

The Regular meeting of the Board of Trustees was held on Thursday, October 11, 2018 at the Lawrence Village Hall, 196 Central Avenue, Lawrence, New York 11559.

Those members present were: Mayor Alex H. Edelman
Deputy Mayor Michael A. Fragin
Trustee Daniel J. Goldstein
Trustee Uri Kaufman
Trustee Syma F. Diamond

Also present were: Ronald Goldman, Village Administrator
Gerry Castro, Deputy Village Clerk
Lina Fusco, Deputy Village Treasurer
Village Attorney, Andrew Preston, Esq.
Alison Cohen, Secretary to the BOT

WORK SESSION - Mayor Edelman called the work session to order at 7:05 p.m.

No Board action was taken.

REGULAR MEETING - Mayor Edelman called the regular meeting to order at 8:18 p.m.

PUBLIC HEARING – A Public Hearing regarding a proposed Local Law to amend Chapter 212 of the Village Code concerning Illumination of House Numbers/Reflective Address Signs. Type II action under SEQRA) (Bill No. 7 of 2018 attached hereto as “Exhibit A”)

Board Action: Deputy Mayor Fragin moved to open the Public Hearing regarding a proposed Local Law to amend Chapter 212 of the Village Code concerning Illumination of House Numbers/Reflective Address Signs. (A Type II action under SEQRA). (Bill No. 7 of 2018 attached hereto as “Exhibit A”). Trustee Kaufman seconded the motion. All in favor.

Discussion ensued regarding proposed Bill No. 7 regarding reflective house signage to help the first responders (ambulances, firefighters and police) by implementing a uniform size and height for the address signs that would be visible from the street and in the dark. Trustee Diamond expressed a concern about the proposed height of the sign which was shared by Lawrence-Cedarhurst Fire Department Chief David Campbell, a proponent along with Lawrence Association President Paris Popack, who was not present. It was determined that all interested parties would submit a re-written bill for a Public Hearing at the November 13, 2018 BOT meeting.

Board Action: Upon hearing no further comments or discussion, Trustee Kaufman moved to adjourn the Public Hearing regarding a proposed Local Law to amend Chapter 212 of the Village Code concerning Illumination of House Numbers/Reflective Address Signs. Trustee Goldstein seconded the motion. All in favor.

Board Action: No further Board action was taken regarding the proposed Local Law.

Item #6 was taken out of order:

Item 6 – Announcement of implementation of online payment of Village Court Parking Tickets

Mayor Edelman announced that the Village had implemented online payment of Village Court parking tickets. The Mayor went on to congratulate and thank Lawrence Court Clerk Karen Sarnelli and Ms. Stephanie Stein for doing a wonderful job on the aforementioned implementation. Deputy Mayor Fragin added that this should be publicized. Ms. Sarnelli responded that the information and link was already on the Village of Lawrence website and is also noted on the parking tickets.

PLEDGE OF ALLEGIANCE

Approval of minutes: BOT September 13, 2018, Special BOT August 19, 2018

Board Action: Deputy Mayor Fragin moved the approval of the September 13, 2018 BOT meeting minutes. Trustee Goldstein seconded the motion. All in favor.

Board Action: Deputy Mayor Fragin moved the approval of the August 19, 2018 Special BOT meeting minutes; as amended by Deputy Mayor Fragin (which can be found on the VOL website). Trustee Kaufman seconded the motion. All in favor.

GOOD & WELFARE

- 1) Trustee Goldstein requested an update regarding the cameras being researched by Village Deputy Administrator Gerry Castro. Mr. Castro responded that he is awaiting a meeting with a third company to obtain their proposal. He stated that he already had two elaborate proposals that needed further review. These two proposals were very extensive and as a result their costs were very high, at approximately \$40,000.00. Discussion ensued and it was determined that after receiving the third proposal/estimate, they would be reviewed and possibly revised.

