



SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION

TOWNS OF DRYDEN • ITHACA • LANSING - VILLAGES OF CAYUGA HEIGHTS • LANSING
1402 EAST SHORE DRIVE – ITHACA, NY 14850

Regular Meeting Agenda
April 7, 2022 at 4:00 p.m.
Bolton Point Conference Room

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COMMISSIONERS:

JACK RUECKHEIM
Chairperson

ROY E. STALEY
Vice Chairperson

ROD HOWE
Treasurer

PAM BLEIWAS

RONNY HARDAWAY

DON HARTILL

EDWARD LAVIGNE

JASON LEIFER

JOE WETMORE

LINDA WOODARD

MANAGEMENT:

STEVE RIDDLE
General Manager

GREGG WEATHERBY
Distribution

PAMELA VANGELDER
Finance

GLENN RATAJCZAK
Production

2022
Exhibit No.

- | | |
|--|-----|
| 1. Approval of March 3, 2022 Meeting Minutes | 025 |
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| 3. Committee Reports | |
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| 1. January 31, 2022 Financial Report | 027 |
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NEXT MEETING
May 5, 2022 at 4:00 p.m.
Bolton Point Conference Room

◆◆◆Excellence in water quality and customer service◆◆◆



SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION

Meeting Minutes

March 3, 2022

Opening:

The regular meeting of the Southern Cayuga Lake Intermunicipal Water Commission was held on Thursday, March 3, 2022 at 4:00 p.m. in the Bolton Point Conference Room and via Google Meet.

PRESENT:

Commissioner Jack Rueckheim, Chairperson, Town of Dryden
 Commissioner Rod Howe, Treasurer, Town of Ithaca
 Commissioner Pam Bleiwas, Town of Ithaca
 Commissioner Ronny Hardaway, Village of Lansing
 Commissioner Don Hartill, Village of Lansing
 Commissioner Ed LaVigne, Town of Lansing
 Commissioner Jason Leifer, Town of Dryden
 Commissioner Joe Wetmore, Town of Lansing

ALSO PRESENT:

Steve Riddle, General Manager
 Glenn Ratajczak, Production Manager
 Gregg Weatherby, Distribution Manager
 Pam VanGelder, Finance Manager
 Jessica Sherwood, Principal Account Clerk Typist

ABSENT:

Commissioner Roy Staley, Vice Chairperson, Village of Cayuga Heights
 Commissioner Linda Woodard, Village of Cayuga Heights

Commission Chairperson Jack Rueckheim called the meeting to order at 4:01 pm.

1. Approval of Meeting Minutes February 3, 2022

Exhibit #017

Discussion:

MOTION by Hartill, SECOND by LaVigne, to approve the February 3, 2022 Commission meeting minutes.

(Ayes: Bleiwas, Hardaway, Hartill, Howe, LaVigne, Rueckheim, Wetmore; Nays: None; Abstentions: None)

Carried

2. Management Staff Report

Exhibit #018

Item #1 – General Manager February Projects

Discussion: Mr. Riddle reported on this item and noted that staff has begun to develop vision and goals that the Commission would like to achieve with the Drinking Water Source Protection Program (DSWP2). He also noted that there have been discussions between the Tompkins County Health Department and Planning and Sustainability Department, City of Ithaca, Cornell University, and Commission to update the existing Water Emergency Aid Agreement from June 1986.

Item #2 – Annual Reporting

Discussion: Mr. Ratajczak reported on this item and noted that staff has completed the Environmental Laboratory Accreditation Program (ELAP) laboratory certification renewal process and filed the online application with the New York State Department of Health.

He also noted that staff has submitted the annual water withdrawal accounting to the DEC for the amount of water taken from the lake for our member municipalities, and also water supplied to other water systems. In 2021, Bolton Point withdrew 949 million gallons from Cayuga Lake.

Item #3 – 2022 Distribution Department Municipal Project Assistance

Discussion: Mr. Weatherby reported on this item and provided details on upcoming municipal projects and the Department's role in assisting the member municipalities.

Item #4 – Administration Department Highlights

Discussion: Ms. VanGelder reported on this item and noted that over 900 accounts have been signed up for eBilling across the five-member municipalities, so far. She also said that a note was added to the paper bills being mailed out to sign up for eBilling.

Item #5 – January 1, 2022 Billing in the Town of Lansing/Village of Cayuga Heights

Discussion: Ms. VanGelder reported on this item and noted that consumption and revenue were comparable to last year.

3. Committee Reports

A. Budget and Finance Committee

Discussion: Mr. Howe reported on this item and stated that the committee met prior to this meeting.

1. End of Year Budget Transfer Resolution

Exhibit #019

Discussion: Mr. Howe reported the committee reviewed the following resolution and recommends approval.

The Southern Cayuga Lake Intermunicipal Water Commission
Of the Towns of Dryden, Ithaca, and Lansing and
The Villages of Cayuga Heights and Lansing

**Resolution of Approval of Budget Transfers, Amendments, and Modifications for the Year
Ending December 31, 2021**

March 3, 2022

WHEREAS, in preparation of closing the budgetary and accounting records of the Southern Cayuga Lake Intermunicipal Water Commission, the Commission’s Finance Manager has reviewed all budgetary revenue and appropriation accounts for the year ending December 31, 2021, and

WHEREAS, this review disclosed certain budgetary revenues and expenditures requiring transfers, amendments, or modifications needed to close the budgetary and accounting records of the Southern Cayuga Lake Intermunicipal Water Commission for the year ending December 31, 2021, and

WHEREAS, these findings are summarized below showing the net impact on Fund Balance in each fund,

Operating Fund

Beginning Fund Balance as of 1/1/21	\$	2,994,221
ADD: Total Revenues		4,570,881
LESS: Total Expenditures		4,591,117
Ending Fund Balance as of 12/31/21	\$	2,973,986
Net decrease of Fund Balance from 2021 Operations:		(20,235)

Capital Project Fund-Improvement/Replacement

Beginning Fund Balance as of 1/1/21	\$	1,140,924
ADD: Total Revenues		1,120,709
LESS: Total Expenditures		552,409
Ending Fund Balance as of 12/31/21	\$	1,709,224
Net increase to Fund Balance from 2021 Activity:		568,300

Debt Service Fund

Beginning Fund Balance as of 1/1/21	\$ 2,336
ADD: Total Revenues	266,902
LESS: Total Expenditures	<u>266,788</u>
Ending Fund Balance as of 12/31/21	\$ 2,450
Net increase of Fund Balance from 2021 Activity:	115

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Southern Cayuga Lake Intermunicipal Water Commission authorize and direct the Finance Manager to record all year end budget transfers, amendments and modifications, including any and all other changes deemed appropriate and necessary to close the financial records of the Southern Cayuga Lake Intermunicipal Water Commission for the year ending December 31, 2021.

