

# **Town of Greenville**

## **TOWN BOARD MEETING**

### **TENTATIVE AGENDA**

**October 15, 2018**

**7:00 pm**

6:00 pm: Public Hearing addressing changes to the Commercial Solar Zoning Law

7:00 pm: Public Hearing addressing Freehold Vol. Fire Company contract 2019-2022

Approval of minutes September 17<sup>th</sup> and October 1<sup>st</sup>, 2018

#### **OLD BUSINESS**

- a) Rescue Squad
- b) Highway
- c) Buildings and Grounds
- d) Code Enforcement
- e) Sewer
- f) Water
- g) Recycling
- h) Assessor
- i) Planning Board
- j) Dog Control Officer
- k) Beautification Committee

#### **NEW BUSINESS**

- a) Girl Scout service unit 115 request
- b) Thank you from Greene County Council on the Arts
- c) Reappointments: Library Board of Trustees 2019 – 2023
- d) Greene County Natural Resources Inventory Project
- e) Sexual Harassment Policy
- f) Set Public Hearing 2019 Budget: Wednesday, November 7, 2018 at 6:00 pm.
- g) Freehold Fire contract
- h) Misc.

#### **OPEN MEETING**

Supervisors Report

Bill paying audit of bills

#### **Upcoming scheduled Town Board meetings:**

*Budget Hearing: November 7, 2018 at 6:00 pm*

*Regular scheduled meeting: November 19, 2018 at 7:00 pm*

*Budget Workshop meetings: October 22, 2018 at 7:00 pm*

**September 17, 2018**

The regular monthly meeting of the Town Board of the Town of Greenville was held on Monday, September 17, 2018, at 7:00 pm at Pioneer Hall.

Present: Supervisor Paul Macko  
Councilman Richard Bear  
Councilman John Bensen  
Councilman Travis Richards

Recording Secretary: Clerk-Collector Jackie Park

Department Heads Present: Maintenance and Water Superintendent P. Leroy Bear  
Greenville Rescue Squad Vice President Cliff Powell III  
Zoning and Code Enforcement Officer Mark Overbaugh  
Highway Superintendent Terry Williams

Other: Travis Smigel of Delaware Engineering  
and 5 guests

Absent: Councilman Greg Davis  
Attorney Tal Rappleyea

Supervisor Macko opened the meeting with the Pledge of Allegiance.

Mr. Bear moved to accept the Clerk's minutes of August 20, 2018 and August 27, 2018, seconded by Mr. Bensen. Carried 4 ayes

**Oral and/or written reports were received from the Rescue Squad, Highway, Buildings and Grounds, Code, Clerk & Tax, and Water & Sewer departments.**  
In addition to his written report, GRS VP Cliff Powell presented a preliminary 2019 budget as well as a 5 year budget for consideration by the Board in preparation for upcoming workshops.

Mr. Bear moved, seconded by Mr. Richards, to hold budget workshops on October 1, 2018 at October 22, 2018 at 7:00 pm in Town Hall.

Carried 4 ayes

Highway Superintendent Williams reported on trimming, ditching and paving projects, and ongoing maintenance on department equipment.

Building and Grounds' Mr. Leroy Bear reported on preparations for Greenville Day, mowing and repairs, and site work preparation at the Park for the new building.

Code Enforcement Officer Mark Overbaugh offered written reports, as well as discussion on work at Tractor Supply. Felt it has been "a challenge". The chain is hoping for a soft-opening on 9/21 and a ribbon-cutting on 9/29.

The Sewer Department report was offered by Supervisor Macko, who noted the Plant had received a modified SPDES permit from the NYSDEC. The Town is now approved for an increased average daily flow of 80,000 gallons/day.

Water Superintendent Bear provided written reports, and noted that all annual testing for 2018 has been completed.

Councilman Bear reported on the Recycling Center, and stated he has spoken with Operator Ron Duncan, and all seems well. Maintenance Supervisor Bear noted that one-third of a section of pre-cast, concrete walkway is broken, and he is seeking at least 3 new concrete panels. Supervisor Macko suggested we check with Spancrete.

No Assessing, Planning Board, Zoning Board of Appeals, Dog Control, or Beautification Committee reports were received. Supervisor Macko believes that one pending subdivision was before the Planning Board and was directed to the ZBA; he noted the County Rabies Clinic in Freehold was successful, and that the Beautification Committee was busy in preparation for Greenville Day festivities.

**New business discussed at 7:15 pm:**

The next Freehold Volunteer Fire Company contract, term 1/1/2019 – 12/31/2022, needs to be addressed.

Mr. Bensen moved, seconded by Mr. Richards, to schedule a public hearing to address this contract on Monday, October 15, 2018 at 7:00 pm.

Carried 4 ayes

Mr. Macko relayed information about the Community Action Weatherization Program; this program is grant funded by NYS Housing and Community Renewal and provides improvements to income eligible homeowners who qualify for HEAP. An informational sheet was made available at the meeting, or residents may contact Community Action directly at cagcny.org or via telephone at 518-943-9205.

A liquor license 30 day advanced notice to municipality was received for license renewal by the American Legion Post 291. No concerns were reported regarding this application.

Mr. Bear moved, seconded by Mr. Bensen, to accept the resolution authorizing the sale of alcoholic beverages at the American Legion Post 291, and does express a favorable opinion.

