

VILLAGE OF POMONA

100 LADENTOWN ROAD

POMONA, N.Y. 10970

Phone (845) 354-0545 ~ Fax (845) 354-0604

BOARD OF TRUSTEES MEETING/ PUBLIC HEARING

NOVEMBER 28, 2022

8PM

AGENDA

SALUTE TO THE FLAG

OPEN PERIOD

PUBLIC HEARING

A. 43 TAMARACK LANE- HOUSE OF WORSHIP

B. 34 NORTH RIDGE ROAD- HOUSE OF WORSHIP

APPROVAL OF AUDITED CLAIMS

CULTURAL CENTER REPORT

NEW BUSINESS

A. GRAND FONDO NEW YORK

B. PETITION FOR TEXT AMENDMENT- VILLAGE ZONING CODE SECTION 130-4/130-10

OLD BUSINESS

A. APPROVAL OF PERSONNEL POLICY

PARKS AND MAINTENANCE

A. RESIDENT REQUEST- WOODFIELD & BROOKSIDE LITTER

BUILDING & ENGINEERING

A. SCRC- ANNUAL STORMWATER CONTRACT

B. PARKING & STOP SIGNS

TRUSTEES PERIOD

OFFICE PERIOD

LEGAL

A. RAMAPO TAX

EXECUTIVE SESSION

VILLAGE OF POMONA
NOTICE OF PUBLIC HEARING

PLEASE TAKE NOTICE, that a Public Hearing will be held by the Village of Pomona on the 24th day of October 2022, at 8:00 p.m. or as soon thereafter as can be heard to receive and hear public comment on the Special Permit application for a House of Worship located at 43 Tamarack Lane in the Village of Pomona. Members of the public may attend the Village Board meeting and Public Hearing in person at 100 Ladentown Road, Village of Pomona, New York 10970 commencing at 8:00 p.m. in the meeting room.

A copy of the application is available from the Village Clerk's office at 100 Ladentown Road, Pomona, New York 10970. For any person unable to participate at the time of the Public Hearing, email comments may be submitted in advance to chakiera.locust@pomonavillage.com.

The Village of Pomona will make every effort to assure that the Meeting is accessible to persons with disabilities. Anyone requiring special assistance and/or reasonable accommodations should contact the Village Clerk.

Dated: Pomona, New York
September 27, 2022
Chakiera Locust
Village Clerk

VILLAGE OF POMONA
NOTICE OF PUBLIC HEARING

PLEASE TAKE NOTICE, that a Public Hearing will be held by the Village of Pomona on the 24th day of October 2022, at 8:00 p.m. or as soon thereafter as can be heard to receive and hear public comment on the Special Permit application for a House of Worship located at 34 North Ridge Road in the Village of Pomona. Members of the public may attend the Village Board meeting and Public Hearing in person at 100 Ladentown Road, Village of Pomona, New York 10970 commencing at 8:00 p.m. in the meeting room.

A copy of the application is available from the Village Clerk's office at 100 Ladentown Road, Pomona, New York 10970. For any person unable to participate at the time of the Public Hearing, email comments may be submitted in advance to chakiera.locust@pomonavillage.com.

The Village of Pomona will make every effort to assure that the Meeting is accessible to persons with disabilities. Anyone requiring special assistance and/or reasonable accommodations should contact the Village Clerk.

Dated: Pomona, New York
September 27, 2022
Chakiera Locust
Village Clerk

As of November 28, 2022

TREASURER'S REPORT



VILLAGE OF POMONA

100 Ladentown Road

Pomona, NY 10970

Tel (845) 354-0545

Fax (845) 354-0604

www.pomonavillage.com

Trustee _____ moved the resolution that the payment of General Funds Claims totaling **\$165,626.30** set forth on **page 7** in the **Monthly Abstract Listing** dated **October 25, 2022** through **November 28, 2022** as submitted is hereby approved subject to individual audits by the Board of Trustees.

The Payroll(s) of **November 4, 2022** and **November 18, 2022** as set forth in the payroll in the amount(s) of **\$10,127.00** and **\$10,076.02** respectively are hereby submitted for approval, subject to the individual audits by the Board of Trustees.

Seconded by _____

Motion carried _____

Vote _____

Village of Pomona
Balance Sheet
 As of November 28, 2022

	Nov 28, 22
ASSETS	
Current Assets	
Checking/Savings	
A200 · General Account	12,795.37
A204 · Petty Cash	80.50
A206 · Tax MMA	2,351,133.68
Total Checking/Savings	2,364,009.55
Other Current Assets	
A251 · Taxes Receivable, Current	58,180.63
A260 · Taxes Receivable, Overdue	9,376.76
A380 · Accounts Receivable	54,713.00
Total Other Current Assets	122,270.39
Total Current Assets	2,486,279.94
Other Assets	
A391 · Due from other Funds	1,227.41
Total Other Assets	1,227.41
TOTAL ASSETS	2,487,507.35
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
A700 · Accounts Payable Expenses	38,134.00
Total Accounts Payable	38,134.00
Other Current Liabilities	
A605 · Tennis Court Key Deposits	320.00
A601 · Accrued Liabilities	
A601.g · AFLAC Payable	38.40
A601.f · Family Leave Act Withholding	3,352.55
A601.e · Disability Withholding	770.56
Total A601 · Accrued Liabilities	4,161.51
A631 · Due to NYS Retirement Sys	1,727.06
Total Other Current Liabilities	6,208.57
Total Current Liabilities	44,342.57
Long Term Liabilities	
A690 · Deferred Liability	1,603,168.00
Total Long Term Liabilities	1,603,168.00
Total Liabilities	1,647,510.57
Equity	
3900 · Retained Earnings	-549,873.90
A909 · Fund Balance	367,794.19
Net Income	1,022,076.49
Total Equity	839,996.78
TOTAL LIABILITIES & EQUITY	2,487,507.35

Village of Pomona
Treasurer's Report
 June 1 through November 28, 2022

	Jun 1 - Nov 28, 22
Income	
A2750 · AIM-Related Payments	7,579.00
A1001 · Real Estate Taxes	
1001.c · Pomona Village Taxes	1,760,164.00
Total A1001 · Real Estate Taxes	1,760,164.00
A1090 · Fines/Penalties/Taxes	
1090.b · Court Fees/Fines	3,750.00
1090.a · Property Tax Late Payment Fees	2,192.19
Total A1090 · Fines/Penalties/Taxes	5,942.19
A1120 · County Sales Tax Revenue	25,985.00
A1130 · Utilities Gross Inc Tax	56,661.79
A1170 · Cable Fees	12,858.93
A1255 · Clerk's Fees	587.15
A2110 · Zoning Fees	450.00
A2115 · Planning/Engineering Fees	11,475.00
A2401 · Interest & Earnings	11,575.40
A2590 · Building Permits/Inspection	
A2590.a · Permits	83,742.00
A2590.b · Violation Search	8,075.00
A2590 · Building Permits/Inspection - Other	520.00
Total A2590 · Building Permits/Inspection	92,337.00
A2651 · Recycling Fees	3,382.40
A2850 · Donations	0.00
A2990 · Unclassified Revenues	167,281.54
Total Income	2,156,279.40
Gross Profit	2,156,279.40
Expense	
A7141 · Village Parks	
7141.d · Landscape Contractual	10,625.00
7141.c · Village Parks Equipment	48.45
7141.b · Parks Maintenance & Repair	15,365.00
Total A7141 · Village Parks	26,038.45
A1440 · Engineering	
1440.c · Engineering-Contractual	42,204.75
Total A1440 · Engineering	42,204.75
A1425 · Code Enforcement	
1425.b · Code Enforcement - Contract	1,221.39
1425.a · Code Enforcement - Personal	5,526.21
Total A1425 · Code Enforcement	6,747.60
A1350 · Mayor/Trustees' Compensation	
1350.b · Trustees' Compensation	10,845.96
1350.a · Mayor	8,123.04
Total A1350 · Mayor/Trustees' Compensation	18,969.00
A9030 · Employer Payroll Expenses	
A9030.b · Employer Medicare Expense	1,906.15
A9030.a · Employer FICA Expense	8,149.46
Total A9030 · Employer Payroll Expenses	10,055.61
A1325 · Gross Wages/Salaries	
1325.g · Part Time Clerk	11,884.56
1325.c · Treasurer	18,777.72

**Village of Pomona
Treasurer's Report
June 1 through November 28, 2022**

	Jun 1 - Nov 28, 22
1325.a · Clerk/Treasurer	28,998.48
Total A1325 · Gross Wages/Salaries	59,660.76
A1320 · Auditors	17,500.00
A1328 · Clerk/Treasurer-Contractual	
1328.w · Bank Error	0.80
1328.t · Clerk/Treasurer Equipment	1,203.94
1328.s · Technology Support	5,523.60
1328.r · Print/Reproduction	1,676.46
1328.a · Office Supplies	1,668.48
1328.b · Postage	160.00
1328.c · Phone & Internet	2,417.35
1328.d · Cell Phone Expense	239.01
1328.e · Payroll Services	973.09
1328.j · Death Certificates	410.00
1328.k · Newspaper	240.00
1328.o · Mileage	23.40
1328.q · Seminars	50.00
A1328 · Clerk/Treasurer-Contractual - Other	31.06
Total A1328 · Clerk/Treasurer-Contractual	14,617.19
A1420 · Law-Contractual	
1420.a · Legal Work	65,900.32
1420.b · Robinson & Cole, LLP	3,123.00
Total A1420 · Law-Contractual	69,023.32
A1421 · Legal Ads/Publications	1,870.00
A1620 · Buildings-Contractual	
1620.f · Building Repairs/Maintenance	680.00
1620.a · Orange & Rockland	4,146.26
1620.b · Village Hall Cleaning	2,755.00
1620.d · Security	845.00
Total A1620 · Buildings-Contractual	8,426.26
A1910 · Insurance	
A1910.b · Liability Insurance	67,862.55
A1910 · Insurance - Other	413.00
Total A1910 · Insurance	68,275.55
A1920 · Municipal Dues	1,897.00
A3410 · Hydrant Rental	54,883.16
A3620 · Building Inspector-Contractual	
3620.i · Code Enforcement/Bldg Inspector	72.00
3620.h · Building Inspector Compensation	18,909.24
3620.a · Cell Phone Expense	115.49
3620.b · Mileage	713.95
Total A3620 · Building Inspector-Contractual	19,810.68
A5110 · Street Paving	367,866.86
A5142.a · Contractual-Ramapo	109,437.50
A5192 · Street Lighting	1,702.38
A7510 · Cultural-Director	
7510.2 · Cultural Director Salary	17,993.52
Total A7510 · Cultural-Director	17,993.52
A7510 Cultural-Contractual	
7510 e · Event Hospitality	1,002.61
7510.j · Events Personnel	2,600.00
7510.i · Cultural-Equip - Repairs	206.74
7510.a · Orange & Rockland	1,276.01
7510.b · United Water	224.26
7510.c · Verizon	162.27

11/28/22

**Village of Pomona
Treasurer's Report
June 1 through November 28, 2022**

	Jun 1 - Nov 28, 22
7510.d · Cleaning/Maintenance	190.00
Total A7510 Cultural-Contractual	5,661.89
A8020 · Planning-Contractual	
8020.c · Planner-Nelson, Pope, Voorhis	9,761.25
8020.b · Planning-Personal	1,282.50
Total A8020 · Planning-Contractual	11,043.75
A8624 · Sanitation-Contractual	139,722.20
A9040 · Worker's Compensation	-365.71
A9063 · Health Insurance	7,161.19
A9720 · Principle Road Bond	50,000.00
A9730 · Interest on Road Bond(s)	4,000.00
Total Expense	1,134,202.91
Net Income	1,022,076.49

