

At a regular meeting of the Board of Trustees of the Village of Morrisville held the 4<sup>th</sup> day of October, 2018, at the Town of Eaton Municipal Offices, Cedar Street, Morrisville, NY there were:

Present:	Thomas Lane	Deputy Mayor
	Kathleen Roher	Trustee
	Michael Higgins	Trustee
	Judy Scholefield	Trustee
	James Stokes	Attorney
	Amy Will	Clerk-Treasurer

Absent: Mark Shepard Mayor

Others: Doug Petroff, resident; Doug Austin, property owner; David Andrews, town resident; Bernie St. Onge and Steve Mennig on behalf of Smithfield Eaton Volunteer Ambulance Corp (SEVAC); David Craine of NBT-Mang Insurance Agency; and Janet Oley, Deputy Clerk.

Deputy Mayor Lane opened the meeting at 7:00 pm with the Pledge of Allegiance.

Minutes of the September 6, 2018 meeting were reviewed. Trustee Roher made a motion to adopt the minutes as written, seconded by Trustee Higgins, all ayes. Motion carried.

**Public Comment:** Doug Petroff continued discussion from the prior two meetings regarding his request to amend the village law which prohibits the keeping of chickens. Mr. Petroff provided additional regulations from New York City, where hens have never been prohibited. He also provided information from the Village of Fayetteville where they are going to allow residents to raise chickens due to their ability to control ticks.

Doug Austin spoke regarding his property on Mill Street. The garage is located across the street from the house and is dilapidated. He is considering rebuilding it and questioned whether he can build on the same footprint. Mr. Austin said he has spoken with the code enforcement officer. Attorney Stokes indicated that if Mr. Austin tears the garage completely down it would need a variance from the ZBA. If he is proposing to move it back, but it is still too close to the property lines, it would also require a variance from the ZBA. Attorney Stokes advised Mr. Austin not to tear the garage down until he has made a decision on what he is going to do and he has spoken with the code enforcement officer.

Bernie St. Onge addressed the board regarding the SEVAC. He said it has been 14 months since he was last here and nothing has been accomplished. SEVAC is running out of money so they have provided agreements to the towns of Eaton, Smithfield, Nelson and Fenner, as well as the village, to cover their costs for paramedic service. They are looking for reimbursement for their labor costs only. SEVAC intends on having a paramedic in the station 24 hours a day, seven days a week beginning January 1. The labor cost to provide this service is \$186,000 a year. Mr. St. Onge noted that SEVAC attempted to establish an ambulance district however one of the towns is opposed to that. He continued that they have been getting the run around and decided to hand out this bill. He said they need the four towns along with the village to work together to determine what they want to do for ambulance service. He stated that SEVAC's reserves are running low and they would not make it until end of year if they move to around the clock coverage on January 1. Mr. St. Onge said that if the towns and village try to contract out ambulance service they are going to pay for the ambulance, paramedic, driver, as well as overhead costs. In his opinion, SEVAC is saving the taxpayers money. They have been fairly fiscally responsible and haven't asked for anything up until this point. They have been putting money away each year, but payroll is going to eat up what savings they have.

**NBT-Mang Insurance Agency Presentation:** David Craine presented the board with the village insurance policy renewal and reviewed the same. Mr. Craine noted that NYMIR's rate for the employee theft policy is very competitive. By changing policies, the village would save approximately \$500 per year. Trustee Roher made a motion authorizing the termination of the Zurich employee theft policy and authorizing a policy with NYMIR, seconded by Trustee Scholefield, all ayes. Motion carried.

**Code Enforcement:** Trustee Scholefield asked about the condition of the house at 9 East Maple Avenue and why the village hasn't taken action. There was discussion about what the code enforcement officer has done over the past two years in an attempt to bring the property into compliance. Trustee Scholefield made a motion directing the code enforcement officer to issue an appearance ticket to the owner of 9 East Maple Avenue due to outstanding code violations, seconded by Trustee Higgins, all ayes. Motion carried. There was further discussion about this property being a duplex and that the side previously occupied has not been for a number of years. Attorney Stokes indicated that this property has lost its non-conforming status since it has been vacant. This may become an issue when they sell it.

