodborne pathogens."

At the option of the individual employee, The Town of Arietta will provide Hepatitis B immunization for employees in these categories.

The immunization program is a series of three (3) vaccine injections, (one at a time) 0, 1 month and 6 months. Protection is excellent and side effects are minimal. Immunization is thought to last lifelong.

HEPATITIS B IMMUNIZATION RECORD

.....
Initial:

_____ I have reviewed and understand the policy and procedure regarding occupational exposure to Hepatitis B.

APPENDIX C

EXPOSURE INCIDENT FORM

DATE: _____ TIME: _____

LOCATION: _____ TAKEN BY: _____

POTENTIALLY INFECTIOUS MATERIALS TYPE:

SOURCE:

DESCRIPTION OF INCIDENT:

EMPLOYEES INVOLVED:

PPE UTILIZED:

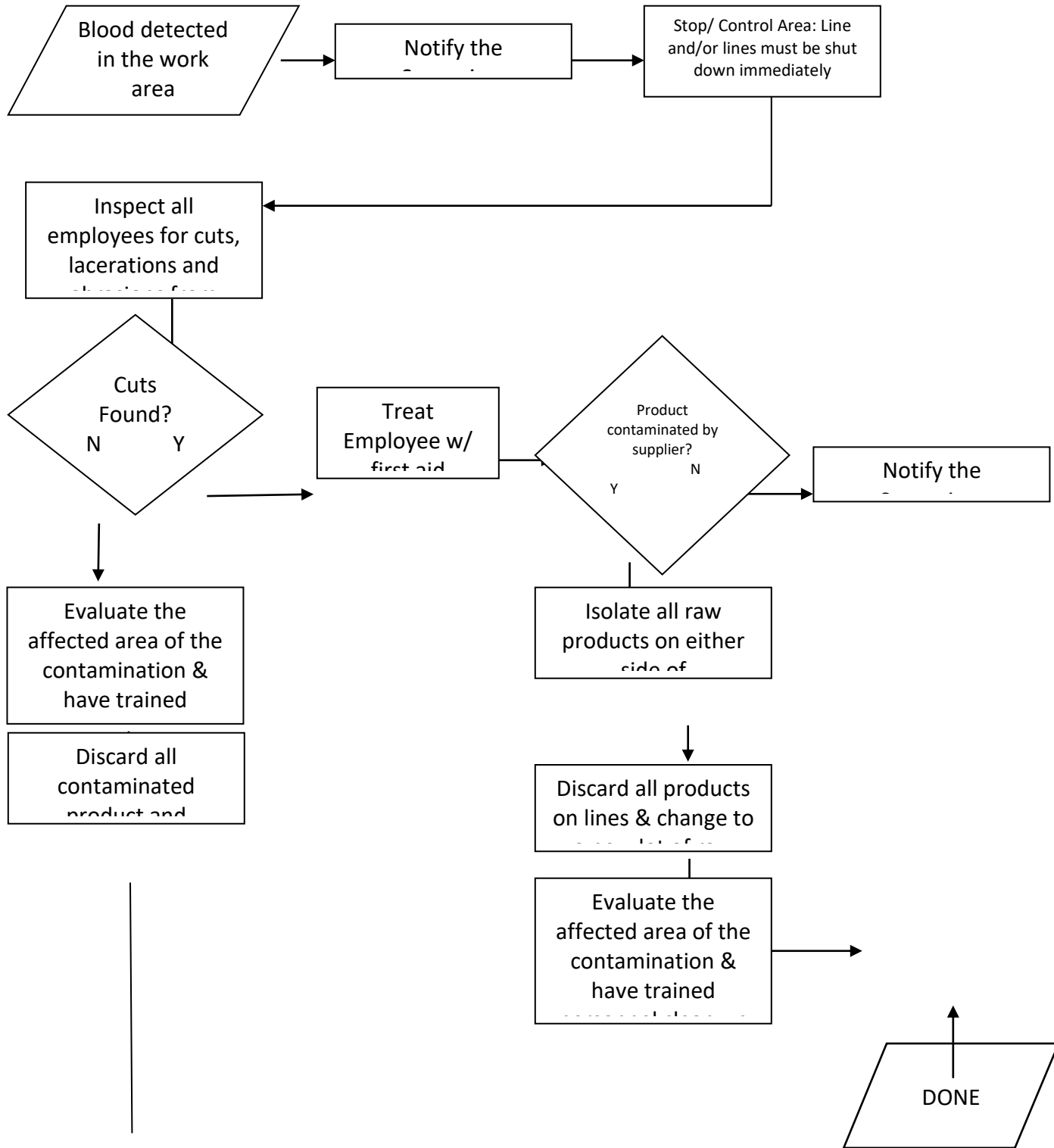
CORRECTIVE/CLEANUP ACTIONS:

COMMENTS & RECOMMENDATIONS:

APPENDIX E

PROCEDURE FOR BLOOD CONTAMINATION CLEAN-UP

Purpose: This process describes the clean-up activities to follow when any blood is found on the processing line
Blood Detected on the lone or in the product



PURPOSE

The Town of Arietta 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 and on-site contractors understand the information concerning the dangers of all known hazardous chemicals used by the Town of Arietta and to protect those 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 management.

PROGRAM RESPONSIBILITIES

Management: The management at the Town of Arietta understands the importance of informing employees of the chemical hazards encountered in the workplace and will regularly communicate with employees about the program.

Program Administrator: The program administrator is responsible for the program's implementation, management, and record-keeping requirements. The program administrator will report to management and be responsible for this program. All safety data sheets (SDS), control measures for chemical handling, personal protective equipment (PPE) requirements, and training will be coordinated under the direction of the program administrator in collaboration with management. The program administrator will monitor aspects of this program to determine if additional areas of focus are needed. The program administrator will also:

- Develop a comprehensive list of all chemicals in the workplace
- Obtain a SDS for all chemicals in the workplace and distribute applicable sheets to all departments
- Ensure initial and annual training is performed for all employees and maintain training logs
- Provide any contractors with any part(s) of this program necessary to safely complete their jobs
- Review this program annually

Department Managers: Department managers will:

- Be accountable for the health and safety of all employees within their department and actively support this program
- Develop a list of all chemicals used in their area and submit such to the program administrator
- Maintain said list and a SDS for all chemicals used in their area
- Attend initial and annual training on this topic
- Ensure all of their employees receive initial and annual training on this topic
- 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 a new employee is hired

Employees: Every employee is responsible for conducting themselves in accordance with this program. All employees will:

- Attend training on this topic initially upon hire and annually thereafter
- Become familiar with all aspects of this program

SAFETY DATA SHEETS

A SDS provides detailed information on each hazardous chemical including its potentially hazardous effects, physical and chemical characteristics, and recommendations for appropriate PPE. The program administrator will maintain a SDS for every hazardous chemical at the workplace and will distribute all applicable SDS to each department head. SDS will be readily available to all employees.

LABELING

The chemical manufacturer, importer, or supplier is responsible for labeling chemicals containers sent to Town of Arietta. Employees receiving chemical shipments are responsible for ensuring the chemical containers are properly labeled and will report any mislabeling to their department manager who will report such to the program administrator. Chemical transfers to secondary containers must also be appropriately labeled.

The procedures for proper labeling of all containers is 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 completely marked out; empty containers that are used for waste or chemical products must have a new label affixed per OSHA's standard
- Secondary containers must be labeled with the chemical name and hazard per OSHA's standard

The Town of Arietta will use labels in compliance with OSHA's standard 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 a label contact the program administrator.

TRAINING

Each employee who works with or is potentially exposed to hazardous chemicals will receive initial and annual training on OSHA's Standard and the safe use of those hazardous chemicals. Additional training will be provided for employees whenever a new hazard is introduced into their work areas. Training is overseen by the program administrator.

The training will emphasize these elements:

- A summary of the standard and this written program;
- Physical and health hazards associated with potential exposure to workplace chemicals;
- Procedures to protect against hazards, e.g., personal protective equipment, work practices, and emergency procedures;
- Hazardous chemical spill and leak procedures; and
- An explanation of the labels received on shipped containers and the workplace labeling system used by their employer; and the SDS, including their location, and the order of information and how employees can obtain and use the appropriate hazard information.

The program administrator will maintain records of employee training and advise management on training needs.

CONTRACTORS

Contractors working on our property or job site are required to bring a copy of their hazard communication program, including copies of SDS for all hazardous material they are bringing. They will be supplied with a copy of this program and the location of all applicable SDS. It is the responsibility of the contractor's manager to properly train their employees on the OSHA Standard.

