

**MINUTES OF A REGULAR MEETING  
OF THE BOARD OF TRUSTEES  
OF THE VILLAGE OF THOMASTON  
October 15, 2018**

The Board of Trustees met on Monday, October 15, 2018 at the Village Hall, 100 East Shore Road, Great Neck, New York at 7:30 p.m.

**Present:** Mayor Steven Weinberg, Deputy Mayor James Sharkey, Trustee To-on Pang, and Trustee Burton Weston

**Absent:** Jill Monoson

The Mayor opened the meeting at 7:32 p.m.

**Adoption of Minutes**

**RESOLUTION 18-81**

Upon motion of Deputy Mayor Sharkey, seconded by Mayor Weinberg, and unanimously approved, the following resolution was adopted:

RESOLVED, that the minutes of the Board of Trustees meeting held on September 17, 2018, are hereby approved and accepted as presented.

The vote on this resolution was:	Mayor Weinberg:	Aye	Deputy Mayor Sharkey:	Aye
	Trustee Pang:	Aye	Trustee Weston:	Aye

**2018 Board of Trustees Meeting Schedule**

**RESOLUTION 18-82**

Upon motion of Trustee Weston, seconded by Deputy Mayor Sharkey, and unanimously approved, the following resolution was adopted:

RESOLVED, that the Board of Trustees Meeting Schedule for 2018 (Attachment A) is hereby approved and accepted as presented.

The vote on this resolution was:	Mayor Weinberg:	Aye	Deputy Mayor Sharkey:	Aye
	Trustee Pang:	Aye	Trustee Weston:	Aye

**2018 Holiday Schedule**

**RESOLUTION 18-83**

Upon motion of Mayor Weinberg, seconded by Deputy Mayor Sharkey, and unanimously approved, the following resolution was adopted:

RESOLVED, that the Holiday Schedule for 2018 (Attachment B) is hereby approved and accepted as presented.

The vote on this resolution was:	Mayor Weinberg:	Aye	Deputy Mayor Sharkey:	Aye
	Trustee Pang:	Aye	Trustee Weston:	Aye

**Sexual Harassment Policy**

The Board reviewed an updated version of the Sexual Harassment Policy and Complaint Form for the Village of Thomaston. The new version of the Village of Thomaston Sexual Harassment Policy and Complaint Form are based on the final version of the New York State model policy and complaint form which were released by the NYS Department of Labor on October 1, 2018. The final version superseded all prior versions of the model policy and complaint form, upon which the September 17, 2018 Village of Thomaston sexual harassment policy and complaint form were based.

**RESOLUTION 18-84**

Upon motion of Trustee Weston, seconded by Deputy Mayor Sharkey, and unanimously approved, the following resolution was adopted:

RESOLVED, that the Board of Trustees hereby repeals the existing Village of Thomaston Sexual Harassment Policy adopted September 17, 2018;

and it is further

RESOLVED, that the Board of Trustees hereby adopts the Village of Thomaston Sexual Harassment Policy and Complaint Form, in the form attached to these minutes;

and it is further

RESOLVED, that the Village of Thomaston Sexual Harassment Policy and Complaint form be inserted into the Village of Thomaston Employee Manual and new copies of the Sexual Harassment Policy and Complaint Form, as herein adopted, be distributed promptly to all current Village of Thomaston Employees and elected or appointed officials, and shall be distributed to all new employees and elected or appointed officials upon the commencement of their employment or term of office.

The vote on this resolution was: Mayor Weinberg: Aye Deputy Mayor Sharkey: Aye  
Trustee Pang: Aye Trustee Weston: Aye

**Quotes for new computers**

The Board reviewed a quotation for four (4) computers (Attachment C), including monitors to replace the existing computers in the Village Hall offices located at the main counter (public access to building records), Village Administrator’s desk, Deputy Village Clerk-Treasurer’s desk, and Secretary/Building Inspector’s desk. The computers are to be purchased through the NYS Information Technology Umbrella Contract, NY Aggregate Hardware Buy 2016-17.

