

A regular meeting of the Town Board of the Town of Moreau was held on September 24, 2019 in the Town of Moreau Municipal Building, 351 Reynolds Road, Moreau, New York.

The Supervisor called the meeting to order at 7:00 p.m.

The Town Clerk called the roll.

Town Board Members Present

John Hogan	Councilman
Alan VanTassel	Councilman
Gina LeClair	Councilwoman
Kyle Noonan	Councilman
Theodore T. Kusnierz, Jr.	Supervisor

Town Board Members Absent

None

Also present: Leeann McCabe, Town Clerk; Malcolm O’Hara, Attorney for the Town; Paul Joseph, Highway Superintendent; Kathleen Moore, Post Star Reporter; Reed Antis, Planning Board member and Town Resident; Town Residents: Eleanor Stein, Pat Killian; Village Resident: Brigid Martin

The Supervisor led the Pledge of Allegiance.

APPROVAL OF MINUTES

The minutes from September 10, 2019 (2 sets) were prepared and presented to the Town Board in advance of the meeting for their review, comment, correction and approval.

Resolution 2019-353

A motion was made by Councilwoman LeClair, seconded by Councilman Noonan and carried, to approve the minutes from September 10, 2019 (2 sets) as prepared.

Asked if all in favor, the following responses were given:

Councilman Hogan	Aye
Councilman VanTassel	Aye
Councilwoman LeClair	Aye
Councilman Noonan	Aye
Supervisor Kusnierz	Aye

SET FUTURE MEETINGS AND WORKSHOPS

The Supervisor commented that the Zoning Administrator wasn’t able to attend the meeting that had been scheduled for October 3, 2019. The Town Board was in agreement to change the meeting to October 10, 2019 at 6:30. The purpose of the meeting is to address possible zoning changes.

A budget workshop was scheduled for October 2, 2019 at 7:00 p.m.

An executive session was scheduled for 6:00 p.m. on October 8, 2019, for the purpose of conducting employment interviews for a Senior Assessment Clerk position.

MOREAU COMMUNITY CENTER

The Moreau Community Center has requested to use the old Town Hall building at 61 Hudson Street from November 12, 2019 through December 20, 2019 for this year’s Holiday Caring process.

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Resolution #2019-354

A motion was made by Councilwoman LeClair, seconded by Councilman Noonan and carried, approving the request from the Moreau Community Center to use the old Town Hall building at 61 Hudson Street from November 12, 2019 through December 20, 2019 for their Holiday Caring process.

Asked if all in favor, the following responses were given:

Councilman Hogan	Aye
Councilman VanTassel	Aye
Councilwoman LeClair	Aye
Councilman Noonan	Aye
Supervisor Kusnierz	Aye

The Supervisor stated that the Community Center is willing to pay the utilities for that location while in use by them.

RENAU ENERGY

The Supervisor stated that the person who was going to speak wasn't present. He asked that this agenda item be tabled but if someone showed up to speak, they could fit them back in.

MIKE NOLAN 5 K RACE

A request was received from Jody Sheldon asking for Town Board approval for the Mike Nolan 5K Race and to have a portion of Tanglewood Road closed off as it was last year. The race is to be held on November 3, 2019, with preparations beginning at 7 a.m. The race will conclude at 10:30 a.m.

Resolution #2019-355

A motion was made by Councilman Noonan, seconded by Councilwoman LeClair and carried, approving the closure of a section of Tanglewood Road on November 3, 2019 for the Mike Nolan 5K Race, which will be held from 9:00 a.m. to 10:30 a.m.

Asked if all in favor, the following responses were given:

Councilman Hogan	Aye
Councilman VanTassel	Aye
Councilwoman LeClair	Aye
Councilman Noonan	Aye
Supervisor Kusnierz	Aye

MARRIAGE LICENSE FEES

The Town Clerk had reported to the Town Board, that the State had passed a bill, which waives the State portion of the fees for Marriage Licenses, to those who are active duty military. She stated that the Town has the option to waive their fees as well.

