

Minutes

Town of Persia Reorganizational Board Meeting

8 West Main Street, Gowanda, NY 14070

January 14, 2021

Workshop: 6:00pm on Reorganization for 2021

Board Meeting 7:00pm

All stand for the Pledge of Allegiance

Roll Call:

Supervisor: John T. Walgus: absent

Councilperson: Theresa A. Girome: present

Councilperson: Gloria J. Tomaszewski: present

Councilperson: Robert O. Dingman: present

Councilperson: Seth H. Howard: present

Others present:

Town Clerk: Denise M. Trumpore

Highway Superintendent: Daniel H. Ackley

Supervisor John T. Walgus: * absent

Highway Superintendent Daniel H. Ackley: * Read highway bills. * I would like a resolution to sign the agreement for the expenditure of highway money. * Highway took in a load of scrap to Jamestown, we got over \$500. * Allen and I came down to the Town Hall and registered with a Federal program so Cattaraugus County can monitor our driving records, this will go on for three years, it was requested because we both have CDLS. *The NYSDEC park area project on Valentine Flats Road has been postponed until 2022.

Councilperson Theresa A. Girome: * Councilperson Tomaszewski and I looked over another towns Solar laws and have decided that our current Solar law needs to be tweaked. I ask if Deputy Dingman will get in touch with Code Enforcement Officer Shaw to have him investigate tweaking our current Solar law. * I make a motion to audit the Town Clerk records for 2020.

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Councilperson Robert O. Dingman: * In the absence of Supervisor Walgus, I as Deputy Supervisor will be chairing the meeting. * I have paid the pre-pays and have processed payroll. * I ask for a resolution to accept the financial statement from Bahgat & Laurito Bahgat. * I make a motion to approve the Reorganization for 2021 with the correction of #17 which will increase part-time highway employees pay to \$15.00 per hour. Also, # 28 will be tabled which is appointing a town hall cleaner. * I will talk with Code Officer Shaw about looking into amending our current Solar law.

Councilperson Seth H. Howard: * I make a motion to approve the Gowanda Ambulance Service Corporation as our 911 service. * Read the General bills. * I attended the Gowanda Ambulance Board meeting on November 15th, pertinent information to the residents of Persia may include the following: There were 130 calls for the month, 2 of which were in the Town of Persia, outside the village limits. 132 PCR's were generated, two intercepts were made with specialized ambulances while in route to the hospital, one patient was transported by Mercy Flight and four calls were missed due to all other ambulances being on other calls. All ambulances were just provided routine maintenance in the month of November however, in the time between Novembers close and our meeting, Ambulance 819 did sustain heavy damage after striking a down tree on its way back from a call. No information was provided for the new flay car. John Thies has completed all training and ride along time and is now online as one of Gowanda's Paramedics. Two other paramedics and one emergency medical technician submitted their resignations. Three EMTs were hired. There are still openings on the roster. * I attended a HIPPA training, a workplace violence training, a sexual harassment training, a bloodborne pathogen training and a OSHA training on January 6th. * On January 11th, I attended the Gowanda Ambulance Board Annual meeting. Not to rehash the entire year, I will touch on the key points. There were 1,687 calls, generating 1,713 PCR's. 61 calls were missed due to personnel being on other calls. A plan is in the works to bring this number down going forward. 30 paramedic intercepts conducted and 16 transfers to mercy flight. Some notable achievements in 2020 include becoming recognized by the State as an ACLS and PALS training facility. GAS now employs the training instructors for the staff at the Gowanda Nursing home as well as some staff members at Bertrand Chaffee hospital another area ambulance service provider. GAS employs newly certified teachers of ITLS classes for employees began paramedic school and are set to complete studies in the upcoming summer. Several pieces of new life saving equipment was obtained to better serve the department as well as the pupils in which our employees teach. Finally, The GAS opened our doors for schools to offer ride along programs to fast track their certification needs. One final thing the GAS can be proud of is the upgrading of the fleet. Thanks to Gernatt's, we now have a bariatric special operations MCI ambulance that doubles as a back up ambulance when others are out of town or service. 817 was replaced with a much newer and mechanically sound vehicle, and

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the fly car, Gowanda 10 was also upgrade to a newer vehicle, with less miles and a more reliable motor. A brand-new enclosed trailer was also obtained to better assist the training division.

