

**Millersville Board of Commissioners
Work Session Agenda**

**Monday, April 5th, 2021 at 5:00 P.M.
at the Millersville Community Center**

1. Call to Order
2. Recognition:
 - a. 2020 Christmas Parade Trophies
 - 1st Place- Al Menah Shrine**
Mr. Jack Patterson
 - 2nd Place- Classic Car Club**
Mr. Bob Boone -White House Cruisers
 - 3rd Place- Horseback Riders Club**
Ms. Jennifer Lassiter
 - b. Presentation to the Millersville Library in Recognition and Gratitude of HES Facilities Management Company for Voluntary Services at the Community Center
3. **Audit Report:** Presentation of the 2019-2020 Audit Report by Karen Stephens, CPA, Blankenship CPA Group.
4. **OHM presentation on City Hall Building/Construction Changes and Credits**
5. Discuss City Hall "Adjusted Move In Date "for April 12th thru 15th
6. Review **Ordinance 21-755** Occupational Health and Safety Program
7. Review **Resolution 21-R-31** Exposure Control Plan Administrative Policy
8. Review the **Sign and Message Board Bid** Received on March 25th, 2020. One Bid received.
9. Discussion on City Owned Property at Bethel Road and US Hwy 31
10. Discussion on Property at 1178 Louisville Highway and City Owned Property at Cartwright Parkway
11. General Discussion
12. Comments
13. Adjournment

Presentation of the 2019-2020 Audit Report

By

Karen Stephens, CPA, Blankenship CPA Group

Audit Booklet Enclosed

Presentation by Brian Whitaker, OHM

OHM presentation on City Hall Building/Construction Changes and Credits

"New City Hall Adjusted Move In Date"

OHM and Boger Construction are making the finishing touch on the ceiling.

They have said they could get us in the building for operations with a projected

Move in date of April 12th – 15th.

If we can get a 30 day Occupancy Permit, we are likely able to move in.

The Commission Chambers will not be complete but will be within two- three weeks after we move in.

Pros and Cons:

Pros

We can get out of the trailers (decrease this extra expense)

Get the IT and Phone Systems settled and consolidated

Making the work place better for Employees

And especially making our Customer Service better for our citizens

Cons:

More Trailer Expense

More down time with phone and computers

Customer Aggravation!

City of Millersville

ORDINANCE NUMBER 21-755

ORDINANCE TO ESTABLISH AN UPDATED OCCUPATIONAL SAFETY AND HEALTH PROGRAM PLAN, DEVISE RULES AND REGULATIONS, AND TO PROVIDE FOR A SAFETY DIRECTOR AND THE IMPLEMENTATION OF SUCH PROGRAM PLAN

WHEREAS, in compliance with Public Chapter 561 of the General Assembly of the State of Tennessee for the year 1972, the City of Millersville, Tennessee hereby updates the Occupational Safety and Health Program Plan for our employees.

WHEREAS, due to various changes in subsequent years, it has become necessary to amend the program plan to comply with more recent state requirements.

NOW, THEREFORE,

SECTION 1. BE IT ORDAINED BY The City of Millersville Board of Commissioners, that there be and is hereby amended as follows:

TITLE:

This section shall be known as “The Occupational Safety and Health Program Plan” for the employees of The City of Millersville.

PURPOSE:

The City of Millersville is electing to update the established Program Plan will maintain an effective and comprehensive Occupational Safety and Health Program Plan for its employees and shall:

- 1) Provide a safe and healthful place and condition of employment that includes:
 - a) Top Management Commitment and Employee Involvement;
 - b) Continually analyze the worksite to identify all hazards and potential hazards;
 - c) Develop and maintain methods for preventing or controlling the existing or potential hazards; and
 - d) Train managers, supervisors, and employees to understand and deal with worksite hazards.
- 2) Acquire, maintain and require the use of safety equipment, personal protective equipment and devices reasonably necessary to protect employees.
- 3) Record, keep, preserve, and make available to the Commissioner of Labor and Workforce Development, or persons within the Department of Labor and Workforce Development to whom such responsibilities have been delegated, adequate records of all occupational accidents and illnesses and personal injuries for proper evaluation and necessary corrective action as required.
- 4) Consult with the Commissioner of Labor and Workforce Development with regard to the adequacy of the form

and content of records.

- 5) Consult with the Commissioner of Labor and Workforce Development, as appropriate, regarding safety and health problems which are considered to be unusual or peculiar and are such that they cannot be achieved under a standard promulgated by the State.
- 6) Provide reasonable opportunity for the participation of employees in the effectuation of the objectives of this Program Plan, including the opportunity to make anonymous complaints concerning conditions or practices injurious to employee safety and health.
- 7) Provide for education and training of personnel for the fair and efficient administration of occupational safety and health standards, and provide for education and notification of all employees of the existence of this Program Plan.

COVERAGE:

The provisions of the Occupational Safety and Health Program Plan for the employees of (City/County/etc) The City of Millersville shall apply to all employees of each administrative department, commission, board, division, or other agency whether part-time or full-time, seasonal or permanent.

STANDARDS AUTHORIZED:

The Occupational Safety and Health standards adopted by the (City/County/etc) The City of Millersville are the same as, but not limited to, the State of Tennessee Occupational Safety and Health Standards promulgated, or which may be promulgated, in accordance with Section 6 of the Tennessee Occupational Safety and Health Act of 1972 (T.C.A. Title 50, Chapter 3).

VARIANCES FROM STANDARDS AUTHORIZED:

Upon written application to the Commissioner of Labor and Workforce Development of the State of Tennessee, we may request an order granting a temporary variance from any approved standards. Applications for variances shall be in accordance with Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, VARIANCES FROM OCCUPATIONAL SAFETY AND HEALTH STANDARDS, CHAPTER 0800-01-02, as authorized by T.C.A., Title 50. Prior to requesting such temporary variance, we will notify or serve notice to our employees, their designated representatives, or interested parties and present them with an opportunity for a hearing. The posting of notice on the main bulletin board shall be deemed sufficient notice to employees.

ADMINISTRATION:

For the purposes of this ordinance, **Chief Brandon Head, Fire Chief of the City of Millersville** is designated as the Safety Director of Occupational Safety and Health to perform duties and to exercise powers assigned to plan, develop, and administer this Program Plan. The Safety Director shall develop a plan of operation for the Program Plan in accordance with Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, SAFETY AND HEALTH PROVISIONS FOR THE PUBLIC SECTOR, CHAPTER 0800-01-05, as authorized by T.C.A., Title 50.

FUNDING THE PROGRAM PLAN:

Sufficient funds for administering and staffing the Program Plan pursuant to this ordinance shall be made available as authorized by The City of Millersville.

SEVERABILITY:

SECTION 2. BE IT FURTHER ORDAINED that if any section, sub-section, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions hereof.

SECTION 3. BE IT FURTHER ORDAINED:

**THIS ORDINANCE SHALL BE EFFECTIVE FROM AND AFTER ITS PASSAGE,
THE PUBLIC WELFARE REQUIRING IT.**

Passed First Reading: _____

Public Hearing: _____

Passed Second Reading: _____

BOARD OF COMMISSIONERS

By: _____
Timothy F. Lassiter, Mayor

Attest:
Approved as to Form and Legality:

By: _____
Holly Murphy, City Recorder

By: _____
Bruce Oldham, City Attorney

Attachment A

PLAN OF OPERATION FOR THE OCCUPATIONAL SAFETY AND HEALTH PROGRAM PLAN FOR THE EMPLOYEES OF The City of Millersville

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I. PURPOSE AND COVERAGE

The purpose of this plan is to provide guidelines and procedures for implementing the Occupational Safety and Health Program Plan for the employees of The City of Millersville.

This plan is applicable to all employees, part-time or full-time, seasonal or permanent.

The City of Millersville in electing to update and maintain an effective Occupational Safety and Health Program Plan for its employees,

- a. Provide a safe and healthful place and condition of employment.
- b. Require the use of safety equipment, personal protective equipment, and other devices where reasonably necessary to protect employees.
- c. Make, keep, preserve, and make available to the Commissioner of Labor and Workforce Development, his designated representatives, or persons within the Department of Labor and Workforce Development to whom such responsibilities have been delegated, including the Safety Director of the Division of Occupational Safety and Health, adequate records of all occupational accidents and illnesses and personal injuries for proper evaluation and necessary corrective action as required.
- d. Consult with the Commissioner of Labor and Workforce Development or his designated representative with regard to the adequacy of the form and content of such records.
- e. Consult with the Commissioner of Labor and Workforce Development regarding safety and health problems which are considered to be unusual or peculiar and are such that they cannot be resolved under an occupational safety and health standard promulgated by the State.
- f. Assist the Commissioner of Labor and Workforce Development or his monitoring activities to determine Program Plan effectiveness and compliance with the occupational safety and health standards.
- g. Make a report to the Commissioner of Labor and Workforce Development annually, or as may otherwise be required, including information on occupational accidents, injuries, and illnesses and accomplishments and progress made toward achieving the goals of the Occupational Safety and Health Program Plan.
- h. Provide reasonable opportunity for and encourage the participation of employees in the effectuation of the objectives of this Program Plan, including the opportunity to make anonymous complaints concerning conditions or practices which may be injurious to employees' safety and health.

II. DEFINITIONS

For the purposes of this Program Plan, the following definitions apply:

- a. COMMISSIONER OF LABOR and Workforce Development means the chief executive officer of the Tennessee Department of Labor and Workforce Development. This includes any person appointed, designated, or deputized to perform the duties or to exercise the powers assigned to the Commissioner of Labor and Workforce Development.
- b. EMPLOYER means The City of Millersville and includes each administrative department, board, commission, division, or other agency of The City of Millersville.
- c. SAFETY DIRECTOR OF OCCUPATIONAL SAFETY AND HEALTH or SAFETY DIRECTOR means the person designated by the establishing ordinance, or executive order to perform duties or to exercise powers assigned so as to plan, develop, and administer the Occupational Safety and Health Program Plan for the employees of The City of Millersville.
- d. INSPECTOR(S) means the individual(s) appointed or designated by the Safety Director of Occupational Safety and Health to conduct inspections provided for herein. If no such compliance inspector(s) is appointed, inspections shall be conducted by the Safety Director of Occupational Safety and Health.
- e. APPOINTING AUTHORITY means any official or group of officials of the employer having legally designated powers of appointment, employment, or removal there from for a specific department, board, commission,

division, or other agency of this employer.