MOVED: Howe

SECONDED: Rueckheim

(Ayes: Bleiwas, Hardaway, Hartill, Howe, LaVigne, Leifer, Rueckheim, Wetmore; Nays: None; Abstentions: None)

Carried

2. December 31, 2021 Financial Report (Final) *Exhibit #020*

Discussion: Mr. Howe reported on this item and noted the financial statements are in the packet and the Commission ended the year using approximately \$20k from the Operating Fund Balance for 2021 activity as noted in the previous resolution.

3. Approval of the March 3, 2022 Warrants

Discussion: Mr. Howe stated that he reviewed the warrants, and the committee recommends approval.

The warrants, abstract, and bank statements were available for Commissioner review.

MOTION by Rueckheim, SECOND by Howe, to approve the March 3, 2022 Warrants in the amount of \$409,398,93.

(Ayes: Bleiwas, Hardaway, Hartill, Howe, LaVigne, Leifer, Rueckheim, Wetmore; Nays: None; Abstentions: None)

Carried

B. Engineering and Operations Committee

Discussion: Mr. Lavigne reported on this item for Mr. Staley and noted that the meeting notes are in the packet.

1. January 24, 2022 Meeting Minutes *Exhibit #021*

Discussion: Mr. Riddle reported on this item and noted that talks continue regarding the Raw Water Pump Station land acquisition, and that we are looking at a possible closing this summer.

2. February 28, 2022 Meeting Agenda

Exhibit #022

Discussion: None

C. Personnel and Organization Committee

Discussion: Mr. LaVigne reported on this item and noted that the meeting notes are in the packet.

1. January 24, 2022 Meeting Notes

Exhibit #023

Discussion: None

2. February 28, 2022 Meeting Agenda

Exhibit #024

Discussion: None

D. Planning and Public Affairs Committee

Discussion: None.

4. Executive Session:

Discussion: None.

5. Old and New Business

Discussion: None.

6. Other

Discussion: None.

7. Adjournment:

Meeting adjourned at 4:33 pm.

Minutes submitted by: Jessica Sherwood

Approved by: Steve Riddle

NEXT MEETING
April 7, 2022 at 4:00 p.m.
Bolton Point Conference Room

Southern Cayuga Lake Intermunicipal Water Commission Monthly Management Report

April 1, 2022

To: All Commissioners
From: General Manager and Department Managers
Re: Management Staff Monthly Report

This report is intended to provide each Commissioner with a status of issues that may not appear on the agenda for your April 7, 2022 regular meeting. This report provides a summary of staff progress on the issues addressed since your regular meeting of March 3, 2022. During your review of this report, please give Mr. Riddle a call or make a note of any question or comment that may come to mind.



Progress Report on This Month's Issues:

Issues This Month Include:	Page
1. General Manager March Projects	1
2. 2022 Bulk Treatment Chemical Bids	1
3. Production Project Updates	2
4. Ithaca Area Water System Interconnection Discussions	2
5. Administration Department Highlights	2
6. March 1, 2022 Billing in the Town of Ithaca	3

1. General Manager March Projects

Ithaca Area Intersystem Water Emergency Agreement - Steve will provide an update on discussions between the Tompkins County Health Department and Planning and Sustainability Department, City of Ithaca, Cornell University, and Commission to update the existing Water Emergency Aid Agreement from June 1986.

Raw Water Pump Station Land Acquisition Update - The Commission and current property owners have agreed upon and signed the purchase contract. The seller's attorney expects to begin the closing process for the property purchase this week. The land will be required for future expansions to the Raw Water Pump Station.

2. 2022 Bulk Treatment Chemical Bids

Bids were solicited for the bulk treatment chemicals and publicly opened on March 3rd. With the current state of the economy, and supply chain issues, there was an average increase of 62% over the 2021 pricing. The most significant increases were experienced with alum, chlorine, and sodium hydroxide, which ranged from increases of 83% to 133%. It is still too early in the year to determine the actual effect on the 2022 budget, as the amount of chemicals purchased is based on quantity of water treated, and the quality of the water to be treated. The bids are in place for one year and expire March 14th, 2023.

3. Production Project Updates

Staff will give an update on the status of several projects in the Production Department.

4. Ithaca Area Water System Interconnection Discussions

On Tuesday, March 22nd, Bolton Point staff and Barton and Loguidice (B&L) Engineers met with members of the Tompkins County Health Department, Tompkins County Sustainability, and City of Ithaca Water Treatment and Engineering to discuss options of how the City would provide water to Bolton Point in an emergency situation. After investigating several options at the Interconnect Building and the Treatment Plant Facility, it appears there is an opportunity. B&L Engineers will begin designing concepts to develop an interconnection for the Commission. Concepts and designs will be shared with the City of Ithaca Engineers, with hopes of implementation in the near future.

Commission staff and B&L Engineers also visited the Commission's East Hill Water Storage Tank. The goal of the visit was to develop a plan to increase flow capacity in the current interconnection between Cornell and the Commission's water storage tanks. The current interconnection between the two tanks is not sufficient if either system had an emergency, as the interconnect is solely a 6-inch gravity feed line between the two storage facilities with a closed valve in between. Staff hopes to design and install a pump to efficiently move larger amounts of water between the two tanks.

The goal of these meetings is to implement robust interconnects between the three local water systems, allowing all three systems to assist each other in emergency situations and create redundancy to ensure the public always has a reliable source of water. The System Interconnection Projects are part of the Commission's Capital Improvement Plan and staff is working with the Tompkins County Department of Planning and Sustainability on possible grants to fund the projects.