11/28/22

Village of Pomona Monthly Abstract Listing October 25 through November 28, 2022

Type	Date	Num	Name	Memo	Account	Debit	Credit
Check	10/28/2022	AC...	ADP ADP	Payroll Period Ending 10/21/2022 Payroll Period Ending 10/21/2022	A200 · General Ac... 1328.e · Payroll Se...	82.32	82.32
						82.32	82.32
Check	10/27/2022	106...	AFLAC New York AFLAC New York	November - 2022 AFLAC - Gde ... November - 2022 AFLAC - Gde ...	A200 · General Ac... A601.g · AFLAC P...	38.40	38.40
						38.40	38.40
Check	10/25/2022	AC...	Orange & Rockland Orange & Rockland Orange & Rockland Orange & Rockland Orange & Rockland	Utilities - October, 2022 Village Hall Cultural Center Call Hollow Street Lighting	A200 · General Ac... 1620.a · Orange & ... 7510.a · Orange & ... 1620.a · Orange & ... A5192 · Street Lig...	395.78 240.27 370.00 0.00	1,006.05
						1,006.05	1,006.05
Check	10/31/2022	AC...	Orange & Rockland Orange & Rockland Orange & Rockland Orange & Rockland Orange & Rockland	Utilities - October, 2022 Village Hall Cultural Center Call Hollow Street Lighting	A200 · General Ac... 1620.a · Orange & ... 7510.a · Orange & ... 1620.a · Orange & ... A5192 · Street Lig...	0.00 0.00 0.00 449.78	449.78
						449.78	449.78
Check	10/31/2022	106...	NYCOM NYCOM	Order Number 2022VLLGLCTN... Order Number 2022VLLGLCTN...	A200 · General Ac... 1328.q · Seminars	50.00	50.00
						50.00	50.00
Check	10/31/2022	AC...	On The Clock On The Clock	October - 2022 October - 2022	A200 · General Ac... 1328.e · Payroll Se...	21.00	21.00
						21.00	21.00
Check	11/01/2022	106...	Frances Arsa Artha Frances Arsa Artha	Reimbursement Withheld Retire... Reimbursement Withheld Retire...	A200 · General Ac... A631 · Due to NYS...	135.01	135.01
						135.01	135.01
Check	11/03/2022	106...	Gold Medal Gold Medal	Return of Building Permit Fees - r... Return of Building Permit Fees - r...	A200 · General Ac... A2590.a · Permits	200.00	200.00
						200.00	200.00
Check	11/03/2022	AC...	CONS COLL VILLAGE OF POM... CONS COLL VILLAGE OF POM...		A200 · General Ac... A631 · Due to NYS...	398.70	398.70
						398.70	398.70
Check	11/07/2022	106...	Zummo, Louis Zummo, Louis	Mileage - Personal Vehicle for Vil... Mileage - Personal Vehicle for Vil...	A200 · General Ac... 3620.b · Mileage	45.69	45.69
						45.69	45.69
Check	11/07/2022	106...	William Press - William Press -	September, 2022 - Mileage - Bal... September, 2022 - Mileage - Bal...	A200 · General Ac... 1425.b · Code Enf...	19.04	19.04
						19.04	19.04
Check	11/11/2022	AH ...	ADP ADP	Payroll Period Ending 11/04/2022 Payroll Period Ending 11/04/2022	A200 · General Ac... 1328.e · Payroll Se...	82.32	82.32
						82.32	82.32
Check	11/04/2022	DD	Tjokorda Gde Arsa Artha Tjokorda Gde Arsa Artha Tjokorda Gde Arsa Artha Tjokorda Gde Arsa Artha Tjokorda Gde Arsa Artha Tjokorda Gde Arsa Artha Tjokorda Gde Arsa Artha Tjokorda Gde Arsa Artha Tjokorda Gde Arsa Artha Tjokorda Gde Arsa Artha	November 4, 2022 Payroll November 4, 2022 Payroll November 4, 2022 Payroll November 4, 2022 Payroll November 4, 2022 Payroll November 4, 2022 Payroll November 4, 2022 Payroll November 4, 2022 Payroll November 4, 2022 Payroll November 4, 2022 Payroll	A200 · General Ac... 7510.2 · Cultural D... A601.a · Federal ... A601.c · FICA Tax ... A601.d · Medicare ... A601.b · State Wit... A601.e · Disability ... A601.f · Family Le... A601.g · AFLAC P...	1,499.46	1,237.19 64.95 91.78 21.47 56.01 1.20 7.66 19.20
						1,499.46	1,499.46
Check	11/04/2022	DD	Banks, Jan Banks, Jan Banks, Jan Banks, Jan	November 4, 2022 Payroll November 4, 2022 Payroll November 4, 2022 Payroll November 4, 2022 Payroll	A200 · General Ac... 1350.a · Mayor A601.a · Federal ... A601.c · FICA Tax ... A601.d · Medicare ...	676.92 0.00	602.01 41.97 9.82

11/28/22

Village of Pomona
Monthly Abstract Listing
 October 25 through November 28, 2022

Type	Date	Num	Name	Memo	Account	Debit	Credit
			Banks, Ian	November 4, 2022 Payroll	A601.b · State Wit...	0.00	
			Banks, Ian	November 4, 2022 Payroll	A601.e · Disability ...		1.20
			Banks, Ian	November 4, 2022 Payroll	A601.f · Family Le...		3.46
			Banks, Ian	November 4, 2022 Payroll	A631 · Due to NYS...		18.46
						676.92	676.92
Check	11/04/2022	DD	Brigando, Sharon H.	November 4, 2022 Payroll	A200 · General Ac...		876.51
			Brigando, Sharon H.	November 4, 2022 Payroll	1325.g · Part Time...	990.38	
			Brigando, Sharon H.	November 4, 2022 Payroll	A601.a · Federal ...	0.00	
			Brigando, Sharon H.	November 4, 2022 Payroll	A601.c · FICA Tax ...		61.40
			Brigando, Sharon H.	November 4, 2022 Payroll	A601.d · Medicare ...		14.36
			Brigando, Sharon H.	November 4, 2022 Payroll	A601.b · State Wit...		31.85
			Brigando, Sharon H.	November 4, 2022 Payroll	A601.e · Disability ...		1.20
			Brigando, Sharon H.	November 4, 2022 Payroll	A601.f · Family Le...		5.06
						990.38	990.38
Check	11/04/2022	DD	Fuchs, Ian	November 4, 2022 Payroll	A200 · General Ac...		219.56
			Fuchs, Ian	November 4, 2022 Payroll	1350.b · Trustees' ...	240.38	
			Fuchs, Ian	November 4, 2022 Payroll	A601.a · Federal ...	0.00	
			Fuchs, Ian	November 4, 2022 Payroll	A601.c · FICA Tax ...		14.91
			Fuchs, Ian	November 4, 2022 Payroll	A601.d · Medicare ...		3.48
			Fuchs, Ian	November 4, 2022 Payroll	A601.f · Family Le...		1.23
			Fuchs, Ian	November 4, 2022 Payroll	A601.e · Disability ...		1.20
						240.38	240.38
Check	11/04/2022	DD	Lasker, Mordechai	November 4, 2022 Payroll	A200 · General Ac...		201.99
			Lasker, Mordechai	November 4, 2022 Payroll	1350.b · Trustees' ...	221.15	
			Lasker, Mordechai	November 4, 2022 Payroll	A601.a · Federal ...	0.00	
			Lasker, Mordechai	November 4, 2022 Payroll	A601.c · FICA Tax ...		13.71
			Lasker, Mordechai	November 4, 2022 Payroll	A601.d · Medicare ...		3.21
			Lasker, Mordechai	November 4, 2022 Payroll	A601.b · State Wit...	0.00	
			Lasker, Mordechai	November 4, 2022 Payroll	A601.e · Disability ...		1.11
			Lasker, Mordechai	November 4, 2022 Payroll	A601.f · Family Le...		1.13
						221.15	221.15
Check	11/04/2022	DD	Locust, Chakiera	November 4, 2022 Payroll	A200 · General Ac...		1,964.18
			Locust, Chakiera	November 4, 2022 Payroll	1325.a · Clerk/Tre...	2,416.54	
			Locust, Chakiera	November 4, 2022 Payroll	A601.a · Federal ...		48.74
			Locust, Chakiera	November 4, 2022 Payroll	A601.c · FICA Tax ...		149.82
			Locust, Chakiera	November 4, 2022 Payroll	A601.d · Medicare ...		35.04
			Locust, Chakiera	November 4, 2022 Payroll	A601.b · State Wit...		108.62
			Locust, Chakiera	November 4, 2022 Payroll	A601.e · Disability ...		1.20
			Locust, Chakiera	November 4, 2022 Payroll	A601.f · Family Le...		12.35
			Locust, Chakiera	November 4, 2022 Payroll	A631 · Due to NYS...		96.59
						2,416.54	2,416.54
Check	11/04/2022	DD	Carol McFarlane	November 4, 2022 Payroll	A200 · General Ac...		196.61
			Carol McFarlane	November 4, 2022 Payroll	1350.b · Trustees' ...	221.15	
			Carol McFarlane	November 4, 2022 Payroll	A601.a · Federal ...		5.38
			Carol McFarlane	November 4, 2022 Payroll	A601.c · FICA Tax ...		13.71
			Carol McFarlane	November 4, 2022 Payroll	A601.d · Medicare ...		3.21
			Carol McFarlane	November 4, 2022 Payroll	A601.b · State Wit...	0.00	
			Carol McFarlane	November 4, 2022 Payroll	A601.f · Family Le...		1.13
			Carol McFarlane	November 4, 2022 Payroll	A601.e · Disability ...		1.11
			Carol McFarlane	November 4, 2022 Payroll	A2850 · Donations	0.00	
						221.15	221.15
Check	11/04/2022	DD	Mittiga, Dorinda M.	November 4, 2022 Payroll	A200 · General Ac...		1,258.47
			Mittiga, Dorinda M.	November 4, 2022 Payroll	1325.c · Treasurer	1,564.81	
			Mittiga, Dorinda M.	November 4, 2022 Payroll	A601.a · Federal ...		111.97
			Mittiga, Dorinda M.	November 4, 2022 Payroll	A601.c · FICA Tax ...		97.02
			Mittiga, Dorinda M.	November 4, 2022 Payroll	A601.d · Medicare ...		22.69
			Mittiga, Dorinda M.	November 4, 2022 Payroll	A601.b · State Wit...		65.46
			Mittiga, Dorinda M.	November 4, 2022 Payroll	A601.f · Family Le...		8.00
			Mittiga, Dorinda M.	November 4, 2022 Payroll	A601.e · Disability ...		1.20
						1,564.81	1,564.81
Check	11/04/2022	DD	Press, William	November 4, 2022 Payroll	A200 · General Ac...		398.63
			Press, William	November 4, 2022 Payroll	1425.a · Code Enf...	499.29	
			Press, William	November 4, 2022 Payroll	A601.a · Federal ...		50.12
			Press, William	November 4, 2022 Payroll	A601.c · FICA Tax ...		30.96
			Press, William	November 4, 2022 Payroll	A601.d · Medicare ...		7.24
			Press, William	November 4, 2022 Payroll	A601.b · State Wit...		8.59
			Press, William	November 4, 2022 Payroll	A601.e · Disability ...		1.20

