

2023 OUTSTANDING LIBRARIAN AWARDS



Roxana Benevides
New York City



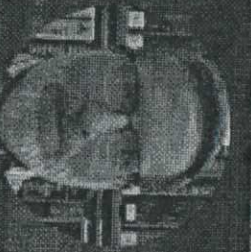
Kelly Harris
Long Island



Britt Buckenroth
Capital Region



Jenna Lendon
Central NY



Michael Burnett
Mohawk Valley



Becky Leathersich
Finger Lakes



Ashley Cassidy
Western NY



Susan Rollings
North Country



Giovanna Fiorino-Iannace
Mid-Hudson



Rebecca Rosas
Southern Tier

SENATOR IWEN CHU
NEW YORK'S 17TH STATE SENATE DISTRICT
CHAIR, NYS SENATE LIBRARIES COMMITTEE

Susan Rollings, Indian Lake Public Library – Director Indian Lake, NY

Ms Susan creates a calendar full of events each month for the community and school. She visits the local daycare to do a weekly book reading and craft those kids. Ms. Susan goes above & beyond for the students at Indian Lake Central School the community members from birth to adults, this is only a snapshot of the amazing programs she brings to the small community of Indian Lake.

Town of Indian Lake, building, maintenance and operations report for April 2023

April saw us start the black fly season, we have been checking brooks in Blue Mountain, Sabael, Indian Lake, and Big Brook areas. A fairly good run off has most of the larvae from the mouth of the streams to about the halfway points on the first go around, weather seems to be cooperating and we are able to get out and check all of our streams. More rain toward the end of the month made treating the smaller streams easier however expect a good hot week of flies when the weather does break.

Garbage runs have been done every Monday and Friday in both Blue and Indian, we made a new lid for the garbage can in the mini park and cleaned up the Christmas tree base, raked the park and trimmed up some of the white birch trees.

All town property has been raked, we used our sweeper to get all the stones and rocks out of the grass. Took down one tree at the museum and cut many branches on the remaining trees, also pruned up trees at Town hall and library.

Snowmobile's we're gone through serviced and taken care of for the season, all groomers are back at the shop, and we will service them as soon as the ground dries up and we are able to get underneath them.

The garage build for the Highway department was completed this month, only thing left is paint which we will do in the summer after the building is good and dry.

We repurposed a garage door we took out of the ski hut for the water department so the water crew can have storage of some other equipment in the winter months.

Already this season, we have dug two graves one at the Catholic cemetery and one at the Cedar River cemetery, we also have three cremations to do all in the Cedar River cemetery. We are hoping to get a chance to put topsoil on some of the graves in the Cedar River cemetery and stand up a few stones that have fallen over with frost over the last few years, there is also a small wall area that needs some attention.

Circulators have been replaced at the ambulance garage, toilets have been fixed, and some more lights have been converted to LED, we are getting close with the replacement of the generator, the one the water department had will work for us and eliminate a lot of the headaches of trying to get the old one fixed.

We have a lot of projects coming up and looks like we're going to have a very busy summer!

Thank you

Bill Laprairie

Dept head building maintenance and operations



Town of Indian Lake water and wastewater report for April 2023

Test were completed daily at all three plant.

DEC and DOH samples were collected and submitted to the lab.

The telemeter which tells the pumps to turn on and off was down for about three days at the Blue Mt. plant.

The annual quality water reports were mailed to all bill paying customers in both districts.

We have started working on our service line inventory. This inventory is required by the state Dept of Health. The objective is to identify service line materials (lead,copper,galvanized or plastic etc.)on the towns side of the curbstop and the homeowners side.

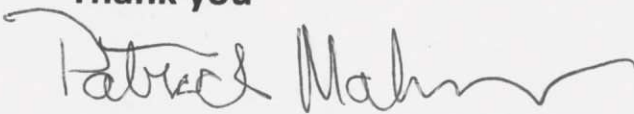
The drying bed at the wastewater plant was cleaned off and hauled away.

We started flushing hydrants in water district #2

The Abanakee Dam was adjusted about every other day.

A small leak was repaired in the Blue Mt. plant.

Thank you

A handwritten signature in black ink that reads "Patrick Mahoney". The signature is written in a cursive style with a long, sweeping underline.

Patrick Mahoney

April 2023
mechanics Report

- ① Took Turbo off of 186, waiting for new one
- ② Made up hyd hose for 187 pressure test
- ③ Fixed 187 brake light
- ④ Installed new air valve on 182 truck
- ⑤ Fixed hydram on York rake
- ⑥ Put new washers on tow broom
- ⑦ Trip to Glens Falls for Turbo parts
- ⑧ Put new ABS sensor in 182 truck
- ⑨ New grease fittings for King Pins on 185
- ⑩ Full service to 181 truck
- ⑪ Put new air valve in 185 truck
- ⑫ Full Service to 185

Highway Report

May 2023

In the very wet month of April we have been able to Sweep all blacktop roads in the town.

(6 ton weight limit) ~~posted signs~~ signs were posted off all roads on April 28th.

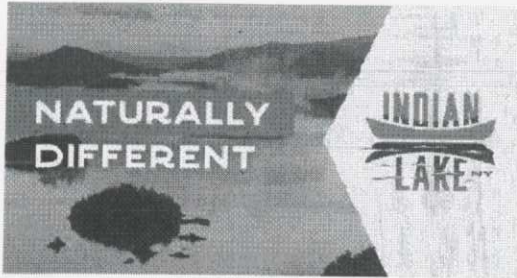
The upper portion of Cedar River road is still closed due to mud conditions on the last 2 miles in the Town of Lake Pleasant.