Resolution #2019-356

A motion was made by Councilwoman LeClair, seconded by Councilman Noonan and carried, to waive the local Marriage License fees for Active Duty Military.

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Asked if all in favor, the following responses were given:

Councilman Hogan	Aye
Councilman VanTassel	Aye
Councilwoman LeClair	Aye
Councilman Noonan	Aye
Supervisor Kusnierz	Aye

RECREATION DEPARTMENT

A request was made by the Recreation Leader to purchase an additional 22 T-shirts for the Flag Football program. He stated that the Town Board had approved \$700.00 for the purchase of T-shirts and he is requesting approval for an additional \$100.00.

Resolution #2019-357

A motion was made by Councilman Hogan, seconded by Councilman VanTassel and carried, approving an increase in the amount for the purchase of T-shirts not to exceed \$800.00 from Northwind Graphics.

Asked if all in favor, the following responses were given:

Councilman Hogan	Aye
Councilman VanTassel	Aye
Councilwoman LeClair	Aye
Councilman Noonan	Aye
Supervisor Kusnierz	Aye

The Supervisor stated, that as they move forward with the funding process for the Universally Accessible Playground, the Town Board needs to complete a Short Environmental Assessment Form. Before the form is completed the Town Board needs to designate its intention to serve as Lead Agency for the SEQRA Coordinated Review of this Unlisted Action.

The Town Clerk read the following resolution into the record:

TOWN OF MOREAU TOWN BOARD

RESOLUTION

SEQRA NOTICE OF INTENT TO SERVE AS LEAD AGENCY FOR MOREAU UNIVERSALLY ACCESSIBLE PLAYGROUND

WHEREAS, the Town of Moreau is developing a Universally Accessible Playground and Spray Yard at the Harry J. Betar Recreation Park; and

WHEREAS, with the assistance of planning consultant, The LA Group, Landscape Architecture and Engineering, P.C., 40 Long Alley, Saratoga Springs, New York 12866, the Town has developed plans and environmental documentation in support of same; and

WHEREAS, in accordance with the provisions of 6 NYCRR Part 617, the Town Board of the Town of Moreau intends to serve as Lead Agency for the SEQRA review of this Unlisted Action, and, in this capacity, will determine if the proposed action will have a significant effect on the environment; and

WHEREAS, the Lead Agency will undertake a coordinated review of this action.
Now therefore, be it

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RESOLVED, that the Town Board of the Town of Moreau hereby designates its intention to serve as Lead Agency for the SEQRA Coordinated Review of this Unlisted Action, and will circulate the Lead Agency Notice and a copy of the draft Comprehensive Plan along with a link to the Town's website wherein the draft Comprehensive Plan is located, to all Involved and Interested Agencies, which shall be given 30 days from the mailing of the Lead Agency Notice to challenge the Town Board's Lead Agency designation.

Resolution #2019-358

A motion was made by Councilwoman LeClair, seconded by Councilman Noonan and carried, to adopt the foregoing resolution as read into the record by the Town Clerk.

Asked if all in favor, the following responses were given:

Councilman Hogan	Aye
Councilman VanTassel	Aye
Councilwoman LeClair	Aye
Councilman Noonan	Aye
Supervisor Kusnierz	Aye

The Supervisor proceeded to read through Part 1 of the Short Environmental Assessment Form and the Town Board provided the answers.

TRANSFER STATION

The Transfer Station had submitted quotes for the grinding of brush at the Transfer Station as follows:

Galusha & Sons, LLC 426 Dix Avenue Queensbury, NY 12804	\$5,000.00/job
Wood Waste Reduction Services PO box 461 Glens Falls, NY 12801	\$5,000.00/job
W.M. Biers	No Quote

There was a brief discussion relating to the chipping. There were questions relating to the quotes and it was requested that this agenda item be tabled for some clarification.

A second request was made for a replacement roof on the compactor building. The following quotes were received:

Fred Bartlett Enterprises 12 Circle Drive So. Glens Falls, NY 12803	\$2,310.00
S.O.C. Contracting 28 East Rd. So. Glens Falls, NY 12803	\$2,800.00
ADK Homeworks Old Bend Road Moreau, NY 12828	No quote

There was discussion relating to the quotes. This item was also tabled until the Transfer Station Committee Members have had a chance to look at the roof.