Councilperson Gloria J. Tomaszewski: * Read the Assessors notes. * I recommend we pass the resolution the assessor has informed us on. * I would like a resolution to audit the court records.

Assessor Kate Harrington: (by email) * The state government changed the Senior Exemption renewal process again by passing the COVID-19 Emergency Eviction and Foreclosure Prevention Act. Here is a summary of this law and what it means for us:

- Requires local governments to carry-over Senior Citizen exemptions from the 2020 assessment roll to 2021. (If you have not already passed the resolution described in Executive order 202.83, you no longer have to.)
- Requires localities to provide renewal applications, via electronic or postal mail, for those individuals who may be eligible for a larger exemption in 2021. (We are contacting all current applicants to see if they are eligible for a larger exemption).
- Requires localities to pass a resolution that allows us to remove exemptions due to owner death, a new owner added to the deed, owner changed their primary residence, or the property transferred to a new owner.

We are now asking you to pass a resolution that allows us to remove an exemption or require a renewal application for applicants we think are no longer eligible. If this is not passed, then new property owners, no matter their age or income, will be allowed to keep exemptions that they would otherwise not be entitled to.

Annual renewal applications for the Agricultural Assessment have been mailed. As a friendly reminder, Enhanced STAR exemptions are now renewed automatically, applicants will not be receiving renewal applications. * The Assessing Office has corresponded with several property owners about their assessments, tax bills, and exemptions. * Eleven property transfers were added for the month of November.

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Town Clerk Denise M. Trumpore: *

Total transactions for December: 54

Total Collected: \$ 878.00

Towns Portion: \$ **426.53**

*I ask for a resolution to accept the minutes from December 10th. * I ask my clerk books are audited for 2020.

RESOLUTION # 1 Audit of Claims

On a motion of Councilperson Howard

Seconded by Councilperson Girome

ADOPTED AYES – 4 Howard, Girome, Tomaszewski, Dingman

NAYS – 0

RESOLVED that the bills contained on Abstract #13 & 1 for General and Highway have been reviewed by the Town Board and are authorized for payment in the following amounts:

Abstract 13 – General Vouchers # 190 to #202 Total: \$ 3,622.23(# 191 voided)

Abstract 13– Highway Vouchers # 89 to # 94 Total: \$ 1,509.74

Abstract 1 – General Vouchers #1 to # 17 Total: \$ 15,859.45

Abstract 1 – Highway Vouchers #1 to # 2 Total: \$ 363.79

RESOLUTION # 2 Approval of Minutes

On a motion of Councilperson Girome

Seconded by Councilperson Tomaszewski

ADOPTED AYES – 4 Girome, Tomaszewski, Howard, Dingman

NAYS - 0

RESOLVED to approve the minutes from December 10th.

RESOLUTION # 3 Court Audit

On a motion of Councilperson Tomaszewski

Seconded by Councilperson Howard

ADOPTED AYES – 4 Tomaszewski, Howard, Girome, Dingman

NAYS - 0

RESOLVED to audit the court records for 2020.

RESOLUTION # 4 Financial Report

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On a motion of Councilperson Tomaszewski

Seconded by Councilperson Girome

ADOPTED AYES – 4 Tomaszewski, Girome, Howard, Dingman

NAYS - 0

RESOLVED to accept the financial report for December 2020.

RESOLUTION # 5 Senior Citizen Exemption elimination requirement for 2021

On a motion of Councilperson Tomaszewski

Seconded by Councilperson Howard

ADOPTED AYES – 4 Tomaszewski, Howard, Girome, Dingman

NAYS – 0

WHEREAS, On December 20, 2020, Governor Andrew M. Cuomo signed into law the COVID-19 Emergency Eviction and Foreclosure Prevention Act of 2020, and