- 2) Trustee Goldstein stated that hoped the bike lanes on Causeway would be painted by the next BOT meeting on November 13th.
- 3) Deputy Mayor Fragin stated that at the aforementioned Special BOT meeting on August 19, 2018, "we were promised that a traffic study would be forthcoming on the proposal for the library". He inquired as to its status. Village Administrator Ronald Goldman responded that they were working on the traffic study as well as an environmental study. Mr. Goldman added that recently the weather had postponed the progress but that he would follow up to see where it stands and when the Village can expect to receive it.
- 4) Deputy Mayor Fragin raised the issue of the paving on Causeway. He stated that "unfortunately it has caused a tremendous inconvenience to many of the residents there; having to move their cars or have no parking". He added that then there was an issue with tickets, the communication of the paving schedule and the canceling of Tuesday's paving. Deputy Mayor Fragin inquired as to when American Paving notified the Village and why the Village was not notified on Tuesday morning. Mayor Edelman responded that due to inclement weather and the adding of an additional drain, the paving was delayed about two weeks. Monday was a holiday and Tuesday, when American Paving went to procure the requisite asphalt for the job, Tuesday morning, it was not available for them to pave. Once the Village was apprised of this late Tuesday morning (American Paving was trying to procure the necessary materials all morning), the Village reached out to the residents with the information and apologized to those who were understandably upset by the inconvenience. Deputy Mayor Fragin expressed that he felt there was a "communication vacuum" and that the vendor and Village need to do a better job in this regard. Mayor Edelman and Village Administrator Ronald Goldman responded that American Paving did notify the Village between 8:00 and 9:00 a.m., and the Village, in turn, did its best to inform the residents. Ms. Rochelle Kevelson of 21 Causeway, thanked Deputy Village Administrator Gerry Castro and Building Inspector Leo Romanelli for doing such a great job and literally "sweeping the street". Ms. Kevelson went on to say that she believes there is something wrong with the water pipes on Causeway. Mr. Castro will look into the matter.
- 5) Mayor Edelman stated that Lawrence Civic Association President Paris Popack was nominated for the "Woman of Distinction" award by Assemblywoman Melissa (Missy) Miller's office, which "was very nice". The Mayor went on to say that the Village applauds her. Ms. Popack was not in attendance due to the preparations for her daughter's wedding. A hearty congratulation to Ms. Popack and her family!
- 6) Mayor Edelman stated that the religious holiday of Simchas Torah went very well thanks to Nassau County Auxiliary Police Inspector Danny Gluck, the Nassau County Auxiliary Police and the Nassau County Police Department doing a

phenomenal job. There were no issues; everything was quiet. The Mayor thanked all of the aforementioned.

- 7) Mayor Edelman announced that NYS Senator Todd Kaminsky held a news conference on September 18th, regarding the Long Island Railroad (LIRR) scheduling, timeliness, efficiency, cleanliness, etc. The Mayor was invited to attend on behalf of the Lawrence/Far Rockaway Branch to represent our community.

NEW BUSINESS

Item 1 – Approve Abstracts #'s

| | |
|------------------------|---------------------------------|
| General Fund | #910, 911, 912, 913, 914 |
| Recreation Fund | #323, 324, 325, 326, 327 |
| Sewer Fund | #111 |
| Payroll | #092118, 100518 |

Board Action: Trustee Goldstein moved the approval of General Fund Abstracts #910, #911, #912, #913 and #914. Mayor Edelman seconded the motion. All in favor.

Board Action: Trustee Goldstein moved the approval of Recreation Fund Abstracts #323, #324, #325, #326 and #327. Deputy Mayor Fragin seconded the motion. All in favor.

Board Action: Trustee Goldstein moved the approval of Sewer Fund Abstract #111. Mayor Edelman seconded the motion. All in favor.

Board Action: Mayor Edelman moved the approval of Payroll Fund Abstracts #092118 and #100518. Trustee Goldstein seconded the motion. All in favor.

Item 2 – Appointments and Designations 2018 – 2019

Discussion ensued regarding whether or not to adopt a Resolution to allow non-residents to serve on the Park Commission. Deputy Mayor Fragin stated that he was not in favor of this. Ms. Jacqueline Handel added that she believes this subject warrants further discussion.

Board Action: Deputy Mayor Fragin moved the approval to table the Park Commission reappointments until the next BOT meeting on November 13, 2018 (attached hereto as Exhibit “B”). They would be “holdovers” until that time or such time that the appointments are made. Trustee Diamond seconded the motion. All in favor.

Item 3 – Approve Adoption of VOL Sexual Harassment Prevention Policy

Board Action: Mayor Alex H. Edelman moved to approve the adoption of the new Village of Lawrence Sexual Harassment Prevention Policy (attached hereto as Exhibit "C"). Deputy Mayor Fragin seconded the motion. All in favor.