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COURT REQUEST

The Court provided the following quotes for the purchase of a 16 Channel Security System, which will be paid for from their JCAP funds:

GW Security \$1,049.00
1230 Santa Anita Ave. #A
South El Monte, CA 91733

Focus Camera \$1,299.00
895 McDonald Ave.
Brooklyn, NY 11218

GW Security \$1,399.00
1230 Santa Anita Ave. #A
South El Monte, CA 91733

The Court recommended the quote from GW Security for a 16 Channel NVR Security System 4TB in the amount of \$1,049.00, which includes shipping and handling.

Resolution #2019-359

A motion was made by Councilwoman LeClair, seconded by Councilman VanTassel and carried, approving the purchase of a 16 Channel Security System from GW Security in the amount of \$1,049.00, which will be paid from JCAP funds.

Asked if all in favor, the following responses were given:

Councilman Hogan Aye
Councilman VanTassel Aye
Councilwoman LeClair Aye
Councilman Noonan Aye
Supervisor Kusnierz Aye

MOREAU VOLUNTEER POLICY AND PROCEDURES

A draft volunteer policy was presented to the Town Board at the previous meeting for their review and comments.

Resolution #2019-360

A motion was made by Councilman VanTassel, seconded by Councilman Noonan and carried, to adopt the DRAFT Volunteer Policy and Procedures as presented to the Town Board.

Asked if all in favor, the following responses were given:

Councilman Hogan Aye
Councilman VanTassel Aye
Councilwoman LeClair Aye
Councilman Noonan Aye
Supervisor Kusnierz Aye

A copy of the policy will be annexed to this set of minutes.

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CROSSING GUARD

The Supervisor commented that Moreau School has been without a crossing guard.

Resolution #2019-361

A motion was made by Councilman VanTassel, seconded by Councilman Noonan and carried, to hire Art Gadow as a Part-time School Crossing Guard at a rate of \$12.00 per hour.

Asked if all in favor, the following responses were given:

Councilman Hogan	Aye
Councilman VanTassel	Aye
Councilwoman LeClair	Aye
Councilman Noonan	Aye
Supervisor Kusnierz	Aye

PRINCIPAL ACCOUNT CLERK TRAINING

A request was submitted from the Principal Account Clerk to attend Jaeger & Flynn’s 2019 Client Conference in Saratoga Springs on October 2, 2019. The Conference is free of charge and is intended to educate on various Human Resource topics.

Resolution #2019-362

A motion was made by Councilwoman LeClair, seconded by Councilman Hogan and carried, authorizing Jeffrey Cruz to attend Jaeger & Flynn’s 2019 Client Conference to be held on October 2, 2019 in Saratoga Springs.

Asked if all in favor, the following responses were given:

Councilman Hogan	Aye
Councilman VanTassel	Aye
Councilwoman LeClair	Aye
Councilman Noonan	Aye
Supervisor Kusnierz	Aye

The Supervisor provided an update on the proposed PUD for the Czub-McDermott farm on Old West Road. He stated that the scope of the project, based on a conversation Ms. Czub had with the Zoning Administrator this week, has changed and has been scaled back significantly. The plan no longer includes development south of Old West Road, where there was a proposed solar array. It will just include the development of the M2 portion of the property. The Supervisor stated that this is a unique piece of property in that it is in an M2 zone but is also in the Ag District. Under M2, permitted uses include light manufacturing or assembly, research operations, storage uses, laboratories etc. They are proposing to produce beer on site with the possibility of selling retail. The Supervisor stated that it’s the Town’s interpretation that it can only be sold wholesale. Ms. Czub has asked for an official determination from the Zoning Administrator. The Supervisor stated that the Zoning Administrator is working on that and will provide Ms. Czub with his determination.