WHEREAS, such law states, “Notwithstanding any other provision of law, in the interest of the health and safety of the public due to the novel coronavirus, COVID-19 pandemic, every governing body of an assessing unit and local assessor shall extend to the 2021 assessment roll, the renewal of the exemptions received on the 2020 assessment roll pursuant to sections 467 and 459-c of the real property tax law, relating to persons age sixty-five and older and for certain persons with disabilities and limited income, and no renewal application shall be required of any eligible recipient to continue receiving such exemption at the same amount received on the 2020 assessment roll, except as here-in provided. Provided however, that the local assessor shall make available renewal applications through postal mail or electronic means in order for eligible recipients to file renewal applications in the event that such eligible recipient determines his or her income has changed in a manner that would grant him or her a greater exemption than what was present on the 2020 assessment roll; and provided further that such governing body may adopt a local law or resolution which includes procedures by which the assessor may require a renewal application to be filed when he or she has reason to believe that an owner who qualified for the exemption on the 2020 assessment roll may have since changed his or her primary residence, added another owner to the deed, transferred the property to a new owner, or died; and provided further that no governing body of an assessing unit or local assessor may require eligible recipients to appear in person to file a renewal application for any reason.

This act shall take effect immediately and shall expire May 1, 2021. This act shall be deemed to have been in full force and effect on and after March 7, 2020. And,

WHEREAS, The Town is desirous in adopting the described resolution, allowing the assessor to require a renewal application to be filed when he or she has reason to believe that an owner who qualified for the exemption on the 2020 assessment roll may have since changed

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his or her primary residence, added another owner to the deed, transferred the property to a new owner, or died, now, therefore, be it

RESOLVED, that the Town Board is authorized to pass such resolution, and that the assessor is instructed to take any such necessary actions in the above -described directives.

RESOLUTION # 6 911 Service

On a motion of Councilperson Howard

Seconded by Councilperson Girome

ADOPTED AYES – 4 Howard, Girome, Tomaszewski, Dingman

NAYS – 0

RESOLVED to designate Gowanda Ambulance Service as our 911 Service.

RESOLUTION # 7 Agreement for the Expenditure of Highway Moneys.

On a motion of Councilperson Howard

Seconded by Councilperson Girome

ADOPTED AYES – 4 Howard, Girome, Tomaszewski, Dingman

NAYS – 0

RESOLVED to sign the agreement for the Expenditure of Highway Moneys.

RESOLUTION # 8 Town Clerk Audit

On a motion of Councilperson Girome

Seconded by Councilperson Tomaszewski

ADOPTED AYES – 4 Girome, Tomaszewski, Howard, Dingman

NAYS – 0

RESOLVED to audit the Town Clerk records for 2020.

RESOLUTION # 9 2021 Reorganization

On a motion of Councilperson Girome

Seconded by Councilperson Tomaszewski

ADOPTED AYES –4 Girome, Tomaszewski, Howard, Dingman

NAYS – 0

RESOLVED to approve the 2021 Reorganization with the correction of #17 which will increase part-time highway employees pay to \$15.00 per hour. Also, # 28 will be tabled which is appointing a town hall cleaner.

Hearing no objection, Deputy Supervisor Dingman closed the meeting at 7:52 pm.

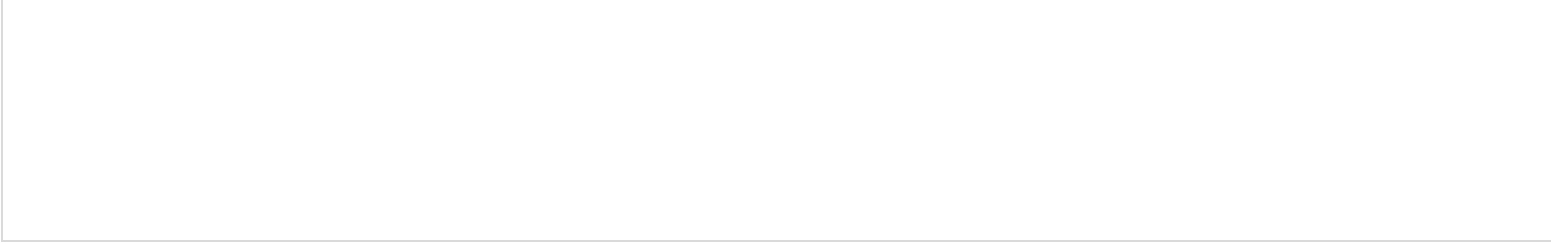
Respectfully submitted,

Denise M. Trumpore, Town Clerk

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1. The employee notifies the Highway Supervisor upon receipt of notice to report to jury duty.
2. Provides proof of having performed the jury duty service.