**RESOLUTION 18- 85**

Upon motion of Deputy Mayor Sharkey, seconded by Trustee Pang, and unanimously approved the following resolution was adopted:

RESOLVED, that the Village Administrator is authorized to purchase four (4) computers from HP, Inc., pursuant to NYS Information Technology Umbrella Contract - Manufacturer Based, Award #22802, Group #73600, Aggregate Hardware Buy 2016-17 RFQ 16-3, Contract # PM20860, in an amount not to exceed \$2,500.00.

The vote on this resolution was: Mayor Weinberg: Aye Deputy Mayor Sharkey: Aye  
Trustee Pang: Aye Trustee Weston: Aye

**New software for Village office**

The Board reviewed pricing for desktop versions of Microsoft Office 2019 and Microsoft Office Business Essentials 365 for three (3) of the new computers. The Village Administrator informed the Board that the Village is not eligible to purchase Microsoft software under the NYS contract Group 76000 - Award 23116. Only entities with 25 or more users are eligible to make purchases pursuant to this contract. The pricing of Microsoft Office 2019 and Microsoft Office 365 Business Essentials is same regardless of retailer/vendor.

RESOLUTION 18- 86

Upon motion of Trustee Weston, seconded by Deputy Mayor Sharkey, and unanimously approved the following resolution was adopted:

RESOLVED, that the Village Administrator is authorized to purchase three (3) copies of Microsoft Office 2019, one (1) copy of Microsoft Publisher and three (3) copies of Office 365 Business Essentials, in an amount not to exceed \$1,060.

The vote on this resolution was: Mayor Weinberg: Aye Deputy Mayor Sharkey: Aye  
Trustee Pang: Aye Trustee Weston: Aye

**New Traffic Regulation**

RESOLUTION 18- 87

Upon motion of Deputy Mayor Sharkey, seconded by Trustee Weston, and unanimously approved the following resolution was adopted:

RESOLVED, that Village Code §196-34 Schedule VI: Stop Intersections is hereby amended to insert the following locations as stop intersections, to be inserted in the appropriate alphabetical order position in the existing schedule, effective immediately:

<u>Stop Sign On</u>	<u>Direction of Travel</u>	<u>At Intersection of</u>
Grace Court North	West	Grace Court West

The vote on this resolution was: Mayor Weinberg: Aye Deputy Mayor Sharkey: Aye  
Trustee Pang: Aye Trustee Weston: Aye

**Road Improvements 2018-01**

The Mayor informed the Board that all of the work for the Road-Improvements 2018-01 contract has been completed. The Board reviewed the change orders for some additional necessary work which was done.

RESOLUTION 18-88

Upon motion of Deputy Mayor Sharkey, seconded by Trustee Weston, and unanimously approved the following resolution was adopted:

RESOLVED, the Board of Trustees hereby ratifies the actions of the Mayor in authorizing change orders for additional work as indicated on the following invoices from John McGowan and Sons, Inc: Invoice Nos. 9634, 9636, 9637, 9638, 9639 and 9651 (Attachment D).

The vote on this resolution was: Mayor Weinberg: Aye Deputy Mayor Sharkey: Aye  
Trustee Pang: Aye Trustee Weston: Aye

**Proposal for Lee Avenue Traffic Study**

The Board reviewed a proposal from VHB Engineering (Attachment E) for a traffic study on Lee Ave to provide recommendations for a traffic control restrictions on Lee Avenue.

RESOLUTION 18- 89

Upon motion of Trustee Weston, seconded by Deputy Mayor Sharkey, and unanimously approved the following resolution was adopted:

RESOLVED, that the Board of Trustees hereby accepts the proposal of VHB Engineering, a copy of which is attached to these minutes as Exhibit E, in an amount not to exceed \$3,500.00, and authorized the Mayor or his designee to sign the proposal on behalf of the Village.