Item 4 – Approve setting a Public Hearing to amend Article II - §144-5C; No activity within or without a building or structure which emits noise audible at the property line shall be permitted past 11:00 p.m., for the November 13, 2018 BOT Meeting

Board Action: Trustee Kaufman moved to approve setting a :Public Hearing to amend Article II - §144-5C; No activity within or without a building or structure which emits noise audible at the property line shall be permitted past 11:00 p.m., for the November 13, 2018 BOT Meeting. Trustee Goldstein seconded the motion. All in favor.

Item 5 – Approve setting a Public Hearing to amend Article II - §144-5D; No outdoor mechanical equipment shall be permitted that exceeds a decibel level of 90 dB,, for the November 13, 2018 BOT Meeting

Discussion ensued regarding decibel levels and their mechanical equipment equivalents.

Board Action: Trustee Goldstein moved to table this item to do more research. Trustee Kaufman seconded the motion. All in favor.

Item 6 – Announcement of implementation of online payment of Village Court Parking Tickets

This item was taken out of order and addressed earlier in the meeting (prior to the Pledge of Allegiance).

Item 7 – Approve Altice permit application for network box

Deputy Village Administrator Gerry Castro provided an explanation regarding the above and distributed materials to the Board members illustrating same (attached hereto as Exhibit "D"). Discussion ensued as to the chosen location for the placement of the Altice network box.

Board Action: Mayor Edelman moved the approval of the Altice permit application for the installation of a network box at the intersection of Ocean Avenue and Village Way location, with the provision that appropriate screening be provided. Trustee Kaufman seconded the motion. All in favor.

Item 8 – Announce extension of Village Hall Office hours to include Thursday nights until 6:00 p.m.

Mayor Edelman announced that Lawrence Village Hall hours would be extended on Thursday evenings until 6:00 p.m., thanks to Village Administrator Ronald Goldman

volunteering to assist in this regard. The Board thanked Administrator Goldman for his generous offer.

Item 9 – Approve purchase of three new plows for the DPW

Board Action: Trustee Goldstein moved the approval of three (3) new plows for the VOL DPW, in the amount of \$7,500.00 (for all three). Trustee Kaufman seconded the motion. All in favor.

OLD BUSINESS

- 1) Resident Bruce Franklin of Martin Lane raised the issue previously discussed regarding the house on the corner of Martin Lane and Broadway becoming a house of worship. He was concerned that the Village would lose tax revenue if this did come to fruition, along with any other residential houses that have become houses of worship within the Village. He received an anonymous letter from someone who had attended the September 13th BOT meeting, which he read aloud. It referenced houses that have been converted to houses of worship and as such, are tax exempt, further burdening the Village of Lawrence's taxpaying residents "who will not subsidize this". The anonymous letter went on to suggest that since the Village cannot prevent these conversions legally, Mr. Franklin and his neighbors "must request that if additional homes are converted to houses of worship, moving forward, no food, no visible garbage cans, no parking in the street (which was mentioned), and most importantly, a heavily detailed landscaping plan that will be green all year to screen from road and sprinkle and maintain professionally with flowers and evergreen shrubs", etc. Mr. Franklin added that he doesn't know what can be done, but he stated that he thinks it's "getting out of hand". He and previously Ms. Beatrice Braun, attended the meeting because they want everyone to know that they care about the neighborhood, and he went on to say that "if you do nothing, nothing happens". Discussion ensued regarding this matter as well as PSEG and the Water Company doing work on Martin Lane and coordinating the work prior to paving it, among other paving questions Mr. Franklin had; specifically regarding Albro Lane.
- 2) Deputy Mayor Fragin raised the issue of the sewer plant land disposition and suggested engaging an expert/professional for a feasibility study. Trustee Goldstein added that no advertising would be done. Trustee Kaufman suggested that the study be for the "highest and best use as long as it's not a hotel". Mayor Edelman suggested a Village referendum be done. Village Counsel Andrew Preston responded that he would take this suggestion under advisement and get back to the BOT. Discussion ensued in this regard. Mayor Edelman and Trustee Kaufman agreed that it should be a totally independent vendor and Trustee Kaufman added that perhaps Colliers would be the best choice, albeit possibly too costly.