Carried 4 ayes

Supervisor Macko stated that Greenville Day is scheduled for Saturday, September 29<sup>th</sup>, with many activities planned throughout town. The Town-wide yard sale will also occur that weekend, on both Saturday and Sunday.

Creighton Manning Engineering has been working on the Town's sidewalk replacement and extension project. The proposed project is a Type 1 Action in accordance with the SEQRA Act;

Mr. Bensen moved, seconded by Mr. Bear, to approve the SEQRA Negative Declaration.

Carried 4 ayes

**Supervisor Macko opened the meeting for public comments at 7:22 pm:**

Mrs. Audrey Matott, asking as a resident versus as a member of the press, asked the Board to consider adjusting the recycling budget in 2019 to allow for increased hours of operation? Supervisor Macko noted it used to be open 24 hours per week, but the Operator requested it drop to 18 hours per week due to low volume of customers. Additional evening hours were

suggested, as were Sunday hours or simply extended Monday and Saturday hours. CEO Overbaugh noted that surrounding town's recycling centers do not offer evening hours. Supervisor Macko agreed to look into this matter.

Mr. Paul Augstein, resident and per-diem Operator at the Recycling Center, requested the grounds at the center be cleaned up. Stated there has not been mowing done this year and there has been piles of debris near the cardboard bin for years. The parking lot is also in need of attention. Discussion on how the area can be cleaned up ensued. CEO Overbaugh commented the same situation exists on the town hall driveway and parking area; "There's just too much to do". Maintenance and Grounds Supervisor Bear noted he has put quite a bit of effort into the recycling grounds through the new and improved building on site. Councilman Bear reminded all that we are the only town in Greene County to have our own recycling center; all others are county owned. As well, we are licensed to do garbage. If we didn't take garbage here, residents would have to take it to Catskill.

Maintenance and Grounds Supervisor Bear requested the Board consider purchase of two kennels to place at the soon to be erected maintenance garage near Vanderbilt Park. He has secured a deal on 2 units which are "on hold" until after discussion at tonight's meeting, at \$1,790 each down from \$1,875 each. Supervisor Macko explained to the Board that they were considering housing our Town's stray dogs ourselves, and partnering with Durham's Animal Control Officer (ACO), who was very interested in this shared service. Discussion of shared services occurred; Mr. Macko believes hiring an ACO will result in much higher liability/insurance costs, versus having a DCO (Dog Control Officer). Discussion ensued without firm answers; Mr. Cliff Powell III felt a policy should be in place before buildings are purchased and erected. CEO Overbaugh inquired as to whether the ACO in Durham could serve only as DCO within the Town of Greenville? Councilman Bensen didn't feel we needed to order these kennels this evening; Councilman Richards felt a policy should be developed first.

At 7:40 pm, the audit of bills occurred. Clerk-Collector Park noted that the final cost on the voucher for the new maintenance building at the Park was \$3,090 greater than what was approved after the bid award last month. Supervisor Macko explained that an addendum was provided to include insulation upgrades and windows.

Mr. Bear moved, seconded by Mr. Bensen, to approve expenditure of an additional \$3,090 for the cost of the maintenance building.

Carried 4 ayes

After discussion and audit, Mr. Bear moved, seconded by Mr. Bensen, to pay the following bills:

Bills 313 – 350 on General abstract #9 for \$104,195.72  
Bills 160 – 180 on Highway abstract #9 for \$32,676.08  
Bills 106 – 115 on Sewer abstract #9 for \$5,143.61  
Bills 90 – 101 on Water abstract #9 for \$4,489.93

Carried 4 ayes

After review, Mr. Richards made a motion to accept the Supervisor's report for August, seconded by Mr. Bensen. Carried 4 ayes

There being no further business, Mr. Macko moved to adjourn at 8:30 pm.

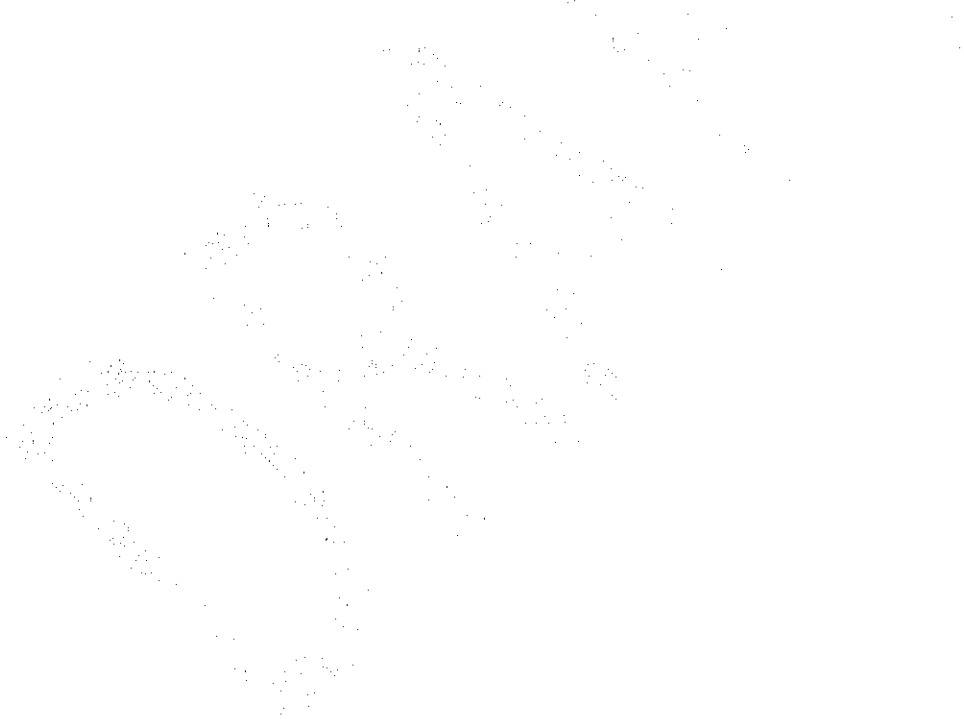
*Jackie Park*  
\_\_\_\_\_  
Jackie Park, Town Clerk-Collector

