

June 30, 2019

The Village of Corfu, Board of Trustees, held its year end Committee Meeting at the Corfu Village Hall, 116 East Main Street on June 26, 2019. Present at meeting, was Mayor Sargent, Deputy Mayor Al Graham, Trustee Doktor, Trustee Reisdorf, Village Clerk Jennifer Eck, and Glenn Eck.

The meeting was called to order at 6:30pm, followed by the Pledge of Allegiance.

Mayor Sargent gave Zoning and Planning update:

- The Board reviewed Brian Schollard's update; as follows:

Here's what's going on in Codes/Zoning.

Current open permits:

2 pools on Longs Lane and Ganson Ave

one back porch tear down and rebuild Longs Lane

roof and siding on Allegheny

lot 4 on Feildcrest (waiting to hear from Scott File there has been no electrical inspection yet)

two manufactured homes at Genesee Heights are ready for occupancy this leaves one remaining lot

There has been two backup generator permits issued this year

Potter Lumber, As you may know the NYSDOT has sent letters to Mr. Dix advising him that his signs are illegal and need to be removed.

Previously the board voted to allow the sign at 30 main as long as he got the proper permit. The applications for a sign and roof work was filled out and approved but he has never paid for them. Since then he has also replaced a roof on the old Potter Lumber building with no permit granted for that work. As it stands, he must pay for two roofing permits one at \$50 and one at \$100 for the work being done without a permit.

Things I'm working on:

there is an unused above ground pool on Ganson Ave that I will be writing a letter to have it brought up to code or removed.

The non-operational vehicles on the Main Street property. (doing that letter Tuesday night)

Wish list: The Zoning Law needs to be updated.

I'm including an email from April and November of 2018 about Business and Occupancy building inspections that need to be done (below)

Can we draft a letter to the owners of the buildings that contain a business and were ever there is a public gathering space. The two churches, community center the grange hall and sewer plant ect. They are required to charge a fee and can charge up to \$200. I was thinking that \$50 would be appropriate. Public owned buildings are required to be inspected but exempt from the fee.

This way the office can set up an appointment or at least know when a convenient time for me to visit would be.

The State law we can reference would be:

Title 19 NYCRR  
 Chapter XXXII  
 Part 1202.4

Buildings shall be inspected for compliance with the Uniform Code on a yearly basis, to insure public health safety and welfare.

- Trustee Reisdorf will follow up with Brian on status's; Board suggests to follow the laws with keeping up on deadlines
- Zoning laws will be updated soon; after laws have been transferred to the computer there will be a committee to review and update
- Mayor Sargent requested to write the letter and a fee of \$50 per inspection
- Mayor Sargent requested Brian write letter to Potter's with a 30 day deadline to remove sign
- Trustee Reisdorf attended a planning board session; received information on 5G installations and was advised to have the planning board look into stipulations for when services will be installed.

Mayor Sargent – Police

- Mayor Sargent will reach out to Officer Retzlaff regarding DWI Grant

Mayor Sargent – Court

- Reviewed letter from JCAP; all grant money was not used they are requesting \$1,100 refund of the monies sent to the Court
- Discussed reaching out to Dave Saleh to prepare an audit

Glenn Eck gave Maintenance update:

- Contacted Alexander equipment regarding skid loader broke down; possibly bad gas or air in the fuel line, it is ok presently
- Glenn asked if the Village would be able to install a plug for the crane as it is needed to pull pumps out of the lift stations
- Glenn requested to add caution lights to both skid loaders for safety concerns while on the roadways; lights will be \$320 per machine.
- Glenn put benches together; delivered to the offices, still working on where to put the 2<sup>nd</sup> bench in downtown area
- Trustee Graham mentioned their employee Cody Smith that is working with Camden for the summer months, there will be no increase in monthly charges to the Village
- Norm Waff requested the purchase of a portable hard drive for \$67.99.