5. Administration Department Highlights

○ Department Statistics	Feb 2022
▪ TI	
○ Non BP Water accounts	174
○ Total # of Water Bills sent	3,507
○ # eBills sent	318
▪ ALL	
○ Work Orders prepared	31
○ Final Bills calculated	16
○ New Accounts	3
○ Municipal payments processed	71
○ Cash Disbursements	\$265k
○ Cash Receipts	\$299k

6. March 1, 2022 Billing in the Town of Ithaca

March 1, 2022 Billing in the Town of Ithaca				
Billing Period: 11/16/21-3/15/22				
	Consumption Gals		Revenue	
	3/1/21	3/1/22	3/1/21	3/1/22
TI	86,522,196	93,696,664	\$ 461,735.95	\$ 521,057.17
	8% Increase		11% Increase	

EXCELLENCE IN WATER QUALITY AND CUSTOMER SERVICE



**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION
FINANCIAL STATEMENTS
JANUARY 2022**

**BALANCE SHEET PAGE ONE
REVENUES AND EXPENSES PAGE TWO**

**OPERATING FUND
DEBT SERVICE FUND
CAPITAL PROJECT FUND**

**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION
BALANCE SHEET
JANUARY 2022**

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND	TOTAL	
ASSETS					
UNRESERVED CASH:					
Savings	1,704,751	269,749	1,711,841	3,686,340	
Petty Cash	200	0	0	200	
Total Unreserved Cash	1,704,951	269,749	1,711,841	3,686,540	B
RESERVED CASH:					
Fringe Benefit Reserve	105,892	0	0	105,892	
Total Reserved Cash	105,892	0	0	105,892	B
OTHER ASSETS:					
Accounts Receivable	824,914	0	0	824,914	
Prepaid Expenses	47,730	0	0	47,730	
Total Other Assets	872,645	0	0	872,645	C
TOTAL ASSETS	2,683,487	269,749	1,711,841	4,665,076	
LIABILITIES					
Accounts Payable	95,672	0	2,568	98,239	
Accrued Liabilities	119,455	0	0	119,455	
BAN Payable	0	0	0	0	
TOTAL LIABILITIES	215,126	0	2,568	217,694	D
FUND BALANCE					
Reserved Fund Balance	105,887	0	0	105,887	
Unexpended Fund Balance	2,362,473	269,749	1,709,273	4,341,496	
TOTAL FUND BALANCE	2,468,361	269,749	1,709,273	4,447,383	A
TOTAL LIABILITIES and FUND BALANCE	2,683,487	269,749	1,711,841	4,665,076	
ANALYSIS OF FUND BALANCE					
FUND BALANCE AS OF 1/1/22	2,973,986	2,450	1,709,224	4,685,660	
ADD: YTD REVENUES	48,822	267,298	116	316,237	
LESS: YTD EXPENSES	554,447	0	68	554,515	
FUND BALANCE AS OF 1/31/22	2,468,361	269,749	1,709,273	4,447,383	A
RECONCILIATION OF FUND BALANCE TO CASH					
FUND BALANCE AS OF 1/31/22	2,468,361	269,749	1,709,273	4,447,383	A
Less: Receivables & Prepays	872,645	0	0	872,645	C
Add: Liabilities	215,126	0	2,568	217,694	D
CASH BALANCE AS OF 1/31/22	1,810,842	269,749	1,711,841	3,792,432	B

**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION
REVENUES AND EXPENSES
FOR THE ONE MONTH PERIOD ENDING JANUARY 31, 2022**

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND
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REVENUES

BUDGET	5,088,843	267,288	1,120,000
YTD ACTUAL	48,822	267,298	116
OVER (UNDER)	(5,040,021)	10	(1,119,884)
% EARNED	1%	100%	0%
% UNEARNED	99%	0%	100%

EXPENSES

BUDGET	5,088,843	267,288	585,000
YTD ACTUAL	554,447	0	68
OVER (UNDER)	(4,534,396)	(267,288)	(584,933)
% EXPENDED	11%	0%	0%
% UNEXPENDED	89%	100%	100%

DETAILED REVENUES

Service Charges	4,323	0	0
Cross Connection Fees	0	0	0
Services for Other Governments	4,166	0	0
Joint Activity-Water Rents	37,263	0	0
Interest Earnings	129	10	116
Permits	2,941	0	0
Sales of Equipment	0	0	0
Refunds of Prior Years Expense	0	0	0
Other Revenues	0	0	0
Interfund Transfers*	0	267,288	0
	48,822	267,298	116

* includes transfer to Debt Service Fund to cover 2022 Principal & Interest Payments

DETAILED EXPENSES

Water Administration	117,486	0	68
Source of Supply	17,303	0	0
Purification	47,374	0	0
Transmission and Distribution	32,921	0	0
Employee Benefits	72,075	0	0
Debt Service*	0	0	0
Interfund Transfers	267,288	0	0
	554,447	0	68

* includes transfer to Debt Service Fund to cover 2022 Principal & Interest Payments



**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION
FINANCIAL STATEMENTS
FEBRUARY 2022**

**BALANCE SHEET PAGE ONE
REVENUES AND EXPENSES PAGE TWO**

**OPERATING FUND
DEBT SERVICE FUND
CAPITAL PROJECT FUND**

**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION
BALANCE SHEET
FEBRUARY 2022**

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND	TOTAL
ASSETS				
UNRESERVED CASH:				
Savings	1,740,830	269,759	1,709,378	3,719,967
Petty Cash	200	0	0	200
Total Unreserved Cash	1,741,030	269,759	1,709,378	3,720,167
RESERVED CASH:				
Fringe Benefit Reserve	105,896	0	0	105,896
Total Reserved Cash	105,896	0	0	105,896
OTHER ASSETS:				
Accounts Receivable	793,187	0	0	793,187
Prepaid Expenses	44,951	0	0	44,951
Total Other Assets	838,138	0	0	838,138
TOTAL ASSETS	2,685,063	269,759	1,709,378	4,664,200
LIABILITIES				
Accounts Payable	50,707	0	338,430	389,137
Accrued Liabilities	110,393	0	17,243	127,636
BAN Payable	0	0	0	0
TOTAL LIABILITIES	161,100	0	355,673	516,772
FUND BALANCE				
Reserved Fund Balance	105,887	0	0	105,887
Unexpended Fund Balance	2,418,076	269,759	1,353,705	4,041,541
TOTAL FUND BALANCE	2,523,963	269,759	1,353,705	4,147,428
TOTAL LIABILITIES and FUND BALANCE	2,685,063	269,759	1,709,378	4,664,200
ANALYSIS OF FUND BALANCE				
FUND BALANCE AS OF 1/1/22	2,973,986	2,450	1,709,224	4,685,660
ADD: YTD REVENUES	315,886	267,309	221	583,416
LESS: YTD EXPENSES	765,908	0	355,740	1,121,648
FUND BALANCE AS OF 2/28/22	2,523,963	269,759	1,353,705	4,147,428
RECONCILIATION OF FUND BALANCE TO CASH				
FUND BALANCE AS OF 2/28/22	2,523,963	269,759	1,353,705	4,147,428
Less: Receivables & Prepaids	838,138	0	0	838,138
Add: Liabilities	161,100	0	355,673	516,772
CASH BALANCE AS OF 2/28/22	1,846,925	269,759	1,709,378	3,826,063

**SOUTHERN CAYUGA LAKE INTERMUNICIPAL WATER COMMISSION
REVENUES AND EXPENSES
FOR THE TWO MONTH PERIOD ENDING FEBRUARY 28, 2022**