Winter Sand is being hauled and stockpiled.

Because of our grader being broke down we have been raking all our dirt roads. Pot holes on some are being filled in by hauling Item # 4 on them.

The bridge ~~proj~~ project on the Water plant rd. in Blue Mt. Lake is underway. This project, weather permitting should be done in about 1 month.

Jennie Robbee



**May 4, 2023, Town of Indian Lake
Board Meeting
Economic Development, Marketing & Events
Report**

Community/Economic Development/Events

Main Street America (MSA) Committee – The group had planned an in-person workshop on Thursday, April 27 at 6PM but it was postponed and rescheduled for May 18 at 6PM at the Ski Hut. The focus of this meeting will be to breakout in to the four working groups to discuss projects, as well as vote on an official name for the project. All are welcome to attend.

NYSERDA Clean Energy Update – National Grid has confirmed three of the five LED Conversion Lighting rebates. We should be receiving \$1525 for rebates for the Library, Byron Park, and Highway Department. Rebates for the Town Hall and Ski Hut are pending.

2024 Solar Eclipse Focus Group – ROOST invited me to be part of this group to help plan/coordinate events in our area on April 8, 2024. There will be a public ZOOM meeting scheduled for May 10 at 5:30PM. For more information, please visit <https://www.roostadk.com/eclipse2024>.

Easter Egg Hunt held on Saturday, April 8 at 10:30am was a huge success. The Town is providing 144 stuffed eggs (filled with stickers and stampers), fresh fruit tray, fruit snack packets, and juice, along with plates, napkins, forks, etc. Next year we need to plan for a larger turnout and consider moving the event to another location. The library was standing room only.

Community Pride Day was rescheduled to Monday, May 8 due to weather. We have approximately 60 volunteers signed up. Muffins are being provided by ADK Homestead. Bagged lunches by Route 30 One Stop. The event begins at 9AM followed by lunch at 12:30 at Byron Park.

Black Fly Challenge is SOLD OUT! 1,000 racers will be converging on Indian lake on Saturday, June 10. Volunteers to help are the starting line are needed. Please contact me for more details.

Adirondack Antiques September 13-17 – 5,000 event postcards were sent with a vendor who attends our show to distribute at the Brimfield, MA show he will be attending.

Marketing.

There are continuous posts on all four of our social media sites. The e-newsletter is delivered to inboxes weekly when relevant content is available.

Social Media: I continue to encourage all to FOLLOW and LIKE the Town on social media sites.

<https://www.facebook.com/townofindianlake>

<https://twitter.com/TownofIndianLa1>

<https://www.instagram.com/townofindianlakenew/>

www.facebook.com/Townsofindianandbluemountainlakeny

<https://www.facebook.com/Townsofindianandbluemountainlakeny>

[Nextdoor](#)

Grants

- The Charging Station Grant was awarded. We are waiting for the contract from DEC. Work is estimated to begin late summer/fall.
- Pending grant projects included the following:
 - DEC Hamlets Gateway grant timeline and budget modifications are being sent to DEC this week. 5/4/23 DEC is reviewing our modification request.
 - We are still waiting for two DASNY Member Item grants to be processed. One for \$2.5M for Lake Adirondack Dam and the other for \$300,000 Townsend Garage purchase. DASNY is slow in providing any details re: when we can expect to receive these payments. 4/5/23 I spoke with our new senator's director of constituent services about these member items, and they are now on their office's radar. We'll be invited to their ribbon cutting in May. 5/5/23 – I will be attending the senator's ribbon cutting event.
 - The grant for DEC Byron Park Improvements also needs modifications and is pending as it is tied directly to the Lake Adirondack Dam project. Modification request is up next.
- Grants we applied for to date:
 - Northern Forest Recreation Fund – Applied for \$2,500 for bike trails. Awards announced May 1.
 - DEC High Hazard Rehabilitation Grants – submitted a total grant project of \$177,958.63 with a request for \$100,000. Awards announced in April 2023. 5/4/23 Still waiting.

Meetings

- 4/7 – Attended the Tale of Two Sagamores Event at BW's request.
- 4/11 – I was a presenter for a Northern Forest ZOOM Call which featured municipalities with upcoming projects – The Commons was featured.
- 4/19 – Attend the Lake Champlain Lake George Housing event in Essex at BW's request.
- 4/20 – met with the new owners of The Cabins at Chimney Mountains.
- 4/21 – Attend Black Fly Challenge meeting via ZOOM.
- 4/26 – Social Media ZOOM workshop provided by ROOST.
- 4/27 – 2024 Solar eclipse kick off meeting via ZOOM.

Respectfully submitted by Christine Pouch, 5/4/23.