The vote on this resolution was: Mayor Weinberg: Aye Deputy Mayor Sharkey: Aye  
Trustee Pang: Aye Trustee Weston: Aye

**New Business**

The Mayor read the Public Works report.

**Vouchers**

RESOLUTION 18-90

Upon motion of Trustee Weston, seconded by Trustee Pang, and unanimously approved, the following resolution was adopted:

RESOLVED, that vouchers, in the aggregate amount of \$263,513.45 (as itemized on the Abstract of Vouchers dated Monday, October 15, 2018), are hereby approved for payment, all allocated to the General Fund.

The vote on this resolution was: Mayor Weinberg: Aye Deputy Mayor Sharkey: Aye  
Trustee Pang: Aye Trustee Weston: Aye

A copy of the approved voucher list is attached to these minutes.

**Adjournment**

At 8:22 p.m., there being no further business, the motion to adjourn was made by Trustee Pang, seconded by Trustee Weston, and unanimously approved.

Respectfully Submitted,

Denise M. Knowland  
Village Administrator

<b>INC. VILLAGE OF THOMASTON</b>				
<b>AUDITED VOUCHERS</b>				
<b>September 18 through October 15, 2018</b>				
<b>Type</b>	<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Amount</b>
Check	09/18/2018	ET	FRANCOTYP-POSTALIA, INC.	-100.00
Check	09/19/2018	1371	JOSEPH J. CHEARMONTE ARCHITECT P.C.	-750.00
Check	09/19/2018	1372	JOSEPH J. CHEARMONTE ARCHITECT P.C.	-1,200.00
Paycheck	09/21/2018	1373	ALLAN J GRDOVICH	
Paycheck	09/21/2018	1374	ANTHONY J CIAPPA	
Paycheck	09/21/2018	1375	CHRISTOPHER T SCHICKLER	
Paycheck	09/21/2018	1376	DAVID B DISTILLI	
Paycheck	09/21/2018	1377	GERALD P. UMLAUF	
Paycheck	09/21/2018	1378	NEIL G. HICKS	
Paycheck	09/21/2018	1379	WILLIAM MAZURKIEWICZ	
Paycheck	09/21/2018	DD	STEVEN G PULSCH	
Paycheck	09/21/2018	DD	CATHERINE M PULTOIAN	
Paycheck	09/21/2018	DD	DENISE M KNOWLAND	
Paycheck	09/21/2018	DD	LINDA M EARLEY	
Check	09/26/2018	1380	PSEGLI	-812.24
Check	09/26/2018	1381	PSEGLI	-0.41
Check	09/26/2018	1382	PSEGLI	-46.23
Check	09/26/2018	1383	JOSEPH J. CHEARMONTE ARCHITECT P.C.	-1,200.00
Check	10/02/2018	1384	PSEGLI	-279.15
Check	10/02/2018	1385	PSEGLI	-10.36
Check	10/02/2018	1386	JOHN MCGOWAN & SONS	105,500.00
Check	10/02/2018	1387	VERIZON WIRELESS	-68.87
Check	10/03/2018	1388	JOSEPH J. CHEARMONTE ARCHITECT P.C.	-750.00
Paycheck	10/05/2018	1389	ALLAN J GRDOVICH	
Paycheck	10/05/2018	1390	ANTHONY J CIAPPA	
Paycheck	10/05/2018	1391	CHRISTOPHER T SCHICKLER	
Paycheck	10/05/2018	1392	DAVID B DISTILLI	
Paycheck	10/05/2018	1393	GERALD P. UMLAUF	
Paycheck	10/05/2018	1394	NEIL G. HICKS	
Paycheck	10/05/2018	1395	WILLIAM MAZURKIEWICZ	
Paycheck	10/05/2018	DD	STEVEN G PULSCH	
Paycheck	10/05/2018	DD	CATHERINE M PULTOIAN	
Paycheck	10/05/2018	DD	DENISE M KNOWLAND	
Paycheck	10/05/2018	DD	LINDA M EARLEY	
Check	10/15/2018	1396	VIGILANT FIRE COMPANY	-10,196.50
Check	10/15/2018	1397	TOWN OF NORTH HEMPSTEAD-SWMA	-3,746.90
Check	10/15/2018	1398	WATER AUTHORITY OF GREAT NECK NORTH	-1,320.00
Check	10/15/2018	1399	OPTIMUM	-20.00
Check	10/15/2018	1400	ROY COLE	-455.00