PRIVILEGE OF THE FLOOR

Brigid Martin addressed the Town Board and stated that she had attended a Bicycling for Business Seminar. She stated that New York State is investing in a cycling trail from New York City to Montreal. The seminar gave ideas to municipalities on how to make their communities cycling friendly. She stated that there should be good signage and the Town could budget for bike stands, solar phone charging stations, air pump stations and possibly a welcome center. Following the conclusion of Ms. Martin’s

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presentation, the Supervisor commented that DOT is replacing the bridge over I87 at Butler Road and the new construction will include a bike trail.

Terry Clark addressed the Town Board with a safety concern. He stated that many roads have been re-lined and Reservoir Road has no stop line. Mr. Clark also stated that there is a fire hydrant that isn't visible from the road. He stated that he had made a complaint to Councilman VanTassel and it was mowed in a 6' circumference. He stated that it isn't enough. If a fire truck is driving down the road, they can't see it. Councilman VanTassel stated that it was a State road and that they're working on it. Mr. Clark stated that it shouldn't be a work in progress, it should be done right away. There could be a fire tonight or tomorrow. Councilman VanTassel stated that it had been cleared out to 16' and the State only requires 3'. He stated that he would work through this with the State.

Eleanor Stein, 210 Washburn Road, Moreau, addressed the Board and stated that she had a conversation with the Supervisor regarding the scaled back plans for the Czub farm. She stated that it is now going to be a bar/tasting room. She stated that now it will go directly to zoning, however, if it comes back to the Town Board, she stated that in its earlier form, she along with approximately 30 other people are against the plan. She also wondered why the Town couldn't change the M2 zoning for these two properties, so that this type of business can't be put in agricultural land. She wondered if those who neighbor this property will lose their well water because the project would require the use of a lot of water. She stated that she was against the brewery, the tasting and anything that's put in the Ag Country.

Reed Antis asked about the status of the Erie Blvd. Article 7 Case. Mr. Antis also commented on the amount of brush that's around the Village of South Glens Falls on any Monday morning. He stated that the Town should be budgeting enough to deal with it.

The Supervisor stated that the update given on the Erie Tax Certiorari case at the last meeting is still current.

The Supervisor remarked on Mr. Antis' comments on brush in the Village by stating that the Village is part of the Town of Moreau. He stated that the Village residents pay taxes through the General Fund and are paying for the brush grinding.

The Supervisor asked the Highway Superintendent about the stop sign line that was questioned by Mr. Clark. He asked if it was a Town road. The Highway Superintendent stated that the lines are governed by the State even though it's a Town road. He stated that it's their responsibility. The Supervisor stated that he could reach out to the State for an update.

SUPERVISOR'S ITEMS

The Supervisor stated that the Town Board has received copies of a letter from Martha Winston regarding the Old West Road PUD, an email from Eleanor Stein regarding her opposition. The Town Board has also received an opposition letter from Debbie Miller and an email opposition from Stephanie Oakley. He stated that he has provided copies to the Zoning Administrator and to members of the Planning and Zoning Boards. The Supervisor stated that he also has an email from John Arnold expressing his opposition to a portion of the project proposed under the PUD.

The Supervisor stated that he had received a report from the State Comptroller regarding the annual monitoring from the State Comptroller's office, which they do for local government fiscal stress scores. He stated that they are based off the AUD's, which are required to be sent to the State Comptroller annually. He stated that a score of 100% is a very stressed community. The Town of Moreau received a score of 6.7% in 2016, 6.7% in 2017 and with the new administration, 3.3% in 2018. He stated, that from a fiscal stress standpoint, the Town is doing a good job in governing its finances.

The Supervisor received a letter from James Donohue, Director of Recreation in the Village of Fort Edward, thanking the Town of Moreau and the Recreation Department staff for allowing them to use the Sand Bar Beach for one of their field trips this summer.

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The Supervisor stated that he has met with another potential solar array developer regarding a parcel of property on Route 197. He's asked to address the Town Board, which he will schedule for some time in October, probably the second meeting.

Councilwoman's LeClair's stated that they've been clearing out where the community garden beds used to be.

Councilman Hogan stated that he spoke with Rebecca Ring and that her people are responsible for lining the fields for Fall ball.