\_\_\_\_\_  
SUPERVISOR MACKO

\_\_\_\_\_  
MR. BEAR

\_\_\_\_\_  
MR. BENSEN

\_\_\_\_\_  
MR. RICHARDS



**October 1, 2018**

A special meeting of the Town Board of the Town of Greenville began on October 1, 2018 at 7:00 pm at Pioneer Hall for the purpose of conducting a budget workshop. All board members were present, as well as the following Department Heads: Code Enforcement Officer Mark Overbaugh, who was in attendance until 7:15 pm and then after 8:45 pm. Greenville Rescue Squad representatives Fran Sickles and Danielle Powell were here, as well as 4 guests. Supervisor Macko opened the meeting with the Pledge of Allegiance.

An Eagle Scout project presentation was offered by Eugene Sommers. A member of the Cairo BSA Troop, he plans on working on the Losee Cemetery on Surprise Result Road. In addition to mowing and general clean up, he plans on repairing and repainting the fence. He feels this is a 'simple but helpful project'. Supervisor Macko and Councilman Bear stated it was a very good project, and the Board thanked him for his efforts and verbalized support of this endeavor.

Mr. Bear moved, seconded by Mr. Davis, to approve this project.

Carried 5 ayes

GRS, Inc. representatives Danielle Powell and Fran Sickles presented the Town Board with an overview of their proposed 2019 budget. Supervisor Macko verbalized the Board was very pleased with their performance, and that there was nothing planned so far as a County-wide ambulance system or consolidation of services. He suggested the Town do a 1 year contract now, due to time constraints, and a multi-year contract will be addressed later in the year. Ms. Sickles said she will come in early January 2019 to set up appointments for this purpose. Mr. Macko noted that the budget request was an additional \$27,500 as compared to the 2018 budget; he stated we could probably allow for a \$25,000 increase. *These representatives left the meeting at 7:15 pm.*

The 2019 tentative budget was reviewed line by line. Further investigation and review is necessary for the Dog Control, Justice Court, Library, and Ambulance lines. A budget is also still needed from the Greenville Fire District to complete the summary page of the 2019 budget; the Freehold Volunteer Fire Company contract and budget line will be determined at a public hearing on October 15<sup>th</sup>.

Supervisor Macko relayed that the Town's taxable value has increased to \$256,586,813; using the tentative budget as presented this evening, the tax rate equals \$6.95 per \$1,000 assessed value. This is up 13 cents per thousand, which is under the imposed 2% tax cap. He noted that adjustments are still needed in the budget, however, and this number will change. Councilman Richards stated that department heads need to be present at these workshops in order to justify their requested budgets and answer questions as they arise.

A second budget workshop has already been scheduled for Monday, October 22, 2018 at 7:00 pm in Pioneer Town Hall.

As there are no public comments, Mr. Bear moved to enter executive session at 8:43 pm, seconded by Mr. Bensen, to discuss proposed, pending or current litigation. Planning Board member William Bardel and Mr. John Reagan of Cypress Creek Renewables were invited to participate.

Carried 5 ayes

Mr. Davis moved to return to regular session at 9:30 pm, seconded by Mr. Bensen.

Carried 5 ayes

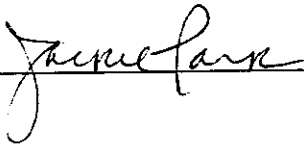
*No motions were made in executive session*

The Solar Zoning Review Committee has provided the Town Board with their proposed revisions; a public hearing is required to address any zoning changes.

Mr. Davis moved, seconded by Mr. Bensen, to hold a public hearing on Monday, October 15, 2018 at 6:00 pm to address a proposed local law related to potential commercial solar zoning changes.

Carried 5 ayes

There being no further business, this meeting adjourned at 9:36 pm.

 Jackie Park, Town Clerk-Collector

\_\_\_\_\_  
SUPERVISOR MACKO

\_\_\_\_\_  
MR. BEAR

\_\_\_\_\_  
MR. BENSEN

\_\_\_\_\_  
MR. DAVIS

\_\_\_\_\_  
MR. RICHARDS

Leroy Bear  
Town of Greenville  
PO Box 38  
11159 Route 32  
Greenville, NY 12083



July 19, 2018

## 2018-2019 Annual Support Fees for the Utility Program and Free Online Utility Payments

Dear Leroy,

Below are the details showing the updated rates for your annual service contract, which will take effect on the date of your next service contract renewal. These new rates continue to be on the low end of current market rates for utility billing software. Moving forward they will enable SCA to provide better software and service. We are working to get our support numbers to a sustainable level so we can hold to a nominal increase of 3-5% per year.