- f. EMPLOYEE means any person performing services for this employer and listed on the payroll of this employer, either as part-time, full-time, seasonal, or permanent. It also includes any persons normally classified as ☐volunteers☐ provided such persons received remuneration of any kind for their services. This definition shall not include independent contractors, their agents, servants, and employees.
- g. PERSON means one or more individuals, partnerships, associations, corporations, business trusts, or legal representatives of any organized group of persons.
- h. STANDARD means an occupational safety and health standard promulgated by the Commissioner of Labor and Workforce Development in accordance with Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972 which requires conditions or the adoption or the use of one or more practices, means, methods, operations, or processes or the use of equipment or personal protective equipment necessary or appropriate to provide safe and healthful conditions and places of employment.
- i. IMMINENT DANGER means any conditions or practices in any place of employment which are such that a hazard exists which could reasonably be expected to cause death or serious physical harm immediately or before the imminence of such hazard can be eliminated through normal compliance enforcement procedures.
- j. ESTABLISHMENT or WORKSITE means a single physical location under the control of this employer where business is conducted, services are rendered, or industrial type operations are performed.
- k. SERIOUS INJURY or HARM means that type of harm that would cause permanent or prolonged impairment of the body in that:
 - 1. A part of the body would be permanently removed (e.g., amputation of an arm, leg, finger(s); loss of an eye) or rendered functionally useless or substantially reduced in efficiency on or off the job (e.g., leg shattered so severely that mobility would be permanently reduced), or
 - 2. A part of an internal body system would be inhibited in its normal performance or function to such a degree as to shorten life or cause reduction in physical or mental efficiency (e.g., lung impairment causing shortness of breath).

On the other hand, simple fractures, cuts, bruises, concussions, or similar injuries would not fit either of these categories and would not constitute serious physical harm.

- l. ACT or TOSH Act shall mean the Tennessee Occupational Safety and Health Act of 1972.
- m. GOVERNING BODY means the County Quarterly Court, Board of Aldermen, Board of Commissioners, City or Town Council, Board of Governors, etc., whichever may be applicable to the local government, government agency, or utility to which this plan applies.
- n. CHIEF EXECUTIVE OFFICER means the chief administrative official, County Judge, County Chairman, County Mayor, Mayor, City Manager, General Manager, etc., as may be applicable.

III. EMPLOYERS RIGHTS AND DUTIES

Rights and duties of the employer shall include, but are not limited to, the following provisions:

- a. Employer shall furnish to each employee conditions of employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious injury or harm to employees.
- b. Employer shall comply with occupational safety and health standards and regulations promulgated pursuant to Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972.
- c. Employer shall refrain from and unreasonable restraint on the right of the Commissioner of Labor and Workforce Development to inspect the employers place(s) of business. Employer shall assist the Commissioner of Labor and Workforce Development in the performance of their monitoring duties by supplying or by making available information, personnel, or aids reasonably necessary to the effective conduct of the monitoring activity.
- d. Employer is entitled to participate in the development of standards by submission of comments on proposed standards, participation in hearing on proposed standards, or by requesting the development of standards on a given issue under Section 6 of the Tennessee Occupational Safety and Health Act of 1972.
- e. Employer is entitled to request an order granting a variance from an occupational safety and health standard.
- f. Employer is entitled to protection of its legally privileged communication.
- g. Employer shall inspect all worksites to ensure the provisions of this Program Plan are complied with and carried

- out.
- h. Employer shall notify and inform any employee who has been or is being exposed in a biologically significant manner to harmful agents or material in excess of the applicable standard and of corrective action being taken.
- i. Employer shall notify all employees of their rights and duties under this Program Plan.

IV. EMPLOYEES RIGHTS AND DUTIES

Rights and duties of employees shall include, but are not limited to, the following provisions:

- a. Each employee shall comply with occupational safety and health act standards and all rules, regulations, and orders issued pursuant to this Program Plan and the Tennessee Occupational Safety and Health Act of 1972 which are applicable to his or her own actions and conduct.
- b. Each employee shall be notified by the placing of a notice upon bulletin boards, or other places of common passage, of any application for a permanent or temporary order granting the employer a variance from any provision of the TOSH Act or any standard or regulation promulgated under the Act.
- c. Each employee shall be given the opportunity to participate in any hearing which concerns an application by the employer for a variance from a standard or regulation promulgated under the Act.
- d. Any employee who may be adversely affected by a standard or variance issued pursuant to the Act or this Program Plan may file a petition with the Commissioner of Labor and Workforce Development or whoever is responsible for the promulgation of the standard or the granting of the variance.
- e. Any employee who has been exposed or is being exposed to toxic materials or harmful physical agents in concentrations or at levels in excess of that provided for by any applicable standard shall be provided by the employer with information on any significant hazards to which they are or have been exposed, relevant symptoms, and proper conditions for safe use or exposure. Employees shall also be informed of corrective action being taken.
- f. Subject to regulations issued pursuant to this Program Plan, any employee or authorized representative of employees shall be given the right to request an inspection and to consult with the Safety Director or Inspector at the time of the physical inspection of the worksite.
- g. Any employee may bring to the attention of the Safety Director any violation or suspected violations of the standards or any other health or safety hazards.
- h. No employee shall be discharged or discriminated against because such employee has filed any complaint or instituted or caused to be instituted any proceeding or inspection under or relating to this Program Plan.
- i. Any employee who believes that he or she has been discriminated against or discharged in violation of subsection (h) of this section may file a complaint alleging such discrimination with the Safety Director. Such employee may also, within thirty (30) days after such violation occurs, file a complaint with the Commissioner of Labor and Workforce Development alleging such discrimination.
- j. Nothing in this or any other provisions of this Program Plan shall be deemed to authorize or require any employee to undergo medical examination, immunization, or treatment for those who object thereto on religious grounds, except where such is necessary for the protection of the health or safety or others or when a medical examination may be reasonably required for performance of a specific job.
- k. Employees shall report any accident, injury, or illness resulting from their job, however minor it may seem to be, to their supervisor or the Safety Director within twenty-four (24) hours after the occurrence.

V. ADMINISTRATION

- a. The Safety Director of Occupational Safety and Health is designated to perform duties or to exercise powers assigned so as to administer this Occupational Safety and Health Program Plan.
 - 1. The Safety Director may designate person or persons as he deems necessary to carry out his powers, duties, and responsibilities under this Program Plan.
 - 2. The Safety Director may delegate the power to make inspections, provided procedures employed are as effective as those employed by the Safety Director.

3. The Safety Director shall employ measures to coordinate, to the extent possible, activities of all departments to promote efficiency and to minimize any inconveniences under this Program Plan.
 4. The Safety Director may request qualified technical personnel from any department or section of government to assist him in making compliance inspections, accident investigations, or as he may otherwise deem necessary and appropriate in order to carry out his duties under this Program Plan.
 5. The Safety Director shall prepare the report to the Commissioner of Labor and Workforce Development required by subsection (g) of Section 1 of this plan.
 6. The Safety Director shall make or cause to be made periodic and follow-up inspections of all facilities and worksites where employees of this employer are employed. He shall make recommendations to correct any hazards or exposures observed. He shall make or cause to be made any inspections required by complaints submitted by employees or inspections requested by employees.
 7. The Safety Director shall assist any officials of the employer in the investigation of occupational accidents or illnesses.
 8. The Safety Director shall maintain or cause to be maintained records required under Section VIII of this plan.
 9. **The Safety Director shall, in the eventuality that there is a fatality or an accident resulting in the hospitalization of three or more employees, ensure that the Commissioner of Labor and Workforce Development receives notification of the occurrence within eight (8) hours. All work-related inpatient hospitalizations, amputations, and loss of an eye must be reported to TOSHA within 24 hours.**
- b. The administrative or operational head of each department, division, board, or other agency of this employer shall be responsible for the implementation of this Occupational Safety and Health Program Plan within their respective areas.
1. The administrative or operational head shall follow the directions of the Safety Director on all issues involving occupational safety and health of employees as set forth in this plan.
 2. The administrative or operational head shall comply with all abatement orders issued in accordance with the provisions of this plan or request a review of the order with the Safety Director within the abatement period.
 3. The administrative or operational head should make periodic safety surveys of the establishment under his jurisdiction to become aware of hazards or standards violations that may exist and make an attempt to immediately correct such hazards or violations.
 4. The administrative or operational head shall investigate all occupational accidents, injuries, or illnesses reported to him. He shall report such accidents, injuries, or illnesses to the Safety Director along with his findings and/or recommendations in accordance with APPENDIX IV of this plan.

VI. STANDARDS AUTHORIZED

The standards adopted under this Program Plan are the applicable standards developed and promulgated under Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972. Additional standards may be promulgated by the governing body of this employer as that body may deem necessary for the safety and health of employees. Note: 29 CFR 1910 General Industry Regulations; 29 CFR 1926 Construction Industry Regulations; and the Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, CHAPTER 0800-01-1 through CHAPTER 0800-01-11 are the standards and rules invoked.

VII. VARIANCE PROCEDURE

The Safety Director may apply for a variance as a result of a complaint from an employee or of his knowledge of certain hazards or exposures. The Safety Director should definitely believe that a variance is needed before the application for a variance is submitted to the Commissioner of Labor and Workforce Development.

The procedure for applying for a variance to the adopted safety and health standards is as follows:

- a. The application for a variance shall be prepared in writing and shall contain:

1. A specification of the standard or portion thereof from which the variance is sought.
 2. A detailed statement of the reason(s) why the employer is unable to comply with the standard supported by representations by qualified personnel having first-hand knowledge of the facts represented.
 3. A statement of the steps an employer has taken and will take (with specific date) to protect employees against the hazard covered by the standard.
 4. A statement of when the employer expects to comply and what steps have or will be taken (with dates specified) to come into compliance with the standard.
 5. A certification that the employer has informed employees, their authorized representative(s), and/or interested parties by giving them a copy of the request, posting a statement summarizing the application (to include the location of a copy available for examination) at the places where employee notices are normally posted and by other appropriate means. The certification shall contain a description of the means actually used to inform employees and that employees have been informed of their right to petition the Commissioner of Labor and Workforce Development for a hearing.
- b. The application for a variance should be sent to the Commissioner of Labor and Workforce Development by registered or certified mail.
- c. The Commissioner of Labor and Workforce Development will review the application for a variance and may deny the request or issue an order granting the variance. An order granting a variance shall be issued only if it has been established that:
1. The employer:
 - i. Is unable to comply with the standard by the effective date because of unavailability of professional or technical personnel or materials and equipment required or necessary construction or alteration of facilities or technology.
 - ii. Has taken all available steps to safeguard employees against the hazard(s) covered by the standard.
 - iii. Has as effective Program Plan for coming into compliance with the standard as quickly as possible.
 2. The employee is engaged in an experimental Program Plan as described in subsection (b), section 13 of the Act.
- d. A variance may be granted for a period of no longer than is required to achieve compliance or one (1) year, whichever is shorter.
- e. Upon receipt of an application for an order granting a variance, the Commissioner to whom such application is addressed may issue an interim order granting such a variance for the purpose of permitting time for an orderly consideration of such application. No such interim order may be effective for longer than one hundred eighty (180) days.
- f. The order or interim order granting a variance shall be posted at the worksite and employees notified of such order by the same means used to inform them of the application for said variance (see subsection (a)(5) of this section).