A motion was made by Councilman VanTassel, seconded by Councilwoman LeClair and carried, to close the meeting for the evening at 8:04 p.m.

Asked if all in favor, the following responses were given:

Councilman Hogan	Aye
Councilman VanTassel	Aye
Councilwoman LeClair	Aye
Councilman Noonan	Aye
Supervisor Kusnierz	Aye

Meeting adjourned.

Respectfully submitted,

Leeann McCabe
Town Clerk

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Town of Moreau
Volunteer Policy and Procedure

Adopted: 9/24/19

Section:

1. Introduction
2. Principles
3. Scope of volunteer policy and definitions
4. Service at the discretion of the Town and volunteer
5. Recruitment, screening and physical requirements
6. Training and support
7. Conduct
8. Health and safety
9. Emergency closing and volunteers inability to perform service
10. Equal opportunities
11. Monitoring and recordkeeping
12. Implementation
13. Appendix A: Volunteer registration form
14. Appendix B: Non-employee, visitor, volunteer injury report forms

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Section 1: Introduction

The Town of Moreau desires to involve more people in volunteering to enhance the services that are provided by the Town and to enrich the lives of people in our community. Furthermore, the Town is committed to involving volunteers directly to:

1. Contribute to the delivery of our services;
2. Assist on various advisory boards;
3. Make sure we are responsive to the needs of those who use our services;
4. Provide different skills and perspectives;
5. Offer opportunities for participation by people who might otherwise be excluded; and
6. Increase our contact with the local communities we serve.

This policy sets out the principles and practice by which we shall involve volunteers.

Section 2: Principles

The Town of Moreau:

- A. Recognizes that voluntary work brings benefits to volunteers themselves, to clients and to paid staff;
- B. Will ensure that volunteers are properly integrated into the organization structure and that mechanisms are in place for them to contribute to the services that the Town provides;
- C. Will not introduce volunteers to replace paid staff;
- D. Expects that staff at all levels will work positively with volunteers and, where appropriate, will actively seek to involve them in their work; and
- E. Recognizes that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs, as well as providing the training for them to do their work effectively.

Section 3: Scope of Volunteer Policy and Definitions

- A. Unless specifically stated, these policies apply to all non-elected volunteers in all programs and projects undertaken on behalf of the Town and all departments and sites of operation of the Town.
- B. The Town also accepts as volunteers those participating in student community service activities, student interns, alternative sentencing or diversion programs, and other similar volunteer referral programs. In each of these cases, however, a special agreement must be in effect with the organization, school, or program from which the special case volunteers originate and must be responsible for the management and care of the volunteers.
- C. A VOLUNTEER as that word is used in this policy shall be anyone who, without compensation or expectation of compensation, performs a task at the direction of and on behalf of the Town. A volunteer must be officially accepted and enrolled by a specific Town department prior to the performance of the task. VOLUNTEERS shall not be considered as "employees" of the Town.

Section 4: Service at the Discretion of the Town and Volunteer

A regular meeting of the Town Board of the Town of Moreau was held on September 24, 2019 in the Town of Moreau Municipal Building, 351 Reynolds Road, Moreau, New York.

- A. Before a department of the Town may accept the services of a volunteer, the department head shall request and receive approval from the Town Supervisor's office. Such approval shall be based on whether the volunteer will positively impact the work of the department and Town as a whole. The Town Supervisor shall consider the tasks to be performed by the volunteer, staff supervision time, impact on department workload and space needs as well as overall Town impacts, if any.
- B. The Town accepts the services of all volunteers with the understanding that such service is at the sole discretion of the Town. Volunteers accepting a volunteer position with the Town agree that the Town may at any time and for whatever reason, decide to terminate the volunteer's relationship with the Town.
- C. The volunteer may at any time and for whatever reason, decide to sever their relationship with the Town. Notice of such a decision should be communicated as soon as possible to the volunteer's supervisor.