### Service Price History

Product	Original Price	Year of Sale	Most Recent Price	Renewal Date	New Price
Utility	\$1,200	2012	\$1,200	5/2019	\$2,500

### Improved Support

Moving forward, the SCA Utility support team will offer increased resources for training and implement an online support system with tutorial videos and help manuals. In response to your requests, SCA is rededicating resources to supporting the team that supports you. This will ensure that our staff is more available to answer your questions and offer solutions in a timely manner.

### Free On-line Utility Payments

SCA is partnering with a leading provider of cost-effective merchant services, specializing in municipal payments.

- Process your utility payments faster, easier, and more securely.
- Enhance efficiency of all your credit card and e-check (ACH) processing.
- No charge to each municipality for installation and maintenance of this service.
- Modest convenience fee per transaction is paid by the constituent.

We at SCA appreciate your loyalty to our company, and in return we are re-committing to providing you with cutting-edge utility software that meets the needs of your constituents and allows your municipality to run with more efficiency. If you have any questions, please don't hesitate to reach out to me.

Sincerely,

A handwritten signature in black ink, appearing to read "Wil LaBossier", is written over a horizontal line.

Wil LaBossier  
President – Software Consulting Associates, Inc.  
wil@sca-corp.com



GENERAL SYSTEM NOTES:

PLANT RUN WELL IN SEPTEMBER

FLUSHING HYDRAVICS STILL IN USE

ALSO:

9-4 FLUSHED SCHOOL

9-5 FLUSHED SCHOOL

9-9 FLUSHED CR-26A 15,000 GAL

9-16 FLUSHED 57-325 9,000 GAL

WATER PLANT A NOTES

WELL PUMPING RATE

WELL 2 A 50 GPM

WELL 3 A 30 GPM

POTASSIUM PERMANGANATE

DOSAGE BEING USED 1.0 mg/l

QUANTITY USED 1/4 lbs/gal

PHOSPHATE INHIBITOR

DOSAGE BEING USED 2.4 mg/l

QUANTITY USED 1/4 gal

FILTERS ARE BEING RUN TOGETHER UNLESS INDICATED OTHERWISE HERE

COLIFORM BACTERIA TESTS

DATE 9/6 LOCATION RITE AID

POS\* NEG ✓

DATE 9/6 LOCATION MAJUS

POS\* NEG ✓

\*POSITIVE COLIFORM RESULTS MUST BE REPORTED TO DOH IMMEDIATELY

REPORTED BY Paul Log Bar

TITLE WATER SUPERINTENDENT

DATE 10/5/18

DAT	RAW WATER			TREATED WATER			Chlorine Gallons Added	Ortho Gallons Added	Pot/ Mag Lbs Added	Daily Entering Tank	Residuals Leaving Tank	DISTRIBUTION					
	2	3	1	2	3	1						2	daily chlorine	location	weekly iron/mg	location	
1																	
2										2.20	1.50		0.12	Flow			
3										2.00	1.47		0.13	Flow			
4	0.06									2.04	1.52		0.10	Flow			
5		0.171				200		55		0.04	1.45		0.17	CF	FE	0.00	CF
6										1.90	1.51		0.22	Flow	MA	0.055	
7									1/4	2.20	1.66		0.20	Flow			
8										1.68	1.62		0.17	Flow			
9										2.20	1.67		0.16	Flow			
10	0.07									2.20	1.73		0.23	CR	26A		
11		0.176				250				1.97	1.69		0.10	Flow			
12										1.70	1.63		0.18	Flow	MA	0.046	
13										2.20	1.63		0.16	Flow			
14								53	1/2	2.15	1.66		0.11	Flow			
15										2.20	1.65		0.17	Flow			
16										1.27	1.65		0.14	Flow			
17										1.51	1.64		0.09	Flow			
18	0.03									1.76	1.67		0.11	Flow			
19		0.07				250				2.20	1.55		0.02	Flow	CF	0.00	Flow
20										2.20	1.69		0.10	Flow	MA	0.054	
21										1.59	1.66		0.08	Flow			
22										2.20	1.68		0.08	Flow			
23								55	1/2	2.20	1.65		0.11	Flow			
24										2.20	1.67		0.08	Flow			
25	0.03									2.20	1.66		0.06	Flow			
26		0.178				250				1.79	1.69		0.05	CF	FE	0.00	CF
27										1.93	1.66		0.07	Flow	MA	0.039	
28										2.20	1.88		0.17	Flow			
29									1/2	1.75	1.67		0.21	Flow			
30										1.63	1.67		0.16	Flow			
31										1.23	1.61		0.15	Flow			





**Adirondack Environmental Services, Inc**

Date: 07-Sep-18

**CLIENT:** Greenville, Town of  
**Project:** Town Water  
Greenville, NY

**LabWork Order: 180905049**  
**PO#:**

**Lab SampleID:** 180905049-001 **Collection Date:** 9/5/2018 10:45:00 AM  
**Client Sample ID:** Rite Aid **Matrix:** DRINKING WATER