Board Action: Deputy Mayor Fragin moved the approval for Trustee Kaufman

and Deputy Village Administrator Gerry Castro to engage a vendor for a professional feasibility study for the highest and best use of the approximately 4.5 acres from the former sewer/waste treatment plant property; not to be publicly advertised in any way; and for a cost not to exceed \$12,000.00. Trustee Goldstein seconded the motion. The vote was as follows:

Mayor Edelman – Nay
Deputy Mayor Fragin – Aye
Trustee Goldstein – Aye
Trustee Kaufman – Aye
Trustee Diamond – Nay

The motion carried.

On motion by Deputy Mayor Fragin, seconded by Trustee Kaufman, and unanimously approved, the Board adjourned at 9:35 p.m.

This is to certify that I, Ronald Goldman, read the preceding minutes, and they are in all respects a full and correct record of such proceedings.

Ronald Goldman, Administrator,
Clerk/Treasurer

EXHIBIT A

**Bill No. 7 for proposed
Local Law No. 6 of 2018**

**VILLAGE OF LAWRENCE
BOARD OF TRUSTEES**

Bill No. 7 of 2018

A LOCAL LAW TO AMEND
CHAPTER 212 OF THE VILLAGE
CODE CONCERNING
ILLUMINATION OF HOUSE
NUMBERS

BE IT ENACTED, by the Board of Trustees of the Village of Lawrence, as follows:

Section 1. Chapter 212 of the Village Code, entitled “Zoning”, is hereby amended as follows:

[§ 212-103 Illumination of house numbers.](#)

[A.](#)

Legislative intent. The Board of Trustees has found that the efforts of first responders responding to night-time emergencies can be slowed or impeded by their inability to identify house numbers on dark or dimly lit streets in the Village. Accordingly, the Board of Trustees finds that it shall be in the interests of the public health, safety and general welfare for addresses posted on residential properties in the Village to feature illumination **be reflective so** that makes the address **is** readily visible from the street at night.

[B.](#)

All residential buildings in the Village shall feature address numbers conforming to the requirements stated in this section. Any residential building not in compliance with this section on the date of enactment shall come into compliance with this section no later than six months after such date.

[C.](#)

Notwithstanding any provision of this Code to the contrary, address numbers **for** posted on residences in the Village shall meet the following requirements:

[\(1\)](#)

They shall be **attached to the house or on a sign posted at least five (5) feet high above the grade of the roadway at driveway. The sign may be mounted on a post or attached to a mailbox. The sign must be plainly visible from either direction or approach to the driveway. The sign must be adjacent to the driveway it services. If the sign is attached to the house, no outside light should drown out visibility of the address.** visible from the street on which the property fronts;

[\(2\)](#)

They shall be no less than ~~four~~ **three** inches and no greater than eight inches in height; and

(3)

The numbers shall be reflective and white displayed on a black background;

(4)

For residential properties that are waterfront, an additional reflective sign consistent with this Chapter with the full street name and address number shall be posted on docks behind the house; and,

(3) (5)

Residential properties may also have a secondary sign that may They shall be illuminated from sundown to sunrise by internal or external means, provided that all light sources shall be constant and fixed, as opposed to flashing and moving, and shall be positioned and designed in such a way that they do not cast light off the subject premises or into a public right-of-way.

D.

Failure to comply with this section shall be a violation of the Village Code punishable by a fine not to exceed \$250. Each week a violation persists shall constitute a separate offense.

Section 2. This local law is determined to be a TYPE II action under the NY State Environmental Quality Review Act (“SEQRA”).

Section 3. This local law shall take effect immediately upon filing with the Office of the Secretary of State.