Check	10/15/2018	1401	AUTO BARN	-336.95
Check	10/15/2018	1402	SALERNO BROKERAGE CORP.	-432.00
Check	10/15/2018	1403	DENTCARE DELIVERY SYSTEMS	-86.70
Check	10/15/2018	1404	OLD VILLAGE TREE SERVICE	-2,975.00
Check	10/15/2018	1405	COSTELLO'S HARDWARE	-30.95
Check	10/15/2018	1406	DENISE KNOWLAND	-30.70
Check	10/15/2018	1407	JOHN MCGOWAN & SONS	-2,800.00
Check	10/15/2018	1408	JOHN MCGOWAN & SONS	-4,950.00
Check	10/15/2018	1409	JOHN MCGOWAN & SONS	-4,460.00
Check	10/15/2018	1410	JOHN MCGOWAN & SONS	-1,550.00
Check	10/15/2018	1411	JOHN MCGOWAN & SONS	-5,499.00
Check	10/15/2018	1412	JOHN MCGOWAN & SONS	-30,863.68
Check	10/15/2018	1413	STAPLES CREDIT PLAN	-7.26
Check	10/15/2018	1414	BUSINESS CARD	-98.87
Check	10/15/2018	1415	BUSINESS CARD	-292.71
Check	10/15/2018	1416	MEADOW CARTING CORP	-28,669.20
Check	10/15/2018	1417	WINTERS BROS. HAULING OF LI, LLC	-380.00
Check	10/15/2018	1418	FRIENDLY BYTES SOFTWARE, INC	-37.50
Check	10/15/2018	1419	VERIZON	-397.96
Check	10/15/2018	1420	READYREFRESH BY NESTLE	-72.88
Check	10/15/2018	1421	GENERAL WELDING SUPPLY CORP	-7.00
Check	10/15/2018	1422	WEX BANK	-399.33
Check	10/15/2018	1423	HOME DEPOT CREDIT SERVICES	-109.82
Check	10/15/2018	1424	LIFFCO INC. POWER EQUIPMENT	-145.58
Check	10/15/2018	1425	NYS EMPLOYEES' HEALTH INSURANCE	-6,612.51
Check	10/15/2018	1426	MEYER, SUOZZI, ENGLISH & KLEIN, P.C.	-1,445.50
Check	10/15/2018	1427	FINE DETAILING	-250.00
Check	10/15/2018	1428	VOID	0.00
Check	10/15/2018	1429	ALL ISLAND EQUIPMENT CORP.	-42,500.00
Check	10/15/2018	1430	LIFFCO INC. POWER EQUIPMENT	-37.98
Check	10/15/2018	1431	WATER AUTHORITY OF GREAT NECK NORTH	-35.55
Check	10/15/2018	1432	NATIONAL GRID	-126.26
Check	10/15/2018	1433	NATIONAL GRID	-39.49
Check	10/15/2018	1434	NATIONAL GRID	-57.91
Check	10/15/2018	1435	NATIONAL GRID	-42.90
Check	10/15/2018	1436	PSEGLI	-45.89
Check	10/15/2018	1437	PSEGLI	-484.71
Check	10/15/2018	1438	AMERICAN PUBLIC WORKS ASSOCIATION	-196.00
Check	10/15/2018	1439	PARAMOUNT PEST MANAGEMENT	-550.00
				-
				263,513.45
				-
<b>TOTAL</b>				<b>263,513.45</b>