**Department of Public Works:** Deputy Mayor Lane advised the board of a mechanism failure at the waste water lift station. Harnic Electric provided an estimate in the amount of \$3,700 to make the necessary upgrades. Trustee Roher made a motion approving the estimate of Harnic Electric for upgrades to the waste water lift station, seconded by Trustee Scholefield, all ayes. Motion carried.

The board reviewed an email from Brandy Rutkowski of Mill Street. She requested speed bumps be installed on Mill Street in an attempt to slow down traffic. The board agreed that speeding vehicles continue to be an issue on this street, even with the reduction in the speed limit last year, however it is questionable whether speed bumps can be installed on a public road. The board discussed other options and decided to revisit this next month.

Trustee Roher made a motion authorizing David Commins attendance at the Grade B water certification training being held at Morrisville State College November 26-30, 2018, seconded by Trustee Scholefield, all ayes. Motion carried.

**Youth Commission:** Trustee Roher said at their last meeting they discussed activities they want to do with kids during breaks. There are considering sponsoring an open skate at the IcePlex, organizing a day to decorate a pumpkin, as well as trips to athletic games at Syracuse University, Colgate University or Morrisville State College. Deputy Mayor Lane questioned the intent of the newly formed Optimist Club in regard to youth commission sports. Trustee Roher said she will have them put their intentions in writing.

**Justice Court:** The board reviewed a letter from Judge Whitney regarding the lack of law enforcement coverage when court is in session. Judge Whitney requested coverage on the first Wednesday of each month when the District Attorney is present. During this time the court is incredibly crowded and the more serious crimes are dealt with. Dave Verne, village resident and town councilman, expressed interest to Supervisor Moses in providing this coverage. Attorney Stokes noted that the village cannot hire someone directly to provide this as we don't have a police force. The village needs to contract with either the Sheriff's Department or the Oneida Indian Nation (Mr. Verne's employer). Trustee Higgins will speak with Judge Whitney.

**Campus/Community Committee:** Trustee Roher requested authorization to purchase candy from BJ's Wholesale Club for the upcoming Halloween event. The village membership requires payment by village funds; so the treasurer will need to be present and make payment at the time of purchase. Deputy Mayor Lane made a motion authorizing the purchase of candy for the Halloween Parade of Costumes at a cost not to exceed \$500.00, with authorization for the Village Treasurer to make payment in advance of audit, seconded by Trustee Scholefield, all ayes. Motion carried.

Trustee Roher indicated that the college is now going to give the group \$3,000 to expend for activities. The college will sponsor the Christmas event.

**Village Improvement Committee:** Trustee Roher is working to plan an event celebrating the village's bicentennial. David Andrews suggested that she attend the next meeting of the Center of NY Economic Alliance as they would be interested in participating as well.

**Clerk-Treasurer Report:** The board was provided financial reports detailing income and expenditures to date by fund.

Trustee Roher made a motion authorizing the return of unpaid village taxes in the amount of \$9,735.21 to Madison County for collection, seconded by Trustee Scholefield, all ayes. Motion carried.

Emily Marshall requested \$350 to purchase additional bulbs for spring planting in Jones Park. Trustee Roher made a motion authorizing the expenditure of up to \$350.00 for flower bulbs to be planted in Jones Park, seconded by Deputy Mayor Lane, all ayes. Motion carried.

Trustee Roher made a motion authorizing an adjustment to the operation and maintenance portion of the following water/sewer bills: Ken Blodgett (for metered pool use) in the amount of \$9.40 and Brenda Herrick (water leak) \$181.50, seconded by Trustee Higgins, all ayes. Motion carried

Trustee Roher made a motion authorizing the deposit of \$2,800 into a health savings account for David Commins, seconded by Trustee Scholefield, all ayes. Motion carried.

The board reviewed a letter from Community Action Partnership which requests permission to place scarves, hats and gloves on the tree in the Cedar Street Park. Trustee Lane made a motion authorizing Community Action Partnership to place winter wear on the tree in the Cedar Street Park, seconded by Trustee Roher, all ayes. Motion carried.