TOWN OF INDIAN LAKE

P.O. Box 730 Pelon Road
Indian Lake, Hamilton County
New York 12842

Town of Indian Lake Building Permit Report April 2023

	<u>Residential</u>	<u>Commercial</u>
1. Total # of Permits Issued:	14	6
2. Total dollar amount of projects in #1:	<u>\$173,200</u>	<u>\$44,000</u>
3. Number of Permits in #1 which are Hunting Camps:	0	
4. Total dollar amounts of projects in #3:	<u>\$0</u>	
5. Number of single-family permits issued (Camps N/A):	<u>0</u>	
6. Total dollar amount of projects in #5:	<u>\$0</u>	
7. Number of Trailers/Double Wide/Modular Homes:	<u>0</u>	
8. Number of Permit renewals:	<u>0</u>	
9. Number of Firework Permits issued:	<u>0</u>	
10. Total dollar amount of permits in #9:	<u>\$0</u>	
11. Fire inspections (Annual) to date	<u>4</u>	

Respectfully Submitted by:

Tyler Monthony



Town of Indian Lake Chamber of Commerce

Representing Blue Mountain Lake, Indian Lake and Sabael

P.O. Box 724 Indian Lake, New York 12842

Phone and Fax (518) 648-5112 website: indian-lake.com

Email indianlakechamber@frontiernet.net

Executive Director – Robert Marriott

Date: May 4, 2023

Monthly Indian Lake Chamber of Commerce Summary Report – April 2023

- The foot traffic into the Welcome Center has picked up a bit in April as a result of fishing season opening and selling fishing licenses. We just had a visit from a husband and wife from London England and it was their 2nd trip here.
- The Chamber Director visited new and existing business partners this month with visits to Adventure Sport Rafting, Blue Mountain Rest, Chef Darrell's, the new owners of the Indian Lake Marina, Axes & Irons (the new business that is about to open in June), and speaking over the phone to the owners of The Lorica who just renewed their Chamber membership. It's all about being in touch with our business partners with their needs and discussing each business plans going forward. Overall the business partners like the direction of the Chamber these days. This process will continue.
- The Chamber will work along with many volunteers on Community Pride Day on Monday May 8th. Helping to improve the look of the town.
- It's mud season and planning has continued for The Chamber's Poker Paddle event this summer. This year's event is planned for July 15th at Byron Park and Adirondack Lake. This year's event will be bigger and better than before with more people registering. This event last year drew 130 people and that will again draw people to the community and help increase economic activity in the town. The ticket window for this event is open and working on event sponsors and event preparations.
- Work is still continuing on making improvements to The Chamber's website.
- The Chamber continues to be a positive face of the community with providing information to visitors and helping cultivate economic boosts to local business.

Annual Audit of Account:

Tax Collector

I, Brian E Wells, Supervisor of the Town of Indian Lake, do hereby attest that I have checked and Audited the Tax Collector Account, Receipt Book and Transactions for the Tax Collector, on May, 1, 2023.

I attest to the fact that all documents, transactions, receipts and deposits are up to date, well maintained and accounted for.

Signature: Brian E Wells

Town of Indian Lake Supervisor



TOWN OF INDIAN LAKE- BLUE MT. LAKE AND SABAEL

TRASH PICK UP - 2023

TRASH DAYS – June 6th – 7th

Items need to be placed out near sidewalk, curb or edge of owner's property and at end of private roads **by 7:00 A.M. on June 6th**. This will give our crews time to check what is out there and what equipment they will need.

The homeowner **MUST** separate metal and trash into piles at curbside.

Work Crews will not be going back to site after passing through.
"ONE STOP PER HOUSEHOLD"

Items that will not be picked up:

- Brush or leaves
- Refrigerators
- Fluids from cars/trucks (old, used oils – etc.)
- Batteries of any kind (car, truck, or boat)
- Automobiles
- Propane tanks **UNLESS** nozzles are off & hole in bottom
- Paint cans **UNLESS** dried out
- Oil tanks **UNLESS** empty and clean and holes in them
- Lumber longer than 4-foot lengths
- Cement Blocks

Thank You/Town Council and Town Crews



April 14, 2023

Brian E. Wells, Supervisor
Town of Indian Lake
PO Box 730
Indian Lake, NY 12842

Re: Continuation of Town Engineering Services & Grant Administration - 2023

Dear Supervisor Wells:

LaBella Associates (LaBella) is pleased to offer this letter outlining our desire to continue to provide professional planning and engineering services to the Town of Indian Lake as the Town Designated Engineer/Planner. We have enjoyed working in this capacity for the Town over the past several years and wish to continue our partnership with the Town.

We have developed a strong working relationship with Christine Pouch, collaborating to secure reimbursements on a wide variety of projects. We most recently learned (April 13th) of our success in securing \$236,686.50 for the Town for EV Charging stations.

Similar to prior years, we will continue to provide general as needed support services under this agreement. We have a working budget which has proven adequate for miscellaneous grant administration and limited grant writing. We anticipate assisting the Town with applying for funds from the Northern Borders Regional Commission (NBRC) as well as the CFA in support of advancing the Commons/Townshend site development under this agreement.

We will work with the Town to secure additional funding for the Adirondack Lake Dam under a separate agreement and provided you project specific proposals as specific needs arise.

Task 1 - Grant Writing/Management Services

Grant Administration

Upon request, LaBella will assist the Town of Indian Lake with ongoing grant administration including contract compliance, reimbursement requests and reporting. When a new grant award is established, administrative costs may be reimbursable. In this instance, LaBella will identify the agency administrative limits, provide a project specific budget and structure billing accordingly.

Grant Screening

LaBella will continue to review local, county, regional, state and federal agency funding opportunities and announcements as well as research non-conventional sources that match the needs of the Town and its priority projects. When potential funding is identified, LaBella will report the opportunities to the Town for determination of the Town's level of interest, preparation and requirements in pursuit of the funding opportunity. Should the Town wish to pursue a select funding source (not identified herein), we will provide a separate proposal for these services.

Grant Writing Services



We propose to prepare a NBRC Letter of Intent, to secure funding for the Commons infrastructure improvements. Should the Town be invited to apply we will prepare the complete application. Additionally, we envision the Town may target requesting funds through the CFA (as in years past). We will prepare one CFA funding request under this task.