EXHIBIT B

Current Appointments & Designations FY 2018-2019

**ITEM
#2**

| <u>Name</u> | <u>Designation</u> | <u>Term Length</u> | <u>Expires</u> |
|---|--|--------------------|----------------|
| <u>ELECTED:</u> | | | |
| Alex Edelman | Mayor | 2 | 2020 |
| Michael Fragin | Trustee | 2 | 2019 |
| Uri Kaufman | Trustee | 2 | 2020 |
| Syma Diamond | Trustee | 2 | 2020 |
| Daniel Goldstein | Trustee | 2 | 2019 |
| Donald J. Buchalter | Justice | 4 | 2020 |
| <u>APPOINTED:</u> | | | |
| Michael Fragin | Deputy Mayor | 1 | 2019 |
| Alex Edelman | Commissioner - Police* | 1 | 2019 |
| Michael A. Fragin | Commissioner - Fire* | 1 | 2019 |
| Daniel Goldstein | Commissioner - Finance* | 1 | 2019 |
| Daniel Goldstein | Commissioner - Public Works/Highway* | 1 | 2019 |
| Uri Kaufman | Commissioner - Sanitation* | 1 | 2019 |
| Syma Diamond | Commissioner - Parks & Recreation* | 1 | 2019 |
| Ronald Goldman | Village Administrator, Clerk/Treasurer | 2 | 2020 |
| Ronald Goldman | Budget, Records Mgmt, Records Access Officer, Marriage Officer | 1 | 2019 |
| Gerry Castro | Deputy Village Clerk | 1 | 2019 |
| Lina Fusco | Deputy Village Treasurer | 1 | 2019 |
| Peter Bee, Esq. | Village Attorney | 1 | 2019 |
| Bee Ready Fishbein Hatter & Donovan LLP | Village General Counsel* | 1 | 2019 |
| Simon Gluck | Associate Village Justice | 1 | 2019 |
| Karen Sarnelli | Clerk to the Village Justice | 1 | 2019 |
| Andrew Preston, Esq. | Counsel to ZBA, BBD & Planning Bd | 1 | 2019 |
| Gary Mandel, Esq. | Prosecutor* | 1 | 2019 |
| Saul Bienenfeld, Esq. | Deputy Prosecutor* | 1 | 2019 |
| Peter Bee, Esq. | Deputy Prosecutor* | 1 | 2019 |
| Kenneth Gray, Esq. | Deputy Prosecutor* | 1 | 2019 |

| | | | |
|-----------------------|--|----------|-------------|
| Lina Fusco | Assessor | 1 | 2019 |
| George Mallis | Village Historian* | 1 | 2019 |
| Lina Fusco | Registrar | 1 | 2019 |
| Ronald Goldman | Deputy Registrar | 1 | 2019 |
| Danny Vacchio | Superintendent of Buildings | 1 | 2019 |
| Robert Daniels | Superintendent of DPW | 1 | 2019 |
| Robert Daniels | Superintendent of Highways | 1 | 2019 |
| | | | |
| | <u>Zoning Board of Appeals</u> | | |
| | Chairman, Lloyd Keilson | 3 | 2019 |
| | Danny (Melvin) Hiller | 3 | 2020 |
| | Aaron Felder | 3 | 2019 |
| | Elliot Moskowitz | 3 | 2021 |
| | Edward Gottlieb | 3 | 2020 |
| | | | |
| | Alternate, David Seidemann | 1 | 2019 |
| | Alternate, Joel Ganz | 1 | 2018 |
| | | | |
| | <u>Board of Building Design</u> | | |
| | Chmn, Benjamin Sporn | 1 | 2019 |
| | Barbara Kupferstein | 1 | 2019 |
| | Barry Pomerantz | 1 | 2019 |
| | Seth (Uri) Ottensoser | 1 | 2019 |
| | Shoshana Weinstock | 1 | 2019 |
| | | | |
| | Alternate, Philip Kerstein | 1 | 2019 |
| | Alternate, Joseph Kohler | 1 | 2019 |
| | | | |

| <u>Name</u> | <u>Designation</u> | <u>Term Length</u> | <u>Expires</u> |
|--------------------|--------------------------------------|---------------------------|-----------------------|
| | <u>Planning Board</u> | | |
| | Chairman, Noah Fleschner | 5 | 2021 |
| | Mordy Sohn | 5 | 2020 |
| | Norman Braun | 5 | 2019 |
| | Benjamin Lopata | 5 | 2023 |
| | Menachem (Michael) Pinter | 5 | 2022 |
| | | | |
| | Alternate, Jacqueline Handel | 1 | 2019 |
| | Alternate, Sheila Perl | 1 | 2019 |
| | | | |
| | <u>Park Commission</u> | | |
| | Chmn., Howard Siskind | 1 | 2018 |
| | Vice Chmn., Jacqueline Handel | 1 | 2018 |
| | Martin Levi | 1 | 2018 |
| | William Henry | 1 | 2018 |
| | Francine Sicklick | 1 | 2018 |