**Board of Trustees Schedule 2019**  
(Second Monday of each month) \*except where noted

**January 14, 2019 (Budget)**

**February 11, 2019**

**March 11, 2019**

**April 8, 2019 (Annual Organizational meeting)**

**May 13, 2019**

**June 10, 2019**

**July 8, 2019**

**August 12, 2019**

**September 9, 2019**

**October 21, 2019 \* (due to Columbus Day)**

**November 19, 2019\* Tuesday (Tax Grievance Day)**

**December 9, 2019**

**PLEASE NOTE:**

This is a TENTATIVE SCHEDULE. Please call the Village Hall to confirm the above dates one week in advance of the scheduled meetings. Monday – Friday 9 AM – 4 PM 516-482-3110 or visit our website at [www.villageofthomaston.org](http://www.villageofthomaston.org).

**2019 HOLIDAY SCHEDULE**  
**VILLAGE OF THOMASTON**

<b><u>Holiday</u></b>	<b><u>Day</u></b>	<b><u>2019</u></b>
New Years' Day	Tuesday	January 1
Martin Luther King, Jr.	Monday	January 21
President's Day	Monday	February 18
Memorial Day	Monday	May 27
Independence Day	Thursday	July 4
Labor Day	Monday	September 2
Columbus Day	Monday	October 14
Veteran's Day	Monday	November 11
Thanksgiving Day	Thursday	November 28
Day After Thanksgiving	Friday	November 29
Christmas Day	Wednesday	December 25



## ONLINE PRICE QUOTATION

Quote Number: 12385121

Today's Date : 10/4/2018 8:52:28 PM

Created By: clerik@villageofthomaston.org

Quote Name:

Quote Created Date : 10/4/2018 8:52:02 PM

Contract: NY - NY AGGREGATE HARDWARE BUY 2018-17 (NYAGCBUY231617)

Product availability and product discontinuation are subject to change without notice. The prices in this quotation are valid for 30 days from quote date above. Please include the quote number and contract from this quote on the corresponding purchase order.

Use the RA - Part spec to print the form for your future reference

Part description	Part no	Unit price	Qty	Ext price
<b>Enterprise Desktop-HP EliteDesk 800 G3 SFF</b>				
Configurable HP EliteDesk 800 G3 Small Form Factor Y2Z63AV	Base	\$524.82	4	\$2,099.28
HP EliteDesk 800 G3 Small Form Factor Windows 10 Pro 64 - HP recommends Windows 10 Pro	Y2Z63AV			
ENERGY STAR Certified Label	Y3N39AV#ABA			
<b>Chipset</b>	W6N52AV			
Intel® Q270 Chipset				
HP EliteDesk 800 G3 SFF Platinum 180W Chassis	Y1B18AV			
Intel Core i7 7700 3.8G 8M 2400 4C (7th Generation)	Z6G65AV			
8GB (2x4GB) DDR4-2400 ECC UNB	Y1E31AV			
<b>Intel Optane Memory</b>				
None Selected				
1000 500GB 7200RPM SATA 3.5	Y3L15AV			
<b>2nd hard drive</b>				
None Selected				
<b>3rd hard drive</b>				
None Selected				
HP SFF Chassis Tower Stand	Y3L21AV			
Ultra Slim DVD-Writer	1DS44AV			
<b>Graphics</b>				
None Selected				
<b>2nd Graphic card</b>				
None Selected				
<b>Integrated Network</b>				
Intel® I219M Gigabit Network Connection				
HP USB Business Slim Keyboard	W8R96AV#ABA			
HP Optical USB Mouse	Y3L82AV			
Single Line (SFF) Packaging	Y3L56AV			
HP EliteDesk 800 G3 Country Kit	Y3K76AV#ABA			
3/2/3 SFF Warranty	Y3L35AV#ABA			
Intel 7th Generation Core i7 Label vPro	1CP84AV			
3.5 BAY SATA Cable 4ft	1HC40AV			
HP HDMI Port (Video - only one Video selected allowed)	Y3L33AV			
HP ProDisplay P232 23-inch Monitor	K7X31AA#ABA	\$67.00	4	\$348.00
HP 3 Year Next Business Day Onsite Hardware Support w/ Defective Media Return For Desktops	UE332E	\$4.00	4	\$16.00
HP Account Management Support-Level 3	Base	\$0.89	4	\$3.56
HP Account Management Support-Level 3	F0G77AA			