Professional Services Fee Schedule

We propose to bill these services on an hourly basis; invoices will be issued monthly. Chris Round, Vice President of Planning will be the primary point of contact for these services. Devin Bulger will perform much of the requested services.

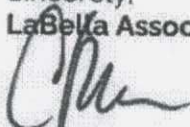
We recommend that the Town budget \$15,000 annually for this work based on our current understanding of the existing needs. We will advise the Town when we approach this billing limit. Additional services beyond the recommended amount will be billed on an hourly basis as well. However, LaBella will be sure to obtain prior authorization for said work.

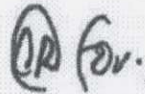
As we have communicated, we will continue to work with the Town to identify ways future funding awards can include administrative expenses to reduce any financial impacts to the Town.

Authorization

Please return a signed copy of this proposal as authorization to schedule the performance of this work. Please feel free to contact me at (518) 824-1938 if you have questions. We look forward to continuing work with the Town of Indian Lake.

Sincerely,
LaBella Associates


Chris Round., AICP
VP. of Planning



Devin Bulger
Planner/Grant Administrator

Authorized by

Brian Wells, Town Supervisor
(date)

cc: Christine Pouch

RESOLUTION # 8 -

Resolution Implementing the new Sexual Harassment Poli

**Resolution # 8 in the year 2023 was offered by: _____
_____ at a Regul
2023.**

WHEREAS, The Town of Indian Lake is required by NYS Law

WHEREAS, the Town had a previous Sexual Harassment Po

WHEREAS, NYS has implemented new wording to the Policy, THEREFORE BE IT

RESOLVED, that the Town Board of the Town of Indian Lake, Due hereby approve the new Sexual Harassment Policy dated May 10, 2023 to comply with NY State Law, AND BE IT FURTHER

RESOLVED, that this Policy shall supersede the previous policy dated October 9, 2018, AND BE IT FURTHER

RESOLVED, that this Policy shall take effect immediately.

**State of New York
County of Hamilton
Town of Indian Lake**

I, **Julie A. Clawson, Town Clerk** of the Town of Indian Lake do hereby certify that **Resolution # 8 in the year 2023**, was duly adopted by the Town Board of the Town of Indian Lake, Hamilton County, New York State at the Town Board meeting held in Indian Lake on May 10, 2023.

Resolution # 8 will be on file in the Resolution Book as well as the Official Minutes in the Town Clerks office at the Town Hall, located on Pelon Road, Town of Indian Lake, County of Hamilton, and State of New York.

The following Board Members of the Indian Lake Town Board had due notice of the meeting and was present at said meeting: **Supervisor Brian Wells, Councilman Jake Mahoney, Councilwoman Kristina Eldridge, Councilman John Rathbun, and Councilman D. Sean Curry was absent.**

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Indian Lake on **this day of May 10, in the year 2023.**

Seal

Julie A. Clawson - Town Clerk

Replace in my handbook - Policy Binder - All Employee (new) handbooks make copy for all employees -



Supervisor
Brian E. Wells

Town Clerk/Tax Collector
Julie A. Clawson

Principal Accountant
Suzanne Walrath

Town of Indian Lake
PO Box 730
117 Pelon Rd.
Indian Lake, NY 12842
Phone: (518)648-5211 or (518)648-5885
Fax: (518) 648-6227

The Town of Indian Lake is an equal Opportunity Provider and Employer

Town Board
John Rathbun
Jack Mahoney
David S. Curry
Kristina Eldridge

TOWN OF INDIAN LAKE SEXUAL HARASSMENT PREVENTION POLICY EFFECTIVE MAY 10, 2023

Purpose and Goals

The Town of Indian Lake is committed to maintaining a workplace free from harassment and discrimination. Sexual harassment is a form of workplace discrimination that subjects an employee to inferior conditions of employment due to their gender, gender identity, gender expression (perceived or actual), and/or sexual orientation. Sexual harassment is often viewed simply as a form of gender-based discrimination, but the Town of Indian Lake recognizes that discrimination can be related to or affected by other identities beyond gender. Under the New York State Human Rights Law, it is illegal to discriminate based on sex, sexual orientation, gender identity or expression, age, race, creed, color, national origin, military status, disability, pre-disposing genetic characteristics, familial status, marital status, criminal history, or status as a victim of domestic violence. Our different identities impact our understanding of the world and how others perceive us. For example, an individual's race, ability, or immigration status may impact their experience with gender discrimination in the workplace. While this policy is focused on sexual harassment and gender discrimination, the methods for reporting and investigating discrimination based on other protected identities are the same. The purpose of this policy is to teach employees to recognize discrimination, including discrimination due to an individual's intersecting identities, and provide the tools to take action when it occurs. All employees, managers, and supervisors are required to work in a manner designed to prevent sexual harassment and discrimination in the workplace. This policy is one component of the Town of Indian Lake's commitment to a discrimination-free work environment.

Goals of this Policy:

Sexual harassment and discrimination are against the law. After reading this policy, employees will understand their right to a workplace free from harassment. Employees will also learn what harassment and discrimination look like, what actions they can take to prevent and report harassment, and how they are protected from retaliation after taking action. The policy will also explain the investigation process into any claims of harassment. Employees are encouraged to report sexual harassment or discrimination by filing a complaint internally with Julie A. Clawson/ Town Clerk. Employees can also file a complaint with a government agency or in court under federal, state, or local antidiscrimination laws. To file an employment

complaint with the New York State Division of Human Rights, please visit <https://dhr.ny.gov/complaint>. To file a complaint with the United States Equal Employment Opportunity Commission, please visit <https://www.eeoc.gov/filing-charge-discrimination>.