RECORD RETENTION

All training and program review records will be retained for 10 years.

All SDS will be archived and retained indefinitely.

SAFETY DATA SHEETS

The Hazard Communication Standard (HCS) requires chemical manufacturers, distributors, or importers to provide Safety Data Sheets (SDSs) (formerly known as Material Safety Data Sheets or MSDSs) to communicate the hazards of hazardous chemical products. As of June 1, 2015, the HCS will require new SDSs to be in a uniform format, and include the section numbers, the headings, and associated information under the headings below:

Section 1, Identification includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.

Section 2, Hazard(s) identification includes all hazards regarding the chemical; required label elements.

Section 3, Composition/information on ingredients includes information on chemical ingredients; trade secret claims.

Section 4, First-aid measures includes important symptoms/effects, acute, delayed; required treatment.

Section 5, Fire-fighting measures lists suitable extinguishing techniques, equipment; chemical hazards from fire.

Section 6, Accidental release measures lists emergency procedures; protective equipment; proper methods of containment and cleanup.

Section 7, Handling and storage lists precautions for safe handling and storage, including incompatibilities.

Section 8, Exposure controls/personal protection lists OSHA's Permissible Exposure Limits (PELs); Threshold Limit Values (TLVs); appropriate engineering controls; personal protective equipment (PPE).

Section 9, Physical and chemical properties lists the chemical's characteristics.

Section 10, Stability and reactivity lists chemical stability and possibility of hazardous reactions.

Section 11, Toxicological information includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.

Section 12, Ecological information*

Section 13, Disposal considerations*

Section 14, Transport information*

Section 15, Regulatory information*

Section 16, Other information, includes the date of preparation or last revision.

*Note: Since other Agencies regulate this information, OSHA will not be enforcing Sections 12 through 15(29 CFR 1910.1200(g)(2)).

Employers must ensure that SDSs are readily accessible to employees.
See Appendix D of 1910.1200 for a detailed description of SDS contents.

PICTOGRAMS

<p>Health Hazard</p>  <ul style="list-style-type: none"> ▪ Carcinogen ▪ Mutagenicity ▪ Reproductive Toxicity ▪ Respiratory Sensitizer ▪ Target Organ Toxicity ▪ Aspiration Toxicity 	<p>Flame</p>  <ul style="list-style-type: none"> ▪ Flammables ▪ Pyrophorics ▪ Self-Heating ▪ Emits Flammable Gas ▪ Self-Reactives ▪ Organic Peroxides 	<p>Exclamation Mark</p>  <ul style="list-style-type: none"> ▪ Irritant (skin and eye) ▪ Skin Sensitizer ▪ Acute Toxicity ▪ Narcotic Effects ▪ Respiratory Tract Irritant ▪ Hazardous to Ozone Layer (Non-Mandatory)
<p>Gas Cylinder</p>  <ul style="list-style-type: none"> ▪ Gases Under Pressure 	<p>Corrosion</p>  <ul style="list-style-type: none"> ▪ Skin Corrosion/Burns ▪ Eye Damage ▪ Corrosive to Metals 	<p>Exploding Bomb</p>  <ul style="list-style-type: none"> ▪ Explosives ▪ Self-Reactives ▪ Organic Peroxides
<p>Flame Over Circle</p>  <ul style="list-style-type: none"> ▪ Oxidizers 	<p>Environment (Non-Mandatory)</p>  <ul style="list-style-type: none"> ▪ Aquatic Toxicity 	<p>Skull and Crossbones</p>  <ul style="list-style-type: none"> ▪ Acute Toxicity (fatal or toxic)

SAMPLE LABEL

Product Identifier

CODE _____

Product Name _____

Supplier Identification

Company Name _____

Street Address _____

City _____ State _____

Postal Code _____ Country _____

Emergency Phone Number _____

Precautionary Statements

Keep container tightly closed. Store in cool, well ventilated place that is locked.

Keep away from heat/sparks/open flame. No smoking.

Only use non-sparking tools.

Use explosion-proof electrical equipment.

Take precautionary measure against static discharge.

Ground and bond container and receiving equipment.

Do not breathe vapors.

Wear Protective gloves.

Do not eat, drink or smoke when using this product.

Wash hands thoroughly after handling.

Dispose of in accordance with local, regional, national, international regulations as specified.