CODE OF ETHICS

TOWN OF PERSIA

**2021
ARTICLE I**

INTENT OF TOWN BOARD

Section 1. Statement of Legislative Intent.

The Town Board of the Town of Persia recognizes that there are state statutory provisions mandating towns to establish rules and standards of ethical conduct for public officers and employees which, if observed, can enhance public confidence in local government. In the light of a tendency today on the part of some people to downgrade our local governments and to discredit our public servants and our free institutions generally, it appears necessary that every effort be made to assure the highest caliber of public administration of this town as part of our state's important system of local government. It is the purpose of this resolution to implement this objective through the establishment of standards of conduct, to provide for punishment of violation of such standards and to create a Board of Ethics to render advisory opinions to the Town's officers and employees as provided for herein.

Section 2. Prohibited Acts and Procedures.

The standards, prohibited acts and procedures established herein are in addition to any prohibited acts, conflicts of interest provisions or procedures prescribed by Statute of the State of New York, and, also, in addition to Common Law Rules and Judicial Decisions relating to the conduct of Town Officers to the extent that the same are more severe in their application than this resolution.

ARTICLE II

CODE OF ETHICS

Section 1. Definitions.

As used in this resolution, the term "Town" shall mean any board, commission, district, council or other agency, department or unit of the Government of the Town of Persia.

The term "Town Employee" shall mean any officer or employee of the Town of Persia, whether paid or unpaid, serving in a full-time, part-time or advisory capacity.

Section 2. Rule with Respect to conflicts of Interest.

No Town Employee shall have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity or incur with the proper discharge of his/here duties in the public interest.

Section 3. Standards.

- A) No Town Employee shall accept other employment which will impair his/her independence of judgment in the exercise of his/her official duties.
- B) No Town Employee shall accept employment or engage in any business or professional activity which will require him/her to disclose confidential information which he/she has gained by reason of his official position or authority.
- C) No Town Employee shall use or attempt to use his/her official position to secure unwarranted privileges or exemptions for himself/herself or others.
- D) No Town Employee shall engage in any transaction as representative or agent of the Town with any business entity in which he/she has a direct or indirect financial interest that might reasonably tend to conflict with the proper discharge of his/her official duties.

- E) A Town Employee shall not, by his/her conduct, give reasonable basis for the impression that any person can improperly influence him/her or unduly enjoy his/her favor in the performance of his/her official duties, or that he/she is affected by the kinship, rank, position or influence of any party or person.
- F) Each Town Employee shall abstain from making personal investments in enterprises which he/she has reason to believe may be directly involved in decisions to be made by him/her or which will otherwise create substantial conflict between his/her duty in the public interest and his/her private interest.
- G) No Town Employee shall endeavor to pursue a course of conduct which will not raise suspicion among the public that he/she is likely to be engaged in acts that are in violation of his/her trust.
- H) No Town Employee employed on a full-time basis nor any firm or association of which such employee is a member, or corporation, a substantial portion of the stock which is owned or controlled directly or indirectly by such employee, shall sell goods or services to any person, firm, corporation or association which is licensed or whose rates are fixed by the Town in which such employee serves or is employed.

Section 4. Violations.

In addition to any penalty contained in any other provision of law, any such Town Employee, who shall knowingly and intentionally violate any of the provisions of this resolution, may be fined, suspended or removed from Office or employment in the manner provided by law.

ARTICLE III

ADMINISTRATION

Section 1. Distribution.

Upon the adoption of this resolution, the Town Supervisor shall cause a copy thereof to be distributed to every newly hired or elected Employee of this Town. Failure to distribute any such copy or failure of any Town Employee to receive such copy shall have no effect on the duty of compliance with this Code, nor the enforcement of provisions hereof. The Town Supervisor shall further cause a copy of this resolution to be kept posted conspicuously in each public building under the jurisdiction of the Town. Failure to so post this resolution, shall have no effect on the duty of compliance herewith nor the enforcement provisions hereof.

Section 2. Adoption.

Within thirty (30) days of the adoption of this resolution, the Town Clerk shall file a copy thereof in the official minute book of the Town.

ARTICLE IV

SEVERABILITY CLAUSE

Section 1.

If any clause, sentence, paragraph, section or part of this Resolution shall be adjudged by any Court of competent jurisdiction to be invalid, such Judgment shall not affect, impair or invalidate the remainder thereof, but shall be confined in its operations to the clause, sentence, paragraph, section or part thereof directly involved in the controversy in which such Judgment shall have been rendered.

