

The June 13<sup>th</sup>, 2023 Town of Tioga board meeting was brought to order at 7:00pm. Present were Councilman Robert Strong, Councilman Gerald Hyatt, Councilman Drew Griffin with Supervisor Lewis Zorn presiding.

Also present was Highway Superintendent Russell Story, Constable Jerry Pierce and Krista Story.

Councilman Strong made the motion to approve the May 9<sup>th</sup>, 2023 board minutes as presented, Councilman Griffin seconded, carried.

Councilman Hyatt made the motion to approve the April Planning Board minutes as presented, Councilman Hyatt seconded, carried.

Councilman Hyatt made the motion to approve the May reports as given, Councilman Griffin seconded, carried.

Roll call vote:

Councilman Hyatt – Aye	Councilman Strong – Aye
Councilman Griffin – Aye	Councilman Welch – Absent

Update from Superintendent Story:

- The new pickup is being delivered to the dealership.
- Hot mix paving has been completed in the Estates
- Rebuilt Wells Rd and South Frost Hollow Rd
- Diamond Valley bridge has been yellow flagged for scouring from the DOT. We have since made the repairs needed. No word from BridgeNY Program.
- Trailer frame is in bad shape on the road side of the frame and needs repairing.

Councilman Hyatt made the motion to accept the resignation of Brenda Middendorf as Deputy Town Clerk effective July 1, 2023 for retirement, Councilman Griffin seconded, carried.

Roll call vote:

Councilman Hyatt – Aye	Councilman Strong – Aye
Councilman Griffin – Aye	Councilman Welch – Absent

Councilman Strong made the motion to appoint Krista Story as Deputy Town Clerk, effective July 1, 2023, Councilman Griffin seconded, carried.

Roll call vote:

Councilman Hyatt – Aye	Councilman Strong – Aye
Councilman Griffin – Aye	Councilman Welch – Absent

Councilman Hyatt made the motion to adopt the updated Employee Handbook as presented, Councilman Griffin seconded, carried.

Roll call vote:

Councilman Hyatt – Aye	Councilman Strong – Aye
Councilman Griffin – Aye	Councilman Welch – Absent

Supervisor Zorn stated that he attended the last Commissioner’s meeting for the Tioga Center Fire Department to discuss possible consolidation of buildings for the Highway, Town Hall and Fire Station and that there is many questions and concerns that need to be discussed on the potential project.

Resolution #7-2023 Urging NYS Legislature and Governor Hochul to enact legislation regarding voter identification process has been tabled till July’s meeting.

**Resolution #6-2023**  
**TOWN OF TIOGA DRUG- FREE WORKPLACE POLICY**

The Town of Tioga recognizes the importance of a safe, efficient and healthy work environment for all employees. Being under the influences of any drug or alcohol on the job poses serious risks to a person's health and safety and jeopardizes the public trust that has been placed in the Town of Tioga. Consequently, The Town of Tioga has developed the following policy, in accordance with the Drug-Free Workplace Act of 1988, 44 CFR Part 17, Sub-part F.

**POLICY**

The Town of Tioga absolutely prohibits any use, consumption, sale, manufacture, distribution, dispensing, purchase, transfer or possession of any controlled substance and/or alcohol by any employee while on duty or while on worksite or Town of Tioga premises. This shall also include the use or consumption of any Cannabis product. In addition, employees are strictly prohibited from being under the influence of any controlled substance and/ or alcohol while performing worksite assignments or while attending Town of Tioga sponsored training sessions or meetings. Legally prescribed medications are excluded from this prohibition and permitted only to the extent that the use of such medications does not adversely affect the employee's work ability, job performance or the safety of the employee or others.

As a condition of employment, employees agree to abide by the terms of the prior paragraph, and to notify The Town of Tioga of any criminal drug statute conviction for a violation in the workplace no later than five (5) days after such conviction. The Town of Tioga is required, by law, to notify our Federal funding source of any convictions within ten (10) calendar days of receiving notice from the employee or other official source. As a minimum, the Town of Tioga will provide the Federal Funding source with the position title of the affected employee and Town of Tioga’s Federal Identification number.

**VIOLATION OF POLICY**

An employee who violates this policy shall be subject to disciplinary action up to and including termination. Sanctions may include, but are not limited to, a fine, suspension, demotion, termination or satisfactory participation in a drug abuse assistance or rehabilitation program approved for such purpose by the Town of Tioga.

Councilman Griffin made the motion to accept Resolution #6-2023, Drug-Free Workplace Policy, Councilman Strong seconded, carried.

Roll call vote:

Councilman Hyatt – Aye

Councilman Strong – Aye

Councilman Griffin – Aye

Councilman Welch – Absent

Resolution #5-2023 Emergency Operations and Pandemic Plan has been tabled until the July meeting.

Update from Constable Pierce:

- Community Garden has 10 beds planted and about a month from now the Share Shed will be placed out for the community.
- Speed signs are installed and working great and the Town is working with the County to place the remaining two on Halsey Valley Rd.
- Playground equipment has arrived and will be installed shortly.
- BBQ grills have been installed at Ransom Park replacing the old ones that have deteriorating.

Councilman Hyatt made the motion to accept the bid in the amount of \$8,550.00 from D & R Construction Inc. to remove existing concrete ramp along with the front steps and stoop of the Town Hall along with removing old railing and provide a temporary railing till permanent ones can be installed by another, Councilman Griffin seconded, carried.

Roll call vote:

Councilman Hyatt – Aye

Councilman Strong – Aye

Councilman Griffin – Aye

Councilman Welch – Absent

Councilman Hyatt made the motion to pay the General Fund in the amount of \$30,939.84 Councilman Griffin seconded, carried.

Roll call vote:

Councilman Hyatt – Aye

Councilman Strong – Aye

Councilman Griffin – Aye

Councilman Welch – Absent

Councilman Strong made the motion to pay the Highway Fund in the amount of \$172,303.67 Councilman Griffin seconded, carried.

Roll call vote:

Councilman Hyatt – Aye

Councilman Strong – Aye

Councilman Griffin – Aye

Councilman Welch – Aye

Councilman Strong made the motion to adjourn at 8:40pm, Councilman Hyatt seconded, carried.

Tiffany Middendorf  
Tioga Town Clerk