In Case of Fire: use dry chemical (BC) or Carbon dioxide (CO₂) fire extinguisher to extinguish.

First Aid

If exposed call Poison Center.

If on skin (on hair): Take off immediately any contaminated clothing. Rinse skin with water.

Hazard Pictograms



Signal Word

Danger

Hazard Statement

Highly flammable liquid and vapor.

May cause liver and kidney damage.

Supplemental Information

Directions for use

Fill weight: _____ Lot Number _____

Gross weight: _____ Fill Date: _____

Expiration Date: _____

TOWN OF ARIETTA

At a regular meeting of the Arietta Town Board at the Piseco Common School State Route 8, Piseco, NY in the Town of Arietta, Hamilton County, New York on:

September 6, 2022 at 5:00pm

Resolution # 22 – 09 - 55

Subject: **Abolish the Elected Office of the Tax Collector**

Resolution Offered By: Sarah Rudes

WHEREAS: the office of tax collector in a town of the second class is elective(Town Law,§20(1)(b)), and

WHEREAS: however, in any town of the second class, the town board may, by a resolution adopted at least 150 days prior to any biennial town election, determine that such office be abolished (Town Law, §36), and

WHEREAS: the action of the town board is not subject to referendum (Opinion Atty. Gen. 93-28) nor is any notice of such action required to be published (1 Op. State Compt. 250), and

WHEREAS: such resolution becomes effective upon the expiration of the term of office of the collector then in office. Thereafter, no collector is elected for such town, and

WHEREAS: all books, documents and records pertaining to such office are turned over to the town clerk whose duty it becomes to collect taxes for such town in the same manner as a tax collector (Town Law, §§35.36), and

THEREFORE, LET IT BE RESOLVED: that the Town Board, Town of Arietta does hereby authorize to abolish the elected office of the tax collector, as established as per second class town, and all said power and duties will be transferred to the town clerk as outlined above.

Seconded by: Doug Stobo and put to a vote, which resulted as follows:

AYES:	NOES:	ABSTAIN	ABSENT:
Jacquelyn Grier x__	Jacquelyn Grier ____	Jacquelyn Grier ____	Jacquelyn Grier ____
Sarah Rudes x__	Sarah Rudes ____	Sarah Rudes ____	Sarah Rudes ____
Douglas Stobo x__	Douglas Stobo ____	Douglas Stobo ____	Douglas Stobo ____
Christy Wilt x__	Christy Wilt ____	Christy Wilt ____	Christy Wilt ____
Christian Rhodes x__	Christian Rhodes ____	Christian Rhodes ____	Christian Rhodes ____

Laura Morehouse September 6, 2022
Town Clerk Date

TOWN OF ARIETTA

At a regular meeting of the Arietta Town Board at the Piseco Common School on 1722 State Route 8 in the Town of Arietta, Hamilton County, New York:

September 6, 2022 at 5:00pm

Resolution # 22 – 09 - 56

Subject: **Transfer of Funds**

Resolution Offered By: Doug Stobo

WHEREAS: the Town of Arietta will give the Town Supervisor permission to make the following transfer of money:

General Fund

14,500.00 to #A0-7140.400, Rec Center Contractual Expense
from #A0-1990.400, Contingent Contractual Expense

THEREFORE, LET IT BE RESOLVED: that the Town Board, Town of Arietta does approve the above transfers of money.

Seconded by: Jacqui Grier and put to a vote, which resulted as follows:

AYES:	NOES:	ABSTAIN	ABSENT:
Jacquelyn Grier x__	Jacquelyn Grier ____	Jacquelyn Grier ____	Jacquelyn Grier ____
Sarah Rudes x__	Sarah Rudes ____	Sarah Rudes ____	Sarah Rudes ____
Douglas Stobo x__	Douglas Stobo ____	Douglas Stobo ____	Douglas Stobo ____
Christy Wilt x__	Christy Wilt ____	Christy Wilt ____	Christy Wilt ____
Christian Rhodes x__	Christian Rhodes ____	Christian Rhodes ____	Christian Rhodes ____

Laura Morehouse
Town Clerk

September 6, 2022
Date

COMMITTEE REPORTS:

Snowmobile Trails-J. Grier had nothing to report on trails. A discussion followed regarding the Veterans Memorial stone; decisions were tabled until more information can be obtained.