Analyses	Result	RL	Qual	Units	DF	Date Analyzed
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**TOTAL COLIFORM, MF - SM 9222B** Analyst: 10350

Total Coliform	Negative	0		CFU/100ml	1	9/5/2018 4:10:00 PM
Escherichia coli	Negative	0			1	9/5/2018 4:10:00 PM

**Lab SampleID:** 180905049-002 **Collection Date:** 9/5/2018 11:10:00 AM  
**Client Sample ID:** Mavis **Matrix:** DRINKING WATER

Analyses	Result	RL	Qual	Units	DF	Date Analyzed
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**TOTAL COLIFORM, MF - SM 9222B** Analyst: 10350

Total Coliform	Negative	0		CFU/100ml	1	9/5/2018 4:10:00 PM
Escherichia coli	Negative	0			1	9/5/2018 4:10:00 PM

**Town of Greenville  
Building Department  
Monthly Report**

Month of SEPT., 2018

Building Permits: 8

Inspections: 36

Title Searches: 4

Septic Permits: —

Sign Permits: —

Fire Calls: —

Violations:                     

**Notes**

TRACTOR IS OPEN WITH A TEMPORARY C. OF  
OCCUPANCY

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0/01/2018  
8:40:18  
ackie Park

Town of Greenville  
**Miscellaneous Cash Report**  
For Transaction Type: Permits  
For: All Fee Types  
Date Range: 09/01/2018 to 09/30/2018

<u>Transaction Type</u>	<u>Fee Type</u>	<u>Receipt #</u>	<u>Date</u>	<u>Customer</u>	<u>Qty</u>	<u>Total</u>
Permits	Building	B18-045	09/06/2018	36 Bigwoods Rd.	1	\$50.00
Permits	Building	B18-046	09/06/2018	337 North Road Greenville, NY 12083	1	\$50.00
Permits	Building	B18-047	09/07/2018	202 Elm Lane Greenville, NY 12083	1	\$246.00
Permits	Building	B18-048	09/07/2018	94 Maple Ave Greenville, NY 12083	1	\$150.00
Permits	Building	B18-049	09/17/2018	108 C R 26 A Greenville, N Y 12083	1	\$125.00
Permits	Building	B18-050	09/21/2018	743 Willowbrook Road Climax, NY 12042	1	\$196.00
Permits	Building	B18-051	09/21/2018	5600 S R 81 Greenville, NY 12083	1	\$150.00
Permits	Building	B18-052	09/27/2018	P O Box 1204 Cairo, NY 12413	1	\$50.00
					<b>Total Quantity:</b>	8
					<b>Grand Total:</b>	\$1,017.00

# Town of Greenville Planning Board

PO Box 38  
Greenville, NY 12083

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September 5, 2018

## Minutes

**Attendees:** Planning Board Members: Don Teator, Bud Bear, Jay Goodman, Attorney: Tal Rapplyea, and PB Clerk: Hope Nugent.

**Guests:** Supervisor Paul Macko, Arnie Cavallaro, Paul Augstein and Eric Gundersen

**Meeting opened** by Don Teator at 7:00 pm with the Pledge of Allegiance

**Public Hearing for a Subdivision/Lot Line change - Arnie Cavallaro - Big Woods Rd. 35.00-2-27 & 35.00-2-23**

Mr. Cavallaro was present tonight and reviewed his plan with the Board to subdivide his 2 pieces of property and change a lot line to make 3 parcels. The smallest parcel would be 3 acres. The zoning for that area is 5 acres. Mr. Cavallaro stated that he has presented his plan to the ZBA due to the under sized lot and they will be holding their hearing next week on the 11<sup>th</sup>.

*Motion made to open Public Hearing @ 7:04 pm made by Bud Bear. Seconded by Jay Goodman. All in favor: 3, opposed: 0, motion carried*

Don opened the floor to and comments or questions. Mr. Augstein asked about the structures that were on the one parcel and also asked about the road frontage on Big Woods Road. Mr. Cavallaro stated that there is a house on the one parcel now and the Board reviewed the setbacks and all are within the required limits. The smallest road frontage is approximately 67' and increases from there for the remaining parcels.

*Motion made to close Public Hearing @ 7:06 pm made by Bud Bear. Seconded by Jay Goodman. All in favor: 3, opposed: 0, motion carried*

Don stated that the Board could conditionally approve the plans pending the ZBA to approval of the undersized lot. Everything else with lot 2 & 3 was acceptable (lot size, setbacks, road frontage). Tal stated that he had spoken with RPTS about the one parcel being in two different school districts. He was advised that the Cavallaro's would receive two separate school bills for the parcel in question. Mr. Cavallaro stated that it would not be a problem.

Don reviewed part 2 of the SEQRA with the Board.