VIII. RECORDKEEPING AND REPORTING

Recording and reporting of all occupational accident, injuries, and illnesses shall be in accordance with instructions and on forms prescribed in the booklet. You can get a copy of the Forms for Recordkeeping from the internet. Go to www.osha.gov and click on Recordkeeping Forms located on the home page.

The position responsible for recordkeeping is shown on the SAFETY AND HEALTH ORGANIZATIONAL CHART, Appendix IV to this plan.

Details of how reports of occupational accidents, injuries, and illnesses will reach the recordkeeper are specified by ACCIDENT REPORTING PROCEDURES, Appendix IV to this plan. The Rule of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, OCCUPATIONAL SAFETY AND HEALTH RECORD-

IX. EMPLOYEE COMPLAINT PROCEDURE

If any employee feels that he is assigned to work in conditions which might affect his health, safety, or general welfare at the present time or at any time in the future, he should report the condition to the Safety Director of Occupational Safety and Health.

- a. The complaint should be in the form of a letter and give details on the condition(s) and how the employee believes it affects or will affect his health, safety, or general welfare. The employee should sign the letter but need not do so if he wishes to remain anonymous (see subsection (h) of Section 1 of this plan).
- b. Upon receipt of the complaint letter, the Safety Director will evaluate the condition(s) and institute any corrective action, if warranted. Within ten (10) working days following the receipt of the complaint, the Safety Director will answer the complaint in writing stating whether or not the complaint is deemed to be valid and if no, why not, what action has been or will be taken to correct or abate the condition(s), and giving a designated time period for correction or abatement. Answers to anonymous complaints will be posted upon bulletin boards or other places of common passage where the anonymous complaint may be reasonably expected to be seen by the complainant for a period of three (3) working days.
- c. If the complainant finds the reply not satisfactory because it was held to be invalid, the corrective action is felt to be insufficient, or the time period for correction is felt to be too long, he may forward a letter to the Chief Executive Officer or to the governing body explaining the condition(s) cited in his original complaint and why he believes the answer to be inappropriate or insufficient.
- d. The Chief Executive Officer or a representative of the governing body will evaluate the complaint and will begin to take action to correct or abate the condition(s) through arbitration or administrative sanctions or may find the complaint to be invalid. An answer will be sent to the complainant within ten (10) working days following receipt of the complaint or the next regularly scheduled meeting of the governing body following receipt of the complaint explaining decisions made and action taken or to be taken.
- e. After the above steps have been followed and the complainant is still not satisfied with the results, he may then file a complaint with the Commissioner of Labor and Workforce Development. Any complaint filed with the Commissioner of Labor and Workforce Development in such cases shall include copies of all related correspondence with the Safety Director and the Chief Executive Officer or the representative of the governing body.
- f. Copies of all complaint and answers thereto will be filed by the Safety Director who shall make them available to the Commissioner of Labor and Workforce Development or his designated representative upon request.

X. EDUCATION AND TRAINING

- a. Safety Director and/or Compliance Inspector(s):
 1. Arrangements will be made for the Safety Director and/or Compliance Inspector(s) to attend training seminars, workshops, etc., conducted by the State of Tennessee or other agencies. A list of Seminars can be obtained.
 2. Access will be made to reference materials such as 29 CFR 1910 General Industry Regulations; 29 CFR 1926 Construction Industry Regulations; The Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, and other equipment/supplies, deemed necessary for use in conducting compliance inspections, conducting local training, wiring technical reports, and informing officials, supervisors, and employees of the existence of safety and health hazards will be furnished.
- b. All Employees (including supervisory personnel):

A suitable safety and health training program for employees will be established. This program will, as a minimum:

1. Instruct each employee in the recognition and avoidance of hazards or unsafe conditions and of standards and regulations applicable to the employees work environment to control or eliminate any hazards, unsafe conditions, or other exposures to occupational illness or injury.
2. Instruct employees who are required to handle or use poisons, acids, caustics, toxicants, flammable liquids, or gases including explosives, and other harmful substances in the proper handling procedures and use of such items and make them aware of the personal protective measures, person hygiene, etc., which may be required.
3. Instruct employees who may be exposed to environments where harmful plants or animals are present, of the hazards of the environment, how to best avoid injury or exposure, and the first aid procedures to be followed in the event of injury or exposure.
4. Instruct all employees of the common deadly hazards and how to avoid them, such as Falls; Equipment Turnover; Electrocution; Struck by/Caught In; Trench Cave In; Heat Stress and Drowning.
5. Instruct employees on hazards and dangers of confined or enclosed spaces.
 - i. Confined or enclosed space means space having a limited means of egress and which is subject to the accumulation of toxic or flammable contaminants or has an oxygen deficient atmosphere. Confined or enclosed spaces include, but are not limited to, storage tanks, boilers, ventilation or exhaust ducts, sewers, underground utility accesses, tunnels, pipelines, and open top spaces more than four feet (4) in depth such as pits, tubs, vaults, and vessels.
 - ii. Employees will be given general instruction on hazards involved, precautions to be taken, and on use of personal protective and emergency equipment required. They shall also be instructed on all specific standards or regulations that apply to work in dangerous or potentially dangerous areas.
 - iii. The immediate supervisor of any employee who must perform work in a confined or enclosed space shall be responsible for instructing employees on danger of hazards which may be present, precautions to be taken, and use of personal protective and emergency equipment, immediately prior to their entry into such an area and shall require use of appropriate personal protective equipment.

XI. GENERAL INSPECTION PROCEDURES

It is the intention of the governing body and responsible officials to have an Occupational Safety and Health Program Plan that will insure the welfare of employees. In order to be aware of hazards, periodic inspections must be performed. These inspections will enable the finding of hazards or unsafe conditions or operations that will need correction in order to maintain safe and healthful worksites. Inspections made on a pre-designated basis may not yield the desired results. Inspections will be conducted, therefore, on a random basis at intervals not to exceed thirty (30) calendar days.

- a. In order to carry out the purposes of this Ordinance, the Safety Director and/or Compliance Inspector(s), if appointed, is authorized:
 1. To enter at any reasonable time, any establishment, facility, or worksite where work is being performed by an employee when such establishment, facility, or worksite is under the jurisdiction of the employer and;
 2. To inspect and investigate during regular working hours and at other reasonable times, within reasonable limits, and in a reasonable manner, any such place of employment and all pertinent conditions, processes, structures, machines, apparatus, devices, equipment, and materials therein, and to question privately any supervisor, operator, agent, or employee working therein.
- b. If an imminent danger situation is found, alleged, or otherwise brought to the attention of the Safety Director or Inspector during a routine inspection, he shall immediately inspect the imminent danger situation in accordance with Section XII of this plan before inspecting the remaining portions of the establishment, facility, or worksite.
- c. An administrative representative of the employer and a representative authorized by the employees shall be given an opportunity to consult with and/or to accompany the Safety Director or Inspector during the physical inspection of any worksite for the purpose of aiding such inspection.

- d. The right of accompaniment may be denied any person whose conduct interferes with a full and orderly inspection.
- e. The conduct of the inspection shall be such as to preclude unreasonable disruptions of the operation(s) of the workplace.
- f. Interviews of employees during the course of the inspection may be made when such interviews are considered essential to investigative techniques.
- g. Advance Notice of Inspections.
 - 1. Generally, advance notice of inspections will not be given as this precludes the opportunity to make minor or temporary adjustments in an attempt to create misleading impression of conditions in an establishment.
 - 2. There may be occasions when advance notice of inspections will be necessary in order to conduct an effective inspection or investigation. When advance notice of inspection is given, employees or their authorized representative(s) will also be given notice of the inspection.
- h. The Safety Director need not personally make an inspection of each and every worksite once every thirty (30) days. He may delegate the responsibility for such inspections to supervisors or other personnel provided:
 - 1. Inspections conducted by supervisors or other personnel are at least as effective as those made by the Safety Director.
 - 2. Records are made of the inspections, any discrepancies found and corrective actions taken. This information is forwarded to the Safety Director.
- i. The Safety Director shall maintain records of inspections to include identification of worksite inspected, date of inspection, description of violations of standards or other unsafe conditions or practices found, and corrective action taken toward abatement. Those inspection records shall be subject to review by the Commissioner of Labor and Workforce Development or his authorized representative.

XII. IMMINENT DANGER PROCEDURES

- a. Any discovery, any allegation, or any report of imminent danger shall be handled in accordance with the following procedures:
 - 1. The Safety Director shall immediately be informed of the alleged imminent danger situation and he shall immediately ascertain whether there is a reasonable basis for the allegation.
 - 2. If the alleged imminent danger situation is determined to have merit by the Safety Director, he shall make or cause to be made an immediate inspection of the alleged imminent danger location.
 - 3. As soon as it is concluded from such inspection that conditions or practices exist which constitutes an imminent danger, the Safety Director or Compliance Inspector shall attempt to have the danger corrected. All employees at the location shall be informed of the danger and the supervisor or person in charge of the worksite shall be requested to remove employees from the area, if deemed necessary.
 - 4. The administrative or operational head of the workplace in which the imminent danger exists, or his authorized representative, shall be responsible for determining the manner in which the imminent danger situation will be abated. This shall be done in cooperation with the Safety Director or Compliance Inspector and to the mutual satisfaction of all parties involved.
 - 5. The imminent danger shall be deemed abated if:
 - i. The imminence of the danger has been eliminated by removal of employees from the area of danger.
 - ii. Conditions or practices which resulted in the imminent danger have been eliminated or corrected to the point where an unsafe condition or practice no longer exists.

6. A written report shall be made by or to the Safety Director describing in detail the imminent danger and its abatement. This report will be maintained by the Safety Director in accordance with subsection (i) of Section XI of this plan.

b. Refusal to Abate.

1. Any refusal to abate an imminent danger situation shall be reported to the Safety Director and Chief Executive Officer immediately.
2. The Safety Director and/or Chief Executive Officer shall take whatever action may be necessary to achieve abatement.