Trustee Doktor moved to purchase hard drive; Trustee Graham 2<sup>nd</sup>

The motion was passed on the following vote:

| VOTE              | YES      | NO | ABSTAIN | ABSENT   |
|-------------------|----------|----|---------|----------|
| Mayor Sargent     | X        |    |         |          |
| Trustee Doktor    | X        |    |         |          |
| Trustee Graham    | X        |    |         |          |
| Trustee Lauer     |          |    |         | X        |
| Trustee Reisdorf  | X        |    |         |          |
| <b>VOTE TOTAL</b> | <b>4</b> |    |         | <b>1</b> |

Trustee Doktor moved to purchase lights for the skid loaders; Trustee Reisdorf 2<sup>nd</sup>

The motion was passed on the following vote:

| VOTE              | YES      | NO | ABSTAIN | ABSENT   |
|-------------------|----------|----|---------|----------|
| Mayor Sargent     | X        |    |         |          |
| Trustee Doktor    | X        |    |         |          |
| Trustee Graham    | X        |    |         |          |
| Trustee Lauer     |          |    |         | X        |
| Trustee Reisdorf  | X        |    |         |          |
| <b>VOTE TOTAL</b> | <b>4</b> |    |         | <b>1</b> |

Deputy Clerk read communications:

- Collateral Statement received by BNY Mellon
- DWI Grant Information
- Notice of illegal sign for Potter Lumber (2)
- Police resumes – given to Mayor
- NYS Building Standard & Codes – Firework information

Revenues Received:

|           |          |           |                                 |                   |  |
|-----------|----------|-----------|---------------------------------|-------------------|--|
| 6/17/2019 | 6612     | \$ 75.00  | Seitter, Robert M.              | Pool Permit       |  |
| 6/18/2019 | cash     | \$ 75.00  | Price, Keith                    | Pool Permit       |  |
| 6/19/2019 | 94384    | \$ 10.00  | Nicholas Perot, Smith & Bernhar | Tax Search        |  |
| 6/24/2019 | 25933    | \$ 10.00  | Laufer Keenen PLLC              | Tax Search        |  |
| 6/24/2019 | 72999440 | \$ 2.07   | ANPI Business                   | Gross Receipt Tax |  |
| 6/21/2019 | 322853   | \$ 873.40 | National Fuel Gas               | Gross Receipt Tax |  |
| 6/20/2019 | 44247    | \$ 3.17   | Compliance Solutions Inc.       | Gross Receipt Tax |  |
| 6/24/2019 | 72978508 | \$ 0.03   | Level 3 Communications LLC      | Gross Receipt Tax |  |
| 6/20/2019 | 69512    | \$ 0.08   | Compliance Solutions Inc.       | Gross Receipt Tax |  |

Trustee Graham made a motion to accept the minutes of the May 12, 2019 Committee Meeting; seconded by Trustee Doktor.

The motion was passed on the following vote:

| VOTE              | YES      | NO | ABSTAIN | ABSENT   |
|-------------------|----------|----|---------|----------|
| Mayor Sargent     | X        |    |         |          |
| Trustee Doktor    | X        |    |         |          |
| Trustee Graham    | X        |    |         |          |
| Trustee Lauer     |          |    |         | X        |
| Trustee Reisdorf  | X        |    |         |          |
| <b>VOTE TOTAL</b> | <b>4</b> |    |         | <b>1</b> |

Discussed Audit for Village offices; decided to postpone to a later date.

Trustee Graham made a motion to accept payment of the bills; seconded by Trustee Doktor.  
 The motion was passed on the following vote:

| <b>VOTE</b>       | <b>YES</b> | <b>NO</b> | <b>ABSTAIN</b> | <b>ABSENT</b> |
|-------------------|------------|-----------|----------------|---------------|
| Mayor Sargent     | X          |           |                |               |
| Trustee Doktor    | X          |           |                |               |
| Trustee Graham    | X          |           |                |               |
| Trustee Lauer     |            |           |                | X             |
| Trustee Reisdorf  | X          |           |                |               |
| <b>VOTE TOTAL</b> | <b>4</b>   |           |                | <b>1</b>      |

