

REGULAR MEETING OF THE CHEBOYGAN COUNTY ROAD COMMISSION DECEMBER 1, 2016

Chairman J. Johnson called the regular meeting to order of the Cheboygan County Road Commission at 9:00 A.M.

Clerk D. Stempky took roll call and a quorum was present.

Present: J. Johnson, R. Chadwick, C. O'Connor, D. Brown, K. Paquet, Engineer/Manager Shank and Clerk Stempky

VISITORS: H. Ginop, D. Brandt, C. Veneros, J. Moore, T. Mateski, T. Horrocks, S. Redmond, Vance, J. LaHaie, D. Nivel, T. Olson, F. Cribb, B. Hartwig, K. Hahn, S. Lincoln, M. Ridley and S. Lincoln

Pledge of Allegiance was recited

**MOTION by K. Paquet seconded by R. Chadwick to approve minute of last regular meeting of 11/17/2016 as mailed. 5 Yeas CARRIED**

**MOTION by D. Brown seconded by R. Chadwick to approve for payment current payroll voucher #16-46-\$68,100.92 and accounts payable voucher #16-47-\$260,975.49. 5 Yeas CARRIED**

**MOTION by D. Brown seconded by R. Chadwick to approve agenda as presented. 5 Yeas CARRIED**

M. Ridley thanked J. Johnson and R. Chadwick for their service

**MOTION by K. Paquet seconded by D. Brown to set Organizational Meeting for Thursday, January 5, 2017 at 9:00 A.M. with regular meeting to follow. 5 Yeas CARRIED**

**MOTION by K. Paquet seconded by C. O'Connor to all allow Management to advertise for two (2) single axle trucks and fit out for the 2017 calendar year. 5 Yeas CARRIED**

Correspondence was received form Tuscarora Township DDA in reference to the streetscape design. They would like to know the parameters of road width lanes and parallel parking; Ideas or recommendations for traffic calming as to width and financial contribution toward the streetscape/paving project. M. Ridley commented the DDA has the grant application submitted for streetscape, may have to revisit scope, traffic calming and curb placement and make sure CCRC is on board with design concept so they can continue to move forward. D. Nivel discussed the cost of moving utilities if it is apart of the streetscape only and not road project. If utilities need to be moved for streetscape only the cost is approximately 1 million and therefore nothing else would be able to be done. Want direction from the Road Commission. S. Lincoln commented the DDA wants what is economically beneficial to the community to continue with project.

Engineer/Manager Shank recommendations for streetscape for Tuscarora Township DDA:

- Road to be centered in the right of way
- Width of pavement not deviate from the 26 feet width of asphalt, 11 foot wide lanes with a 2 foot shoulder
- Bump out at major intersections for traffic calming and pedestrian access
- Financial support-can apply for \$25,000 per local project cost allocation policy

Board would like staff to take the current drawings of the proposed streetscape/paving and mark in red the approximate changes would look like with the recommendations of the Road Commission.

**MOTION by K. Paquet seconded by R. Chadwick to approve Policy #58, Hazard Communication Program Policy as follows:**

**General:**

The following hazard communication program has been established for the Cheboygan County Road Commission. This program will be available for review for all employees.

**Hazard Classification**

Chemical manufactures or importers shall evaluate chemicals they produce or import to classify the chemicals in accordance with the revised Hazard Communication Standard.

Effective June 15, 2015 – For each chemical, the chemical manufacture or importer shall determine the hazard classes, and where appropriate, the category of each class that apply to the chemical being classified. This information will be placed in the Material Safety Data Sheet / Safety Data Sheet (MSDS/SDS) and on the product label.

The Cheboygan County Road Commission will rely on MSDS/SDSs obtained from product suppliers to determine which chemicals are classified as hazardous for employees.

**Labeling:**

- A. The Purchasing Agent will be responsible for seeing that all containers entering the workplace from a manufacture, importer or distributor are properly labeled.

**Workplace labeling:**

All containers of hazardous chemicals in the workplace will be labeled, tagged or marked with either:

The information specific for labels on shipped containers; OR product identifier words, pictures, symbols, or combination thereof, which provide at least general information regarding the hazards of the chemicals.

- B. All labels shall be checked for:

<b>Current Requirements:</b>	<b>Requirements effective June 1, 2015:</b>
<b>1. Identity of the material.</b>	<b>1. Product Identifier</b>
<b>2. Appropriate hazard warning for the material.</b>	<b>2. Signal word</b>
<b>3. Name and address of the responsible party. (Only if the container is received from the manufacture, distributor, or importer.)</b>	<b>3. Hazard Statement(s)</b>
	<b>4. Pictogram(s)</b>
	<b>5. Precautionary Statement (s)</b>
	<b>6. Name, address and telephone number of the chemical manufacture, importer, or other responsible party.</b>

- C. Each employee shall be responsible for ensuring that all secondary containers used in their Work area are labeled the appropriate product identifier and provide other employees with the specific information regarding the physical and health hazards of the hazardous chemical.