Village of Pomona
Monthly Abstract Listing
 October 25 through November 28, 2022

Type	Date	Num	Name	Memo	Account	Debit	Credit
			Press, William	November 4, 2022 Payroll	A601.f · Family Le...		2.55
						499.29	499.29
Check	11/04/2022	DD	Louis M. Zummo	November 4, 2022 Payroll	A200 · General Ac...		1,055.50
			Louis M. Zummo	November 4, 2022 Payroll	3620.h · Building I...	1,575.77	
			Louis M. Zummo	November 4, 2022 Payroll	A601.a · Federal ...		201.26
			Louis M. Zummo	November 4, 2022 Payroll	A601.c · FICA Tax ...		97.70
			Louis M. Zummo	November 4, 2022 Payroll	A601.d · Medicare ...		22.85
			Louis M. Zummo	November 4, 2022 Payroll	A601.b · State Wit...		98.60
			Louis M. Zummo	November 4, 2022 Payroll	A631 · Due to NYS...		90.61
			Louis M. Zummo	November 4, 2022 Payroll	A601.e · Disability ...		1.20
			Louis M. Zummo	November 4, 2022 Payroll	A601.f · Family Le...		8.05
						1,575.77	1,575.77
Check	11/14/2022	NSF		6 Stag Court - Bounced Check - ...	A200 · General Ac...		1,635.00
				6 Stag Court - Bounced Check - ...	A2590.a · Permits	1,635.00	
						1,635.00	1,635.00
Check	11/14/2022	106...	The Journal News	Invoice #0005042278 - October ...	A200 · General Ac...		752.00
			The Journal News	Invoice #0005042278 - October ...	A1421 · Legal Ads/...	752.00	
						752.00	752.00
Check	11/14/2022	106...	Barbara Pollitt	Puppet Performance - The Fall E...	A200 · General Ac...		400.00
			Barbara Pollitt	Puppet Performance - The Fall E...	7510.j · Events Per...	400.00	
						400.00	400.00
Check	11/14/2022	106...	Arsa Artha, Tjokorda Gde	Shadow Puppet Performance/Aut...	A200 · General Ac...		286.27
			Arsa Artha, Tjokorda Gde	Shadow Puppet Performance - R...	7510.e · Event Ho...	199.76	
			Arsa Artha, Tjokorda Gde	Autumn Concert - Refreshments ...	7510.e · Event Ho...	86.51	
						286.27	286.27
Check	11/14/2022	106...	WB Mason Co., Inc.	Invoice #233453758 - October 13...	A200 · General Ac...		158.91
			WB Mason Co., Inc.	Invoice #233453758 - October 13...	1328.a · Office Su...	158.91	
						158.91	158.91
Check	11/14/2022	106...	Nicole's Reproductions	Invoice#150499 - October 4, 2022	A200 · General Ac...		37.64
			Nicole's Reproductions	Invoice#150499 - October 4, 2022	1328.r · Print/Repr...	37.64	
						37.64	37.64
Check	11/14/2022	106...	TelAscent	Tax Levy Expense - 2022-2023	A200 · General Ac...		517.80
			TelAscent	Tax Levy Expense - 2022-2023	1328.r · Print/Repr...	517.80	
						517.80	517.80
Check	11/14/2022	106...	Bauer-Crowley, Inc.	Invoice #178718 - Policy #LPP70...	A200 · General Ac...		31,647.50
			Bauer-Crowley, Inc.	Invoice #178718 - Policy #LPP70...	A1910.b · Liability I...	31,647.50	
						31,647.50	31,647.50
Check	11/14/2022	106...	Jeff Rosen	Maintenance - Heating System - I...	A200 · General Ac...		385.00
			Jeff Rosen	Maintenance - Heating System - I...	1620.f · Building R...	385.00	
						385.00	385.00
Check	11/14/2022	106...	CIT	Invoice #40998821 - October 18, ...	A200 · General Ac...		228.00
			CIT	Invoice #40998821 - October 18, ...	1328.r · Print/Repr...	228.00	
						228.00	228.00
Check	11/14/2022	106...	Verizon Wireless	Cell Phone Service Invoice #991...	A200 · General Ac...		70.78
			Verizon Wireless	Cell Phone Service Invoice #991...	3620.a · Cell Phon...	23.57	
			Verizon Wireless	Cell Phone Service Invoice #991...	1328.d · Cell Phon...	23.57	
			Verizon Wireless	Cell Phone Service Invoice #991...	1328.d · Cell Phon...	23.64	
						70.78	70.78
Check	11/14/2022	106...	The Pond & Lake Connection	Invoice #54303 - October 26, 202...	A200 · General Ac...		460.00
			The Pond & Lake Connection	Invoice #54303 - October 26, 202...	7141.b · Parks Mai...	460.00	
						460.00	460.00
Check	11/14/2022	106...	Christopher Meredith Inc	Invoice #80925 - November 1, 20...	A200 · General Ac...		2,125.00
			Christopher Meredith Inc	Invoice #80925 - November 1, 20...	7141.d · Landscap...	2,125.00	
						2,125.00	2,125.00

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Village of Pomona
Monthly Abstract Listing
 October 25 through November 28, 2022

Type	Date	Num	Name	Memo	Account	Debit	Credit
Check	11/14/2022	106...	William Press - William Press -	October, 2022 - Mileage - 455 Mi... October, 2022 - Mileage - 455 Mi...	A200 · General Ac... 1425.b · Code Enf...	284.37	284.37
						284.37	284.37
Check	11/14/2022	106...	718 Quantum Corp. 718 Quantum Corp.	Invoice #23912 - November 1, 20... Invoice #23912 - November 1, 20...	A200 · General Ac... 1328.c · Phone & I...	194.95	194.95
						194.95	194.95
Check	11/14/2022	106...	Just A Cleaning Service Just A Cleaning Service Just A Cleaning Service	Invoice #307 - October, 2022 - Vil... Invoice #307 - October, 2022 - Vil... Invoice #307 - October 2022 - Cu...	A200 · General Ac... 1620.b · Village Ha... 7510.d · Cleaning/...	380.00 95.00	475.00
						475.00	475.00
Check	11/14/2022	106...	Town of Ramapo Town of Ramapo	Invoice #HWY000039 - October ... Invoice #HWY000039 - October ...	A200 · General Ac... A5142.a · Contract...	21,887.50	21,887.50
						21,887.50	21,887.50
Check	11/14/2022	106...	Pitney Bowes, Inc. Pitney Bowes, Inc.	Invoice # 3316517118 - Septemb... Invoice # 3316517118 - Septemb...	A200 · General Ac... 1328.t · Clerk/Trea...	65.97	65.97
						65.97	65.97
Check	11/14/2022	106...	Mitchell Shedlarz Mitchell Shedlarz	Autumn Concert 2022 - Novemb... Autumn Concert 2022 - Novemb...	A200 · General Ac... 7510.j · Events Per...	700.00	700.00
						700.00	700.00
Check	11/14/2022	106...	Veolia Water New York Inc. Veolia Water New York Inc. Veolia Water New York Inc. Veolia Water New York Inc.	October 2022 October 2022 October 2022 October 2022	A200 · General Ac... A3410 · Hydrant R... 7510.b · United W... 7510.b · United W...	10,943.47 29.33 19.15	10,991.95
						10,991.95	10,991.95
Check	11/14/2022	106...	PKF O'Connor Davies LLP PKF O'Connor Davies LLP	Invoice #661073 - October 31, 20... Invoice #661073 - October 31, 20...	A200 · General Ac... A1320 · Auditors	4,375.00	4,375.00
						4,375.00	4,375.00
Check	11/14/2022	107...	Nelson, Pope, & Voorhis, LLC Nelson, Pope, & Voorhis, LLC Nelson, Pope, & Voorhis, LLC Nelson, Pope, & Voorhis, LLC Nelson, Pope, & Voorhis, LLC Nelson, Pope, & Voorhis, LLC Nelson, Pope, & Voorhis, LLC	Invoice #28309/28308/28306/283... Invoice #28309 - October 31, 2022 Invoice #28308 - October 31, 2022 Invoice #28306 - October 31, 2022 Invoice #28307 - October 31, 2022 Invoice #28301 - October 31, 2022 Invoice #28310 - October 31, 2022	A200 · General Ac... 8020.c · Planner-N... 8020.c · Planner-N... 8020.c · Planner-N... 8020.c · Planner-N... 8020.c · Planner-N... 8020.c · Planner-N...	852.50 852.50 1,240.00 813.75 852.50 542.50	5,153.75
						5,153.75	5,153.75
Check	11/14/2022	107...	NYS Employee Health Insur. Pe... NYS Employee Health Insur. Pe...	Health Insurance - Chakiera Locu... Health Insurance - Chakiera Locu...	A200 · General Ac... A9063 · Health Ins...	1,196.12	1,196.12
						1,196.12	1,196.12
Check	11/14/2022	107...	The Journal News Media Group The Journal News Media Group	Monthly Subscription - November... Monthly Subscription - November...	A200 · General Ac... 1328.k · Newspaper	40.00	40.00
						40.00	40.00
Check	11/14/2022	107...	Verizon Verizon	Cultural Center - October- 2022 Cultural Center - October- 2022	A200 · General Ac... 7510.c · Verizon	32.31	32.31
						32.31	32.31
Check	11/14/2022	107...	Interstate Waste Services, Inc. Interstate Waste Services, Inc.	Invoice #8560135 - October 31, 2... Invoice #8560135 - October 31, 2...	A200 · General Ac... A8624 · Sanitation...	27,944.44	27,944.44
						27,944.44	27,944.44
Check	11/14/2022	107...	Spence Engineering Spence Engineering	Invoices VOP1022-1 - VOP1022-... Invoices VOP1022-1 - VOP1022-...	A200 · General Ac... 1440.c · Engineeri...	7,570.20	7,570.20
						7,570.20	7,570.20
Check	11/14/2022	107...	Feerick Nugent & MacCartney Feerick Nugent & MacCartney Feerick Nugent & MacCartney Feerick Nugent & MacCartney Feerick Nugent & MacCartney	Invoice #s3881/3784/3724/3796/... Invoice #3881 - Pomona ZBA - 1... Invoice #3784 - Planning Board - ... Invoice #3724 - Pomona (County ... Invoice #3796 - Pomona (Genera... Invoice #3798 - Pomona (Tartiko...	A200 · General Ac... 1420.a · Legal Work 1420.a · Legal Work 1420.a · Legal Work 1420.a · Legal Work 1420.a · Legal Work	855.00 45.00 4,252.50 4,950.00 8,263.75	21,966.25

Village of Pomona Monthly Abstract Listing October 25 through November 28, 2022

Type	Date	Num	Name	Memo	Account	Debit	Credit
			Feerick Nugent & MacCartney	Invoice #3703 - Pomona (Santiag...	1420.a · Legal Work	1,462.50	
			Feerick Nugent & MacCartney	Invoice #3902 - Planning Board - ...	1420.a · Legal Work	180.00	
			Feerick Nugent & MacCartney	Invoice #3779 - Planning Board - ...	1420.a · Legal Work	675.00	
			Feerick Nugent & MacCartney	Invoice #3780 - Planning Board - ...	1420.a · Legal Work	450.00	
			Feerick Nugent & MacCartney	Invoice #3781 - Planning Board - ...	1420.a · Legal Work	405.00	
			Feerick Nugent & MacCartney	Invoice #3782 - Planning Board - ...	1420.a · Legal Work	427.50	
						21,966.25	21,966.25
Check	11/15/2022	AC...	Optimum	Billing Period: September 2022	A200 · General Ac...		249.11
			Optimum	Billing Period - January 2021 - Ac...	1328.c · Phone & I...	249.11	
						249.11	249.11
Check	11/15/2022	AC...	Optimum	Billing Period: October 2022	A200 · General Ac...		249.11
			Optimum	Billing Period - January 2021 - Ac...	1328.c · Phone & I...	249.11	
						249.11	249.11
Check	11/28/2022	AC...	Orange & Rockland	Utilities - November- 2022	A200 · General Ac...		815.04
			Orange & Rockland	Village Hall	1620.a · Orange & ...	451.37	
			Orange & Rockland	Cultural Center	7510.a · Orange & ...	326.99	
			Orange & Rockland	Call Hollow	1620.a · Orange & ...	36.68	
			Orange & Rockland	Street Lighting	A5192 · Street Lig...	0.00	
						815.04	815.04
Check	11/18/2022	DD	Tjokorda Gde Arsa Artha	November 18, 2022 Payroll	A200 · General Ac...		1,237.20
			Tjokorda Gde Arsa Artha	November 18, 2022 Payroll	7510.2 · Cultural D...	1,499.46	
			Tjokorda Gde Arsa Artha	November 18, 2022 Payroll	A601.a · Federal ...		64.95
			Tjokorda Gde Arsa Artha	November 18, 2022 Payroll	A601.c · FICA Tax ...		91.78
			Tjokorda Gde Arsa Artha	November 18, 2022 Payroll	A601.d · Medicare ...		21.46
			Tjokorda Gde Arsa Artha	November 18, 2022 Payroll	A601.b · State Wit...		56.01
			Tjokorda Gde Arsa Artha	November 18, 2022 Payroll	A601.e · Disability ...		1.20
			Tjokorda Gde Arsa Artha	November 18, 2022 Payroll	A601.f · Family Le...		7.66
			Tjokorda Gde Arsa Artha	November 18, 2022 Payroll	A601.g · AFLAC P...		19.20
						1,499.46	1,499.46
Check	11/18/2022	DD	Banks, Ian	November 18, 2022 Payroll	A200 · General Ac...		602.02
			Banks, Ian	November 18, 2022 Payroll	1350.a · Mayor	676.92	
			Banks, Ian	November 18, 2022 Payroll	A601.a · Federal ...	0.00	
			Banks, Ian	November 18, 2022 Payroll	A601.c · FICA Tax ...		41.97
			Banks, Ian	November 18, 2022 Payroll	A601.d · Medicare ...		9.81
			Banks, Ian	November 18, 2022 Payroll	A601.b · State Wit...	0.00	
			Banks, Ian	November 18, 2022 Payroll	A601.e · Disability ...		1.20
			Banks, Ian	November 18, 2022 Payroll	A601.f · Family Le...		3.46
			Banks, Ian	November 18, 2022 Payroll	A631 · Due to NYS...		18.46
						676.92	676.92
Check	11/18/2022	DD	Brigando, Sharon H.	November 18, 2022 Payroll	A200 · General Ac...		876.50
			Brigando, Sharon H.	November 18, 2022 Payroll	1325.g · Part Time...	990.38	
			Brigando, Sharon H.	November 18, 2022 Payroll	A601.a · Federal ...	0.00	
			Brigando, Sharon H.	November 18, 2022 Payroll	A601.c · FICA Tax ...		61.41
			Brigando, Sharon H.	November 18, 2022 Payroll	A601.d · Medicare ...		14.36
			Brigando, Sharon H.	November 18, 2022 Payroll	A601.b · State Wit...		31.85
			Brigando, Sharon H.	November 18, 2022 Payroll	A601.e · Disability ...		1.20
			Brigando, Sharon H.	November 18, 2022 Payroll	A601.f · Family Le...		5.06
						990.38	990.38
Check	11/18/2022	DD	Fuchs, Ian	November 18, 2022 Payroll	A200 · General Ac...		219.56
			Fuchs, Ian	November 18, 2022 Payroll	1350.b · Trustees' ...	240.38	
			Fuchs, Ian	November 18, 2022 Payroll	A601.a · Federal ...	0.00	
			Fuchs, Ian	November 18, 2022 Payroll	A601.c · FICA Tax ...		14.90
			Fuchs, Ian	November 18, 2022 Payroll	A601.d · Medicare ...		3.49
			Fuchs, Ian	November 18, 2022 Payroll	A601.f · Family Le...		1.23
			Fuchs, Ian	November 18, 2022 Payroll	A601.e · Disability ...		1.20
						240.38	240.38
Check	11/18/2022	DD	Greenberg, Marc	November 18, 2022 Payroll	A200 · General Ac...		202.00
			Greenberg, Marc	November 18, 2022 Payroll	1350.b · Trustees' ...	221.15	
			Greenberg, Marc	November 18, 2022 Payroll	A601.a · Federal ...	0.00	
			Greenberg, Marc	November 18, 2022 Payroll	A601.c · FICA Tax ...		13.71
			Greenberg, Marc	November 18, 2022 Payroll	A601.d · Medicare ...		3.20
			Greenberg, Marc	November 18, 2022 Payroll	A601.b · State Wit...	0.00	
			Greenberg, Marc	November 18, 2022 Payroll	A601.e · Disability ...		1.11
			Greenberg, Marc	November 18, 2022 Payroll	A601.f · Family Le...		1.13