*Motion made to accept Neg. Dec. of the SEQRA made by Bud Bear. Seconded by Jay Goodman. All in favor: 3, opposed: 0, motion carried*

*Motion made to approve 2 lot subdivision and alter lot line of Arnie & Colleen Cavallaro with conditions:*

- 1. ZBA approval of same map due to undersized lot*
  - 2. If any changes to map – owner is required to return for further proceedings*
- made by Bud Bear. Seconded by Jay Goodman. All in favor: 3, opposed: 0, motion carried*



### **Minutes**

*Motion made to approve the minutes from August 1, 2018 made by Jay Goodman. Seconded by Bud Bear. All in favor: 3, Opposed: 0, Abstain: 0, motion carried.*

### **Discussion**

Don gave an update to the Board about the solar committee and their progress. He stated that the committee was almost done in the review of the solar law. The main points that the committee has agreed upon has been on the percentage of clear cutting that can be done. The majority of the committee agreed upon 30%. The other point that the committee has agreed upon is the distance between solar farm sites. After a review of 3 possible choices (1/4, 1/2, & 3/4 mile) it was agreed that the solar farms had to be at least 1/2 mile apart. Once everything else is reviewed on September 25<sup>th</sup> the committee will present their recommendations to the Town Board for their review.

Supervisor Macko stated that the committee's recommendations would be presented to the Town Board and then a Public Hearing would be held to see if an amendment would be made to the Solar Law.

### **Close Meeting**

*Motion made to close the meeting at 7:36 pm made by Bud Bear. Seconded by Jay Goodman. All in favor: 3, Opposed: 0, motion carried.*



**From:** Hope Nugent <zbaandplanningboardclerk@yahoo.com>

**To:** Tom Vance <tom@evolution-si.com>; Tom Briggs <adiprima@juno.com>; John Ingalls <jingalls@gnhlumber.com>; Sandy Garden <gardenfamilyfarm@catskillmtn.com>; Art Marini <ahmarini@aol.com>; Jean Thomas <jeantheipper@yahoo.com>; Frank Benedetto <dogman36411@hotmail.com>; Tal Rappleyea <tal@talrappleyea.com>

**Cc:** Mark Overbaugh <mover@townofgreenvilleny.com>; Paul Macko <pmackogrsuper@aol.com>

**Subject:** ZBA Meeting

**Date:** Thu, Oct 4, 2018 9:45 am

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Good morning everyone,

We will not be having a meeting on Tuesday the 9th. There is nothing on the agenda.

Have a wonderful day and have a wonderful month.

Hope

Hope L. Nugent  
PB & ZBA Clerk  
Town of Greenville  
518-966-5055 x 3



September 26, 2018

Town of Greenville Town Board  
11159 Route 32, Pioneer Building  
P.O. Box 38  
Greenville, NY 12083

Dear Supervisor Macko and Town Board Members,

Diane Therrien Smith and I are the Co-Service Unit Leaders of the Greenville Girl Scouts Service Unit 115. We currently have a membership of over 100 girls within 15 Girl Scout Troops.


Over our years of scouting in the Town of Greenville, we have held our monthly adult leader meetings during the evening hours in various locations throughout the town. As our membership has grown, we find the need for a more permanent location that we can call "home" for our Service Unit. Our goal has been to find a place within our town that was not used by another organization, quiet and spacious enough for our Leaders to meet for planning and developing our annual Girl Scout activities and also to hold Leadership Training sessions. Being able to have an area of our own would also enable us to display current Girl Scout literature while having storage space for our Girl Scout manuals, flags, banners and other equipment shared by our girls and their troops.

Diane stopped by the Town Offices last week to ask Town Supervisor Paul Macko if he had any suggestions of available space within Greenville that could be used by our Girl Scout Service Unit. Paul stated that the upstairs floor of the Town Office Pioneer Building was not in use and graciously offered that the area might meet our needs. After viewing the space, we find that the one large room overlooking the pond would be perfect for our use!

Please accept this letter as our formal request for your permission to use that room as a home for our Girl Scout Service Unit 115. It would mean so much to our Girl Scouts and their leaders to finally have a permanent home - especially one in a location that is an integral part of our Town Government! As part of the Girl Scouts of Northeast New York, we do have our own insurance to cover any liability concerns that you may have. We can provide you with a copy of that information upon your request.

Thank you for taking the time to consider our request. We look forward to hearing from you at your convenience. Should you have any additional questions or concerns, please do not hesitate to contact either Diane or myself. My cell phone number is 518-461-3184 and Diane can be reached at 518-966-5829.

Sincerely,

Janelle Bucci  
Diane Therrien Smith  
Service Unit Leaders  
Greenville Girl Scout Service Unit 115



September 20, 2018

Paul Macko, Supervisor  
Town of Greenville  
P.O.Box 38  
Greenville, NY 12083

Dear Paul,

On behalf of Greene County Council on the Arts and Sprouts co-directors Ruth Leonard, Erika Russo and Tara Van Roy, I am writing to thank you for your generous support of *SPROUTS*, GCCA's summer arts program offered for children, ages 3 to 7, who reside in Greene County. This free program is made possible through government support, municipalities, foundations, corporate and private donors...people like you.

**The *SPROUTS* workshops** began on July 9 and continued through August 17, 2018 with week-long workshops consecutively held in six locations throughout Greene County at Windham-Ashland-Jewett Elementary School, Cairo-Durham Elementary School, First Reformed Church in Coxsackie, Scott M. Elementary School, Hunter Elementary School and Catskill Middle School. These locations were accessible, clean and safe and *SPROUTS* served many age groups in the community.

Your contribution enabled two hundred and forty three (243) participants to experience Art, Music, Dance and Theatre in alternating workshops. For some children this was the very first time they received professional instruction and worked in a group to create and make art. Up to 45 teen and pre-teen volunteers, many of whom are former *SPROUTS* students, served as assistants and role models.