2021 Procurement Policy

WHEREAS, Section 104-b of the General Municipal Law (GML) requires every town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of GML, 103 or any other law: and

WHEREAS, comments have been solicited from those officers of the town involved with procurement:

NOW THEREFORE, be it RESOLVED: That the TOWN OF PERSIA does hereby adopt the following procurement policies and procedures:

1. Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML, 103. Every town officer, board department head or other personnel with the requisite purchasing authority (hereinafter Purchaser) shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. That estimate shall include the canvass of other town departments and history to determine the likely value of the commodity to be acquired. The information gathered and conclusions reached shall be documented and kept with the file of other documentation supporting the purchase activity.
2. All purchases of (a) supplies or equipment which will exceed \$10,000 in a fiscal year or (b) public works contracts over \$20,000 shall be formally bid pursuant to GML, 103.
3. All estimated purchases of:
 - Less than \$10,000 but greater than \$3,000 require a written request for a proposal (RFP) and written /fax quotes from three vendors.
 - Less than \$3,000 but greater than \$1,000 require an oral/fax quote for the goods from two vendors.
 - Less than \$1,000 but greater than \$250 is left to the discretion of the purchaser.

Any written RFP shall describe the desired goods, quantity and the particulars of delivery. The purchaser shall compile a list of all vendors from whom written/fax or oral quotes have been requested and the written/fax or oral quotes offered.

All information gathered in complying with the procedures of the guideline shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

4. The lower responsible proposal or quote shall be awarded the purchase of public works contract unless – the purchaser prepares a written justification providing reasons why it is in the best interest of the town and its taxpayers to make an award to other than the low bidder. If a bidder is not deemed

responsible, facts supporting that judgment shall be documented and filed the record supporting the procurement.

5. A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar the procurement.
6. Except when directed by the town board, no solicitation or written proposals or quotations shall be required under the following circumstances:
 - Acquisition of professional services
 - Emergencies
 - Sole source situations
 - Goods purchased from agencies for the blind or severely handicapped
 - Goods purchased from correctional facilities
 - Goods purchased from another government agency
 - Goods purchased at auction
 - Goods purchased for less than \$250
 - Public works contracts for less than \$500
7. Authorized to participate in the United States Communities Governmental Purchasing Alliance.

2021 COUNCILPERSON ASSIGNMENTS

ROBERT DINGMAN

Deputy Supervisor
Cattaraugus County Watershed
Thatcher Brook Task Force
Disaster Coordinator
Railroads
Economic Development Committee
Library
Chamber of Commerce

GLORIA TOMASZEWSKI

Historical Society
Town Court
Assessor
Christmas in Gowanda
Code Enforcement

THERESA GIROME

Planning Board and Zoning Board
Village of Gowanda
Cable Television
Dog Warden
Town Clerk

SETH HOWARD

Highway
Special Districts (Water/Sewer)
Fire Districts
Building
Cemetery
Ambulance
Correctional Facility

2021 TOWN OF PERSIA PAYROLL

ACKLEY, DANIEL	HIGHWAY SUPERINTENDENT	\$42,500.00
DINGMAN, ROBERT	COUNCILPERSON	\$ 3,400.00
GIBBS, MATTHEW	HIGHWAY WORKER	\$15.00/HOUR
GIROME, THERESA	COUNCILPERSON	\$3,400.00
GRIMMER, TAMMY	DOG CONTROL OFFICER	\$3,434.00
HOWARD, SETH	COUNCILPERSON	\$3,400.00
HUBBARD, LOUISE	DEPUTY CLERK	\$14.00/HOUR
JONES, ALLEN	DEP. HIGHWAY SUPERINTENDENT	\$16.00/HOUR
LISKOW, JOSHUA	COURT OFFICER	\$14.00/HOUR
MATERN, CHERYL	COURT CLERK	\$ 6,000.00
MUSACCHIO, JAMES	PROSECUTOR	\$ 3,606.00
MUSACCHIO, JAMES	ATTORNEY	\$ 3,030.00
NAPLES, MICHAEL	HIGHWAY WORKER	\$ 15.50/HOUR
PARKS, KEVIN	COURT OFFICER	\$14.00/HOUR
POVHE, THOMAS	COURT OFFICER	\$14.00/HOUR
SCHINDLER, MARK	JUSTICE	\$ 11,000.00
SHAW, MELVIN	CODE ENFORCEMENT OFFICER	\$ 4,000.00
TOMASZEWSKI, GLORIA	COUNCILPERSON	\$ 3,400.00
TRUMPORE, DENISE	TOWN CLERK	\$25,900.00
TRUMPORE, DENISE	REGISTAR OF VITAL RECORDS	\$ 930.00
WALGUS, JOHN	SUPERVISOR	\$9,600.00
WALGUS, JOHN	DIRECTOR OF FINANCE	\$ 1,000.00

