

**Village of Suffern
Special Meeting of the Village Board of Trustees Minutes
Monday, October 15, 2018 - 1:00 p.m.**

A Special Village Board Meeting was held on Monday October 15, 2018 at 1:00 p.m.

Present: **Edward Markunas, Mayor**
 Gina Bertolino, Trustee
 Frank Hagen, Trustee
 Dan Kraushaar, Village Attorney
 Amy Paffenroth, Deputy Village Clerk

Absent: **Moira Hertzman, Trustee**
 Joseph Russo, Trustee

CALL TO ORDER:

Mayor Markunas called the meeting to order 1:00 p.m.

A Special Meeting of the Village Board was held on Monday, October 15, 2018, to appoint a Chairperson and Member to the Sewer Rent Appeal Board. These two vacancies were a result of the resignation of Chairman and Member, Dr. Stanley Leshen. The appointments to the Sewer Rent Appeal Board were required to provide a quorum that would be necessary to hold the next meeting of the Sewer Rent Appeals Board. The appointments to the Sewer Rent Appeal Board were required to be finalized by the date of this meeting in order for the Office of the Village Clerk to have time to arrange the Sewer Rent Appeals Board meeting to hear the appeal requests of residents prior to finalizing water bills scheduled for distribution on November 1, 2018.

Effective October 9, 2018, New York State required all employers to adopt written sexual harassment prevention policies and institute annual anti-harassment training for employees. The adoption of the Suffern Sexual Harassment Policy was discussed at this meeting in compliance with the NYS requirement.

On Monday, October 15, 2018, CBS Studio requested two additional filming activities to take place Monday, October 15 and Tuesday, October 16. These two days were in addition to the previously requested filming activities scheduled to take October 17 through October 19. In order to permit filming activities to take beginning on Monday, October 15, the agenda reflected the authorization for the requested two additional days of filming activity.

RESOLUTION NO. 230 of 2018 - RESOLUTION AUTHORIZING CBS STUDIOS TO CONDUCT FILMING ACTIVITIES IN THE VILLAGE OF SUFFERN OCTOBER 15, 2018 TO OCTOBER 19, 2018

The Board of Trustees approved the permit CBS Studios film "Instincts Season 2" with filming activities taking place in the Central Business District and Oliver Street Monday, October 15, 2018 through Friday, October 19, 2018 between the hours of 6:00 a.m. to 2:00 a.m. The Deputy Village Clerk-Treasurer was authorized to sign the Permit Application authorizing CBS Studios to conduct filming activities (the Board specifically grants an extension on the time limitation as noted in §76.4 - Rules and Regulations; Section F of Local Law 4 of 2017). The approval of this permit is

subject to the submission of all required documentation and review of same by the Village of Suffern Attorney, and payment of fees all as provided for in Local Law 4 of 2017. A motion to approve the foregoing resolution was made by Trustee Gina Bertolino and seconded by Trustee Frank Hagen. Prior to adopting this Resolution, Deputy Clerk-Treasurer, Amy Paffenroth stated that an invoice went out on Saturday that reflected filming activities on Wednesday to Friday. A phone call was received this morning indicating CBS Studios would like to expand their filming activities and that is why the Board sees the change to the Resolution reflecting filming activities from Monday to Friday, rather than Wednesday to Friday. Under the circumstances, the invoice sent out on Friday now has to be adjusted to reflect two additional days of filming permit fees. Following this statement, the Resolution was passed unanimously by the Board.

RESOLUTION NO. 231 OF 2018 - RESOLUTION ADOPTING A NEW SEXUAL HARASSMENT POLICY FOR THE VILLAGE OF SUFFERN BASED ON THE STATE MODEL ADOPTED OCTOBER 2, 2018

The Village of Suffern previously adopted a Sexual Harassment Policy in or about 1998. In recognition of the societal awakening of the pervasiveness of Sexual Harassment in the workplace, schools, and in all aspects of social interaction, New York State developed Model Rules for employers to adopt in an effort to address and combat Sexual Harassment. The Mayor directed the Village Attorney to review whether or not the existing Sexual Harassment Policy adopted by the Village of Suffern adequately addressed the States Model rules to provide a “discrimination-free work environment” from Sexual Harassment, as well as clear method for an employee to file a claim and seek redress. That review determined that the existing policy failed to adequately define what constituted Sexual Harassment, failed to give examples of descriptions of conduct which could be deemed to meet the definition of sexual harassment, what reactions would rise to the level of being retaliatory, and how an employee could adequately file claim (or a claim form to do so). The Board adopted New York States October, 2018 Model Rules and Complaint Form as the Sexual Harassment Policy and Complaint Form for the Village of Suffern. The Village Clerk’s office will cause to be distributed a copy of the Rules with complaint form attached to all employees, elected and appointed officials, and contractors for the Village of Suffern. All Supervisors shall obtain the signatures of all of employees in their departments that they have received a copy of same; and that any new employee be provided a copy and sign that they have received a copy, and that such supervisor provide the signed list, and any future hires signatures, to the Village Clerks office. The Village Clerk’s office, will cause to be posted in a prominent place in the Clerk’s office a copy of the rules and complaint form.

RESOLUTION NO. 232 OF 2018 - RESOLUTION APPOINTING LOUIS CIACCIO AS MEMBER OF THE SEWER RENT APPEALS BOARD

Mayor Edward Markunas appointed Louis Ciaccio as Member of the Sewer Rent Appeals Board effective October 15, 2018 through December 2, 2018, the remaining term of Dr. Stanley Leshen. A motion to approve the foregoing resolution was made by Trustee Frank Hagen and seconded by Trustee Gina Bertolino.

RESOLUTION NO. 233 OF 2018 - RESOLUTION APPOINTING BRUCE MCCLINTOCK AS CHAIRMAN OF THE SEWER RENT APPEALS BOARD

Mayor Edward Markunas appointed Bruce McClintock as a Chairman of the Sewer Rent Appeals Board effective October 15, 2018 through December 2, 2018, the remaining term of Dr. Stanley Leshen. A motion to approve the foregoing resolution was made by Trustee Frank Hagen and seconded by Trustee Gina Bertolino.

ADJOURNMENT:

The Meeting was adjourned at 1:10 p.m.