XIII. ABATEMENT ORDERS AND HEARINGS

- a. Whenever, as a result of an inspection or investigation, the Safety Director or Compliance Inspector(s) finds that a worksite is not in compliance with the standards, rules or regulations pursuant to this plan and is unable to negotiate abatement with the administrative or operational head of the worksite within a reasonable period of time, the Safety Director shall:
 1. Issue an abatement order to the head of the worksite.
 2. Post or cause to be posted, a copy of the abatement order at or near each location referred to in the abatement order.
- b. Abatement orders shall contain the following information:
 1. The standard, rule, or regulation which was found to violated.
 2. A description of the nature and location of the violation.
 3. A description of what is required to abate or correct the violation.
 4. A reasonable period of time during which the violation must be abated or corrected.
- c. At any time within ten (10) days after receipt of an abatement order, anyone affected by the order may advise the Safety Director in writing of any objections to the terms and conditions of the order. Upon receipt of such objections, the Safety Director shall act promptly to hold a hearing with all interested and/or responsible parties in an effort to resolve any objections. Following such hearing, the Safety Director shall, within three (3) working days, issue an abatement order and such subsequent order shall be binding on all parties and shall be final.

XIV. PENALTIES

- a. No civil or criminal penalties shall be issued against any official, employee, or any other person for failure to comply with safety and health standards or any rules or regulations issued pursuant to this Program Plan.
- b. Any employee, regardless of status, who willfully and/or repeatedly violates, or causes to be violated, any safety and health standard, rule, or regulation or any abatement order shall be subject to disciplinary action by the appointing authority. It shall be the duty of the appointing authority to administer discipline by taking action in one of the following ways as appropriate and warranted:
 1. Oral reprimand.
 2. Written reprimand.
 3. Suspension for three (3) or more working days.
 4. Termination of employment.

XV. CONFIDENTIALITY OF PRIVILEGED INFORMATION

All information obtained by or reported to the Safety Director pursuant to this plan of operation or the legislation (ordinance, or executive order) enabling this Occupational Safety and Health Program Plan which contains or might reveal information which is otherwise privileged shall be considered confidential. Such information may be disclosed to other officials or employees concerned with carrying out this Program Plan or when relevant in any proceeding under this Program Plan. Such information may also be disclosed to the Commissioner of Labor and Workforce Development or their authorized representatives in carrying out their duties under the Tennessee Occupational Safety and Health Act of 1972.

XVI. DISCRIMINATION INVESTIGATIONS AND SANCTIONS

The Rule of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, DISCRIMINATION AGAINST EMPLOYEES EXERCISING RIGHTS UNDER THE OCCUPATIONAL SAFETY AND HEALTH ACT OF 1972 0800-01-08, as authorized by T.C.A., Title 50. The agency agrees that any employee who believes they have been discriminated against or discharged in violation of Tenn. Code Ann § 50-3-409 can file a complaint with their agency/safety Safety Director within 30 days, after the alleged discrimination occurred. Also, the agency agrees the employee has a right to file their complaint with the Commissioner of Labor and Workforce Development within the same 30 day period. The Commissioner of Labor and Workforce Development may investigate such complaints, make recommendations, and/or issue a written notification of a violation.

XVII. COMPLIANCE WITH OTHER LAWS NOT EXCUSED

- a. Compliance with any other law, statute, ordinance, or executive order, which regulates safety and health in employment and places of employment, shall not excuse the employer, the employee, or any other person from compliance with the provisions of this Program Plan.
- b. Compliance with any provisions of this Program Plan or any standard, rule, regulation, or order issued pursuant to this Program Plan shall not excuse the employer, the employee, or any other person from compliance with the law, statute, ordinance, or executive order, as applicable, regulating and promoting safety and health unless such law, statute, ordinance, or executive order, as applicable, is specifically repealed.

Signature: Safety Director, Occupational Safety and Health and Date

**APPENDIX - I WORK LOCATIONS
(ORGANIZATIONAL CHART)**

Work Location - Name	Address	Contact Person	Phone #	# Employees
City Hall	1246 Louisville Highway Millersville, TN 37072	Steve Collie	615-859-0880	8
Millersville Police Department	1246 Louisville Highway Millersville, TN 37072	Chief Mark Palmer	615-859-0880	15
Millersville Fire Station 1	1246 Louisville Highway Millersville, TN 37072	Chief Brandon Head	615-859-0880	2 Full time 20 Paid per call volunteers
Millersville Public Works	1246 Louisville Highway Millersville, TN 37072	Jerry Schrader	615-859-0880	5
Millersville Community Center	1181 Louisville Highway Millersville, TN 37072	Holly Murphy	615-859-0880	0
Millersville Fire Station 2	7515 Bethel Road Millersville, TN 37072	Chief Brandon Head	N/A	Unmanned
TOTAL				50

APPENDIX – II NOTICE TO ALL EMPLOYEES

NOTICE TO ALL EMPLOYEES OF

The Tennessee Occupational Safety and Health Act of 1972 provide job safety and health protection for Tennessee workers through the promotion of safe and healthful working conditions. Under a plan reviewed by the Tennessee Department of Labor and Workforce Development, this government, as an employer, is responsible for administering the Act to its employees. Safety and health standards are the same as State standards and jobsite inspections will be conducted to insure compliance with the Act.

Employees shall be furnished conditions of employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious injury or harm to employees.

Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this Program Plan which are applicable to his or her own actions and conduct.

Each employee shall be notified by the placing upon bulletin boards or other places of common passage of any application for a temporary variance from any standard or regulation.

Each employee shall be given the opportunity to participate in any hearing which concerns an application for a variance from a standard.

Any employee who may be adversely affected by a standard or variance issued pursuant to this Program Plan may file a petition with the Safety Director or FIRE CHIEF.

Any employee who has been exposed or is being exposed to toxic materials or harmful physical agents in concentrations or at levels in excess of that provided for by an applicable standard shall be notified by the employer and informed of such exposure and corrective action being taken.

Subject to regulations issued pursuant to this Program Plan, any employee or authorized representative(s) of employees shall be given the right to request an inspection.

No employee shall be discharged or discriminated against because such employee has filed any complaint or instituted or caused to be instituted any proceedings or inspection under, or relating to, this Program Plan.

Any employee who believes he or she has been discriminated against or discharged in violation of these sections may, within thirty (30) days after such violation occurs, have an opportunity to appear in a hearing before The City of Millersville for assistance in obtaining relief or to file a complaint with the Commissioner of Labor and Workforce Development alleging such discrimination.

A copy of the Occupational Safety and Health Program Plan for the Employees of The City of Millersville is available for inspection by any employee at The City of Millersville during regular office hours.

Signature: MAYOR AND DATE

APPENDIX - III PROGRAM PLAN BUDGET

(Either answer questions 1-11 or fill in the statement below)

1. Prorated portion of wages, salaries, etc., for program administration and support.
2. Office space and office supplies.
3. Safety and health educational materials and support for education and training.
4. Safety devices for personnel safety and health.
5. Equipment modifications.
6. Equipment additions (facilities)
7. Protective clothing and equipment (personnel)
8. Safety and health instruments
9. Funding for projects to correct hazardous conditions.
10. Reserve fund for the Program Plan.
11. Contingencies and miscellaneous,

TOTAL ESTIMATED PROGRAM PLAN FUNDING,
ESTIMATE OF TOTAL BUDGET FOR:

OR Use This Statement:

STATEMENT OF FINANCIAL RESOURCE AVAILABILITY

Be assured that The City of Millersville has sufficient financial resources available or will make sufficient financial resources available as may be required in order to administer and staff its Occupational Safety and Health Program Plan and to comply with standards.

APPENDIX – IV ACCIDENT REPORTING PROCEDURES

- (1-15) Employees shall report all accidents, injuries, or illnesses directly to the Safety Director as soon as possible, but not later than twenty-four (24) hours after the occurrence. Such reports may be verbal or in writing. All fatalities or accidents involving the hospitalization of three (3) or more employees shall be reported to the Safety Director and/or record keeper immediately, either by telephone or verbally, and will be followed by a written report within four (4) hours after their occurrence. The Safety Director will insure completion of required reports and records in accordance with Section VIII of the basic plan.
- (16-50) Employees shall report all accidents, injuries, or illnesses to their supervisor as soon as possible, but not later than two (2) hours after the occurrence. All fatalities or accidents involving the hospitalization of three (3) or more employees shall be reported to the Safety Director and/or record keeper immediately, either by telephone or verbally, and will be followed by a written report within four (4) hours after their occurrence. The supervisor will investigate the accident or illness, complete an accident report, and forward the accident report to the Safety Director and/or record keeper within twenty-four (24) hours of the time the accident or injury occurred or the time of the first report of the illness.
- (51-250) Employees shall report all accidents, injuries, or illnesses to their supervisors as soon as possible, but not later than two (2) hours after the occurrence. The supervisor will provide the Safety Director and/or record keeper with the name of the injured or ill employee and a brief description of the accident or illness by telephone as soon as possible, but not later than four (4) hours, after the accident or injury occurred or the time of the first report of the illness. All fatalities or accidents involving the hospitalization of three (3) or more employees shall be reported to the Safety Director and/or record keeper immediately, either by telephone or verbally, and will be followed by a written report within four (4) hours after their occurrence. The supervisor will then make a thorough investigation of the accident or illness (with the assistance of the Safety Director or Compliance Inspector, if necessary) and will complete a written report on the accident or illness and forward it to the Safety Director within seventy-two (72) hours after the accident, injury, or first report of illness and will provide one (1) copy of the written report to the recordkeeper.
- (251-Plus) Employees shall report all accidents, injuries, or illnesses to their supervisors as soon as possible, but not later than two (2) hours after their occurrence. The supervisor will provide the administrative head of the department with a verbal or telephone report of the accident as soon as possible, but not later than four (4) hours, after the accident. If the accident involves loss of consciousness, a fatality, broken bones, severed body member, or third degree burns, the Safety Director will be notified by telephone immediately and will be given the name of the injured, a description of the injury, and a brief description of how the accident occurred. The supervisor will then make a thorough investigation of the accident or illness (with the assistance of the Safety Director or Compliance Inspector, if necessary) and will complete a written report on the accident or illness and forward it to the Safety Director within seventy-two (72) hours after the accident, injury, or first report of illness and will provide one (1) copy of the written report to the record keeper.

Since Workers Compensation Form 6A or OSHA NO. 301 Form must be completed; all reports submitted in writing to the person responsible for recordkeeping shall include the following information as a minimum:

1. Accident location, if different from employer's mailing address and state whether accident occurred on premises owned or operated by employer.
2. Name, social security number, home address, age, sex, and occupation (regular job title) of injured or ill employee.
3. Title of the department or division in which the injured or ill employee is normally employed.
4. Specific description of what the employee was doing when injured.