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Village of Pomona Monthly Abstract Listing October 25 through November 28, 2022

Type	Date	Num	Name	Memo	Account	Debit	Credit
						221.15	221.15
Check	11/18/2022	DD	Lasker, Mordechai	November 18, 2022 Payroll	A200 · General Ac...		202.00
			Lasker, Mordechai	November 18, 2022 Payroll	1350.b · Trustees' ...	221.15	
			Lasker, Mordechai	November 18, 2022 Payroll	A601.a · Federal ...	0.00	
			Lasker, Mordechai	November 18, 2022 Payroll	A601.c · FICA Tax ...		13.71
			Lasker, Mordechai	November 18, 2022 Payroll	A601.d · Medicare ...		3.20
			Lasker, Mordechai	November 18, 2022 Payroll	A601.b · State Wit...	0.00	
			Lasker, Mordechai	November 18, 2022 Payroll	A601.e · Disability ...		1.11
			Lasker, Mordechai	November 18, 2022 Payroll	A601.f · Family Le...		1.13
						221.15	221.15
Check	11/18/2022	DD	Locust, Chakiera	November 18, 2022 Payroll	A200 · General Ac...		1,964.17
			Locust, Chakiera	November 18, 2022 Payroll	1325.a · Clerk/Tre...	2,416.54	
			Locust, Chakiera	November 18, 2022 Payroll	A601.a · Federal ...		48.74
			Locust, Chakiera	November 18, 2022 Payroll	A601.c · FICA Tax ...		149.83
			Locust, Chakiera	November 18, 2022 Payroll	A601.d · Medicare ...		35.04
			Locust, Chakiera	November 18, 2022 Payroll	A601.b · State Wit...		108.62
			Locust, Chakiera	November 18, 2022 Payroll	A601.e · Disability ...		1.20
			Locust, Chakiera	November 18, 2022 Payroll	A601.f · Family Le...		12.35
			Locust, Chakiera	November 18, 2022 Payroll	A631 · Due to NYS...		96.59
						2,416.54	2,416.54
Check	11/18/2022	DD	Carol McFarlane	November 18, 2022 Payroll	A200 · General Ac...		196.62
			Carol McFarlane	November 18, 2022 Payroll	1350.b · Trustees' ...	221.15	
			Carol McFarlane	November 18, 2022 Payroll	A601.a · Federal ...		5.38
			Carol McFarlane	November 18, 2022 Payroll	A601.c · FICA Tax ...		13.71
			Carol McFarlane	November 18, 2022 Payroll	A601.d · Medicare ...		3.20
			Carol McFarlane	November 18, 2022 Payroll	A601.b · State Wit...	0.00	
			Carol McFarlane	November 18, 2022 Payroll	A601.f · Family Le...		1.13
			Carol McFarlane	November 18, 2022 Payroll	A601.e · Disability ...		1.11
			Carol McFarlane	November 18, 2022 Payroll	A2850 · Donations	0.00	
						221.15	221.15
Check	11/18/2022	DD	Mittiga, Dorinda M.	November 18, 2022 Payroll	A200 · General Ac...		1,258.48
			Mittiga, Dorinda M.	November 18, 2022 Payroll	1325.c · Treasurer	1,564.81	
			Mittiga, Dorinda M.	November 18, 2022 Payroll	A601.a · Federal ...		111.97
			Mittiga, Dorinda M.	November 18, 2022 Payroll	A601.c · FICA Tax ...		97.01
			Mittiga, Dorinda M.	November 18, 2022 Payroll	A601.d · Medicare ...		22.69
			Mittiga, Dorinda M.	November 18, 2022 Payroll	A601.b · State Wit...		65.46
			Mittiga, Dorinda M.	November 18, 2022 Payroll	A601.f · Family Le...		8.00
			Mittiga, Dorinda M.	November 18, 2022 Payroll	A601.e · Disability ...		1.20
						1,564.81	1,564.81
Check	11/18/2022	DD	Press, William	November 18, 2022 Payroll	A200 · General Ac...		353.98
			Press, William	November 18, 2022 Payroll	1425.a · Code Enf...	448.31	
			Press, William	November 18, 2022 Payroll	A601.a · Federal ...		50.00
			Press, William	November 18, 2022 Payroll	A601.c · FICA Tax ...		27.79
			Press, William	November 18, 2022 Payroll	A601.d · Medicare ...		6.50
			Press, William	November 18, 2022 Payroll	A601.b · State Wit...		6.55
			Press, William	November 18, 2022 Payroll	A601.e · Disability ...		1.20
			Press, William	November 18, 2022 Payroll	A601.f · Family Le...		2.29
						448.31	448.31
Check	11/18/2022	DD	Louis M. Zummo	November 18, 2022 Payroll	A200 · General Ac...		1,055.51
			Louis M. Zummo	November 18, 2022 Payroll	3620.h · Building I...	1,575.77	
			Louis M. Zummo	November 18, 2022 Payroll	A601.a · Federal ...		201.26
			Louis M. Zummo	November 18, 2022 Payroll	A601.c · FICA Tax ...		97.69
			Louis M. Zummo	November 18, 2022 Payroll	A601.d · Medicare ...		22.85
			Louis M. Zummo	November 18, 2022 Payroll	A601.b · State Wit...		98.60
			Louis M. Zummo	November 18, 2022 Payroll	A631 · Due to NYS...		90.61
			Louis M. Zummo	November 18, 2022 Payroll	A601.e · Disability ...		1.20
			Louis M. Zummo	November 18, 2022 Payroll	A601.f · Family Le...		8.05
						1,575.77	1,575.77
Check	11/04/2022	DD	Greenberg, Marc	November 4, 2022 Payroll	A200 · General Ac...		201.99
			Greenberg, Marc	November 4, 2022 Payroll	1350.b · Trustees' ...	221.15	
			Greenberg, Marc	November 4, 2022 Payroll	A601.a · Federal ...	0.00	
			Greenberg, Marc	November 4, 2022 Payroll	A601.c · FICA Tax ...		13.71
			Greenberg, Marc	November 4, 2022 Payroll	A601.d · Medicare ...		3.21
			Greenberg, Marc	November 4, 2022 Payroll	A601.b · State Wit...	0.00	
			Greenberg, Marc	November 4, 2022 Payroll	A601.e · Disability ...		1.11
			Greenberg, Marc	November 4, 2022 Payroll	A601.f · Family Le...		1.13

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Village of Pomona
Monthly Abstract Listing
October 25 through November 28, 2022

Type	Date	Num	Name	Memo	Account	Debit	Credit
						221.15	221.15
TOTAL						<u>165,626.30</u>	<u>165,626.30</u>

Village of Pomona
Treasurer's Report
June 1, 2022 - November 28, 2022

	June 1, 2022 - November 28, 2022	YTD Budget	Annual Budget	Over YTD
Income				
A5031 · Interfund Transfers	0.00	0.00	0.00	0.00
A1001 Real Estate Taxes	1,760,164.00	1,760,164.00	1,760,164.00	0.00
A1002 Interfund Revenue	0.00	0.00	0.00	0.00
A1090 Fines/Penalties/Taxes	5,942.19	750.00	1,500.00	5,192.19
A1120 County Sales Tax Revenue	25,985.00	40,000.00	80,000.00	-14,015.00
A1130 Utilities Gross Inc Tax	56,661.79	55,000.00	110,000.00	1,661.79
A1170 Cable Fees	12,858.93	3,250.00	6,500.00	9,608.93
A1255 Clerk's Fees	587.15	500.00	1,000.00	87.15
A1255a Road Openings	0.00	1,250.00	2,500.00	-1,250.00
A2110 Zoning Fees	450.00	1,000.00	2,000.00	-550.00
A2115 Planning/Engineering Fees	11,475.00	1,250.00	2,500.00	10,225.00
A2401 Interest & Earnings	11,575.40	375.00	750.00	11,200.40
A2410 Rental of property	0.00	0.00	0.00	0.00
A2565 Sewer & Blasting Permits	0.00	0.00	0.00	0.00
A2570 AIM Related Payments	7,579.00	0.00	0.00	7,579.00
A2590 Build.Permits/Inspection	92,337.00	60,000.00	120,000.00	32,337.00
A2610 · Fines and Fees	0.00	312.50	750.00	-312.50
A2651 Recycling Fees	3,382.40	5,500.00	11,000.00	-2,117.60
A2701 Refunds of Prior Year's	0.00	0.00	0.00	0.00
A2710 Pomona Day	0.00	0.00	0.00	0.00
A2800 Road paving fees	0.00	0.00	0.00	0.00
A2801 Insurance recoveries	0.00	0.00	0.00	0.00
A2850 Donations	0.00	0.00	0.00	0.00
A2990 Unclassified Revenues	167,281.54	83,891.00	167,782.00	83,390.54
A3001 Revenue Sharing	0.00	0.00	0.00	0.00
A3002 Mortgage Tax	0.00	3,500.00	70,000.00	-3,500.00
A3060 Records Management	0.00	0.00	0.00	0.00
A3089 Fire Code Fees	0.00	0.00	0.00	0.00
A3303 Money in lieu of land	0.00	0.00	0.00	0.00
A3501 Chips	0.00	134,500.00	269,000.00	-134,500.00
A3600 Youth Bureau Grant	0.00	0.00	0.00	0.00
A3800 Other Federal Grants	0.00	0.00	0.00	0.00
A3801 Other State Grants	0.00	0.00	0.00	0.00
A3802 Star	0.00	0.00	0.00	0.00
A4000 Appropriated Surplus	0.00	0.00	0.00	0.00
A4960 Disaster Assistance	0.00	0.00	0.00	0.00
Total Income	2,156,279.40	2,151,242.50	2,605,446.00	5,036.90
Expense				
A1350.b Trustee's Compensation	10,845.96	11,750.00	23,500.00	-904.04
A1010.4 Legislative-Contractual	0.00	500.00	1,000.00	-500.00
A1350.a Mayor Compensation	8,123.04	8,800.00	17,600.00	-676.96
A1210.2 Mayor-Equipment	0.00	0.00	0.00	0.00
A1210 Mayor/Contractual	0.00	1,250.00	2,500.00	-1,250.00
A1210.4a P/R Newsletter	0.00	0.00	0.00	0.00
A1210.4c Webmaster	0.00	750.00	1,500.00	-750.00
A1320.1 Auditors	17,500.00	8,750.00	17,500.00	8,750.00
A1325.a Clerk/Treasurer	28,998.48	31,415.00	62,830.00	-2,416.52
A1325.g Part Time Clerk	11,884.55	12,875.00	25,750.00	-990.44
A1326 Stenographer	0.00	0.00	0.00	0.00
A1325.1d Misc/extra help	0.00	3,000.00	6,000.00	-3,000.00
A1325.1e Historian	0.00	0.00	0.00	0.00
A1325.c Treasurer	18,777.72	20,342.50	40,685.00	-1,564.78
A1325.2 Clerk/Treas-Equipment	1,203.94	2,500.00	5,000.00	-1,296.06
A1328 Clerk/Contractual	13,413.25	7,500.00	15,000.00	5,913.25
A1355.4 Tax Assessment	0.00	1,250.00	2,500.00	-1,250.00
A1355.4a Assessor	0.00	0.00	0.00	0.00
A1362.4 Tax Advertising	0.00	0.00	0.00	0.00
A1420.1 Law-Personal	0.00	0.00	0.00	0.00
A1420.4 Law-Contractual	69,023.32	140,000.00	280,000.00	-70,976.68