2021

Town of Persia Planning Board

- 1-year term (ending -1/1/2022): Joseph Butera 10961 Miller Road – 257-9415
- 2-year term (ending -1/1/2023): David L. Allen 8997 Persia Road – 257-9045
- 3-year term (ending -1/1/2024): David Allen 9172 Point Peter Road – 864-6608
- 4-year term (ending -1/1/2025): Richard Bridges 9840 Broadway Road – 698-2329
- 5-year term (ending -1/1/2026): Deb Brown 140 Walnut Street – 532-3132

Alternate: Mark Hojnacki 10333 Skinner Hollow Road – 713-9406

2021

Town of Persia Zoning Board

- 1-year term (ending -1/1/2022): David Redman 9825 Broadway Road – 984-8345
- 2-year term (ending -1/1/2023): Mark Hojnacki 10333 Skinner Hollow Road – 713-9406
- 3-year term (ending -1/1/2024): David Allen 9172 Point Peter Road – 864-6608
- 4-year term (ending -1/1/2025): David L. Allen 8997 Persia Road – 257-9045
- 5-year term (ending -1/1/2026): Richard Bridges 9840 Broadway Road – 698-2329

Alternate: Jack Broyles – 93 Walnut Street – 532-3483

Alternate: Deb Brown – 140 Walnut Street – 532-3132

Meetings are held on the 3rd Mondays of March, July, and November at 7:00pm.

Monday, March 15, 2021

Monday, July 19, 2021

Monday, November 15, 2021

* Members will be paid \$30.00 per meeting attended.

All meetings will be held at the Persia Town Hall 8 West Main Street, Gowanda NY

2021

Zoning Board of Appeals

- 1-year term (ending – 1/1/2022): Stanley Sajdak – 40 Miller Street – 860-8589
- 2-year term (ending – 1/1/2023): Joe Tomaszewski – 9956 Broadway Road – 713-1044
- 3-year term (ending – 1/1/2024): Wanda Koch – 114 West Main Street – 560-6620
- 4-year term (ending – 1/1/2025): Chair – Robert Tiller - 153 Beech Street – 253-0817

TOWN OF PERSIA CONSTABLE DUTIES

Town of Persia Court Officers are responsible for maintaining order and providing security in the courtroom and grounds.

Duties may include:

- *Provide security by standing in courtroom and patrolling courthouse.
- *Maintain order by removing or calming individuals, bar entry into courtroom of individuals who are not properly attired or behaved.
- *Physically restrain disruptive individuals.
- *Detain individuals until proper authority arrive.
- *Escort, guard and deliver material to deliberating juries.
- *Operate security equipment including magnetometers and hand-held screening devices.
- *Use established search procedures to assure that no weapons are brought into the courtroom.
- *Report inoperative equipment to supervisor.
- *Provide general information to individuals on court premises.
- *Carry a legal firearm in courthouse and grounds and meet qualifications and standards.
- *Have peace officer status and powers.

**TOWN OF PERSIA
SEXUAL HARASSMENT POLICY**

BACKGROUND: Harassment on the basis of a person's sex by a supervisor, coworker or other person is discriminatory practice, which violates Title VII of the Civil Rights Act of 1964 and regulations passed by the United States Equal Employment Opportunity Commission. Aside from being illegal, sexual harassment undermines the integrity of the individual work relationships and damages the morale of the entire work force.

POLICY: It is the policy of the **TOWN OF PERSIA** that all employees are entitled to work in an environment free from all forms of illegal discrimination, including that which is based upon a person's sex. Accordingly, any practice or activity, which constitutes sexual harassment is strictly forbidden within Town workplaces and shall, if substantiated in accordance with this policy, result in disciplinary action.