Sexual Harassment and Discrimination Prevention Policy:

1. The Town of Indian Lake's policy applies to all employees, applicants for employment, and interns, whether paid or unpaid. The policy also applies to additional covered individuals. It applies to anyone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in our workplace. These individuals 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 through a contract with the Town of Indian Lake. For the remainder of this policy, we will use the term "covered individual" to refer to these individuals who are not direct employees of the company.
2. Sexual harassment is unacceptable. Any employee or covered individual who engages in sexual harassment, discrimination, or retaliation will be subject to action, including appropriate discipline for employees. In New York, harassment does not need to be severe or pervasive to be illegal. Employees and covered individuals should not feel discouraged from reporting harassment because they do not believe it is bad enough, or conversely because they do not want to see a colleague fired over less severe behavior. Just as harassment can happen in different degrees, potential discipline for engaging in sexual harassment will depend on the degree of harassment and might include education and counseling. It may lead to suspension or termination when appropriate.
3. Retaliation is prohibited. Any employee or covered individual that reports an incident of sexual harassment or discrimination, provides information, or otherwise assists in any investigation of a sexual harassment or discrimination complaint is protected from retaliation. No one should fear reporting sexual harassment if they believe it has occurred. So long as a person reasonably believes that they have witnessed or experienced such behavior, they are protected from retaliation. Any employee of the Town of Indian Lake who retaliates against anyone involved in a sexual harassment or discrimination investigation will face disciplinary action, up to and including termination. All employees and covered individuals working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, or the Town Clerk. All employees and covered individuals who believe they have been a target of such retaliation may also seek relief from government agencies, as explained below in the section on [Legal Protections](#).
4. Discrimination of any kind, including sexual harassment, is a violation of our policies, is unlawful, and may subject the Town of Indian Lake to liability for the harm experienced by targets of discrimination. Harassers may also be individually subject to liability and employers or supervisors who fail to report or act on harassment may be liable for aiding and abetting such behavior. Employees at every level who engage in harassment or discrimination, including managers and supervisors who engage in harassment or discrimination or who allow such behavior to continue, will be penalized for such misconduct.
5. The Town of Indian Lake will conduct a prompt and thorough investigation that is fair to all parties. An investigation will happen whenever management receives a complaint about discrimination or sexual harassment, or when it otherwise knows of possible discrimination or sexual harassment occurring. The Town of Indian Lake will keep the investigation confidential to the extent possible. If an investigation ends with the finding that discrimination or sexual harassment occurred, the Town of Indian Lake will act as required. In addition to any required discipline, the Town of Indian Lake will also take steps to ensure a safe work environment for the employee(s) who experienced the

discrimination or harassment. All employees, including managers and supervisors, are required to cooperate with any internal investigation of discrimination or sexual harassment.

6. All employees and covered individuals are encouraged to report any harassment or behaviors that violate this policy. All employees will have access to a complaint form to report harassment and file complaints. Use of this form is not required. For anyone who would rather make a complaint verbally, or by email, these complaints will be treated with equal priority. An employee or covered individual who prefers not to report harassment to their manager or employer may instead report harassment to the New York State Division of Human Rights and/or the United States Equal Employment Opportunity Commission. Complaints may be made to both the employer and a government agency.

Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to Julie A. Clawson/Town Clerk.

7. This policy applies to all employees and covered individuals, such as contractors, subcontractors, vendors, consultants, or anyone providing services in the workplace, and all must follow and uphold this policy. This policy must be provided to all employees in person or digitally through email upon hiring and will be posted prominently in all work locations. For those offices operating remotely, in addition to sending the policy through email, it will also be available on the organization's shared network.

What Is Sexual Harassment?

Sexual harassment is a form of gender-based discrimination that 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 is not limited to sexual contact, touching, or expressions of a sexually suggestive nature. Sexual harassment includes all forms of gender discrimination including gender role stereotyping and treating employees differently because of their gender.

Understanding gender diversity is essential to recognizing sexual harassment because discrimination based on sex stereotypes, gender expression and perceived identity are all forms of sexual harassment. The gender spectrum is nuanced, but the three most common ways people identify are cisgender, transgender, and non-binary. A cisgender person is someone whose gender aligns with the sex they were assigned at birth. Generally, this gender will align with the binary of male or female. A transgender person is someone whose gender is different than the sex they were assigned at birth. A non-binary person does not identify exclusively as a man or a woman. They might identify as both, somewhere in between, or completely outside the gender binary. Some may identify as transgender, but not all do. Respecting an individual's gender identity is a necessary first step in establishing a safe workplace.

Sexual harassment is unlawful when it subjects an individual to inferior terms, conditions, or privileges of employment. Harassment does not need to be severe or pervasive to be illegal. It can be any harassing behavior that rises above petty slights or trivial inconveniences. Every instance of harassment is unique to those experiencing it, and there is no single boundary between petty slights and harassing behavior. However, the Human Rights Law specifies that whether harassing conduct is considered petty or trivial is to be viewed from the standpoint of a reasonable victim of discrimination with the same protected characteristics. Generally, any behavior in which an employee or covered individual is treated worse because of their gender (perceived or actual), sexual orientation, or gender expression is considered a

violation of the Town of Indian Lake's policy. The intent of the behavior, for example, making a joke, does not neutralize a harassment claim. Not intending to harass is not a defense. The impact of the behavior on a person is what counts. Sexual harassment includes any unwelcome conduct which is either directed at an individual because of that individual's gender identity or expression (perceived or actual), or is of a sexual nature when:

- The purpose or effect of this behavior unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment. The impacted person does not need to be the intended target of the sexual harassment.
- Employment depends implicitly or explicitly on accepting such unwelcome behavior; or
- Decisions regarding an individual's employment are based on an individual's acceptance to or rejection of such behavior. Such decisions can include what shifts and how many hours an employee might work, project assignments, as well as salary and promotion decisions.