GCCA witnessed the young artists at work together in a fun, safe and welcoming environment as they developed social and problem solving skills through the arts. We noted the young volunteers' involvement suggested an expansion of this program to older children. GCCA listened to feedback from parents and their children had a positive experience and wanted to return the next day to make art!

Your support made a direct impact on families experiencing art....where will these students go from here...time will time, but what we do know *SPROUTS* provides a foundation for creativity and working together. *SPROUTS* is the model program that GCCA can use to expand its programming to serve other communities. Again, many thanks for your continued support, enthusiasm and dedication and we look forward to keeping you posted on our programs and activities.

Sincerely,

A handwritten signature in black ink that reads "Marline A. Martin". The signature is written in a cursive style with a large initial "M".

Marline A. Martin  
Executive Director



**SPROUTS 2018**  
*Now in its 32<sup>nd</sup> Year!*



Hands-on experiences!

*SPROUTS*, GCCA's summer arts program offered for children, ages 3 to 7, who reside in Greene County. This free program is made possible through government support, municipalities, foundations, corporate and private donors...people like you.  
Thank you!



**Council on  
the Arts**

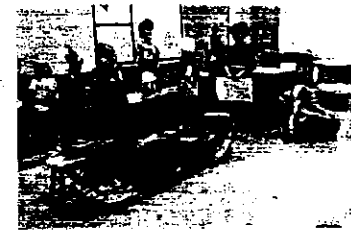
Your support to the  
2018 Sprouts Program  
helped provide FREE programing  
throughout Greene County in art, music ,  
theater and dance to over 240 children  
ages 3 to 7! Thank you!



Creativity!



Self-Expression!



Relationships!



Greene County  
Council on the Arts  
398 Main Street,  
Catskill, NY 12414

[www.greenearts.org](http://www.greenearts.org)



**Greenville  
Library**

Box 8  
Greenville, NY 12083  
(518) 966-8205

*Director*  
Barbara Flach

September 25, 2018

Mr. Paul Macko  
Supervisor, Town of Greenville  
Greenville, NY 12083

Dear Mr. Macko,

The Greenville Public Library Board of Trustees has requested that Kathie Quackenbush's name be submitted to the Town Board for consideration for reappointment to the Library Board of Trustees for a term to run from January 1, 2019 to December 31, 2023.

Sincerely Yours,

Barbara Flach  
Library Director



**Greenville  
Library**

Box 8  
Greenville, NY 12083  
(518) 966-8205

*Director*  
**Barbara Flach**

September 25, 2018

Mr. Paul Macko  
Supervisor, Town of Greenville  
Greenville, NY 12083

Dear Mr. Macko,

The Greenville Public Library Board of Trustees has requested that Margaret Finch's name be submitted to the Town Board for consideration for reappointment to the Library Board of Trustees for a term to run from January 1, 2019 to December 31, 2023.

Sincerely Yours,

Barbara Flach  
Library Director



**You're invited to share your input Wednesday October 24, 2018 at 6:30pm**

**Agroforestry Resource Center, 6055, Route 23, Acra, NY 12405**

Please RSVP Audrey Kropp: [ak963@cornell.edu](mailto:ak963@cornell.edu) or 518-622-9820 x 102.

## **Greene County Natural Resources Inventory Project**

In an effort to recognize and encourage conservation of these valuable assets the Greene Land Trust, Hudsonia, and Cornell Cooperative Extension of Columbia-Greene Counties are developing a countywide natural resources inventory (NRI).



The NRI will map and describe the county's important naturally occurring resources, as well as scenic areas, outdoor recreation assets, and historic sites. The information is intended for use by towns, villages, conservation organizations, landowners, and others involved in local land-use, land management, or conservation.



**Cornell Cooperative Extension  
Columbia and Greene Counties**



**Hudson River  
Estuary Program**

A Program of the New York State Department of Environmental Conservation

This Project has been funded by a grant from the New York State Environmental Protection Fund through the NYSDEC Hudson River Estuary Program.

Cornell Cooperative Extension  
Columbia and Greene Counties

Agroforestry Resource Center  
6055 Route 23, Acra, NY 12405  
t. 518.622.9820/f. 518.622.0115  
e. columbiagreene@cornell.edu  
www.ccecolumbiagreene.org

September 17, 2018

**Please share this information at your municipal board meetings.**

Dear Supervisor Macko:

An exciting project is underway in Greene County to create the first-ever natural resources inventory. This Inventory will be a reference for landowners, municipal agencies, and land managers throughout the county, presenting clear, easy-to-read information about land, water, wildlife, and other resources, as well as guidance on conserving these natural assets in the future.

This project is sponsored by the Greene Land Trust with technical support from Cornell Cooperative Extension of Columbia and Greene Counties and Hudsonia.

A draft document and series of maps have been prepared, drawing on numerous information sources. Now we are asking the public for assistance. We invite you and other relevant representatives of your town to a meeting organized to gather input to help shape this document:

**Greene County Draft *Natural Resources Inventory* Review Session**

Wednesday October 24, 6:30pm

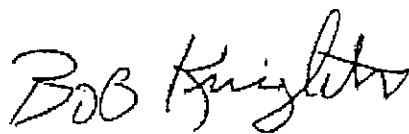
Cornell Cooperative Extension, Agroforestry Resource Center, 6055 Route 23, Acra, NY 12405

*Light refreshments will be served.*

We are seeking input from representatives serving in various capacities for the municipalities in the county. An individual serving on the Town Board, Planning Board, Zoning Board, or other special committees (comprehensive plan, or zoning re-write committee) would be ideal.