PROHIBITED CONDUCT: Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment; or

Submission to or rejection of such conduct by a person is used as a basis for employment decisions affecting that person, or;

Such conduct creates an intimidation, hostile or offensive work environment.

SANCTIONS: Sexual harassment is serious violation of the work rules of this government and, if proven, shall be grounds for the imposition of discipline. Potential sanctions for the offense shall range from a minimum of a five (5) day suspension without pay to termination, depending upon the following;

The individual facts of any given case; and

The employment record of the person committing such harassment.

EMPLOYMENT RIGHTS: Any employee who believes that another employee is engaging in sexual harassment may file a complaint within a reasonable period of time after the event (normally not more than 180 days).

RETALIATION PROHIBITED: No person filing a complaint under this policy or who legitimately assists another in the persecution of any such complaint shall be subjected to retribution or retaliation of any kind for doing so.

FILING COMPLAINTS: Complaints filed under this policy shall be promptly and thoroughly investigated by the Fair Practices Manager or an individual designated by the Town Board in the event the Fair Practices Manager is unable to perform this function due to circumstances surrounding the complaint. Upon completion of the investigation, the Fair Practices Manager shall prepare a comprehensive report addressing all allegations in the complaint and objectively documenting all relevant information.

FALSE ACCUSATIONS: Due to the serious and private nature of this offense, false accusations of sexual harassment are, and will be treated, as a disciplinary offense and will result in the same level of punishment as that applied to one who engages in such behavior.

Dog Kennel/Board Agreement

This Agreement is between the **Town of Persia** and **Kathy Hagner – K-9 Clippers** located at 10901 North Road Perrysburg NY 14129.

- \$20.00 per day for kenneling/boarding any dog brought to **Kathy Hagner** by the Persia Dog Warden to kennel/boarding facility at 10901 North Road Perrysburg for up to seven (7) days for identified dogs and up to five (5) days for unidentified dogs as determined by local and NYS Agriculture law.
- Fees for claimed dogs will be paid by dog owner directly to **Kathy Hagner**.
- Fees for unclaimed dogs will be paid by the **Town of Persia** to **Kathy Hagner**.
- The seizure fee of \$20.00 for claimed dogs will be paid by the owner to the **Town of Persia**.
- The Persia Dog Warden will be liable to pick up any dog left unclaimed after allotted time.
- The **Town of Persia** will pay **Kathy Hagner** \$450.00 per year for board/kennel service.

BOARD OF ASSESSMENT REVIEW MEMBER LISTING

2021

Paula Schueler
10232 Skinner Hollow Road
Gowanda, NY 14070
Term ends 9-30-2020

Jack Broyles
93 Walnut Street
Gowanda, NY 14070
Term ends 9-30-2020

Julie Kewley
29 Kewley Road
Gowanda, NY 14070
Term ends 9-30-2022

Mark Hebner
368 Palmer Street
Gowanda, NY 14070
Term ends 9-30-2023

Laura Paskuly
39 Miller Street
Gowanda, NY 14070
Term ends 9-30-2024

CYBER SECURITY POLICY

This policy is the standard that applies to all regular, temporary, part-time, and full-time employees with the general requirements for using the Town's computers, networks, internet services, and email services.

PRIVACY

The Town of Persia respects the individual privacy of its employees; however, to the extent permissible by law, employee privacy does not extend to the employee's work-related conduct or to the use of Town operated equipment or supplies. Employees are to understand that personal messages or files have no guarantee or expectation of privacy since such messages or files are commingled with all other messages or files on our system and are subject to the same legal and regulatory exposure, internal review and monitoring. It is further understood that there is no expectation of privacy for employees who use their personal email for Town business.

The Town retains control, custody, and supervision of all computers, networks, internet services and email services. Employees waive and have no expectation of privacy in their use. The Town reserves the right to at any time inspect and/or monitor computer system files, logs and other activity including emails stored on any Town server or Town computer.

TOWN PROPERTY

The Town computers, networks, internet and email services, and all associated hardware and software are the property of the Town of Persia. Additionally, all documents composed, and messages and attachments composed, sent, received, or stored on Town computers, networks, internet services, and email services are and remain the property of the Town.