Trustee Graham gave Sewer update:

- Power company did final inspection on Lift station
- Discussed the resident complaint regarding cemetery lift station
- Trustee Graham spoke with Clark Patterson regarding new plant
- WQUIP – Mayor Sargent signed paperwork from MRB

The following resolutions were approved:

**VILLAGE OF CORFU**  
 Consolidated Funding Application

Resolution of Support from the VILLAGE OF CORFU for the  
 2019 New York State Consolidated Funding Application, Water Quality Improvement Project  
 Wastewater Treatment Disinfection Improvements

WHEREAS, the Village of Corfu Board of Genesee County, supports the submission of a 2019 Consolidated Funding Application (CFA) on behalf of the Village, for the Water Quality Improvement Project (WQIP) program, for upgrades to the disinfection process at the wastewater treatment facility; and

WHEREAS, the New York State Department of Environmental Conservation (DEC) provides a competitive statewide reimbursement grant program for local governments, administered to directly address documented water quality impairments; and

WHEREAS, the Village has been notified by the DEC of upcoming modifications to their State Pollutant Discharge Elimination System (SPDES) permit, requiring them to provide effluent disinfection at the WWTP; and

WHEREAS, findings in the preliminary engineering study recommended improvements to the WWTP including installation of an ultraviolet disinfection system into existing infrastructure at the WWTP, greatly improving the quality of effluent discharged into the receiving stream;

NOW THEREFORE BE IT RESOLVED, it is anticipated that the Village Board, on behalf of the Village, will complete the necessary actions to authorize expenditures for the proposed project, as well as authorizes Mayor Thomas Sargent to execute necessary documents relative to and as required for the application; and

BE IT FURTHER RESOLVED, the Village Board does hereby accept that they shall provide at least 25% match of the total of any grant funding awarded as a local match in the form of in-kind services or cash contributions hereby appropriated and obligated from the Sewer Fund; and

BE IT FURTHER RESOLVED, that the Village of Corfu Board of Genesee County, recognizes and fully supports the submission of the 2019 CFA for WQIP on behalf of the Village for improvements to the wastewater treatment plant.

Motion by: Mike Doktor

Seconded by: Larry Reisdorf

Passed by the following vote of all Village Board Members voting in favor thereof:

Affirmative Village Board Members: Thomas Sargent, Al Graham, Mike Doktor, Larry Reisdorf

Affirmative: #4

Negative: #N/A

Abstain: #N/A

I, Jennifer Eck, do hereby certify that resolution 06/2019-1 was passed at a meeting of the Village of Corfu Village Board held on June 26, 2019 and is incorporated in the original minutes of said meeting and that said resolution has not been altered, amended, or revoked and is in full force and effect.

Jennifer Eck

VILLAGE OF CORFU  
WATER QUALITY IMPROVEMENT PROJECT  
WWTP DISINFECTION IMPROVEMENTS

SEQR RESOLUTION - TYPE II ACTION

WHEREAS, the Village of Corfu Village Board, (hereinafter referred to as Village Board) is completing an application through the New York State Consolidated Funding Application (CFA) under New York State Department of Environmental Conservation (DEC) for a Water Quality Improvement Project (WQIP) for upgrades to the disinfection process at the Wastewater Treatment Plant located at Fieldcrest Drive; and NOW, THEREFORE, BE IT RESOLVED THAT, the Village Board does hereby classify the above referenced Action to be a Type II Action under 6 N.Y.C.R.R. Section 617.5 [c] [2] of the State Environmental Quality Review (SEQR) Regulations; and

BE IT FURTHER RESOLVED THAT, Type II Actions are not subject to further review under Part 617 of the SEQR Regulations; and

BE IT FINALLY RESOLVED THAT, the Village Board in making this classification has satisfied the procedural requirements under SEQR and directs this Resolution to be placed in the file on this Action.