Subtotal: \$2,466.44

Estimated Lease Cost: \$76.58

The terms and conditions of the NY - NY AGGREGATE HARDWARE BUY 2018-17 will apply to any order placed as a result of this inquiry, no other terms or conditions shall apply.



323 Glen Cove Avenue  
Sea Cliff, NY 11579  
P. 516.676.0160  
F. 516.676.5176

Email: JMcGowanAndSons@aol.com  
Website: johnmcgowanandsons.com

<b>BILL TO</b>
Village of Thomaston 100 East Shore Road Great Neck, NY 11023

## INVOICE

<b>DATE</b>	<b>INVOICE #</b>
8/31/2018	9554

<b>PROJECT</b>
Road Improvements (2018-1)

<b>P.O. NO.</b>	<b>TERMS</b>	<b>ESTIMATE #</b>
	Due on Receipt	

DESCRIPTION	QTY/HRS	RATE	AMOUNT
CHANGE ORDER			
ROAD IMPROVEMENTS (2018-1):			
ITEM NO.:			
2-AB - ASPHALT BASE REPAIR (LEE AVENUE/E): 358.88 SY @ \$86.00 PER SY	358.88	86.00	30,863.68
Thank you for your business!	<b>TOTAL</b>		530,863.68



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<b>BILL TO</b>
Village of Thomaston 100 East Shore Road Great Neck, NY 11023

## INVOICE

<b>DATE</b>	<b>INVOICE #</b>
9/5/2019	9636

<b>PROJECT</b>
Catch Basin Rebuilding

<b>P.O. NO.</b>	<b>TERMS</b>	<b>ESTIMATE #</b>
	Due on Receipt	

DESCRIPTION	QTY/HRS	RATE	AMOUNT
CHANGE ORDER:  CATCH BASIN REBUILDING - LEE AVENUE: SEE ATTACHED DIAGRAM FOR LOCATION  1) DEMOLISHED EXISTING CATCH BASIN (BASIN WAS IN TOTAL DISREPAIR). 2) FORMED NEW WALLS. 3) INSTALLED #5 REBAR. 4) POURED ALL NEW WALLS W/4000 PSI CONCRETE.  COST:		4,950.00	4,950.00
Thank you for your business!	<b>TOTAL</b>		\$4,950.00



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<b>BILL TO</b>
Village of Thomaston 100 East Shore Road Great Neck, NY 11023

## INVOICE

<b>DATE</b>	<b>INVOICE #</b>
9/9/2018	9937

<b>PROJECT</b>
Catch Basin Repair

<b>P.O. NO.</b>	<b>TERMS</b>	<b>ESTIMATE #</b>
	Due on Receipt	

DESCRIPTION	QTY/HRS	RATE	AMOUNT
CHANGE ORDER: CATCH BASIN REPAIR - LEE AVENUE: SEE ATTACHED DIAGRAM FOR LOCATION 1) FORMED NEW BACK WALL AND TOP. 2) POURED NEW BACK WALL AND TOP WITH 4000 PSI CONCRETE. COST:		2,800.00	2,800.00
<b>TOTAL</b>			<b>\$2,800.00</b>



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<b>BILL TO</b>
Village of Thomaston 100 East Shore Road Great Neck, NY 11033