**Safety Data Sheets:**

- A. **The Purchasing Agent will be responsible for compiling and maintaining the master MSDS/SDS file. The file will be kept in the Shop Office at the main office located at 5302 South Straits Highway, Indian River, MI.**
- B. **Additional copies of the MSDS/SDSs for employees are located in the employee lunch rooms at the Indian River Garage, Cheboygan Garage and the Tower Garage.**
- C. **MSDS/SDSs will be available for review to all employees during each work shift. Copies will be available upon request to the Safety Director.**
- D. **Posters identifying the person responsible for maintaining MSDS/SDSs and where the MSDS/SDSs are located are posted at the Indian River Garage in the employee lunch room. Posters notifying employees when new or revised MSDS/SDSs are received will be located in the same locations.**
- E. **The Purchasing Agent will be responsible for obtaining and MSDS/SDS for all hazardous chemicals that are received at the Road Commission. If a required MSDS/SDS is not received, the Purchasing Agent shall contact the supplier, in writing, to request the MSDS/SDS. If an MSDS/SDS is not received after two such requests, the Purchasing Agent shall contact MIOSHA's Construction Safety and Health Division at (517) 322-1856 or General Industry Safety and Health Division (GISHD) at (517) 322-1831, for assistance in obtaining the MSDS/SDS.**

**Employee Information and Training:**

- A. **The Safety Director shall coordinate and maintain records of employee hazard communication training, including attendance rosters.**
- B. **Before their initial work assignment, each new employee will receive hazard communication training. This will include the following information and training:**
  - Information:**
    - a. **The requirements of the MIOSHA Hazard Communication Standard**
    - b. **All operations in their work area where hazardous chemicals are present.**
    - c. **Location and availability of the written hazard communication program, the list of hazardous chemicals and the MDS/SDS.**
  - Training:**
    - a. **Methods and observations that can be used to detect the presence or release of hazardous chemicals in the work area.**
    - b. **the physical, health, simple asphyxiation, combustible dust and pyrophoric gas hazards, as well as hazards not otherwise classified, of the chemicals in the work area.**
    - c. **Measures the employees should take to protect themselves from these hazards.**

- d. Details of the hazard communication program – including an explanation of the new label elements (product identifier, signal word, hazard statement(s), pictogram(s) and precautionary statement(s) on shipped containers and the workplace labeling system used by the Cheboygan County Road Commission, the new SDS format/sections.
  - e. How employees can obtain and use the hazard information.
- C. The employee shall be informed that:
1. The employer is prohibited from discharging, or disciplining against, an employee who exercises his/her rights to obtain information regarding hazardous chemicals used in the workplace.
  2. As an alternative to requesting an MSDS/SDS from the employer the employee can seek assistance from the MIOSHA Construction Safety and Health Division, at (517) 322-1856, or the MIOSHA General Industry Safety and Health Division at (517) 322-1831, to obtain desired MSDS/SDS. A sign or MIOSHA poster will be posted with the address and telephone number of the MIOSHA Division responsible for such requests.
- D. Before any new physical or health hazard is introduced into the workplace, each employee who may be exposed to the substance will be give information in the same manner as during the hazard communication training.

**Pipes and Piping Systems:**

Information on the hazardous contents of pipes and piping systems will be identified by labels placed on the pipes or piping system.

**List of Hazardous Chemicals:**

A list of all hazardous chemicals used by the Cheboygan County Road Commission is located in the lunch rooms at the Indian River, Cheboygan and Tower Garages. Further information regarding any of these chemicals can be obtained by reviewing its respective MSDS/SDS. 5 Yeas CARRIED

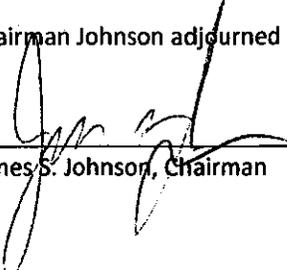
**MOTION by D. Brown seconded by R. Chadwick to receive and file the following correspondence:**

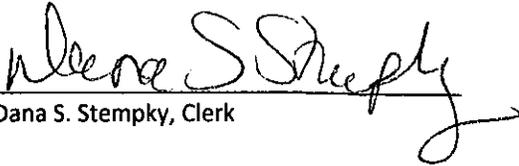
**Township Meeting Minutes: Koehler 10/10/16, Tuscarora 11/1/16, Mullett 11/1/16, Mackinaw 11/15/16 and Burt 10/6/16; CRASIF reference to no longer exploring the mutual insurance option at this time. 5 Yeas CARRIED**

**Engineer/Manager Shank update:**

- Lake 16-gate has been removed
- Paquet and Shank will be attending the CRA seminar Dec 5/6
- Has drafted a rules of order that will have Board adopt at the Organizational Meeting

Chairman Johnson adjourned regular meeting at 9:40 A.M. being no further business to come before the Board.

  
James S. Johnson, Chairman

  
Dana S. Stempky, Clerk