There are two main types of sexual harassment:

- Behaviors that contribute to a **hostile work environment** include, but are 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, gender identity, or gender expression. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory, or discriminatory statements which an employee finds offensive or objectionable, causes an employee discomfort or humiliation, or interferes with the employee'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 or covered individual who feels harassed is encouraged to report the behavior so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be discrimination and is covered by 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. **This list is just a sample of behaviors and should not be considered exhaustive.** Any employee who believes they have experienced sexual harassment, even if it does not appear on this list, should feel encouraged to report it:

- 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; or
 - Rape, sexual battery, molestation, or attempts to commit these assaults, which may be considered criminal conduct outside the scope of this policy (please contact local law enforcement if you wish to pursue criminal charges).
- Unwanted sexual comments, 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.

- This can include sexual advances/pressure placed on a service industry employee by customers or clients, especially those industries where hospitality and tips are essential to the customer/employee relationship.
 - Subtle or obvious pressure for unwelcome sexual activities; or
 - Repeated requests for dates or romantic gestures, including gift-giving.
- Sexually oriented gestures, noises, remarks or jokes, or questions and comments about a person's sexuality, sexual experience, or romantic history which create a hostile work environment. This is not limited to interactions in person. Remarks made over virtual platforms and in messaging apps when employees are working remotely can create a similarly hostile work environment.
- Sex stereotyping, which occurs when someone's conduct or personality traits are judged based on other people's ideas or perceptions about how individuals of a particular sex should act or look:
 - Remarks regarding an employee's gender expression, such as wearing a garment typically associated with a different gender identity; or
 - Asking employees to take on traditionally gendered roles, such as asking a woman to serve meeting refreshments when it is not part of, or appropriate to, her job duties.
- 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.
 - This also extends to the virtual or remote workspace and can include having such materials visible in the background of one's home during a virtual meeting.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity, or gender expression, 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, or name-calling.
 - Intentional misuse of an individual's preferred pronouns; or
 - Creating different expectations for individuals based on their perceived identities:
 - Dress codes that place more emphasis on women's attire.
 - Leaving parents/caregivers out of meetings.

Who Can be a Target of Sexual Harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. Harassment does not have to be between members of the opposite sex or gender. New York Law protects employees and all covered individuals described earlier in the policy. **Harassers can be anyone in the workplace.** A supervisor, a supervisee, or a coworker can all be harassers. Anyone else in the workplace can also be harassers including an independent contractor, contract worker, vendor, client, customer, patient, constituent, or visitor.

Sexual harassment does not happen in a vacuum and discrimination experienced by an employee can be impacted by biases and identities beyond an individual's gender. For example:

- Placing different demands or expectations on black women employees than white women employees can be both racial and gender discrimination.
- An individual's immigration status may lead to perceptions of vulnerability and increased concerns around illegal retaliation for reporting sexual harassment; or
- Past experiences as a survivor of domestic or sexual violence may lead an individual to feel re-traumatized by someone's behaviors in the workplace.

Individuals bring personal history with them to the workplace that might impact how they interact with certain behavior. It is especially important for all employees to be aware of how words or actions might impact someone with a different experience than their own in the interest of creating a safe and equitable workplace.

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 or industry sponsored events or parties. Calls, texts, emails, and social media usage by employees or covered individuals can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices, or during non-work hours.

Sexual harassment can occur when employees are working remotely from home as well. Any behaviors outlined above that leave an employee feeling uncomfortable, humiliated, or unable to meet their job requirements constitute harassment even if the employee or covered individual is at home when the harassment occurs. Harassment can happen on virtual meeting platforms, in messaging apps, and after working hours between personal cell phones.

Retaliation

Retaliation is unlawful and is any action by an employer or supervisor that punishes an individual upon learning of a harassment claim, that seeks to discourage a worker or covered individual from making a formal complaint or supporting a sexual harassment or discrimination claim, or that punishes those who have come forward. These actions need not be job-related or occur in the workplace to constitute unlawful retaliation. For example, threats of physical violence outside of work hours or disparaging someone on social media would be covered as retaliation under this policy.

Examples of retaliation may include, but are not limited to:

- Demotion, termination, denying accommodations, reduced hours, or the assignment of less desirable shifts.
- Publicly releasing personnel files.
- Refusing to provide a reference or providing an unwarranted negative reference.
- Labeling an employee as "difficult" and excluding them from projects to avoid "drama".
- Undermining an individual's immigration status; or
- Reducing work responsibilities, passing over for a promotion, or moving an individual's desk to a less desirable office location.

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 or discrimination, either internally or with any government agency.
- Testified or assisted in a proceeding involving sexual harassment or discrimination under the Human Rights Law or any other anti-discrimination law.
- Opposed sexual harassment or discrimination by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of suspected harassment.
- Reported that another employee has been sexually harassed or discriminated against; 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

Everyone must work toward preventing sexual harassment, but leadership matters. Supervisors and managers have a special responsibility to make sure employees feel safe at work and that workplaces are free from harassment and discrimination. Any employee or covered individual is encouraged to report harassing or discriminatory behavior to a supervisor, manager or Julie A. Clawson/Town Clerk's Office. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager, or the Town Clerk's Office.