	OPERATING FUND	DEBT SERVICE FUND	CAPITAL IMPR/REPL PROJECT FUND
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REVENUES

BUDGET	5,088,843	267,288	1,120,000
YTD ACTUAL	315,886	267,309	221
OVER (UNDER)	(4,772,957)	21	(1,119,779)
% EARNED	6%	100%	0%
% UNEARNED	94%	0%	100%

EXPENSES

BUDGET	5,088,843	267,288	585,000
YTD ACTUAL	765,908	0	355,740
OVER (UNDER)	(4,322,935)	(267,288)	(229,260)
% EXPENDED	15%	0%	61%
% UNEXPENDED	85%	100%	39%

DETAILED REVENUES

Service Charges	7,491	0	0
Cross Connection Fees	5,523	0	0
Services for Other Governments-Members	25,448	0	0
Joint Activity-Water Rents	268,321	0	0
Interest Earnings	230	21	221
Permits	4,518	0	0
Sales of Equipment	0	0	0
Refunds of Prior Years Expense	1,260	0	0
Other Revenues	3,095	0	0
Interfund Transfers*	0	267,288	0
	315,886	267,309	221

* includes transfer to Debt Service Fund to cover 2022 Principal & Interest Payments

DETAILED EXPENSES

Water Administration	150,571	0	355,740
Source of Supply	46,793	0	0
Purification	95,757	0	0
Transmission and Distribution	95,071	0	0
Employee Benefits	110,428	0	0
Debt Service	0	0	0
Interfund Transfers*	267,288	0	0
	765,908	0	355,740

* includes transfer to Debt Service Fund to cover 2022 Principal & Interest Payments

Engineering and Operations Committee Meeting Notes

**Monday, February 28, 2022 @ 12:00 Noon
Bolton Point Conference Room**

Present: Jack Rueckheim, Ed LaVigne, Steve Riddle, Glenn Rataczak, Pam VanGelder, Gregg Weatherby, Travis Mills

<u>Topic</u>	<u>Attachment</u>	<u>Item #</u>
1. January 2022 Meeting Notes		#1
The Committee found the notes to be acceptable as they appeared in the February meeting packet.		
2. January 2022 Monthly Operations Report		#2
Glenn discussed the following highlights of the Production and Electrical/Mechanical portion of the report:		
The finished water pumped comparison graph is now back to a normal range. The five-year average was higher in past years due to supplying the City of Ithaca in 2016 for their plant construction.		
Staff addressed three customer concerns in January. The first was a concern for a metallic taste in their water. No noticeable taste issues were found and the water quality parameters were normal. The second was for chlorine taste in the water, chlorine residual was found to be in normal range. The third concern was for calcium on water fixtures, staff explained the calcium content and hardness of our water. All three customers were satisfied with the results.		
Staff replaced the Coddington Road Pump Station Pump #2 OCV control valve with a new Bermad Control Valve. This project was part of the Town of Ithaca's pump station upgrades.		
Staff drained and cleaned the Treatment Plant's north and south Floc/Sediment basins. There was an excessive amount of sludge buildup due to several major turbidity events last fall. Both basins were inspected and no major deficiencies were found.		
The monthly Health Department report was routine.		
Gregg discussed the following highlights of the Distribution portion of the report:		
Staff assisted with four water main breaks in January. All were circular breaks due to ground movement. Staff also assisted with five service line repairs.		
The 2-inch PRV's at Elm Street Extension and Lower Stone Quarry Road PRV Vaults were repacked in accordance with maintenance schedules.		
Staff investigated abnormal tank trends on the Troy Road Tank System. It was determined that usage for fire fighting was causing the tank level to drop faster than normal.		
Water usage at Ithaca College increased in January. College staff are investigating possible leaks on their system.		
A year end customer audit showed the non-hazardous residential customer total in the Cross-Connection Control Program was off by connections, the correct number now shows on the report. Installation of the Lansing Meadows device has begun.		
Gregg plans to meet with municipal staff to try to reduce the number of outstanding As-Builts needed for past projects. No new As-Builts were received in January.		

3. Informational Items

a. Capital Projects

1. **Oakcrest Booster Pump Station Upgrade Project**

The contractor, Jones Specialty Services, has begun replacing the new fasteners and has completed half of the project. A 4-inch valve with corroded bolts was discovered and replaced. The project is expected to be completed Spring 2022.

2. **Six Mile Creek Transmission Main Project**

The project was completed in December. The project will remain on the list until trail repairs are completed in the Spring 2022.

3. **Cascadilla Creek Transmission Main Project**

Staff continues to work with Cornell University to gain permanent and construction easement approvals for the project. The project's joint application has been approved by the NYSDEC and Army Corps of Engineers.

4. **Fall Creek Transmission Main Project**

Staff has paused the review of the project to focus on the Six Mile and Cascadilla Creek projects.

5. **Raw Water Pump Station Land Acquisition**

Staff continues to work with Commission Attorney, Guy Krogh, and the property owners to obtain additional land for a future Raw Water Pump Station expansion project.

4. **Committee Member Comments or Other Issues** - Gregg discussed the proposed North Campus Traffic Circle project on Pleasant Grove Road. Staff and Barton and Loguidice Engineers have developed a Transmission Main requirements document. The document has been provided to Cornell University engineering staff to assist in their project development.

Gregg discussed the proposed library expansion for the Namgyal Monastery on Tibet Drive in the Town of Ithaca. Several issues need to be resolved, including enforcing one meter per tax parcel, site access and containment backflow device location, before permits can be issued.

5. **Next Meeting - Monday March 28, 2022 @ 12:00 Noon**

Future meetings - Fourth Wednesday of the month at noon.

April 25, May 23, June 27

Bolton Point Personnel and Organization Committee
Monday, February 28, 2022
Via Zoom

Commissioners: Ed LaVigne, Chair, Jack Rueckheim, Joe Wetmore, and Pam Bleiwas
 Managers: Steve Riddle, Glenn Ratajczak, Gregg Weatherby and Pam VanGelder
 Absent: None Shop Steward: Hugh Trimm Staff Support: Judy Drake
 Meeting called to order at: 11:02 am

1) Meeting Notes:

The Committee approved the January meeting notes as presented.

2) Review of Policies Revisions:

Judy explained that the Town of Ithaca Personnel Committee has been reviewing personnel policies and is suggesting minor edits for clarification.

Health Insurance: Adding information regarding employees who are not enrolling in employer health insurance if they are enrolling as a subscriber under an outside program such Marketplace, public assistance, or has retiree coverage. This is not the same as those covered under another plan as dependent under a spouse/partner or parent. The waiver does detail that they would be eligible to enroll in health insurance if their circumstances change and that they are not eligible for the health insurance buy-back program. Hugh reported that there were no concerns raised by UAW.