Village of Pomona
Treasurer's Report
June 1, 2022 - November 28, 2022

A1420.4a Legal ads/publications	1,870.00	1,000.00	2,000.00	870.00
A1425.1 Code Enforce-Personal	5,526.21	7,500.00	15,000.00	-1,973.79
A1425.4 Code Enforce-Contract	1,221.39	0.00	0.00	1,221.39
A1440.1 Engineering-Personal	0.00	0.00	0.00	0.00
A1440.2 Engineering-Equipment	0.00	0.00	0.00	0.00
A1440.4 Engineering-Contractual	42,204.75	40,000.00	80,000.00	2,204.75
A1450.1 Elections-Personal	0.00	900.00	1,800.00	-900.00
A1450.2 Elections-Equipment	0.00	916.67	2,200.00	-916.67
A1450.4 Elections-Contractual	0.00	83.33	200.00	-83.33
A1460.4 Records Management	0.00	1,250.00	3,000.00	-1,250.00
A1620.2 Buildings-Equipment	0.00	2,083.33	5,000.00	-2083.33
A1620 Buildings/Contractual	7,746.26	7,500.00	15,000.00	246.26
A1620.4a Building Repairs	680.00	1,370.00	2,740.00	-690.00
A1620.4b Sewer Taxes-Parks	0.00	3,150.00	6,300.00	-3,150.00
A1910.4 Insurance	68,275.55	32,500.00	65,000.00	35,775.55
A1920.4 Municipal Dues	1,897.00	1,300.00	2,600.00	597.00
A1930.4 Judgements & Claims	0.00	5,000.00	10,000.00	-5,000.00
A1940.4 Tax Advertising	0.00	0.00	0.00	0.00
A1950.4 Uncategorized Expenses	0.00	0.00	0.00	0.00
A1964.4 Tax Refunds	0.00	0.00	0.00	0.00
A1990.4 Contingent	0.00	425,000.00	850,000.00	-425,000.00
A1991.4 Tax Stabilization	0.00	0.00	0.00	0.00
A3310.2 Traffic-Equipment	0.00	2,000.00	4,000.00	-2,000.00
A3310.4 Dog Warden-Contractual	0.00	1,225.00	2,450.00	-1,225.00
A3410 Hydrant Rental	54,883.16	65,000.00	130,000.00	-10,116.84
A3620.h Building Inspector Compensation	18,909.24	20,485.00	40,970.00	-1,575.76
A3620.i Code Enforcement/Bldg Inspector	0.00	0.00	0.00	0.00
A3620.1a Fire Inspector	0.00	500.00	1,000.00	0.00
A3620.1b Ass Bldg Insp-Personal	0.00	0.00	0.00	0.00
A3620.2 Bldg Insp-Equipment	0.00	0.00	0.00	0.00
A3620.4 Bldg Insp-Contractual	901.44	0.00	0.00	901.44
A5110.4 Street Paving	0.00	0.00	0.00	0.00
A5112.4 Undedicated Roads	0.00	0.00	0.00	0.00
A5142.a Contractual-Ramapo	109,437.50	131,500.00	263,000.00	-22,062.50
A5142.4b Contractual-Haverstraw	0.00	0.00	0.00	0.00
A5142.4c Amortized Truck Purch	0.00	0.00	0.00	0.00
A5192.4 Street Lighting	1,702.38	2,500.00	5,000.00	-797.62
A5410.4 Street Paving	367,866.86	250,000.00	500,000.00	117,866.86
A7000.1 Net Wages	0.00	0.00	0.00	0.00
A7140.1 Parks & Rec.-Personal	0.00	0.00	0.00	0.00
A7140.2 Park Repair and Equip.	48.45	0.00	0.00	48.45
A7141.d Landscape/Contractual	10,625.00	10,000.00	20,000.00	625.00
A7141.e Park Security	0.00	2,500.00	5,000.00	-2,500.00
A7141.b Parks Maintenance & Repair	15,365.00	20,000.00	40,000.00	-4,635.00
A7140.4b Beautification/Clean	0.00	2,500.00	5,000.00	-2,500.00
A7140.4c Recreation	0.00	1,500.00	3,000.00	-1,500.00
A7510.2 Cultural Director Compensation	17,993.52	19,493.00	38,986.00	-1,499.48
A7510.2 Cultural-Equip. Repairs	0.00	7,500.00	15,000.00	-7,500.00
A7510 Cultural/Contractual	5,661.89	3,750.00	7,500.00	1,911.89
A7510.4a Artist in Residence	0.00	0.00	0.00	0.00
A7510.4b Workshops/Programs	0.00	3,200.00	6,400.00	-3,200.00
A7510.4c Event Hospitality	0.00	1,500.00	3,000.00	-1,500.00
A8010.1 Zoning-Personal	0.00	777.50	1,555.00	-777.50
A8010.2 Zoning-Equipment	0.00	0.00	0.00	0.00
A8010.4 Zoning-Contractual	0.00	750.00	1,500.00	-750.00
A8020.1 Planning-Personal	1,282.50	1,715.00	3,430.00	-432.50
A8020.4 Planning-Contractual	9,761.25	750.00	1,500.00	9,011.25
A8020.4a Planner	0.00	7,500.00	15,000.00	-7,500.00
A8824 Sanitation/Contractual	139,722.20	168,000.00	338,000.00	-28,277.80
A8160.4a Recycling Bins	0.00	0.00	0.00	0.00
A8620.4 Renovations-VIII Hall	0.00	10,000.00	20,000.00	-10,000.00
A8620.4a Cultural CUPProjects	0.00	0.00	0.00	0.00

PAYROLL REGISTER

CHECK DATE: November 4, 2022

Payroll Summary

Check Date	Name	Hours	Total Paid	Tax Withheld	Deductions	Net Pay	Check No	Employer Liability	Total Expense
11/04/2022	Arsa Artha, Tjokorda Gde	0.00	1,499.46	241.87	20.40	1,237.19	DD	113.24	1,612.70
11/04/2022	Banks, Ian	0.00	676.92	55.25	19.66	602.01	DD	51.79	728.71
11/04/2022	Brigando, Sharon H	0.00	990.38	112.67	1.20	876.51	DD	75.76	1,066.14
11/04/2022	Fuchs, Ijan	0.00	240.38	19.62	1.20	219.56	DD	18.39	258.77
11/04/2022	Greenberg, Marc	0.00	221.15	18.05	1.11	201.99	DD	16.92	238.07
11/04/2022	Lasker, Mordchai	0.00	221.15	18.05	1.11	201.99	DD	16.92	238.07
11/04/2022	Locust, Chakiera D	0.00	2,416.54	354.57	97.79	1,964.18	DD	184.87	2,601.41
11/04/2022	McFarlane, Carol	0.00	221.15	23.43	1.11	196.61	DD	16.92	238.07
11/04/2022	Mittiga, Dorinda M	0.00	1,564.81	305.14	1.20	1,258.47	DD	119.71	1,684.52
11/04/2022	Press, William	19.39	499.29	99.46	1.20	398.63	DD	38.20	537.49
11/04/2022	Zummo, Louis M	0.00	1,575.77	428.46	91.81	1,055.50	DD	120.55	1,696.32
Pay Frequency Totals: Biweekly		19.39	\$10,127.00	\$1,676.57	\$237.79	\$8,212.64	DD	\$773.27	\$10,900.27
Total Net Pays for Biweekly frequency: 11									
Company Totals:									
Total Net Pays for Company: 11		19.39	\$10,127.00	\$1,676.57	\$237.79	\$8,212.64		\$773.27	\$10,900.27

PAYROLL REGISTER

CHECK DATE: November 18, 2022

Payroll Summary

Check Date	Name	Hours	Total Paid	Tax Withheld	Deductions	Net Pay	Check No	Employer Liability	Total Expense
11/18/2022	Arsa Artha, Tjekkonda Gde	0.00	1,499.46	241.86	20.40	1,237.20	DD	113.24	1,612.70
11/18/2022	Banks, Ian	0.00	676.92	55.24	19.66	602.02	DD	51.79	728.71
11/18/2022	Brigando, Sharon H	0.00	990.38	112.68	1.20	876.50	DD	75.76	1,066.14
11/18/2022	Fuchs, Iian	0.00	240.38	19.62	1.20	219.56	DD	18.39	258.77
11/18/2022	Greenberg, Marc	0.00	221.15	18.04	1.11	202.00	DD	16.92	238.07
11/18/2022	Lasker, Mordechai	0.00	221.15	18.04	1.11	202.00	DD	16.92	238.07
11/18/2022	Locust, Chakiera D	0.00	2,416.54	354.58	97.79	1,964.17	DD	184.87	2,601.41
11/18/2022	McIartane, Carol	0.00	221.15	23.42	1.11	196.62	DD	16.92	238.07
11/18/2022	Mittiga, Dorinda M	0.00	1,564.81	305.13	1.20	1,258.48	DD	119.71	1,684.52
11/18/2022	Press, William	17.41	448.31	93.13	1.20	353.98	DD	34.30	482.61
11/18/2022	Zummo, Louis M	0.00	1,575.77	428.45	91.81	1,055.51	DD	120.55	1,696.32
Pay Frequency Totals: Biweekly			\$10,076.02	\$1,670.19	\$237.79	\$8,168.04		\$769.37	\$10,845.39
Total Net Pays for Biweekly frequency: 11		17.41	\$10,076.02	\$1,670.19	\$237.79	\$8,168.04		\$769.37	\$10,845.39
Company Totals:									
Total Net Pays for Company: 11		17.41	\$10,076.02	\$1,670.19	\$237.79	\$8,168.04		\$769.37	\$10,845.39

POMONA CULTURAL CENTER Board Meeting – November 28, 2022

The **Autumn 2022 Exhibition, *Through Space and Time***, closed on November 6, 2022

The **Fall 2022 Concert** on Saturday, November 5, 2022, at 7:30 P.M. had a nice turnout for the event, both live and streaming. Musicians featured Pomona resident, Mitchell Shedlar on horns and vocals, with *Mitchell's Mellow Madness Band*, performing a selection of familiar jazz music in an upbeat, happy and fun style. Light refreshments were served.

The **Holiday Season 2022 Art Exhibition, *In Retrospect: Defining Moments***, is scheduled to open on Sunday, December 4, 2022, with an Opening Reception on Sunday, December 11, 2022 from 3 – 6 pm. Featured artists include William Chaiken, Chantal Haskew, and Ted Ludwiczak. A live music performance will be a duo featuring David Hayes and Heather Vogel. The event will be open for live attendance and will also be streamed live via YouTube. Light refreshments will be served.

The **Winter Concert** is scheduled for Saturday, January 14, 2023, starting at 7:30 PM. Proposed budget for the event is \$800 - \$700 for the performers and \$100 for refreshments.

Maintenance –

One of the sockets for the outdoor sign light has been broken for over two years. Also, two of the outdoor lights on the building, higher than the gutters, are burned out and need to be replaced.



Pomona Cultural Center

Pjokorda Cde Arsa Artha, Director/Curator

Presents:

Holiday Season 2022 ~ Art Exhibition

December 4, 2022 ~ January 15, 2023

~ IN RETROSPECT: DEFINING MOMENTS ~

William Chaiken ☆ Chantal Haskew ☆ Ted Ludwiczak



Reception: Sunday, December 11, 3-6 P.M.