Reports of sexual harassment may be made verbally or in writing. A written complaint form is attached to this policy if an employee would like to use it, but the complaint form is not required. Employees who are reporting sexual harassment on behalf of other employees may use the complaint form and should note that it is on another employee's behalf. A verbal or otherwise written complaint (such as an email) on behalf of oneself or another employee is also acceptable.

Employees and covered individuals who believe they have been a target of sexual harassment may at any time seek assistance in additional available forums, as explained below in the section on [Legal Protections](#).

Supervisory Responsibilities

Supervisors and managers have a responsibility to prevent sexual harassment and discrimination. All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing or discriminatory behavior, or for any reason suspect that sexual harassment or discrimination is occurring, are required to report such suspected sexual harassment to Julie A. Clawson/Town Clerk. Managers and supervisors should not be passive and wait for an employee to make a claim of harassment. If they observe such behavior, they must act.

Supervisors and managers can be disciplined if they engage in sexually harassing or discriminatory behavior themselves. Supervisors and managers can also be disciplined for failing to report suspected sexual harassment or allowing sexual harassment to continue after they know about it.

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

While supervisors and managers have a responsibility to report harassment and discrimination, supervisors and managers must be mindful of the impact that harassment and a subsequent investigation has on victims. Being identified as a possible victim of harassment and questioned about harassment and discrimination can be intimidating, uncomfortable and re-traumatizing for individuals. Supervisors and managers must accommodate the needs of individuals who have experienced harassment to ensure the workplace is safe, supportive, and free from retaliation for them during and after any investigation.

Bystander Intervention

Any employee witnessing harassment as a bystander is encouraged to report it. A supervisor or manager that is a bystander to harassment is **required** to report it. There are five standard methods of bystander intervention that can be used when anyone witnesses harassment or discrimination and wants to help.

1. A bystander can interrupt the harassment by engaging with the individual being harassed and distracting them from the harassing behavior.
2. A bystander who feels unsafe interrupting on their own can ask a third party to help intervene in the harassment.
3. A bystander can record or take notes on the harassment incident to benefit a future investigation.
4. A bystander might check in with the person who has been harassed after the incident, see how they are feeling and let them know the behavior was not ok; and
5. If a bystander feels safe, they can confront the harassers and name the behavior as inappropriate. When confronting harassment, physically assaulting an individual is never an appropriate response.

Though not exhaustive, and dependent on the circumstances, the guidelines above can serve as a brief guide of how to react when witnessing harassment in the workplace. Any employee witnessing harassment as a bystander is encouraged to report it. A supervisor or manager that is a bystander to harassment is required to report it.

Complaints and Investigations of Sexual Harassment

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. An investigation of any complaint, information, or knowledge of suspected sexual harassment will be prompt, thorough, and started and completed as soon as possible. The investigation will be kept confidential to the extent possible. All individuals involved, including those making a harassment claim, witnesses, and alleged harassers deserve a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. The Town of Indian Lake will take disciplinary action against anyone engaging in retaliation against employees who file complaints, support another's complaint, or participate in harassment investigations.

The Town of Indian Lake recognizes that participating in a harassment investigation can be uncomfortable and has the potential to retraumatize an employee. Those receiving claims and leading investigations will handle complaints and questions with sensitivity toward those participating.

While the process may vary from case to case, investigations will be done in accordance with the following steps. Upon receipt of a complaint, Julie A. Clawson/Town Clerk:

1. Will conduct a prompt review of the allegations, assess the appropriate scope of the investigation, and take any interim actions (for example, instructing the individual(s) about whom the complaint was made to refrain from communications with the individual(s) who reported the harassment), as appropriate. If complaint is verbal, request that the individual completes the complaint form in writing. If the person reporting prefers not to fill out the form, Julie A. Clawson/Town Clerk will prepare a complaint form or equivalent documentation based on the verbal reporting;
2. Will take steps to obtain, review, and preserve documents sufficient to assess the allegations, including documents, emails or phone records that may be relevant to the investigation. Julie A. Clawson/Town Clerk will consider and implement appropriate document request, review, and preservation measures, including for electronic communications.
3. Will seek to interview all parties involved, including any relevant witnesses.
4. Will create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - a. A list of all documents reviewed, along with a detailed summary of relevant documents.
 - b. A list of names of those interviewed, along with a detailed summary of their statements.
 - c. A timeline of events.
 - d. A summary of any prior relevant incidents disclosed in the investigation, reported or unreported; and
 - e. The basis for the decision and final resolution of the complaint, together with any corrective action(s).
5. Will keep the written documentation and associated documents in a secure and confidential location.
6. Will promptly notify the individual(s) who reported the harassment and the individual(s) about whom the complaint was made that the investigation has been completed and implement any corrective actions identified in the written document; and
7. Will inform the individual(s) who reported of the right to file a complaint or charge externally as outlined in the next section.

Legal Protections and External Remedies

Sexual harassment is not only prohibited by the Town of Indian Lake, but it is also prohibited by state, federal, and, where applicable, local law.

The internal process outlined in the policy above is one way for employees to report sexual harassment. Employees and covered individuals 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 also seek the legal advice of an attorney.