Town Buildings /Grounds- D. Stobo reported he had received 2 bids for the spray foam needed on the exterior block walls in the community hall basement After going over the bids a motion was made by Doug Stobo to have Upstate Spray Foam proceed with the project. Sarah Rudes seconded the motion. All members were in favor so the motion passed. Chris Rhodes will call the company and give the go ahead on this project.

Lake/Dam/ Invasive/ Campsite: S. Rudes had nothing to report. Supervisor Rhodes asked that the board approve the removing of the boards in the dam when Superintendent Small deemed safe. Discussion followed and the board unanimously agreed that he go ahead and remove the boards when he felt it was safest.

Internal Management/Insurance/ Recreation/ Chamber- Christy Wilt reported that the Golf Lessons were wrapping up for the summer. Also reported that there was a new Director of the Chamber of Commerce and she was working Tuesday and Thursdays. She will continue meeting with the Youth Recreation Committee to see how the towns can work together to do the most for all the children.

Highway Superintendent- Superintendent C. Small stated the town highway department was doing some road patching cutting brush and finishing some small projects. The new equipment storage building and the salt storage building are continuing as scheduled.

Zoning Officer- M. LaScola had nothing to report.

NEW BUSINESS -OLD BUSINESS:

Supervisor Rhodes reported that Heide Thomson is doing a good job and she had already taken the Civil Service test for Account Clerk. She will be taking the Account Clerk/Computer Support Aide test when it is offered in February. He asked for a motion that after her probation period she can start to accrue benefits and not wait until she takes the Computer Support Aide test. S. Rudes made the motion and D. Stobo seconded All members were in agreement so the motion was passed.

Supervisor Rhodes stated there has been a proposed Emergency Communications Tower to be erected on Wayne Smith Road as it is a higher elevation and would provide more cell coverage locally and even down some of Route 10. This is an asset to the EMS system, Highway Department, Fire Department and Sheriff and State Police for better communication in an emergency.

There will be more information about this in the future. We received concerns about the location of the tower from Wayne Smith Road residents. They all have valid concerns that will be addressed at the county level as this is a Hamilton County project. Public projects have different procedures and some residents feel they were blindsided.

Finance/Airport-

He reported that the Airport runway project was almost done, there are some small aspects to be finished and the final striping is to be finished. Airport is open and there were over 50 aircraft landed the day of the Lions Club Breakfast on August 27th.

There was also a discussion on the possibility of using a "buyback" of Highway employee unused vacation time. This would help insure there will be sufficient workers throughout the year. After discussion it was agreed that starting December 1, 2022 that remaining vacation will be bought back unless otherwise requested by the employee. A motion was offered by S. Rudes to use the buyback system and it was seconded by J. Grier. All board members were in favor and the motion was passed unanimously.

Budget concerns were discussed, cost of living is up 9.6% and a 4% increase in salary for department heads was discussed, this would be the same as the county has proposed.

Dates for budget meetings were scheduled October 3rd is the regular Town Board meeting, October 10, 17, 24 were set for the budget meetings at Piseco School at 5pm.

Supervisor Rhodes asked for a motion to accept the monthly bills as follows:

GENERAL FUND: no# 472-495 for a total of \$18,076.83

HIGHWAY FUND: no# 496-505 for a total of \$12,177.13

UTILITIES FUND: no# 458-462,464,471 for a total of \$5,453.00

S. Rudes made a motion to pay the bills as presented, D. Stobo seconded

AYES: C. Wilt, J. Grier, D. Stobo, S. Rudes, C. Rhodes NOES: none Motion passed

Supervisor Rhodes asked for a motion to accept financial statements as presented.

Motion was made by D. Stobo, seconded by C. Wilt

AYES: C. Rhodes, C. Wilt, D. Stobo, S. Rudes, J. Grier

NOES: None- Motion passed

PUBLIC COMMENT:

Kevin Kennedy had concerns about the appearance of the Poplar Point Campsite. Discussion followed

The next scheduled regular meeting will be October 3, 2022 at 5:00 PM at Piseco School

Supervisor Rhodes asked for motion to adjourn the meeting.

Motion made by J. Grier and seconded by C. Wilt

AYES: J. Grier, D. Stobo, C. Wilt, S. Rudes and C. Rhodes

Meeting adjourned at 6:32 pm

Respectfully submitted by

Laura Morehouse, Town Clerk