Retiree Health Insurance: Adding clarification that a retiree that doesn't meet the 10 years of service requirement can still spenddown their sick time balance for retiree health insurance. Once their sick time is depleted, they could continue but would have to pay 100% for the insurance which is already addressed in the policy. The current policy was silent on this, so wanted to make sure it was clear. Hugh reported that there were no concerns raised by UAW.

Personal Appearance and PPE: This policy combines the PPE policy and the Appearance Policy in one policy. This change does provide guidance on what is appropriate appearance, which isn't presently covered. Questions regarding staff wearing shorts and sneakers in the field have come up. This covers both PPE and appearance as they do relate. This addresses office staff and field staff or those working in hazardous conditions (Production staff). Joe asked about the concern of someone coming in dressed casual but then needs to go into a hazardous situation. Steve explained that most of the staff have extra PPE available. This isn't a concern as staff dresses for the field work now. It was also addressed that there are lockers for staff so they can store extra clothing. Hugh reported that there were no concerns raised by UAW. Gregg also explained that there is annual training on what PPE is required.

Pam Bleiwas moved and Joe seconded to refer the approval of these three policy revisions to the Commission. Motion passed.

Weather Related Time-Off Procedures: Discussion only

Judy explained that with things changing due to COVID and with the ability to have Remote Work capabilities this policy is being reviewed. Steve doesn't believe there are reasons to make changes for BPWS. There are a lot of security reasons why BPWS doesn't utilize cloud-based programs. Only five BPWS positions are non-essential, the remaining staff are considered essential and are required to respond to work. Pam Bleiwas asked for clarification on what happens now, if non-essential staff do not have to come in. Are the others given a day off to use later? Steve clarified that the essential staff get a day off to use later, when non-essentials are off for the day. The

Committee agreed with Steve's determination and will not recommend changes to the policy for BPWS. Hugh did not feel the UAW was looking for any changes to current policy. Judy explained the updated policy may come back to the Committee to make sure the Town's new language doesn't impact BPWS policy.

3) Reports:

Shop Steward: Hugh reported that there are no grievances or issues to report.

Production Manager: Glenn reported that Jason Nash attended a training at W2Operator school for recertification credits toward his IIA license. Glenn and Megan Falicchio will be attending NYS AWWA conference on April 13th. TC3 will be starting a new track in their Applied Sciences program for an Environmental Technician and Glenn has been asked to provide input into the impact in the water industry. The department has been down an operator for a few weeks, and staff has been very supportive filling in their shift. Glenn submitted the Oakcrest Pump Station Electrical Upgrade project to the NY AWWA for the 2021 Project of the Year award.

Finance Manager: Pam reported that the department has finished the year end work and even with utilizing a small amount of fund balance there is a sufficient fund balance. The fund balance is important as there may be price increases in 2022 that weren't anticipated. Pam will be submitting the NYS AUD today. Jessica Sherwood and Winona Fisher have been working together on the Town of Ithaca billing and Lead & Copper identification project. There are over 900 customers enrolled in E-billing and a message is included on the paper bills, which has increased participation. Department staff will be presenting at the March and April All-Hands meetings. Joe asked about the fee for the electronic payments and if it can be made more informative that it isn't being charged by the municipality. E-billing doesn't have a fee but there is a fee if they want to submit payment online. BPWS provides a global message, and each municipality needs to also add information on their website.

Distribution Manager: Gregg reported that he and Jeff Hall attended a training at W2Operator school for recertification credits towards their D license. Gregg, Jeff, Jordan Betts and Jason Reynolds attended Code Enforcement training course on February 18th. They have registered for additional online webinars. The annual Confined Space training will be held the first week in March for all staff. Staff enters confined spaces weekly, so this is an important training. Jeff is attending a Dig Safely Certified Operator training in March. Dan Workman will be attending the Backflow course at Monroe Community College March 7-10, 2022. Annual CPR/AED/ First Aid refresher training will be provided on March 8th and 10th for all staff. Staff have been busy with fire flow testing, service line and watermain leaks and repacking control valves and PRV's.

Human Resources: Judy reported that work has been focused on policy revisions. In March, the focus will be working with Pam and Steve to fill the vacant the Administration position.

General Manager: Steve reported that managers continue to do a great job. Pam and staff have been challenged with the new E-billing program and staff shortage. Work in the department continues to move forward, thank you.

All-Hands presentations by staff have been working well and helps give an idea of what others are doing a daily basis. In February, Jeff Hall highlighted what happens on a code inspection, and service line repair. Staff has all jumped in to work on the Lead & Copper information program, which is coming along well.

Steve will be attending the TC3 roundtable on the Environmental Technician program with Glenn. Steve also joined NY AWWA Operators Committee to help improve training opportunities and how recruitment can be improved for water and wastewater positions.

COVID Masking policy- Steve reported that BPWS is maintaining the internal masking policy as the CDC, NYS and Tompkins County Health Departments are still advising wearing masks when inside. Judy noted there may need to discuss staff vaccination status. Steve wanted some direction from the Committee on how to move forward as things improve. Pam Bleiwas recommended following recommendations by TCHD and the CDC. Judy explained that it be recommended to the Town's P&O to follow what Tompkins County is doing as decisions may be needed between meetings. Staff will be encouraged and supported to wear a mask if folks want to for their own health. The Committee recommended BPWS follow suit.

Next meeting -4th Monday: March 28th, at 11:00 am.
(4/25, 5/23, 6/27, 7/25, 8/22, 9/26, 10/24, 11/28, 12/19 (3rd Monday))

Meeting adjourned at 11:47 am

Bolton Point Personnel and Organization Committee
Monday, March 28, 2022
11:00 am – 12:00 pm

Join Zoom Meeting

<https://zoom.us/j/98815271595?pwd=WXdXOVppVGQ2R0FPclpXbk0yNUtGUT09>

Meeting ID: 988 1527 1595 Passcode: 605289 Phone in at: 929 436 2866

AGENDA:

1. Review the draft February meeting notes.
2. Reports
 - a. Shop Steward
 - b. Distribution Manager
 - c. Production Manager
 - d. Finance Manager
 - e. Human Resources Manager
 - i. Discuss policy revisions
 - f. General Manager
3. (if needed) Consider Executive Session to discuss the personnel history of a particular person or contract negotiations.

Next meeting -4th Monday: April 25th, at 11:00 am.