Motion made by Member Mike Doktor: Seconded by Member Larry Reisdorf

Dated:

The above Resolution was duly adopted on June 26, 2019 by the Village of Corfu Village Board.

Jennifer Eck  
Village Clerk  
Village of Corfu

Mayor Sargent moved to accept the following Sexual Harassment Prevention Policy; Trustee Graham 2<sup>nd</sup>

The motion was passed on the following vote:

| <b>VOTE</b>       | <b>YES</b> | <b>NO</b> | <b>ABSTAIN</b> | <b>ABSENT</b> |
|-------------------|------------|-----------|----------------|---------------|
| Mayor Sargent     | X          |           |                |               |
| Trustee Doktor    |            |           |                | X             |
| Trustee Graham    | X          |           |                |               |
| Trustee Lauer     | X          |           |                |               |
| Trustee Reisdorf  | X          |           |                |               |
| <b>VOTE TOTAL</b> | <b>4</b>   |           |                | <b>1</b>      |

**VILLAGE OF CORFU, NEW YORK  
SEXUAL HARASSMENT POLICY**

**INTRODUCTION**

The Village of Corfu is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace.

This Policy is one component of the Village’s commitment to a discrimination-free work environment. Sexual harassment is against the law, and all employees have a legal right to a workplace free from sexual harassment. Employees are urged to report sexual harassment by filing a complaint internally with the Village. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

**POLICY**

1. The Village of Corfu’s policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with the Village. In the remainder of this document, the term “employees” refers to this collective group.

2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. The Village will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of the Village who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees, paid or unpaid interns, or non-employees working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, or the Village Attorney. All employees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.
4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject the Village to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.
5. The Village will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. The Village will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees are encouraged to report any harassment or behaviors that violate this policy. The Village will provide all employees a complaint form for employees to report harassment and file complaints.
7. Managers and supervisors are required to report any complaint that they receive, or any harassment that they observe or become aware of, to the Village Attorney.
8. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable (for example, in a main office, not an offsite work location) and be provided to employees upon hiring.

### **Defining Sexual Harassment**

Sexual harassment is a form of sex discrimination and is unlawful under federal and state law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;

- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment. Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

### **Examples of Sexual Harassment**

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
  - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
  - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
  - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
  - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
  - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
  - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
  - Sabotaging an individual's work;
  - Bullying, yelling, name-calling.

### **Who can be a target of sexual harassment?**



Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

### **Where can sexual harassment occur?**

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

### **Retaliation**

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours). Such retaliation is unlawful under federal and state law.

The New York State Human Rights Law protects any individual who has engaged in “protected activity.” Protected activity occurs when a person has:

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- reported that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

### **Reporting Sexual Harassment**

***Preventing sexual harassment is everyone’s responsibility.*** The Village of Corfu cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or nonemployee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager or the Village Attorney.

Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or the Village Attorney. Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form.

Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee’s behalf. Employees, paid or unpaid interns or non-

employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

### **Supervisory Responsibilities**

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, are required to report such suspected sexual harassment to the Village Attorney. In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue. Supervisors and managers will also be subject to discipline for engaging in any retaliation.

### **Complaint and Investigation of Sexual Harassment**

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. The Village will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- Upon receipt of complaint, The Village Attorney will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If complaint is verbal, encourage the individual to complete the "Complaint Form" in writing. If he or she refuses, prepare a Complaint Form based on the verbal reporting.
- If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
  - A list of all documents reviewed, along with a detailed summary of relevant documents;
  - A list of names of those interviewed, along with a detailed summary of their statements;
  - A timeline of events;
  - A summary of prior relevant incidents, reported or unreported; and

- The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Keep the written documentation and associated documents in a secure and confidential location.
- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

### **Legal Protections and External Remedies**

Sexual harassment is not only prohibited by the Village but is also prohibited by state and federal law. Aside from the internal process at the Village, employees may also choose to pursue legal remedies with the external governmental entities as outlined below.

While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protections.

### **State Human Rights Law (HRL)**

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status.