SECURITY

The Town of Persia employs various measures to protect its equipment and data from deliberate or inadvertent destruction or misuse. Such measures include the designation of individual account, logins, and passwords. Sharing of account, logins and passwords is prohibited unless the system administrator or department head grants an exception. Passwords shall be safeguarded and not divulged. If it is necessary to maintain a written copy of a password, that copy shall be placed in a secure location. When employees are required to choose a password, they shall refrain from selecting a password that may be easily linked to the employees such as birth dates, children's names etc. Passwords should be at least 10 characters long and include a combination of both letters (capitalized and non-capitalized) and numbers.

APPROPRIATE USE

Town employees are permitted to access Town computers, internet, and email systems, as well as list servers and webcasts as may reasonably be required for the performance of their assigned duties.

PERSONAL USE

Minimal personal use of the Town's computers, networks, internet services and e-mail services are permitted so long as such use does not interfere with the employee's job duties and performance, with system operations, or other system users. This also includes personal use of the internet/social networks using one's personal cell phone or another electronic device while on Town time. For the purposes of this policy, anything beyond 10 (ten) minutes per day is presumptively excessive. Such personal use must be consistent with appropriate professional conduct. Employees are reminded that all personal use must comply with this policy as well as all other procedures, regulations, and laws. Employees are further reminded that all use may be monitored and inspected. Employees shall not install, or attempt to install, whether for personal or Town use, on any Town computer or system, any software or shareware downloaded from the internet, without first consulting with the Town's outside computer administrator and receiving approval from their respective department head. Personal pictures are not to be transferred onto any Town computer for purposes of storage, screen savers or desktop background viewing.

INTERNET AND WEBSITES

Internet access is provided for research in connection with an employee's specific job duties. Employees are reminded that use of the internet must not interfere with an employee's job duties. Without the approval of a department head, general web browsing is considered an unproductive use of the resource and an employee's time. Any unproductive use of the internet by an employee are encouraged to exercise care in selecting websites to visit on the internet, including sites received in, or linked from, email. Viruses can be transmitted simply by viewing a site that contains computer code written to transmit viruses to others. Employees shall not use streaming media applications without requesting and receiving permission from the system administrator or department head. Permission may only be granted on a limit basis for limited durations.

INAPPROPRIATE USE

Employees are prohibited from using the Town's computer, network, internet services, and email services in violation of the further terms of this policy, or in any way that reasonably could be viewed as inappropriate, malicious, obscene, threatening, or intimidating, that disparages coworkers, constituents, suppliers, or contractors or that might constitute harassment or bullying. Examples of such prohibited conduct include, but are not limited to:

- Profane or vulgar language
- Any use that is illegal
- Any use involving materials that are obscene or sexually explicit
- Any comments that may be construed as discriminatory
- Unauthorized mass electronic Solicitation of funds for commercial, personal mailings or chain letters
- Use of systems for political campaigns, endorsements, or any other political activity
- Solicitation of funds for commercial, personal, or religious causes not sponsored by the Town.
- Use of streaming websites (internet radio and video)
- Use of Peer to Peer sharing websites (downloading and sharing music/video files)
- Installing unauthorized software applications
- Installing any networking hardware, networking software or hacker tools, or modifying Town hardware, software, or data without proper authorization
- Opening any email attachment from any spam account or entity without confirming their identity
- Posting or sending offensive remarks meant to intentionally harm someone's reputation
- Behavior that could contribute to a hostile work environment based on race, sex, disability, religion, sexual orientation, or anything else prohibited by the law or Town's Non-Harassment, Discrimination and Retaliation Policy
- Accessing another employee's account or files without proper authorization, or permitting another employee to access your account or files without proper authorization

COPYRIGHT

It is the policy of the Town of Persia to fully comply with all laws pertaining to the reproduction, use, or distribution of copyrighted or otherwise protected materials. The Town will comply with all licensing requirements. Employee's shall not install, any software on any computer or system unless the Town is properly licensed, and approval is obtained from the Town's administrator. Employees shall not make copies of software other than those copies authorized in the software license.

VIOLATIONS

Any employee violating this policy will be subject to discipline up to and including termination of employment, pursuant to applicable disciplinary standards and procedures established by law and/or collectively bargained agreements.