(5/23, 6/27, 7/25, 8/22, 9/26, 10/24, 11/28, 12/19 (3rd Monday)

Future Policy discussion:

- Weather Related Time-Off Procedures
- Workplace Violence Prevention
- Employer Vehicles and Driving

The Southern Cayuga Lake Intermunicipal Water Commission
Of the Towns of Dryden, Ithaca, and Lansing and
The Villages of Cayuga Heights and Lansing

Resolution for Approval of
Revised Personnel Policies
April 7, 2022

WHEREAS, the Personnel and Organization Committee has reviewed the following draft revised personnel policies: Health Insurance Policy, Retiree Health Insurance Policy and Personal Appearance and Personal Protective Equipment Policy, as presented by the Town of Ithaca; and

WHEREAS, the Personnel and Organization Committee recommends approving the said draft policies;

NOW, THEREFORE, BE IT

RESOLVED, that the Commission does hereby approve the attached revised Health Insurance Policy, Retiree Health Insurance Policy and Personal Appearance and Personal Protective Equipment Policy.

Moved:

Seconded:

15) HEALTH AND DENTAL INSURANCE

[draft revisions for TB 3.2022](#)

The Town/Commission/Consortium offers the employees and elected officials group health and dental insurance. New employees are given an opportunity to enroll with coverage within 30 days from date of hire. Employees will also have the opportunity to add, delete or change coverage during the open enrollment period in November for January 1st coverage. The Employer will not pay any benefits directly; only benefits paid by the insurance carrier are available to employees. The Employer reserves the right to change the insurance carrier and, in conjunction with such change, to alter the level of benefits that may be provided.

A. HEALTH INSURANCE:

Health insurance coverage is offered to employees working 20 hours per week or more, long-term full-time temporary employees (hired to work 6 months or more), and some elected officials. Coverage begins upon the first day of the month following the date of hire when all eligibility requirements are met. Coverage terminates on the last day of the month following retirement/termination date. Coverage changes due to a qualifying event will occur on the first of the month following the event, except for births, which will be effective on the date of birth. Domestic partnership coverage is available; for more information contact the Human Resources Manager.

➤ Health Insurance Employee Contribution and Coverage:

Employee contributions toward the monthly premium will be based on an amount for individual or family coverage as determined by the union contract or Town/Commission/Consortium resolution. Contributions are deducted the month preceding coverage (July deductions pay for August coverage), but the rate change for January coverage will start with January pays. Therefore, employees contribute the same amount January through December. [Appendix 5: Health/Dental Insurance Contribution Rates for Town non-union employees hired prior to January 1, 2017.](#)

Town non-union employees hired prior to January 1, 2016, will be given the option to select which health insurance plan they want to enroll in; either the existing PPO plan or the Platinum Plan*. Employees who switch plans may opt back to the previous plan after two years of consecutive coverage. Employees hired after January 1, 2016, will be allowed to enroll only in the Platinum Plan.

Town non-union employees hired on or after January 1, 2017 and Commission employees hired on or after January 1, 2021, are eligible to enroll in the Platinum Plan only with an employee cost share of 15% of the monthly premium

Consortium employees are eligible to enroll in the Platinum Plan only with an employee cost share of 20% of the monthly premium.

*The Greater Tompkins County Municipal Health Insurance Consortium (Consortium) Standard Platinum Plan will have an Actuarial Value (AV) as defined by the Patient Protection and Affordable Care Act (ACA) equal to an overall plan benefit for the average participant of 90%. The Consortium will annually calculate the AV using the AV Calculator

developed by the Centers for Medicare & Medicaid Services (CMS) Center for Consumer Information & Insurance Oversight (CCIIO), which was implemented in accordance with the Patient Protection and Affordable Care Act. If such calculator is no longer available or in use, the Consortium will have an independent Actuary develop the AV of the health insurance plan on an annual basis. The AV will be equal to 90% for the Platinum Plan within an acceptable deviation of + or – 2%. Any changes to the underlying plan benefits of the Greater Tompkins County Municipal Health Insurance Consortium Standard Platinum Plan to maintain the plan's AV will occur no more frequently than once a year with said changes being effective on January 1st each year.

➤ Health Insurance Buyback:

Employees who elect not to enroll with health insurance through the employer, shall be eligible for the Health Insurance Buyback program provided that the employee provides proof that the employee is covered by a spouse/partner or parent on another comparable health insurance plan. Employee must complete the Affidavit of Intent during their new hire orientation and/or annual open enrollment period to participate in this program.

Employees hired prior to January 1, 2016, would be eligible for an amount equal to 50% of the PPO's individual monthly premium. Employees hired on or after January 1, 2016, in a non-union position would be eligible for a health insurance buy back based on 50% of the Platinum Plan's individual monthly premium. Unionized staff should refer to their union contract for plan and percentage amounts.

Health Insurance Buy Back is paid out in ~~Employees will receive~~ two equal payments in the first and second paycheck of the month for ~~every each~~ month they participate. This is a taxable benefit; therefore, it will be included in gross wages for that pay period. However, union dues will not be assessed on the benefit, and it is not includable income for the retirement system.

[Exhibit H: Affidavit of Intent to Participate in the Health Insurance Buyback](#)

➤ Declination of Health Insurance Waiver:

The goal is to ensure that employees have health insurance coverage through the employer, as a dependent under another plan or through external options. The Town/Commission/Consortium does require that employees have proof of health insurance coverage. If an employee declines employer coverage because they are enrolled in an external plan as the subscriber, then a declination of health insurance waiver must be completed, and proof of coverage must be provided. If an employee's external plan is terminated, they will be eligible to enroll in employer coverage at that time. The Health Insurance Buy Back program does not qualify under this declination waiver.

[Exhibit ? Waiver of Employee Health Insurance Coverage](#)

A. HEALTH

1). Eligibility:

To be eligible for health insurance with a cost share for premiums, the retiree must have been eligible for health insurance as an active employee, retired from the Town/Commission/Consortium with a minimum of 10 years of service with Town/Commission/Consortium and be receiving retirement benefits from the NYS& Local Retirement System. **If the retiree does not fulfill the previous qualifications, but wishes health insurance coverage through the group, they may do so by paying 100% of the premium.** If a retiring employee or retiree chooses not to maintain the employer's group health insurance, they will not be eligible to re-enroll at a later time and must sign a waiver of coverage form. Union employees should refer to their contract.

Medicare Eligible Retirees:

- Retirees and/or dependents reaching Medicare eligibility must enroll in Medicare Part A & B. All Medicare A & B premium costs are the responsibility of the retiree.
- Effective 1/1/2016 all eligible Retirees and dependents must convert to the Medicare Supplement health plan offered by the Town the month of Medicare eligibility.
- When a Retiree on a family plan converts to a Medicare Supplement health plan, they will convert to two individual plans. Monthly premium costs will be determined by adding the two individual plan premiums together then multiplying by the cost share percentage that would have been applied to the family plan.