The artist performance featuring 1100 by David Goff will be featured and

Will be livestreamed via YouTube.

All programs are sponsored and made possible by the Mayor and the Board of Trustees of the VILLAGE OF POMONA.

Directions: Palisades Parkway to Exit 13.

Follow Rte 202 toward Pomona for 2 miles, turn left onto Rte 306.

The Center is 1 mile on left. 584 Route 306,

Pomona, New York (845) 362-8062

For more information call 202-2-10-211



Gran Fondo New York
5114 Kennedy Blvd West #16
West New York, NJ 07093
917-656-2005
lidia@gfny.com
nyc.gfny.com

October 24, 2022

Mayor Ian Banks
Village of Pomona
100 Ladentown Road
Pomona, NY 10970

Police Chief Peter Murphy
Lieutenant John Gould
Haverstraw Police Department
101 W Ramapo Road
Garnerville, NY 10923

Dear Mayor Banks, Chief Murphy, Lt Gould,

After two years off due to Covid, GFNY and GFNY athletes were ecstatic to get back to enjoying the most incredible cycling experience in the world, along the iconic 100-mile race held from GWB to Bear Mountain and back, in the company of athletes that make up the world's most international cycling field. The 10th edition of GFNY World Championship was held on May 15, 2022 with 5000 cyclists from 93 countries.

As we prepare for the 11th annual edition of GFNY World Championship, to be held on May 21, 2023, we would like to express our gratitude for your support of GFNY over the past twelve years. Without the close collaboration with a multitude of local agencies, the event would not be possible. Year after year, GFNY is praised as the best cycling event in the world, and a key element of this world-class athlete experience is the dedication and professionalism of every person who works the event.

Same as in the past ten editions, GFNY will pay the related police overtime fees to cover the expenses of the event. We also make donations to all the local Volunteer Ambulance Corps who assist with the event.

As part of the organizational and permit process, we are working with all agencies and jurisdictions along the GFNY course, which usually include: PANYNJ, NJ DOT, NYS DOT, Palisades Interstate Park Commission, Harriman State Park, Rockland County, Fort Lee, Englewood Cliffs, Edgewater, Alpine, every town in Rockland County: Orangetown, Clarkstown, Haverstraw, Ramapo and Stony Point and many Rockland County Villages.

We will provide the Village of Pomona with a Certificate of Insurance in March 2023.

Background About the Event

- **MEDIA:** Cyclists from all over the world attend the event and it receives global media coverage from 33 cycling magazines in 17 languages. National tv, newspaper and magazine media have covered the event.
- **COURSE:** The event starts on the George Washington Bridge, travels along Route 9W and up to Bear Mountain, the featured climb of the event. The event finishes on Hudson Terrace in Fort Lee, NJ. The event showcases the George Washington Bridge, charming towns in Rockland and Bergen Counties and beautiful nature.
- **HEALTH BENEFITS:** GFNY promotes and reinforces healthy lifestyles for the participants, spectators, fans and locals. Holding participatory events such as this encourages people to set goals and develop healthy habits, get in shape and become healthier, and experience the great outdoors.

- **CHARITY:** GFNY makes donations to non-profits based in NY/NJ who provide volunteers at GFNY aid stations, pre-race registration or the finish village. Some GFNY riders choose to raise funds for their chosen causes as part of their participation in GFNY.
- **ECONOMIC IMPACT:** GFNY holds free weekly group rides for registered participants to prepare for the event utilizing the GFNY route and supporting local bakeries, coffee shops, bike shops and other local businesses. For race day, we source local products and services from area businesses.
- **TOURISM:** Dozens of tour operators bring hundreds of riders and families to the NY/NJ region. Thousands of other GFNY riders and families book their travel individually and boost sales at local businesses like hotels, restaurants, car rental, transport companies and stores.

Haverstraw Police at GFNY

GFNY requests assistance from Haverstraw Police to control traffic to enable the cyclists to ride on a traffic-moderated course for May 21, 2023. We plan a similar cycling route as GFNY 2022 and we will be coordinating the route safety and logistics details with Lx Gould.

Route Marking

GFNY crew will begin marking the route of GFNY starting Tuesday, May 9, 2023. Signs will include temporary road marking for turns, signs at eye level that mark turns or caution, mile markers (every 20 miles), aid station signs, water-based paint road markings and some sponsored fence signs where permitted. As in the past years, all signs will be posted in areas that do not affect visibility of the roads/intersections/traffic. All signs will be removed by Monday, May 22, 2023.

Conclusion

Please let me know if we can answer additional questions pertaining to the event. I can be reached at 917-656-2005 or at lidia@gfny.com. The event's website is nyc.gfny.com.

We look forward to working with you in organizing a safe and successful event.

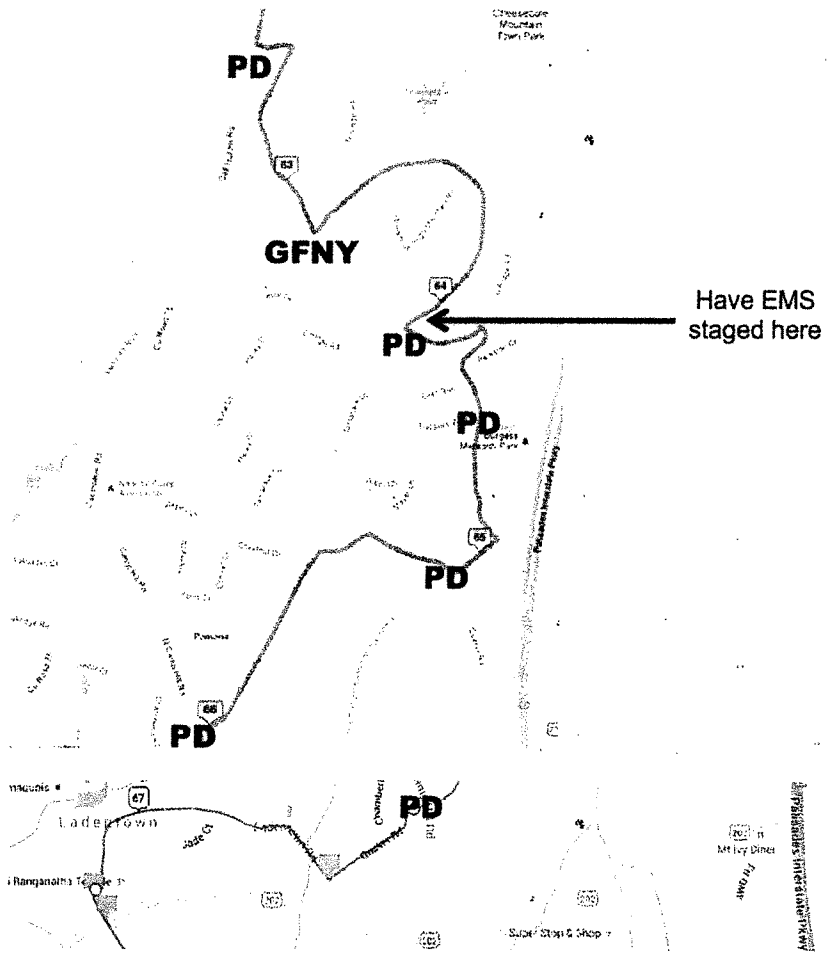
Warm regards,



Lidia Fluhme
Founder and Race Organizer
Gran Fondo New York

Haverstraw PD

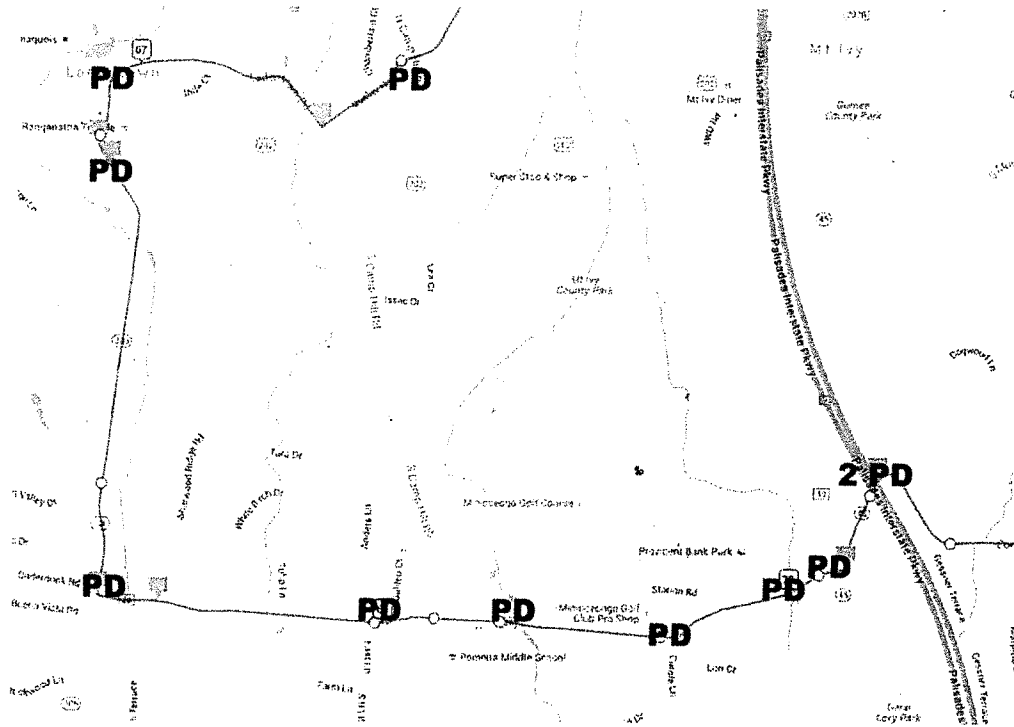
Route	Mile (approx)	First cyclist	Last cyclist	Existing control	PD/ Volunteer	Contact
Right onto Call Hollow Rd	62	9:30	1:35		PD	John Gould 845-354-1500
Left onto Wolf Rd	62	9:25	1:35	Crossing lane	PD	
Right onto Halley Dr	62	9:25	1:35			
Left on Overlook Rd FLAG + WHISTLE *check point & timing mat*	63	9:30	1:40	Crossing lane	GFNY PD approved	
Left on Southridge Rd	64	9:35	1:45	Stop	PD	
Right on Woodfield Rd	64	9:35	1:45			
Straight past Trapper's Way	64	9:35	1:45	Stop	PD	
Right on Brookside Dr	65	9:40	1:50	Stop	PD	
Right on Quaker Rd	65	9:40	1:50	Stop	PD	
Straight past N Camp Hill Rd	66.5	9:45	2:05	Stop	PD	



Map continued on next page

Ramapo PD

Route	Mile (approx)	First cyclist	Last cyclist	Existing control	PD/Volunteer	Contact
Right on Ladentown Rd	66.5	9:45	2:05	Stop	PD	Blaine Howell 845-357-2400
Straight past 202	67	9:45	2:10	Light	PD	
Continue on Route 306	68	9:45	2:10	None	PD	
Left onto Pomona Road	68	9:45	2:10	Not ROW - crossing	PD	
Left onto Rt 45	70	9:50	2:15	Light	PD	
Straight past PIP Exit 12	70	9:50	2:15	Light	PD	
Right onto Concklin Road	70	9:50	2:15	ROW	PD	



2 PD	202 & Camp Hill Road, for 202 E/W traffic
PD	306 & Pomona Rd
PD	McNamara Rd & Pomona Rd
PD	S Camp Hill Rd & Pomona Rd
PD	Summit Park Rd & Pomona Rd
PD	Station Rd & Pomona Rd
2 PD	Pomona Rd & Rt 45
2 PD	Concklin Rd & Rt 45

SAVAD CHURGIN

ATTORNEYS AT LAW

Paul Savad (1941-2020)
Joseph A. Churgin

Of Counsel
Susan Cooper
Donna Sobel

55 OLD TURNPIKE ROAD – SUITE 209
(RT. 59 & THRUWAY EXIT 14)
NANUET, NEW YORK 10954

(845) 624-3820
Fax: (845) 624-3821

August 31, 2022

Mayor Ian Banks and
Members of the Village Board of Trustees
100 Ladentown Road
Pomona, NY 10970

Attn: Village Clerk

By Hand Delivery

***Re: Petition – Village of Pomona Text Amendment
Education Institutions / Adult Student Housing***

Dear Mayor Banks and Members of the Village Board of Trustees:

This Firm represents Congregation Rabbinical Institute of Tartikov Inc. f/k/a Congregation Rabbinical College of Tartikov, Inc. (“Tartikov”) in connection with land use approvals for its proposed rabbinical institute. The Rabbinical Institute is proposed on property located along Route 306 in the Village of Pomona, New York identified as tax parcels 32.08-1-53 and 32.12-1-33 (the “Property” or “Project Site”). The Project Site is approximately 100 acres and is located in the Village’s R-40 zoning district. This petition is submitted pursuant to Village of Pomona Zoning Code (“Zoning Code”) § 130-36 to amend provisions of the Zoning Code related to “educational institutions” and related definitions.