| | | | |
|--|---|-------------|----------------|
| | Marc Gelbtuch | 1 | 2018 |
| | Moe Blinder | 1 | 2018 |
| | Barry Mayer | 1 | 2018 |
| | Aaron Parnes | 1 | 2018 |
| | Paris Popack | 1 | 2018 |
| | Randy Green | 1 | 2018 |
| | Dr. Sheldon Genack | 1 | 2018 |
| | | | |
| VACANT | Chairman, Information Technology Committee* | 1 | |
| | | | |
| | Beautification Committee | | |
| | Chairman. Naomi Berger * | 1 | 2019 |
| | Rebbitzen Horowitz* | 1 | 2019 |
| | Jeanette Schechter* | 1 | 2019 |
| | | | |
| Flushing Commercial Bank | } Official Depositories* | 1 | 2019 |
| Signature Bank | } Official Depositories* | 1 | 2019 |
| | | | |
| Town Village Aircraft Safety & Noise Abatement Committee | Akiva Lubin* | 1 | 2019 |
| | | | |
| Liaison to Nassau County Office of Emergency Management | Dr. Marc Sicklick* | 1 | 2019 |
| | | | |
| | | | |
| Name | Designation | Term | Expires |
| Satty, Levine & Ciacco, CPAs, P.C. | Village Auditors to audit annual reports of finance of the Village* | 1 | 2019 |
| | | | |
| Herald | Official Newspaper* | 1 | 2019 |
| General Code Publishers | Code Publishers* | 1 | 2019 |
| Cameron Engineering | Village Engineers* | 1 | 2019 |
| Meetings: | | | |
| Board of Trustees: Meetings 2nd Thurs at 8:00 pm. | | | |
| Board of Building Design: Meetings 1st Monday at 7:15 pm | | | |
| Board of Zoning & Appeals per calendar | | | |
| Authorized Signatures for checks: | Mayor, Deputy Mayor, Treasurer | | |
| | No facsimiles except for Payroll | | |

***Legally, at will; description of term is custom only.**

EXHIBIT C

Sexual Harassment Policy for All Employers in New York State



**Combating
Sexual Harassment**

Introduction

The Incorporated Village of Lawrence 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 Incorporated Village of Lawrence's commitment to a discrimination-free work environment. Sexual harassment is against the law¹ 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 Village Administrator Ronald Goldman. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

Policy:

1. The Incorporated Village of Lawrence'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 Incorporated Village of Lawrence. 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 Incorporated Village of Lawrence will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of The Incorporated Village of Lawrence who retaliates against anyone involved in a

¹ 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.

sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees, paid or unpaid interns, or non-employees² working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, or Village Administrator Ronald Goldman. All employees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.

4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject The Incorporated Village of Lawrence 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 Incorporated Village of Lawrence 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 Incorporated Village of Lawrence 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 Incorporated Village of Lawrence 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 Village Administrator Ronald Goldman.
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.

² 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.

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 Incorporated Village of Lawrence 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 Village Administrator Ronald Goldman. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or Village Administrator Ronald Goldman.

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 Village Administrator Ronald Goldman.

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 Incorporated Village of Lawrence 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, Village Administrator Ronald Goldman 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 Incorporated Village of Lawrence but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at The Incorporated Village of Lawrence, 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 Incorporated Village of Lawrence 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.

Contact DHR at (888) 392-3644 or visit 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 or via email at 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

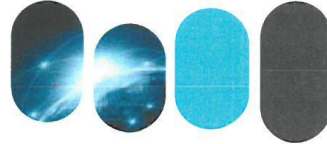
Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the 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.

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.

(Approved/Adopted BOT mtg. 10/11/18)

EXHIBIT D



GPON OUTDOOR CABINET 6000 CW

Description and Applications

This cabinet was designed to accommodate telecommunications equipment in outdoor locations and was designed for the 2x OLT1T1. This cabinet is suited for service deliver in density areas.

This cabinet provides robustness, security and scalability. Additional modules can be added to the basic structure in order to increase the accommodation inside space. The option of adding modules vertically or horizontally to floor mounted cabinets can be done, eventually, without the need of additional civil works.

It is resistant to damage from both the environment and vandalism and provide protection against insect and rodent attacks and other similar threats.

This flexible cabinet floor mounted.

This unit includes all power requirements for active equipment like AC protection, DC distribution and batteries.