## INVOICE

<b>DATE</b>	<b>INVOICE #</b>
9/5/2018	9588

<b>PROJECT</b>
Concrete Road Improvements

<b>P.O. NO.</b>	<b>TERMS</b>	<b>ESTIMATE #</b>
	Due on Receipt	8195

DESCRIPTION	QTY/HRS	RATE	AMOUNT
CHANCE ORDER			
Concrete Road Improvements - High and Ave. and Colonial Rd. Intersection:			
1. Saw cut all paving limits.			
2. Broke up and removed existing concrete slab.			
3. Formed and poured a new 6" concrete slab with #5 Rebar.			
4. Installed 4000 psi concrete with a broom finish.			
5. Removed and replaced asphalt along the edge of the new slab.			
6. Provided proper traffic control devices as needed.			
COST:			
50 SF CONCRETE SLAB @ \$50.00 PER SF	50	50.00	2,500.00
28 SF ASPHALT @ \$70.00 PER SF	28	70.00	1,960.00
Thank you for your business!	<b>TOTAL</b>		<b>\$4,460.00</b>



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<b>BILL TO</b>
Village of Thomaston 100 East Shore Road Great Neck, NY 11023

## INVOICE

DATE	INVOICE #
9/5/2018	9659

PROJECT
Asphalt Pavement Improvements

P.O. NO.	TERMS	ESTIMATE #
	Due on Receipt	8197

DESCRIPTION	QTY/HRS	RATE	AMOUNT
CHANGE ORDER Asphalt Pavement Improvements - East Shore Rd. and Colonia Rd. Intersection 1. Saw cut all paving limits. 2. Removed existing damaged pavement. 3. Installed 2" of new hot asphalt pavement. 4. Sealed all paving limits with A/C top. 5. Provided traffic control devices as needed. COST: 260 SF @ \$21.15 PER SF	260	21.15	5,499.00
Thank you for your business!	<b>TOTAL</b>		\$5,499.00



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<b>BILL TO</b>
Village of Thomaston 100 East Shore Road Great Neck, NY 11025

## INVOICE

<b>DATE</b>	<b>INVOICE #</b>
7/26/2018	9651

<b>PROJECT</b>
Colonial Drain

<b>P.O. NO.</b>	<b>TERMS</b>	<b>ESTIMATE #</b>
	Due on Receipt	

DESCRIPTION	QTY/HRS	RATE	AMOUNT
CHANGE ORDER			
COLONIAL ROAD DRAIN - APPROXIMATELY 200 YARDS FROM EAST SHORE ROAD:			
1. Broke up and removed existing concrete gutter and curb.			
2. Formed and poured new curb and 6" concrete gutter with #5 rebar.			
3. Installed 4000 psi concrete.			
4. Provided traffic control devices as needed.			
<b>COST:</b>			
7 LF CONCRETE CURB @ \$50.00 PER LF	7	50.00	350.00
24 SF CONCRETE GUTTER @ \$50.00 PER SF	24	50.00	1,200.00
Thank you for your business!	<b>TOTAL</b>		\$1,550.00

October 12, 2018

Ref: 83668.18

Mayor Steven Weinberg  
Village of Thomaston  
100 East Shore Road  
Great Neck, NY 11023

RECEIVED BY

OCT 15 2018

Village of Thomaston



Re: Lee Avenue Traffic Study

Dear Mayor Weinberg:

In response to the request from William Mazurkiewicz, VHB Engineering, Surveying, Landscape Architecture and Geology, P.C. (VHB) is pleased to submit this proposal for traffic engineering services in connection with the above matter.

**PROJECT UNDERSTANDING**

It is our understanding that the closure and repaving of Lee Avenue has been completed, and that the Village is seeking traffic engineering assistance to decide on the recommended traffic control restrictions at the Lee Avenue – Northern Boulevard intersection.