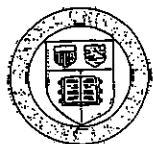
**Please RSVP** by contacting Audrey Kropp at Cornell Cooperative Extension ([ak963@cornell.edu](mailto:ak963@cornell.edu) or 518-622-9820, ext. 102). Thank you for your attention.

Sincerely,



Bob Knighton

*The Greene County NRI is funded in part by a grant from the New York State Environmental Protection Fund through the NYSDEC Hudson River Estuary Program*



*Helping You Put Knowledge to Work*

Cornell Cooperative Extension is an employer and educator recognized for valuing AA/EEO, Protected Veterans, and individuals with disabilities and provides equal program and employment opportunities.



**Parks, Recreation  
and Historic Preservation**

**ANDREW M. CUOMO**  
Governor

**ROSE HARVEY**  
Commissioner

October 1, 2018

Mr. Paul Macko  
Town of Greenville Supervisor  
Pioneer Building  
11159 Route 32  
Greenville, NY 12083

Re: Stevens Hill Farm  
4082 County Route 26  
Greenville, NY 12083  
Greene County

Dear Mr. Macko:

Following a detailed review, the State Review Board has recommended to the Commissioner of Parks, Recreation and Historic Preservation, who is the New York State Historic Preservation Officer (SHPO), that the property identified above be listed on the New York State Register of Historic Places and nominated to the National Register of Historic Places.

After reviewing the nomination, the SHPO has agreed with the recommendation of the State Review Board and has listed the property on the State Register of Historic Places. We shall now forward the nomination to the Keeper of the National Register in Washington, D. C.

If the Keeper of the National Register approves the nomination, the property will be listed on the National Register. You will be notified when this decision is made.

Information about the results of State and National Register listing were included in our earlier notification letter. If you have any further questions, please contact your field representative Bill Krattinger, at the *Division for Historic Preservation*, (518) 268-2167.

Sincerely,

R. Daniel Mackay  
Deputy Commissioner for Historic Preservation and  
Deputy State Historic Preservation Officer



24 September 2018

**Greene County  
Veterans Service Agency**

159 Jefferson Heights, Suite D303  
Catskill, New York 12414

**Michelle Romalin Deyo**  
Director

Town of Greenville  
Mr. Paul Macko  
P. O. Box 38  
Greenville, NY 12083

Dear Supervisor Macko,

You are cordially invited to attend the annual Greene County Honor a Vet Memorial Ceremony.

This year, Greene County will proudly honor Seaman First Class Alfred Van Schaack Jr.

Alfred enlisted in the United States Navy on January 4<sup>th</sup>, 1944 and served until December 13<sup>th</sup>, 1945. He was assigned to the USS LST (Landing Ship, Tank) 541 as a Gunner.

Seaman First Class Alfred Van Schaack Jr. is a recipient of the World War II Victory Medal, American Campaign Medal and the European African Middle Eastern Campaign Medal with one Bronze Star.

The ceremony will be held Saturday, November 3<sup>rd</sup>, 2018 at 10:00 AM, at the Historic Catskill Point Warehouse, Catskill, New York.

If you would like to make a presentation at this event, please RSVP to Greene County Veterans Service Agency at (518) 943-3703.

Kindest regards,

Michelle Romalin Deyo  
Director  
Greene County Veterans  
Service Agency

MD/bah



DiscoverGreene.com









### Introduction

The Town of Greenville 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 Town of Greenville's commitment to a discrimination-free work environment. Sexual harassment is against the law<sup>1</sup> and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with the Town of Greenville. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

### Policy:

1. Town of Greenville'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 Town of Greenville. 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 Town of Greenville will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of the Town of Greenville 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<sup>2</sup> working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, or Safety Manager. 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.

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<sup>1</sup> While this policy specifically addresses sexual harassment, harassment because of and discrimination against persons of all protected classes is prohibited. In New York State, such classes include age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence victim status, gender identity and criminal history.

<sup>2</sup> A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, "gig" workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.



4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject the Town of Greenville 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 Town of Greenville 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 Town of Greenville 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 Town of Greenville 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 safety manager.
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.

### **What Is “Sexual Harassment”?**

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local 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, state, and (where applicable) local 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 town of Greenville cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager or safety manager. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or safety manager.

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 safety manager.

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 Town of Greenville 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 safety manager 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 Town of Greenville but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at the Town of Greenville, employees may also choose to pursue legal remedies with the following governmental entities. 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 Town of Greenville 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. You may call (718) 741-8400 or visit: [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 anti-discrimination 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.

### **Local Protections**

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit [www.nyc.gov/html/cchr/html/home/home.shtml](http://www.nyc.gov/html/cchr/html/home/home.shtml).

### **Contact the Local Police Department**

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

# Model Complaint Form for Reporting Sexual Harassment



## Combating Sexual Harassment

### Town of Greenville

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 safety manager, manager, or Town Supervisor. 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.