5. Specific description of how the accident occurred.
6. A description of the injury or illness in detail and the part of the body affected.
7. Name of the object or substance which directly injured the employee.
8. Date and time of injury or diagnosis of illness.
9. Name and address of physician, if applicable.
10. If employee was hospitalized, name and address of hospital.
11. Date of report.

NOTE: A procedure such as one of those listed above or similar information is necessary to satisfy Item Number 4 listed under PROGRAM PLAN in Section V. ADMINISTRATION, Part b of the Tennessee Occupational Safety and Health Plan. This information may be submitted in flow chart form instead of in narrative form if desired. These procedures may be modified in any way to fit local situations as they have been prepared as a guide only.

The four (4) procedures listed above are based upon the size of the work force and relative complexity of the organization.

The approximate size of the organization for which each procedure is suggested is indicated in parenthesis in the left hand margin at the beginning, i.e., (1-15), (16-50), (51-250), and (251 Plus), and the figures relate to the total number of employees including the Chief Executive Officer but excluding the governing body (County Court, City Council, Board of Directors, etc.).

Generally, the more simple an accident reporting procedure is, the more effective it is. Please select the one procedure listed above, or prepare a similar procedure or flow chart, which most nearly fits what will be the most effective for your local situation. Note also that the specific information listed for written reports applies to all three of the procedures listed for those organizations with sixteen (16) or more employees.

CITY OF MILLERSVILLE, TENNESSEE

RESOLUTION 21-R-31

A RESOLUTION TO AMEND THE CITY'S EXPOSURE CONTROL PLAN

WHEREAS, the City of Millersville is committed to providing its employees with a safe and healthful working environment;

WHEREAS, the Governing Body of the City of Millersville City desires to create such an environment;

THEREFORE, the following Exposure Control Plan (ECP), Dated March 17, 2021, as Administrative Policy at **Attachment A**, has been developed to eliminate or minimize occupational exposure to blood borne pathogens according to OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Blood borne Pathogens."

NOW THEREFORE, BE IT RESOLVED by the Millersville Board of Commissioners that this exposure control plan is an element of our safety and health program and complies with TOSHA's Blood borne Pathogens, 1910.1030, requirements.

BE IT FURTHER RESOLVED BY THE CITY OF MILLERSVILLE, TENNESSEE, that this Resolution shall take effect from and after its final passage, the public welfare requiring such.

RESOLVED, this 20th Day of April 2021.

BOARD OF COMMISSIONERS

By: _____
Timothy F. Lassiter, Mayor

Attest:

By: _____
Holly L. Murphy, City Recorder



Bloodborne Pathogens Exposure Control Plan

City of Millersville

3/17/2021

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Policy

The City of Millersville is committed to providing its employees with a safe and healthful working environment. To create such an environment, the following Exposure Control Plan (ECP) has been developed to eliminate or minimize occupational exposure to bloodborne pathogens according to OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens." This exposure control plan is an element of our safety and health program and complies with TOSHA's *Bloodborne Pathogens, 1910.1030*, requirements.

The information contained in this publication is not considered a substitute for the OSH Act or any provisions of OSHA standards. It provides general guidance on a particular standard-related topic but should not be considered a definitive interpretation for compliance with OSHA requirements. The reader should consult the OSHA standard in its entirety for specific compliance requirements.

Definitions

Biological Hazard: Any viable infectious agent that presents a potential risk to human health.

Bloodborne pathogens: Microorganisms that can cause diseases such as human immunodeficiency virus (HIV) and hepatitis B (HBV), which are spread through contact with infected blood or blood products.

Exposure Incident: A situation in which an employee has contact with blood or other potentially infectious materials as a result of his or her duties. This contact includes specific eye, mouth, other mucous membrane, non-intact skin or parenteral contact.

Non-intact Skin: Skin that has cuts, abrasions or other openings through which bloodborne pathogens can enter the bloodstream.

Occupational Exposure: Reasonably anticipated employee contact with blood or other potentially infectious materials that may result from performing an employee's duties. This contact includes specific eye, mouth, other mucous membrane, non-intact skin or parenteral contact.

Regulated Waste: Regulated waste means biological or medical waste including, but not limited to, blood, blood products, bodily fluids, feces, any waste from human and animal tissues; and any human or animal tissue or body parts removed by means of surgery or trauma.

Universal Precautions: Preventing exposure to bloodborne pathogens by assuming all blood and bodily fluids to be potentially infectious for HIV, HBV, HCV and other bloodborne pathogens, and taking appropriate protective measures.

Program Administration

Fire Chief / Safety Director is the program administrator, is responsible for maintaining and implementing this ECP, and has the authority and responsibility to ensure that all elements of the

exposure plan are in place. The ECP must annually, or whenever necessary due to new or adapted tasks and procedures, be reviewed and updated to reflect any changes. Contact details: _____ . Employees can read the plan Included in their employee handbook.

It is the responsibility of the program administrator to:

- Provide and maintain all required personal protective equipment (PPE), engineering controls, labels and waste bags as required by the standard
- Ensure there are adequate supply levels of the aforementioned equipment
- Ensure that all required medical actions are executed and maintaining all employee health and OSHA records
- Make the ECP available to all employees, OSHA and NIOSH representatives and ensure that all training and associated documentation is also available
- Annually review and update the program to ensure effectiveness

All employees that have occupational exposure to blood and other potentially infectious materials (OPIM) shall always follow the procedures and work practices specified in the ECP.

The employees that are covered by the bloodborne pathogens standard shall receive an explanation of the ECP during their initial training, and at their annual refresher training. Employees can view the ECP at any time by contacting the program administrator. A personal copy for those who request it, will be supplied free of charge to employees within 15 days of the request.

Purpose

The purpose of this exposure plan is to eliminate or minimize employee occupational exposure to blood or other potentially infectious materials (OPIM), identify employees occupationally exposed to blood or OPIM in the performance of their regular job duties, provide information and training to employees exposed to blood and OPIM, and comply with TOSHA ***Bloodborne Pathogen standard, 1910.1030.***

Exposure determination

Employees subject to the TOSHA bloodborne pathogens standard are those who are reasonably expected to have skin, eye, mucous membrane, or parenteral contact with blood and/or any body fluids that are contaminated with blood resulting from the performance of their assigned job duties. Although Good Samaritan acts are not covered under the bloodborne pathogen standard, it is our policy to provide evaluation and treatment of employees who sustain exposure to blood or OPIM who assist an injured employee but are not required to.

Table 1 lists job classifications and associated tasks identifying employees at risk of exposure to blood or other potentially infectious materials. Exposure determinations are made without regard to use of PPE.

Table 1: Employees at risk

Job classification	Task or exposure
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Table 2 lists job classifications and tasks in which some employees may have occupational exposures to blood or OPIM.

Table 2: Employees who may be at risk

Job classification	Task or exposure
--------------------	------------------

Compliance methods

Universal precautions

Universal precautions is an approach to infection control in which all human blood and other potentially infectious materials are handled as if they were known to be infectious for bloodborne pathogens. Consider difficult- or impossible-to-identify body fluids as potentially infectious.

Employees must use universal precautions. Regardless of what the employee thinks, all blood and other potentially infectious materials shall be handled as if it were infectious.

Engineering and work practices controls

Engineering and Work Practice Controls will be used to minimize exposure to bloodborne pathogens. Use the following controls to eliminate or minimize occupational exposure.

Sharp containers

Place contaminated needles, blood-contaminated test tubes, and other sharp objects in a sharps container. Replace containers routinely and do not allow overfilling. When moving containers of contaminated sharps from the area of use, close containers to prevent spillage or protrusion of contents.

Safe medical devices

Purchase and use safe medical devices whenever possible. Evaluate devices annually to determine appropriateness of the device and to investigate new and safer options.

Work practices

Clean up blood spills or body fluids as soon as possible. Use disposable absorptive materials, such as paper towels or gauze pads, to soak up the fluids. Clean the area with chemical germicides or a 1:10 solution of liquid bleach. Place absorptive towels, pads, and other material used to mop up spills in plastic bags or designated, labeled containers and treat as biohazardous waste.

Employees must wash their hands upon removal of gloves and other protective gear. In an emergency, if soap and water are not immediately available, use disposable antiseptic towelettes or germicidal gels to clean hands after removing gloves. Employees must wash their hands with soap and water as soon as possible.

Employees may not eat, drink, smoke, apply cosmetics or lip balm, or handle contact lenses where occupational exposure can occur. Do not store food or beverages in refrigerators and freezers and other sites used to store blood or other biohazardous material. Place biohazard labels on refrigerators or freezers used to store biohazardous material.

Personal protective equipment (PPE)

PPE is provided at no cost to employees. Employees shall receive annual training in its proper use, maintenance, and disposal.

Storage area

Millersville Fire Department (Station 1) located at 1246 Louisville Highway is the storage area for bloodborne protective gear. Supplies include disposable gloves; face shields; impervious disposable coveralls and booties; resuscitation devices; large, heavy-duty plastic bags and ties; sharps containers; biohazard signs or labels; absorbent pressure dressings for wounds; antiseptic towelettes; disposable absorptive material for cleaning up spilled blood; rubber gloves; and bleach solutions or germicides.

PPE use and disposal

Employees engaging in activities that may involve direct contact with blood, OPIM, contaminated objects, mucous membranes, or open wounds must wear disposable gloves made of vinyl or latex. Use disposable gloves to clean up spill areas. Never try to clean, disinfect, or reuse any gloves that have, or may have, come into contact with OPIM.

Wear face shields, goggles, or other appropriate eye protection with disposable surgical masks whenever splashes, spray, or spatters of blood droplets or OPIM may be generated and eye, nose, or mouth contamination can be reasonably anticipated.

Use disposable coats or garment covers to prevent contamination of employee uniforms or street clothing. Wear impermeable disposable coveralls and booties whenever contamination of skin not protected by gloves or face shields is anticipated, such as a traumatic injury with significant blood loss.

Use resuscitation devices, which minimize contact with mucous membranes, to perform cardiopulmonary resuscitation.

Remove used personal protective equipment at the exposure location or as soon as feasible, and in a way that avoids contact with the skin and the PPE's outer surface, to avoid contamination of yourself, others, or the work area. Place in a biohazard container or in a plastic bag with a biohazard label.

It is the responsibility of the employer to launder, clean, dispose of or replace PPE, at no cost to the employee. Used PPE shall be placed in its designated area.

Housekeeping

Employees who have received bloodborne pathogen training and who have been included under the exposure plan can clean up spills and work surfaces.