The board reviewed the proposed sexual harassment policy and complaint form. It was noted that all employers in NY are required to adopt a written policy and conduct annual employee training on sexual harassment in the workplace. Trustee Roher made a motion to adopt Resolution Number 18-25, seconded by Trustee Scholefield, all ayes. Motion carried.

**RESOLUTION NO. 18-25  
OF THE BOARD OF TRUSTEES  
OF THE VILLAGE OF MORRISVILLE**

**A RESOLUTION ADOPTING THE VILLAGE OF MORRISVILLE  
SEXUAL HARASSMENT POLICY**

WHEREAS, the Village of Morrisville Board of Trustees is committed to combatting sexual harassment in the workplace and desires to be in compliance with New York State requirements relative thereto; and

WHEREAS, the Board of Trustees has reviewed the model sexual harassment policy promulgated by the State of New York.

NOW THEREFORE, IT IS HEREBY RESOLVED, that the Board of Trustees of the Village of Morrisville hereby adopts the Village of Morrisville Sexual Harassment Policy and associated Complaint Form as attached hereto and made a part hereof.

**VILLAGE OF MORRISVILLE - SEXUAL HARASSMENT POLICY**

**Introduction**

The Village of Morrisville is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. The Village of Morrisville has a zero-tolerance policy for any form of sexual harassment, and all employees and volunteers are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of the Village of Morrisville's commitment to a discrimination-free work environment. Sexual harassment is against the law. All employees have a legal right to a workplace free from sexual harassment, and employees can enforce this right by filing a complaint internally with the Village of Morrisville, or with a government agency or in court under federal, state or local antidiscrimination laws.

## **Policy:**

1. The Village of Morrisville Policy applies to all employees, applicants for employment, interns, whether paid or unpaid, volunteers, contractors and persons conducting business with the Village of Morrisville.
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, up to and including termination.
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse employment action including being discharged, disciplined, discriminated against, or otherwise subject to adverse employment 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 of Morrisville has a zero-tolerance policy for such retaliation against anyone who, in good faith complains or provides information about suspected sexual harassment. Any employee of the Village of Morrisville who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. Any employee, paid or unpaid intern, or non-employee<sup>1</sup> working in the workplace who believes they have been subject to such retaliation should inform a supervisor, manager, or the Mayor. Any employee, paid or unpaid intern or non-employee who believes they have been a victim of such retaliation may also seek compensation 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 subjects the Village of Morrisville to liability for harm to victims 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 knowingly allow such behavior to continue, will be penalized for such misconduct.
5. The Village of Morrisville will conduct a prompt, thorough and confidential investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. 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 of Morrisville 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 to the Mayor.
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 posted prominently in all work locations 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, 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:

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<sup>1</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.

- 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 complaining 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 consists of 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 complain 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 assaults of a sexual nature, such as:
  - Touching, pinching, patting, 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 victim'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, jokes or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- 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. A perpetrator of sexual harassment 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 or not during work hours.

### **What is “Retaliation”?**

Unlawful retaliation can be any action that would keep 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.

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:

- filed 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;
- complained that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

### **Reporting Sexual Harassment**

**Preventing sexual harassment is everyone’s responsibility.** The Village of Morrisville 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 Mayor. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or the Mayor.

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 victim 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 Mayor.

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 suspected 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, and should be completed within 30 days. The investigation will be confidential to the extent possible. All persons involved, including complainants, witnesses and alleged perpetrators will be accorded due process 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. Employees who participate in any investigation will not be retaliated against.

Investigations will be done in accordance with the following steps:

- Upon receipt of complaint, the Mayor will conduct an immediate review of the allegations, and take any interim actions, as appropriate. If complaint is oral, encourage the individual to complete the “Complaint Form” in writing. If he or she refuses, prepare a Complaint Form based on the oral reporting.
- If documents, emails or phone records are relevant to the allegations, 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 final resolution of the complaint, together with any corrective actions action(s).
- Keep the written documentation and associated documents in the employer’s records.
- Promptly notify the individual who complained and the individual(s) who responded of the final determination and implement any corrective actions identified in the written document.