Section 5: Recruitment, Screening and Physical Requirements

- A. Recruitment of volunteers will generally be from all sections of the community and will be in line with the Town's Equal Opportunity Policy. The sole qualification for volunteer recruitment shall be suitability to perform a task on behalf of the Town. Persons interested in becoming volunteers for the Town should contact a specific Town department. The department head will provide information about the department in general and information about specific volunteer opportunities available. If the person is still interested in becoming a volunteer, the department head will request the person complete the official **Volunteer Registration Form** (Appendix A). The department head will review the completed form and forward to the Town Supervisor's for approval prior to notifying the person as to whether they have been accepted as a volunteer or not.
- B. Prior to a volunteer being accepted, a background check shall be performed with the New York State Division of Criminal Justice's Sex Offender Registry. Additional criminal background checks may also be required in certain cases. Perspective volunteers who do not agree to the background check may be refused assignment.
- C. In cases where physical requirements are necessary for the performance of volunteer tasks, the perspective volunteer may be required to complete health screening or testing procedures in order to ascertain their ability to safely perform the duties of their assignment.
- D. Volunteers must be at least 16 years of age with working papers in order to volunteer without being accompanied by a parent, guardian or teacher. Volunteers under the age of 16, while fulfilling requirements for community service, must be accompanied by a parent, guardian or teacher. Volunteers between the ages of 16 and 17 are subject to pertinent labor laws.

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Section 6: Training and Support

Every volunteer shall receive information from the department for which they will perform tasks as to what their role is. Training appropriate to the role will be provided by the Town. All volunteers shall have a named person assigned to act as their main point of contact and immediate supervisor.

Section 7: Health and Safety

- A. The Town of Moreau will take all responsibility and practicable steps to ensure the volunteers' health, safety and welfare while volunteering for the Town. The department supervisor shall provide volunteers with information about the Town's various policies as applicable to their type of volunteer service, which may include but is not limited to; Smoking and Tobacco Use, Workplace Harassment, Workplace Violence Prevention, Emergency Action and Response.
- B. Volunteers shall be additional insureds on the Town's liability insurance policy while they are working within the scope of duties for the Town.
- C. The Town does not carry or maintain health, medical or disability insurance for any volunteer.
- D. If a volunteer is injured during the course of their service to the Town, they should immediately notify their department supervisor and complete the "Injured Person" section of the **Non-Employee, Visitor, Volunteer Injury Report Form** (Appendix B). The volunteer should forward the completed form to their department supervisor as soon as possible and in turn, the supervisor shall complete an investigation of the accident or injury which caused the injury. The department supervisor shall also notify the Town Supervisor's office immediately and forward the completed paperwork to the Town Supervisors office within 24 hours.

Section 8: Emergency Closings and Volunteers Inability to Perform Service

- A. The Town strives to ensure the safety of all volunteers. In the event of inclement weather or other instance that shall cause the Town to close its offices unexpectedly, the volunteer's supervisor shall contact them.
- B. The volunteer shall be responsible for contacting their department supervisor any time that they will not be able to report for or perform their scheduled service.

Section 9: Equal Opportunities

All volunteers and staff will work in accordance with the Town's equal opportunities policy and the Town is committed to preventing discrimination on any grounds.

Section 10: Monitoring and Recordkeeping

Each Town department should continually monitor and evaluate their use of volunteers with reference to this policy. Departments that find concerns with this policy should forward those concerns to the Town Supervisor's office for review. Each department shall keep copies of volunteer registration forms, injury forms and any other applicable records associated with this policy on file within their department.

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Section 11: Implementation

This policy shall be effective upon approval by the Town Board. All current volunteers will be advised of the new policy by their assigned department supervisor and should complete the new **Volunteer Registration Form** (Appendix A).