Clean and decontaminate all equipment and working surfaces after completion of procedures in which blood or body fluids contaminated with blood are handled and immediately, or as soon as feasible, when surfaces are overtly contaminated with blood. Inspect all biohazardous waste receptacles and decontaminate weekly or immediately upon visible contamination.

Use chemical germicides or solutions of 5.25 percent sodium hypochlorite (liquid bleach) diluted 1:10 with water for cleaning. Chemical germicides approved for use as hospital disinfectants and effective against HIV can also be used.

Contaminated sharps must be disposed of in approved containers immediately after being used. Labelled, biohazard bags will be used for other regulated wastes. Should a container or bag containing regulated waste become contaminated on the outside, the contaminated container must be placed in another container.

Contaminated laundry

Always handle non-disposable clothing items, such as turnouts, uniforms, or any other clothing visibly contaminated with blood or OPIM, using disposable gloves. Handle contaminated, or potentially contaminated, laundry as little as possible. Bag laundry as close as possible to the location where it was used. Place laundry in a bag that prevents soak-through and/or leakage of fluids to the exterior; place a biohazard label on the bag.

Employees cannot wash contaminated items at home. Washer and clothes dryers are made available at the Public Works building behind City Hall and Fire Station 2.

Regulated waste

All items that are to be considered "Bio Waste" shall be left inside fire bay at Station 2 for Sumner EMS to dispose of. Place regulated waste in containers that are closable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded, and closed prior to removal to prevent spillage or protrusion of contents during handling.

Labels and signs

Affix warning labels to laundry bags, containers of regulated waste, and containers used to store, transport, or ship OPIM. Red bio-hazard bags or red bio-hazard containers can be used instead of labels.

Employees should notify **their immediate supervisor** if they discover regulated waste containers or contaminated equipment without proper labels.

Hepatitis B vaccine

Hepatitis B vaccinations are available to employees who have been identified in the exposure determination of the ECP at no cost after their first training or within 10 working days of the initial assignment. Vaccinations should be conducted unless:

- The employee presents documentation that they have already received the vaccine
- Antibody testing shows the employee is immune
- A medical evaluation reveals that vaccination is contraindicated

Employees can choose to decline the vaccination and must sign a declination form which must be maintained. The employees who decline vaccination can obtain the vaccination at a later date at no cost.

Employers Supervisor will schedule vaccinations. All employee vaccinations will be provided by **Concentra Urgent Care or other healthcare provider as the City deems appropriate**, in accordance with U.S. Public Health Service Guidelines.

After the medical evaluation has been conducted, the healthcare's professional written opinion will be provided to the employee. The opinion will advise whether the employee needs the vaccine or if it has been administered. Employees' vaccination records will be kept in their medical files.

Exposure incident and post-exposure evaluation and follow-up

An exposure incident to bloodborne pathogens is defined as an eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties. It is **The City of Millersville's** policy to include Good Samaritan acts performed by an employee at the work site.

Whenever an exposure occurs, wash the contaminated skin immediately with soap and water. Immediately flush contaminated eyes or mucous membranes with copious amounts of water. Medically evaluate exposed employees as soon as possible after the exposure incident in order that post-exposure prophylaxis, if recommended, can be initiated promptly.

The medical evaluation is to include the route(s) of exposure and the exposure incident circumstances; identification and documentation of the source individual, where feasible; exposed employee blood collection and testing of blood for HBV and HIV serological status; post-exposure prophylaxis, where indicated; counseling; and evaluation of reported illnesses. Source test results and identity will be disclosed to the exposed employee according to applicable laws and regulations concerning disclosure and confidentiality.

Concentra Urgent Care or other healthcare provider as the City deems appropriate provides hepatitis B vaccinations and medical evaluations and post-exposure follow-up after an exposure incident and has a copy of the *Bloodborne Pathogen standard, 1910.1030*.

Information provided to the health care professional

Employers Supervisor is responsible for ensuring that the health care professional who evaluated the employee after an exposure incident receives the following information:

- A description of the employee's duties as they relate to the exposure incident
- Documentation of the route(s) and circumstances of the exposure
- The results of the source individual's blood testing, if available
- All medical records relevant to the appropriate treatment of the employee, including vaccination status

Health care professional's written opinion

Employers Supervisor will provide the employee with a copy of the health care professional's written opinion within 15 days after completion of the evaluation.

Limit the health care professional's written opinion(s) for the hepatitis B vaccination to whether the vaccination is indicated and whether the employee has received the vaccination.

Limit the health care professional's written opinion for the post-exposure evaluation to the following information:

- Whether the employee was informed of the evaluation results
- Whether the employee was told about any medical conditions resulting from exposure to blood or OPIM that may require further evaluation or treatment.

The Program Administrator must review all circumstances surrounding exposure incidents and record percutaneous injuries from contaminated sharps into the Sharps Injury Log. This review determines:

- What engineering controls were in use at the time
- What work practices were followed
- A description of the type/brand of device that was used
- What PPE or clothing was used at the time
- The location of the incident
- What procedure was being performed at the time of the incident
- What training the employee has received

Training and training records

All employees who have occupational exposure to bloodborne pathogens shall receive training on the epidemiology, symptoms, and mode of transmission of bloodborne pathogen diseases. In addition, the training program will include the following topics:

The training must also cover:

- Copy and explanation of the standard
- Explanation of the ECP and how to get a copy of it
- Methods to recognize tasks that have the possibility of exposure incidents
- Explanation of the use and limitations of engineering and work practice controls and PPE
- Types, uses, location, removal, handling, decontamination and disposal of PPE
- Explanation for the basis for selection of PPE
- Information on Hepatitis B vaccine: its efficacy, safety, method of administration, benefits, and that the vaccination is offered free of charge
- Who to contact and what to do in an emergency involving potentially infectious materials
- Procedures to follow in case of exposure incident, method of reporting, and follow-up
- Employer required post-exposure evaluation and follow-up after exposure incident
- Explanation of sign and labels and/or color-coding required and used at your facility
- Opportunity for interactive questions and answers with conductor of training

Employers Supervisor trains employees prior to initial assignment to tasks in which occupational exposure may occur. Training is repeated every 12 months or sooner when there are new tasks or changes to the existing procedures/tasks. Training records are maintained by the employers supervisor for three years and include the date(s) and content of the training program, name and qualifications of the trainer(s), and names and job titles of the attendees.

Employee training records can be provided to the employee or to an authorized representative of the employee within 15 business days. Employers immediate supervisor or department head is the person responsible for such requests.

Record keeping

Medical records for employees with occupational exposure to bloodborne pathogens include the employee's name, social security number, and hepatitis B vaccination status, including dates of hepatitis B vaccination and any medical records relative to the employee's ability to receive the vaccination. Medical records are kept for the duration of employment plus 30 years in accordance with OSHA's *Access to Employee Exposure and Medical Records standard, 1910.1020*. Medical records are confidential. Employees must sign a written consent for disclosure.

In the event of an exposure incident, the following records will be kept in the employee's medical file:

- The results of any examination, medical testing, and follow-up procedures.
- A copy of the treating physician's written opinion to the employer.
- A copy of all information provided by the employer to the health care professional regarding the exposure incident.

Sharps Injury Log

Record all percutaneous injuries from contaminated sharps on the OSHA 300 Log and/or the Sharps Injury Log. This log must include at least:

- Date of injury
- Type and brand of the device involved
- The location where the incident occurred
- An explanation of how the incident occurred

The Sharps Injury Log is reviewed at least once per year as part of the annual program evaluation and is kept for at least 5 years following the end of the calendar year that it covers. Copies that are provided upon request must have any personal identifiers removed.

The City Recorder will maintain the Sharps Injury Log.

Record all other exposure incidents that result in medical treatment, (e.g., gamma globulin, hepatitis B immune globulin, hepatitis B vaccine, etc.) on the OSHA 300 log. Retain these records for five years.

Plan evaluation and review

Review the exposure control plan and update it at least annually. **Fire Chief / Safety Director** is responsible for the annual review. Sign and date this exposure plan when the review has taken place.

Signature: _____ Date: _____

Appendix A – Hepatitis B Vaccination Record

HEPATITIS B VACCINATION RECORD

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration and the benefits of being vaccinated. I also understand that the vaccine and vaccination series will be offered free of charge.

I, _____ have completed the following inoculations using:

☐ Recombivax-HB Vaccine or ☐ Enerix-B Vaccine

☐ Inoculation 1 Date: _____ Given at:

☐ Inoculation 2 Date: _____ Given at:

☐ Inoculation 3 Date: _____ Given at:

Appendix B – Hepatitis B Vaccine Declination Form

Hepatitis B Vaccine Declination Form

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination at no charge to me.

Signature of employee

Date

Print name of employee

Date

Witness signature and position

Date

Appendix C – Information and Training Record

INFORMATION AND TRAINING RECORD FOR EMPLOYEES WITH POTENTIAL EXPOSURE TO BLOODBORNE PATHOGENS

Date(s) of training:

Trainer(s) name and qualifications:

Names and Job Titles of all employees attending this training: (Attach training roster)

Agenda and/or materials presented to participants included:

- Copy and explanation of the standard
- Explanation of the ECP and how to get a copy of it
- Methods to recognize tasks that have the possibility of exposure incidents
- Explanation of the use and limitations of engineering and work practice controls and PPE
- Types, uses, location, removal, handling, decontamination and disposal of PPE
- Explanation for the basis for selection of PPE
- Information on Hepatitis B vaccine: its efficacy, safety, method of administration, benefits, and that the vaccination is offered free of charge
- Who to contact and what to do in an emergency involving potentially infectious materials
- Procedures to follow in case of exposure incident, method of reporting, and follow-up
- Employer required post-exposure evaluation and follow-up after exposure incident
- Explanation of sign and labels and/or color-coding required and used at your facility
- Opportunity for interactive questions and answers with conductor of training

Signature of Training Coordinator:

Appendix D – Exposure Incident Investigation Form

EXPOSURE INCIDENT INVESTIGATION FORM

Date of Incident: _____ Time of Incident: _____

Location:

Person(s) Involved:

Potentially Infectious Materials Involved:

Type: _____ Source: _____

Circumstances (what was occurring at the time of the incident):

How was the incident caused (accident, equipment malfunction, etc.). List any equipment involved:

Personal protective equipment being used at the time of the incident:

Actions taken (decontamination, clean-up, reporting, etc.):

Recommendations for avoiding repetition of incident:

Appendix E – Employee Medical Record Checklist

EMPLOYEE MEDICAL RECORD CHECKLIST

(Use a new form for each incident)

Name: _____

Social Security Number: _____

Location: _____

Job Classification: _____

Attach a copy of the employee's hepatitis B vaccination record or declination form. Attach any additional medical records relative to hepatitis B.