New York State Division of Human Rights:

The New York State Human Rights Law (HRL), N.Y. Executive Law, art. 15, § 290 *et seq.*, applies to all employers in New York State and protects employees and covered individuals, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the New York State Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints of sexual harassment filed with DHR may be submitted any time **within three years** of the harassment. If an individual does not file a complaint with DHR, they can bring a lawsuit directly in state court under the Human Rights Law, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to the Town of Indian Lake does not extend your time to file with DHR or in court. The three years are counted from the 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 receive a public hearing before an administrative law judge. If sexual harassment is found at the hearing, DHR has the power to award relief. Relief varies but it may include requiring your employer to take action to stop the harassment, or repair the damage caused by the harassment, including paying of monetary damages, punitive 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.

Go to dhr.ny.gov/complaint for more information about filing a complaint with DHR. The website has a digital complaint process that can be completed on your computer or mobile device from start to finish. The website has a complaint form that can be downloaded, filled out, and mailed to DHR as well as a form that can be submitted online. The website also contains contact information for DHR's regional offices across New York State.

Call the DHR sexual harassment hotline at **1(800) HARASS3** for more information about filing a sexual harassment complaint. This hotline can also provide you with a referral to a volunteer attorney experienced in sexual harassment matters who can provide you with limited free assistance and counsel over the phone.

The United States Equal Employment Opportunity Commission:

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act, 42 U.S.C. § 2000e *et seq.* An individual can file a complaint with the EEOC anytime within 300 days from the most recent incident of 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. If the EEOC determines that the law may have been violated, the EEOC will try to reach a voluntary settlement with the employer. If the EEOC cannot reach a settlement, the EEOC (or the Department of Justice in certain cases) will decide whether to file a lawsuit. The EEOC will issue a Notice of Right to Sue permitting

workers to file a lawsuit in federal court if the EEOC closes the charge, is unable to determine if federal employment discrimination laws may have been violated or believes that unlawful discrimination occurred by does not file a lawsuit.

Individuals may obtain relief in mediation, settlement, or conciliation. In addition, 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 the New York State Division of Human Rights, DHR will automatically 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 or discrimination with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 22 Reade Street, 1st 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. Those wishing to pursue criminal charges are encouraged to contact their local police department.

Conclusion

The policy outlined above is aimed at providing employees of the Town of Indian Lake and covered individuals an understanding of their right to a discrimination and harassment free workplace. All employees should feel safe at work. Though the focus of this policy is on sexual harassment and gender discrimination, the New York State Human Rights law protects against discrimination in several protected classes including sex, sexual orientation, gender identity or expression, age, race, creed, color, national origin, military status, disability, pre-disposing genetic characteristics, familial status, marital status, criminal history, or domestic violence survivor status. The prevention policies outlined above should be considered applicable to all protected classes.

This policy supersedes the Sexual Harassment Policy of October 9, 2018

**TOWN OF INDIAN LAKE
SEXUAL HARASSMENT COMPLAINT FORM**

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to your immediate supervisor or Department Head. If you have only one such person and that person is the subject of your complaint, this form should be submitted directly to the Town Supervisor. You will not be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, your employer should complete this form, provide you with a copy and follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

For additional resources, visit: ny.gov/programs/combating-sexual-harassment-workplace

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: _____



Sexual Harassment Prevention Training

Training Date:

Employer Name:

Employer Training Supervisor:

By signing this agreement, I am certifying that I have completed the Sexual Harassment Prevention Training as required by New York State Law.

Participating Employee Signature:

Participating Employee Print Name

Interactive Training Questions: Circle Your Answers

Question 1: Sexual Harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and status of being transgender.

True

False

Question 2: It's acceptable to have sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.

True

False

Question 3: Sexual Harassment can occur between any individuals, regardless of their sex or gender.

True

False

Question 4: The law protects employees, unpaid interns and non-employees who work in the workplace.

True

False



TOWN OF INDIAN LAKE

P.O. Box 730 Pelon Road
Indian Lake, Hamilton County
New York 12842

SHORT TERM RENTAL REGISTRATION APPLICATION

Property (Tax map ID #) _____ located at: _____

Legal Owners, or Entity mailing address:

Name: _____ Address: _____
Phone: _____ Email: _____

Name: _____ Address: _____
Phone: _____ Email: _____

Person or persons who will respond to this Short Term Rental within 2 Hours, 24 hours a day, 7 days a week, for emergencies: Name, address, phone number, and email address: _____

Copy of the Indian Lake Short Term Rental Local Law is attached: Yes ___ No ___

The Renter(s) will have access to the Indian Lake Short Term Rental Local Law at all times: Yes ___ No ___

House number clearly visible from the street and maintained: Yes ___ No ___

Off street parking is provided for each vehicle the renter(s) will bring to this location: Yes ___ No ___

Total number of sleeping rooms at this location: _____

Garbage removal from this dwelling has been arranged for a weekly basis: Yes ___ No ___

Garbage cans to have tight fitting lids and not in view from the street (with exception of pick-up days): Yes ___ No ___

All provisions of the Indian Lake Short Term Rental Local Law will be complied with: Yes ___ No ___

Short Term Rentals who are certified through the Dept. of Health will be exempt from the registration fee. A current copy of the Dept. of Health certification to be supplied to the Code Enforcement Officer.

Permit will be posted when issued **WITHIN (5) FIVE FEET** of the main house entrance of the above listed property and shall remain there during the period of rental: Yes ___ No ___

Quiet time will be maintained at this location between the hours of 11:00 PM and 7:00 AM: Yes ___ No ___

Applicant(s): _____ Date: _____

THIS APPLICATION IS A ONE (1) YEAR PERMIT, which requires a payment of \$100.00 at the time of application. Checks to be made payable to: Town of Indian Lake – memo section – Short Term Rental

White (Code Enforcement)

Yellow (Applicant)

Pink (Town Clerk)