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APPENDIX A – Volunteer Registration Form

Volunteer Registration Form

Department Head Completes:

Department: _____
Volunteer Will Report to: _____
Responsibilities: _____
Anticipated Start Date: _____ Anticipated End Date: _____
Anticipated Days/Hours: _____

Volunteer Applicant Completes:

Name: _____ DOB: _____
Address: _____
Telephone: _____
Emergency Contact: _____ Telephone: _____

Can you perform the required duties with or without reasonable accommodation? The Town of Moreau is an equal opportunity/affirmative action employer. If necessary, please explain:

Have you ever been convicted of any crime (felony or misdemeanor), accused of sexual abuse or similar miss-conduct? Yes _____ No _____

If yes, please explain. _____

References:

Name: _____ Phone: _____
Name: _____ Phone: _____
Name: _____ Phone: _____

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By signing below, the volunteer applicant acknowledges the following:

- They have received a copy of the Town of Moreau Volunteer Policy and Procedure and agree to adhere to the standards contained therein while serving in the capacity of a volunteer.
- The Town of Moreau does not provide compensation or financial assistance for volunteer services.
- Volunteers must conduct themselves to protect the interest and safety of all other volunteers, staff and the Town.
- Volunteers are an additionally insured on the Town’s liability policy while they are within the scope of their services.
- The Town does not carry health, medical or disability insurance for any volunteer.
- Volunteers must act in all matters in a manner that will safeguard the reputation and integrity of the Town of Moreau and strengthen public confidence in Town activities.
- That they understand the activities include work which may be hazardous and releases the Town of Moreau from all liability for injury, illness, death, or property damage arising out of or resulting from the volunteer’s service to the Town.
- That a sex offender registry check shall be completed and additional criminal background checks may be requested by the Town prior to the approval of their volunteer registration form.
- Assignment of volunteer service or activities on behalf of the Town may be terminated at any time and for any reason by the Town of Moreau.

Volunteer Applicant Signature: _____ Date: _____

Parent/Guardian (Under 18): _____ Date: _____

Volunteer Approval:

Department Head Approval:

Signature: _____ Date: _____

Town Supervisor Approval:

Signature: _____ Date: _____

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APPENDIX B – Non-Employee, Visitor, Volunteer Injury Report Form

Non-Employee, Visitor, Volunteer Injury Form

Injured Person Completes:

Please notify your department supervisor or other town employee immediately after an injury or incident occurs, then complete and provide this form to your department supervisor or the supervisor of the physical area where the injury or incident occurred as soon as possible.

Date of Incident: _____ Time: _____

Location of Incident: _____

Injured Person: _____ Phone: _____

Address: _____

Describe what happened and what tasks were being completed just prior to the incident:

Describe your injuries: _____

Medical Treatment Required: Yes _____ No _____

If yes, please identify when, where and whom you were treated by: _____

Signature: _____ Date: _____

If this form was completed by someone other than the injured person, please complete:

Name: _____ Phone: _____

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Relationship to the injured person:

Signature:

Date: _____

Department Supervisor Completes:

Please notify the Town Supervisor's office immediately after an injury or incident occurs, then complete and provide this form to the Supervisor's office within 24 hours.

Date of Incident: _____

Location of Incident: _____

Injured Person: _____

Witness Name(s) and Contact Number(s): _____

Supplemental witness statements collected? Yes _____ No _____

If yes, please include with this report when filing with the Supervisor's office. If not, please explain: _____

Describe the incident in detail including physical surroundings and equipment in use at the time: _____

Specify any unsafe acts or conditions that may have contributed to the injury/incident: _____

Were there any personal factors that contributed to the injury/incident such as improper work habits, improper attire or unwillingness to follow work rules? _____

Was there an infraction of a safety rule, regulation or specific instruction? Yes _____ No _____
If yes, please explain: _____

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Was the injured person properly instructed and/or trained? Yes _____ No _____

Please explain: _____

What corrective measures are being taken to prevent similar injuries or incidents?

Signature: _____ Date: _____

Title: _____ Department: _____

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Injury Witness Statement

Personal Information:

Name: _____ DOB: _____

Address: _____

Telephone: _____

Accident Information:

Date of Incident: _____

Location of Incident: _____

Injured Person: _____

In your own words, please give a brief description of the incident: _____

How did the injury occur?

How could the injury or incident have been prevented?

Signature: _____

Date: _____

A regular meeting of the Town Board of the Town of Moreau was held on September 24, 2019 in the Town of Moreau Municipal Building, 351 Reynolds Road, Moreau, New York.