A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court. Complaints with DHR may be filed any time within one year of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, within three years of the alleged sexual harassment.

An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to the Village does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment. You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is:

**NYS Division of Human Rights  
One Fordham Plaza, Fourth Floor**

**Bronx, New York 10458**  
**PHONE: (718) 741-8400**  
**WEB: [www.dhr.ny.gov](http://www.dhr.ny.gov).**

Contact DHR at (888) 392-3644 or visit [dhr.ny.gov/complaint](http://dhr.ny.gov/complaint) for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

### **Civil Rights Act of 1964**

The United States Equal Employment Opportunity Commission (EEOC) enforces federal antidiscrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.).

An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC. An employee alleging discrimination at work can file a "Charge of Discrimination."

The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669- 4000 (TTY: 1-800-669-6820), visiting their website at [www.eeoc.gov](http://www.eeoc.gov) or via email at [info@eeoc.gov](mailto:info@eeoc.gov). If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

### **Contact Law Enforcement**

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. If this has occurred, immediately contact the Genesee County Sheriff's Department at (585) 345-3000.

And the attached complaint form:

**VILLAGE OF CORFU, NEW YORK  
SEXUAL HARASSMENT COMPLAINT FORM**

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to:

**JOHN WHITING  
VILLAGE ATTORNEY  
31 W MAIN STREET  
LeROY, NY 14482  
(585) 768-6550**

You will not be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, your employer should complete this form, provide you with a copy and follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

**For additional resources, visit: [ny.gov/programs/combating-sexual-harassment-workplace](http://ny.gov/programs/combating-sexual-harassment-workplace)**

**COMPLAINANT INFORMATION**

Name:

Work Address:

Work Phone:

Job Title:

Email:

Select Preferred Communication Method:

Email    Phone    In person

**SUPERVISORY INFORMATION**

Immediate Supervisor's Name:

Title:

Work Phone:

Work Address:

### COMPLAINT INFORMATION

1. Your complaint of Sexual Harassment is made about:

Name:

Title:

Work Address:

Work Phone:

Relationship to you: Supervisor Subordinate Co-Worker Other

2. Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) sexual harassment occurred:

Is the sexual harassment continuing? Yes No

4. Please list the name and contact information of any witnesses or individuals who may have information related to your complaint:

*The last question is optional, but may help the investigation.*

5. Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

If you have retained legal counsel and would like us to work with them, please provide their contact information.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Instructions for Employers

If you receive a complaint about alleged sexual harassment, follow your sexual harassment prevention policy.

An investigation involves:

- Speaking with the employee
- Speaking with the alleged harasser
- Interviewing witnesses
- Collecting and reviewing any related documents

While the process may vary from case to case, all allegations should be investigated promptly and resolved as quickly as possible. The investigation should be kept confidential to the extent possible.

Document the findings of the investigation and basis for your decision along with any corrective actions taken and notify the employee and the individual(s) against whom the complaint was made. This may be done via email.

Trustee Doktor gave Beautification update:

- Trustee Doktor would like to put out the flags for Independence Day from Wednesday-Sunday
- Mayor Sargent would like to discuss a village wide garbage pickup; to be discussed at later date
- IGA parking lot is a private drive; the village will not participate in any repairs to surface

Trustee Graham made a motion to adjourn at 8:40pm; seconded by Trustee Reisdorf.

The motion was passed on the following vote:

| VOTE             | YES | NO | ABSTAIN | ABSENT |
|------------------|-----|----|---------|--------|
| Mayor Sargent    | X   |    |         |        |
| Trustee Doktor   | X   |    |         |        |
| Trustee Graham   | X   |    |         |        |
| Trustee Lauer    |     |    |         | X      |
| Trustee Reisdorf | X   |    |         |        |

|                   |          |  |  |          |
|-------------------|----------|--|--|----------|
| <b>VOTE TOTAL</b> | <b>4</b> |  |  | <b>1</b> |
|-------------------|----------|--|--|----------|

Respectfully Submitted,  
Jenny L. McMartin-Eck