- Inform the individual who complained of their right to file a complaint or charge externally as outlined below.

## **Legal Protections and External Remedies**

Sexual harassment is not only prohibited by the Village of Morrisville but is also prohibited by state, federal, and, where applicable, local law. Aside from the internal process at the Village of Morrisville, employees may also choose to pursue legal remedies with the following governmental entities **at any time**.

### **New York State Division of Human Rights (DHR)**

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to 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 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 discrimination. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to the Village of Morrisville 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 discrimination has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If discrimination 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 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, (718) 741-8400 [appropriate other contact info], [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.

### **United States Equal Employment Opportunity Commission (EEOC)**

The 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. If an employee believes that he/she has been discriminated against at work, he/she 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 (1-800-669-6820 (TTY)), 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 physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

**VILLAGE OF MORRISVILLE  
COMPLAINT FORM FOR REPORTING SEXUAL HARASSMENT**

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form for employees 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 the Mayor via hand delivery or United States Postal Service; Village of Morrisville, PO Box 955, Morrisville, New York 13408; telephone number (315) 684-7007. Once you submit this form, your employer must follow its sexual harassment prevention policy and investigate any claims.

If you are more comfortable reporting verbally or in another manner, your employer is still required to follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

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

**COMPLAINANT INFORMATION**

Name:

Home Address:

Work Address:

Home Phone:

Work Phone:

Job Title:

Email:

Select Preferred Communication Method:

**SUPERVISORY INFORMATION**

Immediate Supervisors Name:

Title:

Work Phone:

Work Address:

**COMPLAINT INFORMATION**

1. Your complaint of sexual harassment is made against:

Name:

Title:

Work Address:

Work Phone:

Relationship to you:  Supervisor  Subordinate  Co-Worker  Other

2. Please describe the conduct or incident(s) that is the basis of this complaint and your reasons for concluding that the conduct is sexual harassment. 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 that may have information related to your complaint:

*The last two questions are optional, but may help facilitate the investigation*

5. Have you previously complained or provided information (verbal or written) about sexual harassment at the Village of Morrisville? If yes, when and to whom did you complain or provide information?

*Employees that file complaints with their employer might have the ability to get help or file claims with other entities including federal, state or local government agencies or in certain courts.*

6. Have you filed a claim regarding this complaint with a federal, state or local government agency?  
 Yes  No  
Have you instituted a legal suit or court action regarding this complaint?  
 Yes  No  
Have you hired an attorney with respect to this complaint?  
 Yes  No

*I request that the Village of Morrisville investigate this complaint of sexual harassment in a timely and confidential manner as outlined below, and advise me of the results of the investigation.*

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

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

The realtor for 12 North Street has again inquired whether the board has interest in purchasing this property. Due to the condition of the property, the board said they are not interested.

Trustee Roher made a motion authorizing the following budget transfer F8210.44 (Water Contractual) \$250.00 from F1990.91 (Contingency), seconded by Trustee Scholefield, all ayes. Motion carried.

Each member of the board reviewed all vouchers presented. Trustee Roher made a motion to pay audited vouchers as indicated below, seconded by Deputy Mayor Lane, all ayes. Motion carried.

General Fund – Vouchers 85-110  
Water Fund – Vouchers 15-19

Waste Water Operation & Maintenance Fund – Vouchers 22-27

Deputy Mayor Lane made a motion to go into executive session at 9:39 pm for attorney client privilege, seconded by Trustee Higgins, all ayes. Motion carried.

Deputy Mayor Lane made a motion to come out of executive session at 9:53 p.m., seconded by Trustee Roher, all ayes. Motion carried. No action was taken in executive session.

With no further business before the board, Deputy Mayor Lane made a motion to adjourn the meeting at 9:54 pm, seconded by Trustee Roher, all ayes. Meeting adjourned.

Respectfully submitted,

Amy Will  
Village Clerk-Treasurer