**SCOPE OF SERVICES**

VHB will undertake the following tasks:

1. Conduct site visit to observe existing conditions.
2. Evaluate advantages/disadvantages of one-way flow in each direction.
3. Collect and summarize traffic flow gaps along Northern Boulevard opposite Lee Avenue during the weekday morning and weekday afternoon peak hours.
4. Evaluate possible sight distance limitations at the intersection.
5. Identify and evaluate possible traffic control restrictions (no left turn, no right turn, full-time/part-time, no stopping any time).
6. Develop findings and recommendations.
7. Present information to the Village in the form of a technical memorandum, along with a conceptual plan on an aerial photograph to indicate the necessary traffic control signs to implement the recommendations.

**FEE SCHEDULE**

VHB will provide the services described in this agreement for a lump sum fee of \$3,150.00 including expenses.

Engineers | Scientists | Planners | Designers

100 Morar Parkway  
Suite 135  
Hauppauge, New York 11788  
P 631.787.3400  
F 631.813.2545

Ref: 83668.18  
Mayor Steven Weinberg  
Village of Thomaston  
October 15, 2018  
Page 2



**SERVICES NOT INCLUDED**

The scope of services described herein is based on our understanding of the project requirements and other information available at this time. Any additional or extra services determined to be required during the course of the project will require authorization from the client in the form of an amendment to this agreement. Services which have not been included in the basic scope of services described herein may include:

- Attendance at a Board of Trustees meeting.

Any other services not explicitly included in the scope of work outlined herein are excluded from this proposal.

**ACCEPTANCE**

If you have any questions or require any further information, please do not hesitate to contact the undersigned. If these terms are acceptable, please execute and return one copy of the attached Client Authorization.

Thank you for considering the services of VHB. We look forward to working with you on this project.

Sincerely,

VHB Engineering, Surveying, Landscape Architecture and Geology, P.C.

  
Robert M. Eschbacher, P.E.  
Principal

RME/ta  
enc.

# VILLAGE OF THOMASTON SEXUAL HARASSMENT POLICY

## Introduction

The Village of Thomaston is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of the Village of Thomaston'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 Village of Thomaston. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

## Policy:

1. The Village of Thomaston policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with the Village of Thomaston. In the remainder of this document, the term "employees" refers to this collective group.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. The Village of Thomaston will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of the Village of Thomaston 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 the Mayor. All employees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.
4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject the Village of Thomaston 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

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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.

sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.

5. The Village of Thomaston will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. The Village of Thomaston will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees are encouraged to report any harassment or behaviors that violate this policy. The Village of Thomaston 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 Mayor or Village Administrator.
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 Village of Thomaston 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, the Mayor or Village Administrator. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager, the Mayor or Village Administrator.

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 Mayor or Village Administrator.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

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

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

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

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment.

The Village of Thomaston 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 Mayor or Village Administrator will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If complaint is verbal, encourage the individual to complete the “Complaint Form” in writing. If he or she refuses, prepare a Complaint Form based on the verbal reporting.
- If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
  - A list of all documents reviewed, along with a detailed summary of relevant documents;
  - A list of names of those interviewed, along with a detailed summary of their statements;
  - A timeline of events;
  - A summary of prior relevant incidents, reported or unreported; and
  - The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Keep the written documentation and associated documents in a secure and confidential location.
- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

## **Legal Protections And External Remedies**

Sexual harassment is not only prohibited by the Village of Thomaston but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at the Village of Thomaston, 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 Village of Thomaston 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.

*Adopted by the Board of Trustees 10/15/18*

# Complaint Reporting Sexual Harassment

# Form

# for

## Village of Thomaston

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 a supervisor, manager, the Mayor or Village Administrator; the form may be submitted in person or mailed to the attention of any of the named individuals above at the following mailing address: Village of Thomaston 100 East Shore Road, Great Neck, NY 11023. 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](https://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.