Brief Description of Exposure Incident:

Log and attach copy of: (Check all that apply)

- ☐ The information provided to the health care professional
- ☐ The Exposure Incident Investigation Report
- ☐ The results of the source individual's blood testing, if consent for release has been obtained and results are available
- ☐ The health care professional's written opinion

Appendix F – Self-inspection Checklist

- ☐ If employees could be exposed to infectious agents in body fluids, have potential exposure events been identified and documented?

Has a training and information program been provided for employees who could be exposed to infectious agents in body fluids?

- ☐ Have infection-control procedures been instituted where appropriate, such as ventilation, universal precautions, workplace practices, and personal protective equipment?

Are employees aware of specific workplace practices for hand washing, handling sharp instruments, handling laundry, disposal of contaminated materials, and reusable equipment?

- ☐ Is personal protective equipment provided and available to employees who need it?

- ☐ Is necessary equipment such as mouthpieces, resuscitation bags, and other ventilation devices provided for administering mouth-to-mouth resuscitation?

Are supplies and equipment — such as hand washing sinks, biohazard tags and labels, sharps containers, and detergents or disinfectants — available to allow employees to comply with workplace practices?

Are environmental and working surfaces and equipment cleaned and disinfected after contact with blood or potentially infectious materials?

Is infectious waste placed in closable, leak-proof containers, bags, or puncture-resistant holders with proper labels?

- ☐ Has medical surveillance including HBV evaluation, antibody testing, and vaccination been made available to potentially exposed employees?

Does medical surveillance cover the following:

Universal precautions?

Personal protective equipment?

- ☐ Workplace practices, which should include resuscitation protocols, establishing IVs, blood drawing, placing airways, laundry handling, and cleanup of biohazard spills?

- ☐ Needle stick exposure and management?

Hepatitis B vaccination?

Sharps Injury log

Appendix G – Sample Sharps-Related Injuries Log

[Your company's name]

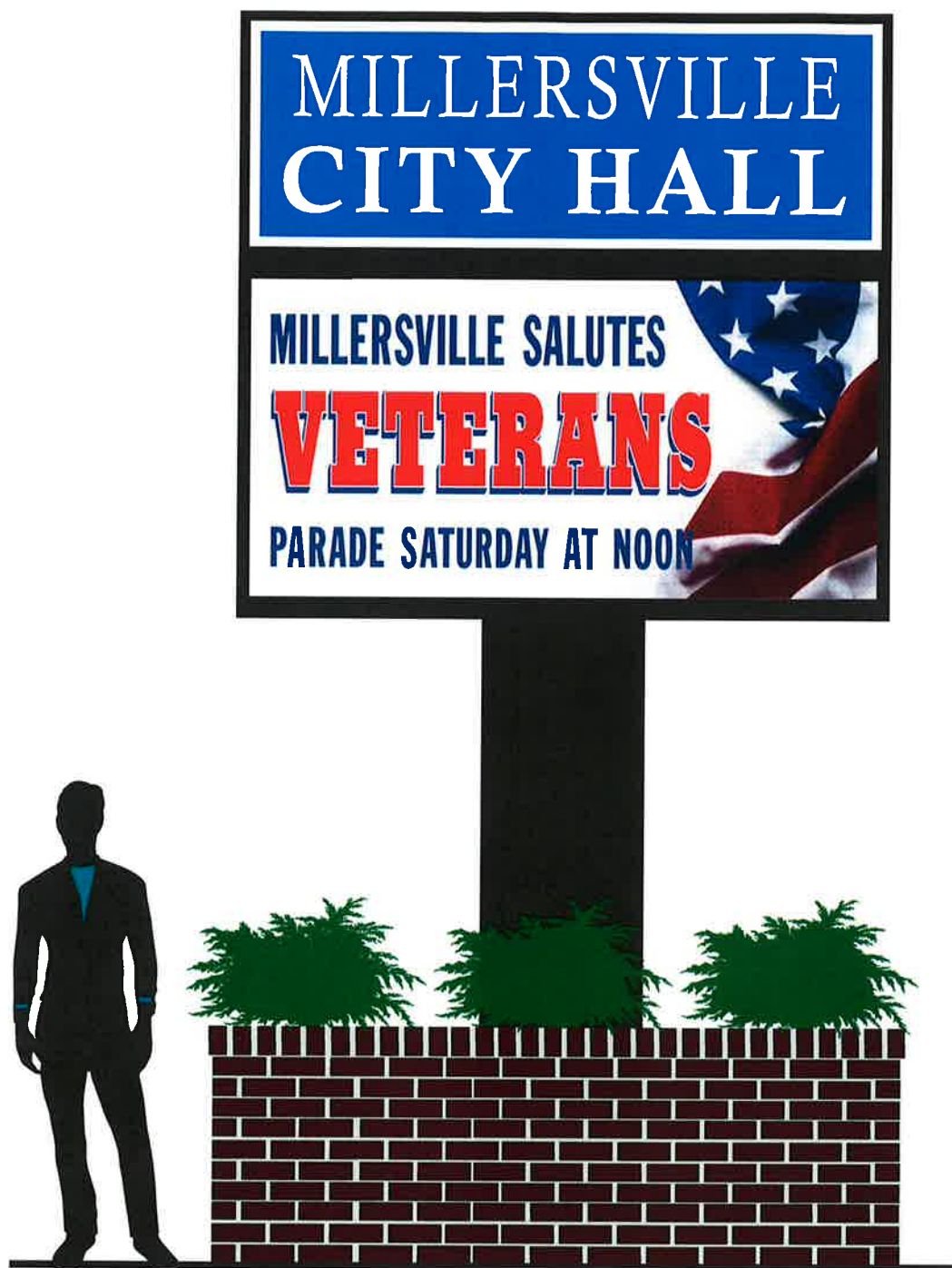
Date of injury	Case number	Type of sharp	Brand name	Where injury occurred	How injury occurred

OSHA’s Bloodborne Pathogens Standard, 1910.1030, requires an employer to establish and maintain a sharps injury log for recording all percutaneous injuries in a facility occurring from contaminated sharps. This log and the injury-and-illness log required by 29 CFR 1904 must be retained by the employer. This log should include all sharps injuries that occur in a calendar year. The log must be retained for five years after the last recorded case and must ensure the confidentiality of affected employees.

Bid for Lighted Sign and Message Board

Bid Closed on March 25th, 2021 at 2::00 PM

Company	Bid Proposal		
General Sign Company PO Box 884 Sheffield, Alabama Tennessee Lic # 74455	\$40,916.00		No other Bids Submitted
Bid Specs as Requested: This request is for a 63" X 96" new Double Faced Monument sign. The top panel is 24' X 96 "internally lighted identification sign. The Faces to be embossed, painted on the second (inner) surface. The Bottom sign to be 41" X 96", 10 mm, and Full Color electronic message center by Watch fire. The viewing area will be 3'X 8' The unit will automatically dim for night time operation. Color capability 18 quadrillion colors is required A laptop computer with Ignite graphics software will be included. Plays per-recorded video clips up to 30 fps; The sign Center pole will be mounted with a decorative aluminum pole cover to hide the pole Additional Requirements: The City will ensure the electrical is provided to the base of the pole. Final Hook up and start-up and training provided by contactor. Insurance: The contractor must have a General Liability Insurance Policy with a Bodily Injury and Property Damage combined single limit of not less than \$1,000,000 each occurrence limit including products and completed operations. The City of Millersville must be added as an additional insured.			



SHRUBS

ELEVATION

89" X 96" DOUBLE FACED PYLON SIGN

THE TOP PANEL IS A 36" X 96" INTERNALLY LIGHTED IDENTIFICATION SIGN. THE FACES TO BE EMBOSSED, PAINTED ON THE SECOND (INNER) SURFACE. THE BOTTOM SIGN TO BE 53" X 96", 10 mm, FULL-COLOR MESSAGE CENTER BY WATCHFIRE.

THE VIEWING AREA WILL BE 4' x 8'

THE SIGN CENTER POLE MOUNTED WITH A DECORATIVE ALUMINUM POLE COVER TO HIDE THE POLE

THE OVER-ALL HEIGHT 16'-6" ±

BRICK PLANTER AND SHRUBS NOT INCLUDED, FOR ILLUSTRATION ONLY

General
SIGN COMPANY

**Discussion on City Owned Property at
Bethel Road and US Hwy 31**

Business known as:

WES Outdoor Power Equipment
1222B South Dickerson Road, Goodlettsville, TN 37072

Mark Brown, Owner/Manager

Phone:

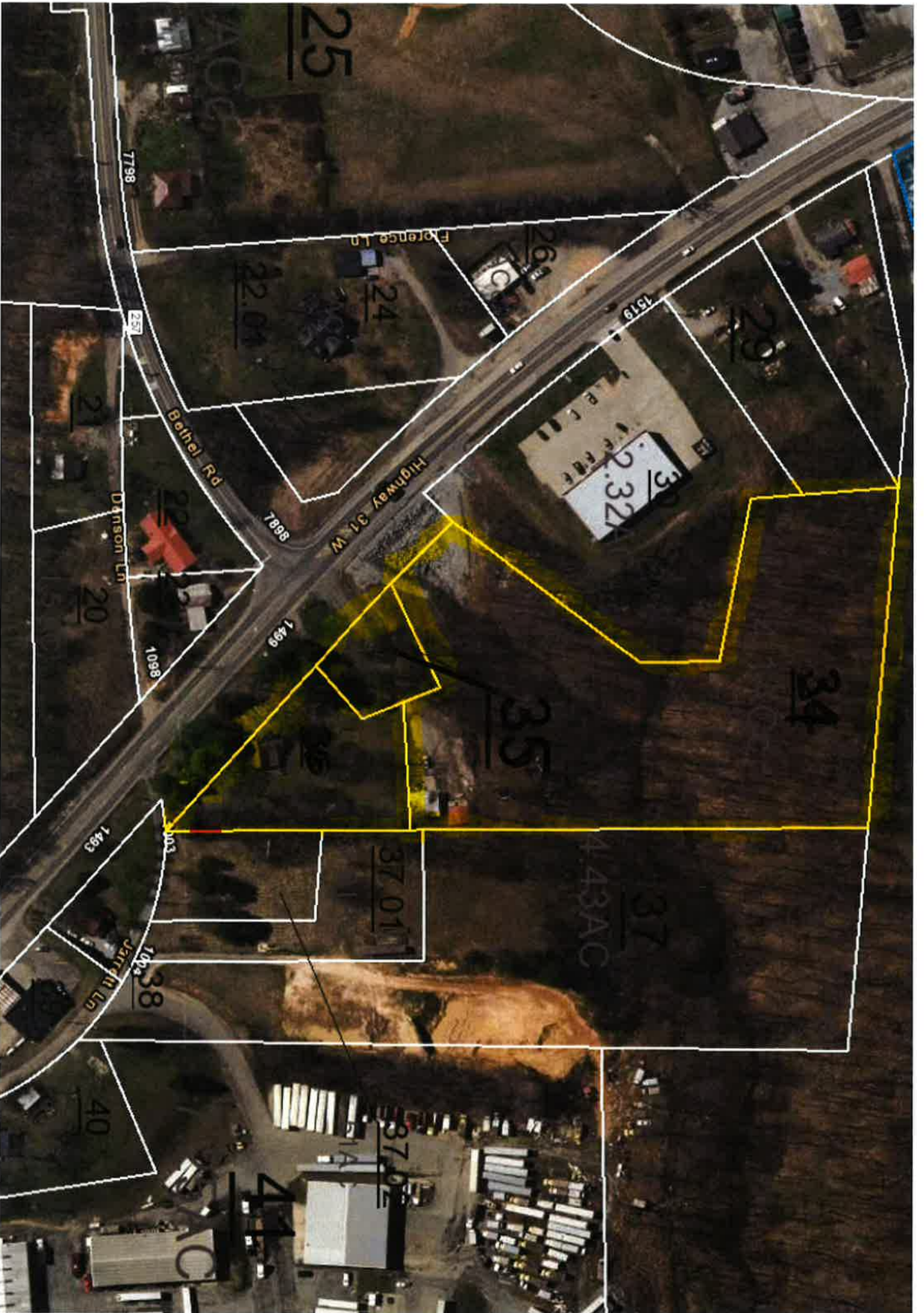
(615) 239-8744

Hours:

Mon - Fri: 8:00 a.m. - 5:00 p.m.

Saturday: 8:00 a.m. - Noon

Sunday: Closed



5.09 Acres

Unofficial Property Record Card - Sumner, TN

General Property Data

000	Account Number
LLE CITY OF	Property Location 0 31W HWY
SVILLE HWY	Property Use City Xmpk
LLE	Most Recent Sale Date 4/4/2019
	Legal Reference 4919-665
	Grantor HULSEY RANDALL C
Zip 37072	Sale Price 0
	Land Area 34 acres

Current Property Assessment

Xtra Features Value 0

Land Value 0

Building Description

Foundation Type N/A
Frame Type N/A
Roof Structure N/A
Roof Cover N/A
Siding N/A
Interior Walls N/A
of Bedrooms 0
of 1/2 Baths 0

Legal Description

Narrative Description of Property

building, built about N/A, having N/A exterior and N/A roof cover, with 0 commercial unit(s), 0 room(s), 0 bedroom(s), 0 bath(s), 0 half bath(s).

Unofficial Property Record Card - Sumner, TN

General Property Data

0	Account Number	Property Location 0 31W HWY
LE CITY OF	Property Use City Xempt	Most Recent Sale Date 4/4/2019
ILLE HWY	Legal Reference 4919-665	Grantor HULSEY RANDALL C
LE	Sale Price 0	
Zip 37072	Land Area 0.340 acres	

Current Property Assessment

Xtra Features Value 0

Land Value 0

Building Description

Foundation Type N/A
Frame Type N/A
Roof Structure N/A
Roof Cover N/A
Siding N/A
Interior Walls N/A
of Bedrooms 0
of 1/2 Baths 0

Legal Description

Narrative Description of Property

Building, built about N/A, having N/A exterior and N/A roof cover with 0 commercial unit(s) and 0 residential unit(s), 0 room(s), 0 bedroom(s), 0 bath(s), 0 half bath(s).

Unofficial Property Record Card - Summer, IN

General Property Data

036.00 000

Account Number

LEBANSVILLE CITY OF

Property Location 0 34W HWY

5 LEBANSVILLE HWY

Property Use City Xmpk

LEBANSVILLE

Most Recent Sale Date 4/4/2019

Legal Reference 4919-665

Grantor HULSEY RANDALL C

Zip 37072

Sale Price 0

Land Area 0.660 acres

36

Current Property Assessment

Value 0

Xtra Features Value 0

Land Value 0

Building Description

Foundation Type N/A

Frame Type N/A

Roof Structure N/A

Roof Cover N/A

Sliding N/A

Interior Walls N/A

of Bedrooms 0

of 1/2 Baths 0

Legal Description

Narrative Description of Property

N/A style building, built about N/A, having N/A exterior and N/A roof cover, with 0 commercial unit(s), 0 room(s), 0 bedroom(s), 0 bath(s), 0 half bath(s).

Property Images

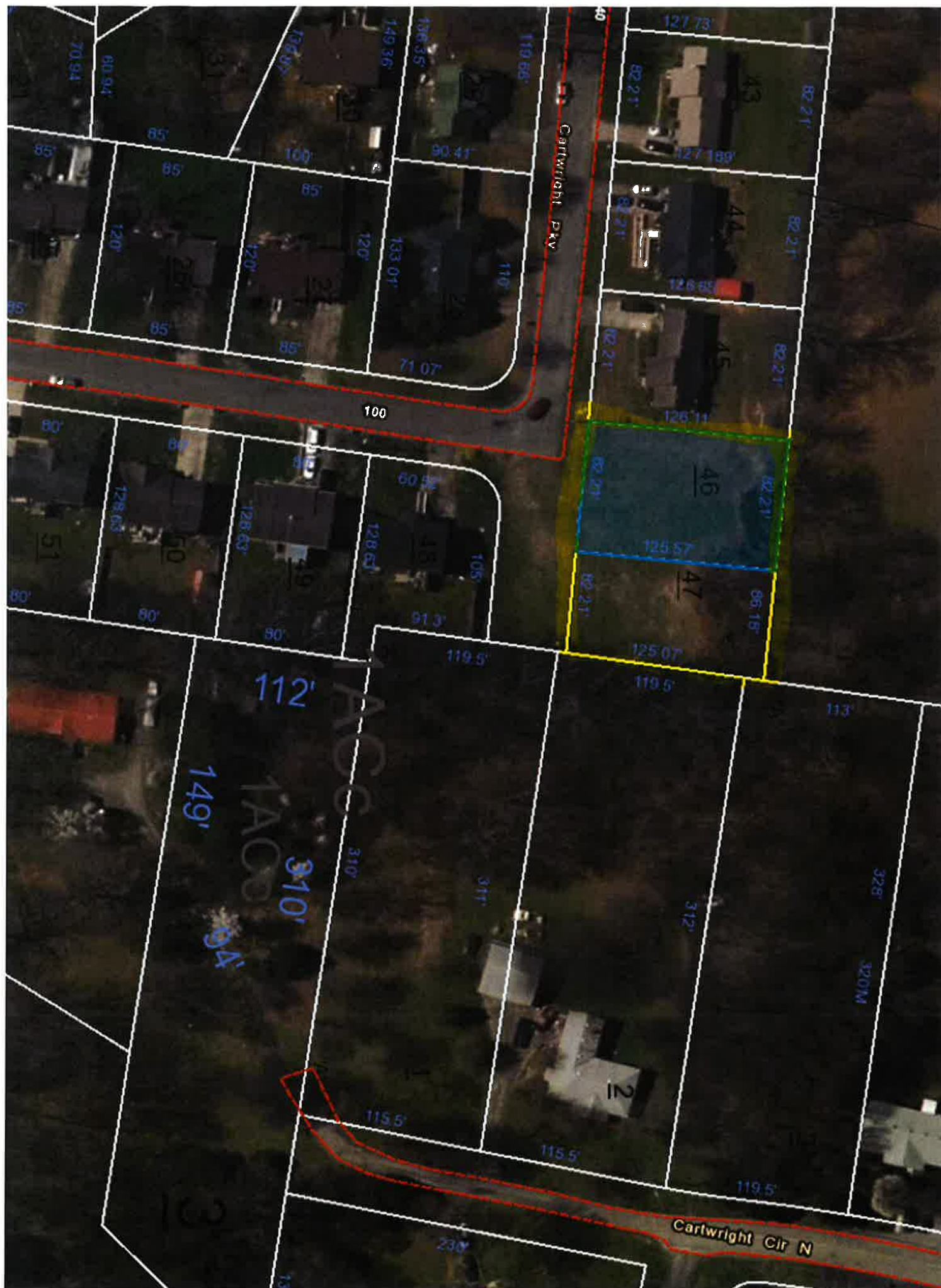
Discussion on City Owned Property at Cartwright Parkway

There are two lots owned by the city on Cartwright Parkway.

Develop options for using this property to trade or sell this city owned property to acquire the lot across the highway from the Community Center and Next to the Millersville Library.

Procure the road front property at 1178 Hwy 31W for a future Veterans Park/Farmers Market/Etc.

City Manager has spoken to the owner and has a positive and productive conversation.



Unofficial Property Record Card - Sumner, TN

General Property Data

Parcel ID 121P C 010.00 000
Prior Parcel ID
Property Owner PEACH VALLEY PROPERTIES LLC
Mailing Address 1055 RIDGECREST DR
City GOODLETTSVILLE
Mailing State TN Zip 37072
Parcel Zoning N/A

Account Number
Property Location 1178-1180 LOUISVILLE HWY
Property Use Residential
Most Recent Sale Date 12/4/2020
Legal Reference 5428 247
Grantor WAIR CLAUDE E JR
Sale Price 51,000
Land Area 1.320 acres

Current Property Assessment

Card 1 Value Building Value 0 Xtra Features Value 0 Land Value 48,100 Total Value 48,100

Building Description



Building Style N/A	Foundation Type N/A	Flooring Type N/A
# of Living Units 0	Frame Type N/A	Basement Floor N/A
Year Built N/A	Roof Structure N/A	Heating Type N/A
Building Grade N/A	Roof Cover N/A	Heating Fuel N/A
Building Condition N/A	Siding N/A	Air Conditioning 0%
Finished Area (SF) 0	Interior Walls N/A	# of Bsmt Garages 0
Number Rooms 0	# of Bedrooms 0	# of Full Baths 0
# of 3/4 Baths 0	# of 1/2 Baths 0	# of Other Fixtures 0

Legal Description

Narrative Description of Property

This property contains 1.320 acres of land mainly classified as Residential with a(n) N/A style building, built about N/A , having N/A exterior and N/A roof cover, with 0 commercial unit(s) and 0 residential unit(s), 0 room(s), 0 bedroom(s), 0 bath(s), 0 half bath(s).

Property Images

 SKETCH	 IMAGE
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Disclaimer: This information is believed to be correct but is subject to change and is not warranted.