For all Town non-unionized employees hired on or after July 1, 2016:

Employees meeting the eligibility outlined above will be able to enroll in Retiree Health Insurance from the date of retirement through the first of the month following the month they reach Medicare eligibility. Once the Retiree reaches Medicare eligibility, the employer contributions toward the health insurance premiums will cease on the first of the month following the qualifying eligibility. The Retiree will have the option to continue coverage with an individual or family plan, however, paying 100% of the monthly premium, after all sick time is depleted. Those eligible are encouraged to enroll in the Medicare Supplement plan, if offered and practicable for their situation.

2). Use of Sick Time

If a retiree has an accrued sick time balance, (up to 960 hours), and wishes to continue health insurance coverage, they may do so utilizing their sick time balance. The sick time balance will be exchanged for months of continued retiree health insurance coverage (individual or family coverage) until the sick time is depleted. For each month of provided

retiree health coverage the sick bank will be reduced by an established number of hours until the sick balance is depleted. [This benefit of spending down sick hours for retiree insurance is available even to those retirees that do not meet the minimum years of service eligibility described above.](#)

Established Hours:

16 hours per month -when Retiree and /or Dependents are enrolled in a Non-Medicare Supplement plan for family or individual coverage

8 hours per month – when Retiree and dependents (if applicable) are enrolled in a Medicare Supplement plan(s) for family or individual coverage

When the sick time balance is depleted the retiree can continue with the retiree health coverage by submitting payment to the Town for their applicable share of the premiums. At no time would any unused sick time be paid out.

1). Death of Retiree:

Upon the death of a retiree with a sick time balance, a dependent may deplete this balance by utilizing it to pay 100% of the premium for continued coverage. Upon depletion of the sick time balance, the dependent may continue coverage by paying 100% of the monthly premium to the Town. If they opt out of the health insurance coverage there will not be a payment for the remaining sick time balance.

2). Payment of Premiums:

Payment of the retiree's share of the premium must be made to the Town by the 20th of the month preceding the coverage month. (Example: April 20th for May 1st coverage.)

B. DENTAL

Retirees may wish to have dental coverage upon retirement from the Town/Commission/Consortium. However, the premium will be paid 100% by the retiree. This premium shall not be paid with any unused "sick time" balance. If the retiree wishes dental coverage (individual or family), they shall pay the appropriate premium to the Town by the 20th of the month preceding the coverage month, i.e. April 20th for May 1st coverage. Retiree may also have the option to move to a direct pay option with the dental carrier.

The Employer reserves the right to cancel any retiree's insurance coverage for accounts 60 days or more past due.

C. RETIREE'S INSURANCE PERCENTAGES

1). **FOR EMPLOYEES:** (hired prior to 1/1/2010)

<u>YEARS OF SERVICE AT RETIREMENT</u>	<u>RETIREE'S PORTION OF PREMIUMS</u>	<u>EMPLOYER'S PORTION OF PREMIUMS</u>
30 AND OVER	25%	75%
25 -29	50%	50%
15-24	65%	35%
5-14	80%	20%
LESS THAN 5	100%	0%

Town's unionized employees hired on or after **January 1, 2010** and all Town/Commission/Consortium non-unionized employees hired on or after August 1, 2010 will be eligible for retiree health insurance at a prorated amount based on years of service with the Town/Commission/Consortium once they have at least 10 years of service. Policy for all non-unionized Town employees is to match the Teamsters union contracts in the future and for non-unionized Commission employees the policy is to match the UAW union contracts in the future.

10-24 years of service	retiree pays 80% of monthly premium
25-29 years of service	retiree pays 65% of monthly premium
30 or more years of service	retiree pays 50% of monthly premium

All Commission employees effective January 1, 2021: Once the sick bank is depleted the retiree may continue coverage under the applicable Premium Percentage.

<u>YEARS OF SERVICE AT RETIREMENT</u>	<u>RETIREE'S PORTION OF PREMIUMS</u>	<u>SCLIWC'S PORTION OF PREMIUMS</u>
25 AND OVER	50%	50%
10-24	65%	35%

2). FOR ELECTED OFFICIALS:

<u>YEARS OF SERVICE AT RETIREMENT</u>	<u>RETIREE'S PORTION OF PREMIUMS</u>	<u>EMPLOYER'S PORTION OF PREMIUMS</u>
30 AND OVER	65%	35%
25 -29	75%	25%
15-24	85%	15%
5-14	95%	5%
LESS THAN 5	100%	0%

Effective 1/1/15 – newly elected officials will not be eligible for retiree health insurance.

Refer to the Elected / Appointed Manual for more information.

Town's Current Policies: 12.2021

10) PERSONAL PROTECTIVE EQUIPMENT POLICY

Employees are provided with personal protective equipment (PPE), such as hard hats, rain gear, safety goggles, gloves, and earplugs, appropriate for the tasks assigned. The Town/Commission also provides allowances or share in the costs for the following PPE. Employees not abiding by the safety policies below will be subject to discipline.

a) SAFETY TOED SHOES:

All Commission Production and Distribution employees and Town Public Works employees are required to wear safety-toed shoes (no sneakers) while on duty. Town Code Enforcement and Engineering staff are required to wear safety-toed shoes when in the field. To assist with compliance of this policy a reimbursement for the purchase of shoes is provided. For more information refer to the appropriate union contract. Town non-union staff required to wear safety toed shoes are eligible for reimbursement every even year at the rate established in the Town's union contract.

b) SAFETY GLASSES:

All Commission Production and Distribution employees and Town Public Works employees are required to wear safety glasses/goggles while performing certain safety sensitive duties. As cost assistance for those employees who wear prescription glasses, the Town/Commission provides a prescription safety glass program. For information refer to the appropriate union contract for program details.

c) UNIFORMS

Commission:

Distribution and Production employees are required to wear uniform style clothing during all working hours. Uniforms include shirts and outerwear (sweatshirts and jackets) and must display an employee's first name and the Commission logo. Commission will absorb the cost of the name and logo embroidery. Thread color of the name and logo must be a different color than the clothing color and easily visible. Solid color clothing is preferred, but plaid shirts are allowed providing the employees name and Commission logo are easily visible. The Commission will provide reimbursement for uniforms and safety-toed shoes; refer to the union contract for specific amounts.

Town:

Town shall provide Public Works Department employees, except clerical, and the Highway Superintendent, an annual lump sum clothing allowance in an amount established by the union contract for all the department's staff. New hires will receive an amount based on date of hire. Allowance payments will be issued through a separate payroll check during the first month of the year. The clothing allowance is a taxable benefit. Coveralls through a uniform service will be provided for the mechanics.

Town encourages Engineering and Code Enforcement staff to wear uniform style shirts and jackets that clearly identifies their name and the Town logo. Town will provide an annual reimbursement budget to Highway Superintendent, Engineering and Code Enforcement staff for the purchase of uniform shirts and jackets and will cover the cost of embroidery of name and Town logo. Thread color of the name and logo must be a different color than the clothing color and easily visible; solid colored clothing is preferred. All staff may purchase shirts or coats and the Town will pay for the embroidery of name and Town logo, if budgeted for.

Current:

1) APPEARANCE POLICY

All employees are required to dress in a manner that is appropriate to their type of work in order to create a good impression on the people served. If attire is considered inappropriate by the employee's Department manager, then the following will occur:

First Offense: The employee is sent home to change **without** loss of pay. An oral coaching shall be given and documented on the coaching form and added to the employee's Personnel File.

Second Offense: The employee is sent home to change **with** loss of pay. The written coaching form is completed and signed by the Department manager and the employee and shall be filed in the employee's Personnel File.

Third Offense: Employee is subject to the [Disciplinary Policy](#).

DRAFT REVISED POLICY 2.2022

APPEARANCE and PERSONAL PROTECTION EQUIPMENT POLICY

This policy provides guidance on appropriate work attire and addresses personal protective equipment (PPE). This policy will be used in conjunction with job safety analyses (JSA's), and PPE hazard assessments for specific activities available in the Safety Manual.

PERSONAL APPEARANCE REQUIREMENTS:

General Appearance: Employees represent the Town when on duty or when participating or representing the Town at work-related functions. Using the "reasonable person" standard, the following guidelines, and requirements for appropriate work attire are:

Office Only Employees should wear:

- Business casual clothing that presents a professional and well-groomed appearance. Skirts, dresses, and shorts should be close to knee length; jeans should not be excessively faded or have visible rips, tears, holes, or fraying, whether by design or wear; sweatpants and warm-up suits are not appropriate; leggings or similar should be worn with a top that reaches past the buttocks.
- Clothing should not be overly tight, revealing, or sheer; clothing must not display any image or text that is inappropriate, offensive or distracts from the professional image of the Town. Brand names and athletic team logos are generally acceptable, political commentary or symbols or profane

language or symbols are not acceptable.

In addition to above, staff working in the field or in potentially hazardous situations/positions should wear:

- Shirts provided annually with employer logo as are strongly encouraged to be worn to aid in identification.
- A shirt must be worn regardless of donning safety vests or jackets
- Tank tops, large arm opening sleeveless shirts, and shirts with ripped-off sleeves are not allowed. Sleeveless shirts with modest arm holes that are hemmed and covers the shoulder are allowed.
- Regardless of ambient temperature, long-sleeves should be worn during work activities involving increased risk of cuts, scrapes, or exposure to infectious or caustic material to arms. (e.g.: brush work, weed eating)
- Long pants reaching the ankles must always be worn in the field to enhance safety and protection and must be solid and neutral in color. They should be made of durable fabrics whenever possible to provide the most protection (e.g.: blue jeans, Carhartt, Dickies, cargo pants). Leggings or similar are not permitted in the field.
- All pants must be free of noticeable holes, ragged/ripped hems, or excessive fading, whether by design or wear. Minor holes may be patched or sewn shut.
- Shorts are not permitted in the field or in potentially hazardous situations/positions.

Seasonal Weather Work Attire: Employees are responsible for dressing appropriately for the weather. It is the responsibility of the employees to be prepared with appropriate clothing on hand for snow, rain, extreme heat, or cold. Employees should be mindful of direct sun exposure and protective clothing and sunscreen is strongly encouraged.

Jewelry: Jewelry must not be worn in the field or when around or using any equipment that may pose a risk of choking, crushing, or snagging such as long necklaces, dangling earrings or rings other than wedding/commitment rings.

PERSONAL PROTECTIVE EQUIPMENT:

Personal Protective Equipment (PPE) as defined by PESH are used to reduce or eliminate exposure to harmful and/or hazardous work conditions. Employer will provide PPE as required for specific assigned tasks. Supplied PPE include safety vests, safety glasses, gloves, brush/face shields, hard hats, hearing protection, welding helmets, coveralls, safety toed chore boots, face masks and respiratory protection. Specific PPE requirements are defined in the Job Safety Analysis or as determined by a PPE hazard assessment.

a) SAFETY TOED SHOES:

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contract. Town non-union staff required to wear safety toed shoes are eligible for reimbursement every even year at the rate established in the Town's union contract.

b) SAFETY GLASSES:

All Commission Production and Distribution employees and Town Public Works employees are required to wear safety glasses/goggles while performing certain safety sensitive duties. As cost assistance for those employees who wear prescription glasses, the Town/Commission provides a prescription safety glass program. For information refer to the appropriate union contract for program details.

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Commission:

Distribution and Production employees are required to wear uniform style clothing during all working hours. Uniforms include shirts and outerwear (sweatshirts and jackets) and must display an employee's first name and the Commission logo. Commission will absorb the cost of the name and logo embroidery. Thread color of the name and logo must be a different color than the clothing color and easily visible. Solid color clothing is preferred, but plaid shirts are allowed providing the employees name and Commission logo are easily visible. The Commission will provide reimbursement for uniforms and safety-toed shoes; refer to the union contract for specific amounts.

Town:

Town shall provide Public Works Department employees, except clerical, and the Highway Superintendent, an annual lump sum clothing allowance in an amount established by the union contract for all the department's staff. New hires will receive an amount based on date of hire. Allowance payments will be issued through a separate payroll check during the first month of the year. The clothing allowance is a taxable benefit. Coveralls through a uniform service will be provided for the mechanics.

Town encourages staff to wear business casual style shirts and jackets that clearly identifies their name and the Town logo. Town will provide an annual reimbursement budget to Highway Superintendent, Engineering and Code Enforcement staff for the purchase of uniform shirts and jackets and will cover the cost of embroidery of name and Town logo. Thread color of the name and logo must be a different color than the clothing color and easily visible; solid colored clothing is preferred. Any employee may purchase shirts or coats and the Town will pay for the embroidery of their name and Town logo, if department budget allows.

Employees are responsible for complying with the above expectations and guidelines. Contact your supervisor or Human Resources if you have questions regarding acceptable work attire or personal protection equipment. Exceptions to this may be approved on a case-by-case basis by department management and Human Resources. If attire is considered inappropriate by the employee's department manager than they may be asked to change.