To accommodate the religious educational uses, including the proposed Rabbinical institute, Tartikov petitions the Village Board of Trustees (“Village Board”) to amend Zoning Code § 130-4 by replacing the current definition of “Educational Institutions” and to add a definition for “Adult Student Housing.” In addition, Tartikov petitions the Village Board to add a provision to Zoning Code § 130-10(F) [Special Permit Uses, Educational Institutions] permitting “Adult Student Housing” as a permitted accessory use. We have outlined these proposed changes in detail below. We have also provided a draft local law that may be utilized by the Village Board to adopt the proposed changes (the “Proposed Local Law”). *See Exhibit A [Proposed Local Law]*.

Federal Litigation and Resulting Zoning Code

The below proposed changes to the Zoning Code reflect changes to the Zoning Code that is currently in effect and results from the United States Court of Appeals for the Second Circuit decision (the "Decision") and District Court's Judgment. The Decision and Judgment invalidated Village of Pomona LL 1-2007 and LL 5-2007. The below amendments reflect changes to the Zoning Code as it currently exists pursuant to the Decision and Judgment.

Proposed Amendments to the Definitions of "Educational Institutions"

The current definition of "educational institution" prohibits any educational use that cannot receive accreditation from the New York State Education Department or similar entity. The proposed Rabbinical Institute is a religious use intended to educate Orthodox Jewish men to become certified rabbis trained as religious court judges. The institute would function as a specialized "Kollel" devoted to post-graduate studies by advanced scholars. Operation hours for classroom study and religious services for the rabbinical students would generally start at 6:00am and generally end at 10:30 pm, at least 5 days a week. Due to the lack of current facilities and the specific religious education/training that is involved, the Rabbinical Institute cannot receive accreditation from the New York State Education Department or other similar agency.

Accordingly, Tartikov proposes the following amendment to the definition of "educational institution" so that its religious educational use is permitted in the Village of Pomona:

Zoning Code § 130-4 [Terms Defined, Educational Institution]

Any private or religious elementary, junior high or high school, college, graduate or post-graduate school or a non-profit institution of vocational, religious, professional or post-secondary education conducting a full-time curriculum of instruction a minimum of five days per week for seven months per year, regardless of whether such use requires any licensing, authorization or accreditation from any governmental or private accrediting entity and accredited by the New York State Education Department or similar recognized accrediting agency

Proposed New Definition of "Adult Student Housing"

Similarly, the current definition of "dormitory" also does not permit educational institutions like the Rabbinical Institute to provide necessary housing for its students. The current definition of "dormitory" does not include housing for adult students with families, which is more akin to multifamily buildings with individual dwelling units.

In connection with the proposed Rabbinical Institute, Tartikov proposes student family housing for its married students comprised of multi-story buildings, each containing a number of family dwelling units. Given the extensive and intensive study protocols, it is necessary for students to reside with their families during their participation in the Rabbinical Institute curriculum. As such, the Rabbinical Institute requires adult student housing where each unit includes private dining, cooking and housekeeping facilities to accommodate students and their families. Accordingly, Tartikov proposes that a new definition for “adult student housing” be added to the Zoning Code to ensure that such religious educational uses are permitted in the Village of Pomona:

Zoning Code § 130-4 [Terms Defined, Adult Student Housing]

A building that is accessory to and operated by an educational institution located on the same lot as the educational institution, which is used to house adult students, teachers or staff enrolled or working within the related educational institution and their families. Adult Student Housing may include, but shall not be limited to buildings comprised of dwelling units for adult students and their families.

Proposed Amendments to Permitted Educational Institution Accessory Uses

In addition to the above, we propose a new section in Zoning Code § 130-10(F) related to Adult Student Housing. The following is proposed to avoid unreasonable restrictions on religious uses:

Zoning Code § 130-10(F)(13) [Educational Institutions]

Adult Student Housing is permitted as an accessory use to an educational institution.

- (a) The minimum distance between an Adult Student Housing building and any other principal building or structure on the lot shall be 50 feet.
- (b) The minimum distance between an Adult Student Housing and any interior driveway or other accessory structure shall be 25 feet.
- (c) The maximum height of an Adult Student Housing shall be 35 feet.
- (d) Adult Student Housing buildings shall be equipped with sprinkler and fire alarm systems and shall comply with all

requirements of the New York State Fire Prevention and Building Code.

Conclusion

We respectfully submit this petition to the Village Board to consider amending the Zoning Code to allow for religious educational institutions. We look forward to being placed on the next Village Board agenda for discussion and to work with the Village related to the proposed text amendment. Please do not hesitate to contact our office with any questions.

Sincerely,

JOSEPH A. CHURGIN
JAC/mc
encs.
cc: Brian D. Nugent, Esq.

EXHIBIT A

EXHIBIT A

VILLAGE OF POMONA
STATE OF NEW YORK

LOCAL LAW __ OF 2022

A LOCAL LAW TO AMEND CHAPTER 130 OF THE VILLAGE CODE OF THE
VILLAGE OF POMONA RELATING TO EDUCATIONAL INSTITUTIONS AND
DORMITORIES

BE IT ENACTED by the Village Board of the Village of Pomona as follows:

Section 1. Title of Local Law.

This “Local Law” shall be entitled “A Local Law to Amend Chapter 130 of the Village Code of the Village of Pomona Relating to Educational Institutions and Dormitories.”

Section 2. Authorization.

This Local Law to amend Local Law to Amend Chapter 130 [Zoning] of the Village Code of the Village of Pomona relating to educational institutions and adult student housing, is enacted pursuant to the authorization established in the New York State Municipal Home Rule Law Section 10.

Section 3. Purpose.

It shall be the purpose and intent of this Local Law to revise and amend provisions of Chapter 130 [Zoning] of the Village Code relating to “educational institutions” and “adult student housing”. It has come to the attention of the Village Board of Trustees that current provisions of the Village Code related to “educational institutions” are inadequate. The current provisions do not accommodate certain types of educational institutions that are not able to be accredited by the New York State Education Department or similar recognized accrediting agency because of their religious nature. Further, changes are necessary to accommodate varying types of student housing that is required for adult students in need of family housing outside of a traditional dormitory setting. The proposed amendments below seek to accommodate specific non-traditional religious educational institutions and related adult student housing to ensure that the Village does not unreasonably restrict religious uses.

Section 4. Amendment.

The Village Board of the Village of Pomona hereby amends Chapter 130 [Zoning], Article II [Definitions], Section 4 [Terms Defined] of the Village of Pomona by replacing the cited provision with the below:

§ 130-4 [Educational Institution].

Any private or religious elementary, junior high or high school, college, graduate or post-graduate school or a non-profit institution of vocational, religious, professional or post-secondary education conducting a full-time curriculum of instruction a minimum of five days per week for seven months per year. regardless of whether such use requires any licensing, authorization or accreditation from any governmental or private accrediting entity.

Section 5. Amendment.

The Village Board of the Village of Pomona hereby amends Chapter 130 [Zoning], Article II [Definitions], Section 4 [Terms Defined] of the Village of Pomona by amending the following provisions by adding the below provision:

§ 130-4 [Adult Student Housing].

A building that is accessory to and operated by an educational institution located on the same lot as the educational institution, which is used to house adult students, teachers or staff enrolled or working within the related educational institution and their families. Adult Student Housing may include, but shall not be limited to buildings comprised of dwelling units for adult students and their families.

Section 6. Amendment.

The Village Board of the Village of Pomona hereby amends Chapter 130 [Zoning], Article IV [Use Regulations], Section 10 [Special Permit Uses], sub-section F [Educational Institutions] of the Village of Pomona by adding the following provisions:

§ 130-10(F)(13)

Adult Student Housing is permitted as an accessory use to an educational institution.

- (a) The minimum distance between an Adult Student Housing building and any other principal building or structure on the lot shall be 50 feet.
- (b) The minimum distance between an Adult Student Housing and any interior driveway or other accessory structure shall be 25 feet.
- (c) The maximum height of an Adult Student Housing shall be 35 feet.
- (d) Adult Student Housing buildings shall be equipped with sprinkler and fire alarm systems and shall comply with all requirements of the New York State Fire Prevention and Building Code.

Section 7. Severability.

If any clause, sentence, paragraph, subdivision, or part of this Local Law or the application thereof to any individual, firm or corporation, or circumstance, shall be held by any court of competent

jurisdiction to be invalid or unconstitutional, such order or judgment shall not affect, impair, or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, or part of this Local Law or in its application to the individual, firm or corporation or circumstance, directly involved in the controversy in which such judgment or order shall be rendered.

Section 8. Effective Date.

This Local Law shall take effect immediately upon filing with the Secretary of State.

**Full Environmental Assessment Form
Part 1 - Project and Setting**

Instructions for Completing Part 1

Part 1 is to be completed by the applicant or project sponsor. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification.

Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information; indicate whether missing information does not exist, or is not reasonably available to the sponsor; and, when possible, generally describe work or studies which would be necessary to update or fully develop that information.

Applicants/sponsors must complete all items in Sections A & B. In Sections C, D & E, most items contain an initial question that must be answered either "Yes" or "No". If the answer to the initial question is "Yes", complete the sub-questions that follow. If the answer to the initial question is "No", proceed to the next question. Section F allows the project sponsor to identify and attach any additional information. Section G requires the name and signature of the applicant or project sponsor to verify that the information contained in Part I is accurate and complete.

A. Project and Applicant/Sponsor Information.

Name of Action or Project: Text Amendments replacing the definition of "Educational Institutions" and adding a definition for "Adult Student Housing" as a permitted accessory use.		
Project Location (describe, and attach a general location map): The Village of Pomona		
Brief Description of Proposed Action (include purpose or need): The proposed zoning code text amendments have been submitted to comply with Federal and State statutory and case law, to reconcile the Zoning Code with RLUIPA and the Federal and State Constitutions, to remove land use regulation impediments to the free exercise of religion, and to accommodate religious educational uses, including the proposed rabbinical institute, by permitting non-accredited educational institutions and removing the impediments currently prohibiting certain types of student housing as an accessory use to an educational institution. The amendments would permit such buildings for student housing to be the same height as other uses in the village. Applicant needs these text amendments in support of the establishment of a non-accredited Rabbinical institute to educate/train up to 255 students in a 28,710 sf building on a 119.55-acre site located on Route 202 and Route 306 in Pomona, NY. The proposed zoning would permit associated student and faculty housing in 255 student and faculty housing units with accessory support facilities. The newly defined Educational Institutions will be required to obtain a Special Use Permit from the Village Board of Trustees and Site Plan approval from the Planning Board, and meet other standards as already set forth in Village Code.		
Name of Applicant/Sponsor: Congregation Rabbinical Institute of Tartikov, Inc.		Telephone: (845) 624-3820
		E-Mail: j.churgin@savadchurgin.com
Address: (c/o Savad Churgin) 55 Old Turnpike Road, Suite 209		
City/PO: Nanuet	State: NY	Zip Code: 10954
Project Contact (if not same as sponsor; give name and title/role): Joseph A. Churgin, Esq.		Telephone: (845) 624-3820
		E-Mail: j.churgin@savadchurgin.com
Address: Savad Churgin 55 Old Turnpike Road, Suite 209		
City/PO: Nanuet	State: NY	Zip Code: 10954
Property Owner (if not same as sponsor):		Telephone:
		E-Mail:
Address:		
City/PO:	State:	Zip Code:

B. Government Approvals

B. Government Approvals, Funding, or Sponsorship. ("Funding" includes grants, loans, tax relief, and any other forms of financial assistance.)		
Government Entity	If Yes: Identify Agency and Approval(s) Required	Application Date (Actual or projected)
a. City Council, Town Board, <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No or Village Board of Trustees	V. Board of Trustees: adoption of zone text amendments	March, 2021, revised August, 2022
b. City, Town or Village <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Planning Board or Commission		
c. City, Town or <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Village Zoning Board of Appeals		
d. Other local agencies <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
e. County agencies <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Rockland County Planning, GML Review	October 2022
f. Regional agencies <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
g. State agencies <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
h. Federal agencies <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
i. Coastal Resources.		
i. Is the project site within a Coastal Area, or the waterfront area of a Designated Inland Waterway?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
ii. Is the project site located in a community with an approved Local Waterfront Revitalization Program?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
iii. Is the project site within a Coastal Erosion Hazard Area?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

C. Planning and Zoning

C.1. Planning and zoning actions.	
Will administrative or legislative adoption, or amendment of a plan, local law, ordinance, rule or regulation be the only approval(s) which must be granted to enable the proposed action to proceed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> • If Yes, complete sections C, F and G. • If No, proceed to question C.2 and complete all remaining sections and questions in Part I 	
C.2. Adopted land use plans.	
a. Do any municipally- adopted (city, town, village or county) comprehensive land use plan(s) include the site where the proposed action would be located?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, does the comprehensive plan include specific recommendations for the site where the proposed action would be located?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
b. Is the site of the proposed action within any local or regional special planning district (for example: Greenway; Brownfield Opportunity Area (BOA); designated State or Federal heritage area; watershed management plan; or other?)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If Yes, identify the plan(s):	

c. Is the proposed action located wholly or partially within an area listed in an adopted municipal open space plan, or an adopted municipal farmland protection plan?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If Yes, identify the plan(s):	

C.3. Zoning

a. Is the site of the proposed action located in a municipality with an adopted zoning law or ordinance. Yes No
If Yes, what is the zoning classification(s) including any applicable overlay district?
The zoning amendments affect the entire Village which has only one zoning district, R-40.

b. Is the use permitted or allowed by a special or conditional use permit? Yes No

c. Is a zoning change requested as part of the proposed action? Yes No

If Yes,
i. What is the proposed new zoning for the site? USA Replace Educational Institutions definition; add Adult Student Housing as a permitted accessory

C.4. Existing community services.

a. In what school district is the project site located? East Ramapo Central School District

b. What police or other public protection forces serve the project site?
Town of Haverstraw & Town of Ramapo Police Departments

c. Which fire protection and emergency medical services serve the project site?
Rockland County. Fire and Emergency. Thiells Fire Department, West Haverstraw Fire Department,

d. What parks serve the project site?
Burgess Meredith, Secor, Van den Hende

D. Project Details

D.1. Proposed and Potential Development

a. What is the general nature of the proposed action (e.g., residential, industrial, commercial, recreational; if mixed, include all components)?

b. a. Total acreage of the site of the proposed action? _____ acres
b. Total acreage to be physically disturbed? _____ acres
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres

c. Is the proposed action an expansion of an existing project or use? Yes No
i. If Yes, what is the approximate percentage of the proposed expansion and identify the units (e.g., acres, miles, housing units, square feet)? % _____ Units: _____

d. Is the proposed action a subdivision, or does it include a subdivision? Yes No
If Yes,
i. Purpose or type of subdivision? (e.g., residential, industrial, commercial; if mixed, specify types)

ii. Is a cluster/conservation layout proposed? Yes No

iii. Number of lots proposed? _____

iv. Minimum and maximum proposed lot sizes? Minimum _____ Maximum _____

e. Will the proposed action be constructed in multiple phases? Yes No

i. If No, anticipated period of construction: _____ months

ii. If Yes:

- Total number of phases anticipated _____
- Anticipated commencement date of phase I (including demolition) _____ month _____ year
- Anticipated completion date of final phase _____ month _____ year

• Generally describe connections or relationships among phases, including any contingencies where progress of one phase may determine timing or duration of future phases: _____

f. Does the project include new residential uses? Yes No
 If Yes, show numbers of units proposed.

	<u>One Family</u>	<u>Two Family</u>	<u>Three Family</u>	<u>Multiple Family (four or more)</u>
Initial Phase	_____	_____	_____	_____
At completion	_____	_____	_____	_____
of all phases	_____	_____	_____	_____

g. Does the proposed action include new non-residential construction (including expansions)? Yes No
 If Yes,

i. Total number of structures _____
 ii. Dimensions (in feet) of largest proposed structure: _____ height; _____ width; and _____ length
 iii. Approximate extent of building space to be heated or cooled: _____ square feet

h. Does the proposed action include construction or other activities that will result in the impoundment of any liquids, such as creation of a water supply, reservoir, pond, lake, waste lagoon or other storage? Yes No
 If Yes,

i. Purpose of the impoundment: _____
 ii. If a water impoundment, the principal source of the water: Ground water Surface water streams Other specify: _____
 iii. If other than water, identify the type of impounded/contained liquids and their source. _____
 iv. Approximate size of the proposed impoundment. Volume: _____ million gallons; surface area: _____ acres
 v. Dimensions of the proposed dam or impounding structure: _____ height; _____ length
 vi. Construction method/materials for the proposed dam or impounding structure (e.g., earth fill, rock, wood, concrete): _____

D.2. Project Operations

a. Does the proposed action include any excavation, mining, or dredging, during construction, operations, or both? Yes No
 (Not including general site preparation, grading or installation of utilities or foundations where all excavated materials will remain onsite)
 If Yes:

i. What is the purpose of the excavation or dredging? _____
 ii. How much material (including rock, earth, sediments, etc.) is proposed to be removed from the site?
 • Volume (specify tons or cubic yards): _____
 • Over what duration of time? _____
 iii. Describe nature and characteristics of materials to be excavated or dredged, and plans to use, manage or dispose of them. _____

 iv. Will there be onsite dewatering or processing of excavated materials? Yes No
 If yes, describe. _____

 v. What is the total area to be dredged or excavated? _____ acres
 vi. What is the maximum area to be worked at any one time? _____ acres
 vii. What would be the maximum depth of excavation or dredging? _____ feet
 viii. Will the excavation require blasting? Yes No
 ix. Summarize site reclamation goals and plan: _____

b. Would the proposed action cause or result in alteration of, increase or decrease in size of, or encroachment into any existing wetland, waterbody, shoreline, beach or adjacent area? Yes No
 If Yes:

i. Identify the wetland or waterbody which would be affected (by name, water index number, wetland map number or geographic description): _____

ii. Describe how the proposed action would affect that waterbody or wetland, e.g. excavation, fill, placement of structures, or alteration of channels, banks and shorelines. Indicate extent of activities, alterations and additions in square feet or acres:

iii. Will the proposed action cause or result in disturbance to bottom sediments? Yes No

If Yes, describe: _____

iv. Will the proposed action cause or result in the destruction or removal of aquatic vegetation? Yes No

If Yes:

- acres of aquatic vegetation proposed to be removed: _____
- expected acreage of aquatic vegetation remaining after project completion: _____
- purpose of proposed removal (e.g. beach clearing, invasive species control, boat access): _____
- _____
- proposed method of plant removal: _____
- if chemical/herbicide treatment will be used, specify product(s): _____

v. Describe any proposed reclamation/mitigation following disturbance: _____

c. Will the proposed action use, or create a new demand for water? Yes No

If Yes:

i. Total anticipated water usage/demand per day: _____ gallons/day

ii. Will the proposed action obtain water from an existing public water supply? Yes No

If Yes:

- Name of district or service area: _____
- Does the existing public water supply have capacity to serve the proposal? Yes No
- Is the project site in the existing district? Yes No
- Is expansion of the district needed? Yes No
- Do existing lines serve the project site? Yes No

iii. Will line extension within an existing district be necessary to supply the project? Yes No

If Yes:

- Describe extensions or capacity expansions proposed to serve this project: _____
- Source(s) of supply for the district: _____

iv. Is a new water supply district or service area proposed to be formed to serve the project site? Yes No

If, Yes:

- Applicant/sponsor for new district: _____
- Date application submitted or anticipated: _____
- Proposed source(s) of supply for new district: _____

v. If a public water supply will not be used, describe plans to provide water supply for the project: _____

vi. If water supply will be from wells (public or private), what is the maximum pumping capacity: _____ gallons/minute.

d. Will the proposed action generate liquid wastes? Yes No

If Yes:

i. Total anticipated liquid waste generation per day: _____ gallons/day

ii. Nature of liquid wastes to be generated (e.g., sanitary wastewater, industrial; if combination, describe all components and approximate volumes or proportions of each): _____

iii. Will the proposed action use any existing public wastewater treatment facilities? Yes No

If Yes:

- Name of wastewater treatment plant to be used: _____
- Name of district: _____
- Does the existing wastewater treatment plant have capacity to serve the project? Yes No
- Is the project site in the existing district? Yes No
- Is expansion of the district needed? Yes No

- Do existing sewer lines serve the project site? Yes No
 - Will a line extension within an existing district be necessary to serve the project? Yes No
- If Yes:
- Describe extensions or capacity expansions proposed to serve this project: _____

- iv. Will a new wastewater (sewage) treatment district be formed to serve the project site? Yes No
- If Yes:
- Applicant/sponsor for new district: _____
 - Date application submitted or anticipated: _____
 - What is the receiving water for the wastewater discharge? _____

v. If public facilities will not be used, describe plans to provide wastewater treatment for the project, including specifying proposed receiving water (name and classification if surface discharge or describe subsurface disposal plans):

vi. Describe any plans or designs to capture, recycle or reuse liquid waste: _____

- e. Will the proposed action disturb more than one acre and create stormwater runoff, either from new point sources (i.e. ditches, pipes, swales, curbs, gutters or other concentrated flows of stormwater) or non-point source (i.e. sheet flow) during construction or post construction? Yes No

If Yes:

i. How much impervious surface will the project create in relation to total size of project parcel?

_____ Square feet or _____ acres (impervious surface)

_____ Square feet or _____ acres (parcel size)

ii. Describe types of new point sources. _____

iii. Where will the stormwater runoff be directed (i.e. on-site stormwater management facility/structures, adjacent properties, groundwater, on-site surface water or off-site surface waters)?

- If to surface waters, identify receiving water bodies or wetlands: _____

- Will stormwater runoff flow to adjacent properties? Yes No

iv. Does the proposed plan minimize impervious surfaces, use pervious materials or collect and re-use stormwater? Yes No

f. Does the proposed action include, or will it use on-site, one or more sources of air emissions, including fuel combustion, waste incineration, or other processes or operations? Yes No

If Yes, identify:

i. Mobile sources during project operations (e.g., heavy equipment, fleet or delivery vehicles)

ii. Stationary sources during construction (e.g., power generation, structural heating, batch plant, crushers)

iii. Stationary sources during operations (e.g., process emissions, large boilers, electric generation)

g. Will any air emission sources named in D.2.f (above), require a NY State Air Registration, Air Facility Permit, or Federal Clean Air Act Title IV or Title V Permit? Yes No

If Yes:

i. Is the project site located in an Air quality non-attainment area? (Area routinely or periodically fails to meet ambient air quality standards for all or some parts of the year) Yes No

ii. In addition to emissions as calculated in the application, the project will generate:

- _____ Tons/year (short tons) of Carbon Dioxide (CO₂)
- _____ Tons/year (short tons) of Nitrous Oxide (N₂O)
- _____ Tons/year (short tons) of Perfluorocarbons (PFCs)
- _____ Tons/year (short tons) of Sulfur Hexafluoride (SF₆)
- _____ Tons/year (short tons) of Carbon Dioxide equivalent of Hydrofluorocarbons (HFCs)
- _____ Tons/year (short tons) of Hazardous Air Pollutants (HAPs)

h. Will the proposed action generate or emit methane (including, but not limited to, sewage treatment plants, landfills, composting facilities)? Yes No

If Yes:

i. Estimate methane generation in tons/year (metric): _____

ii. Describe any methane capture, control or elimination measures included in project design (e.g., combustion to generate heat or electricity, flaring): _____

i. Will the proposed action result in the release of air pollutants from open-air operations or processes, such as quarry or landfill operations? Yes No

If Yes: Describe operations and nature of emissions (e.g., diesel exhaust, rock particulates/dust): _____

j. Will the proposed action result in a substantial increase in traffic above present levels or generate substantial new demand for transportation facilities or services? Yes No

If Yes:

i. When is the peak traffic expected (Check all that apply): Morning Evening Weekend
 Randomly between hours of _____ to _____.

ii. For commercial activities only, projected number of truck trips/day and type (e.g., semi trailers and dump trucks): _____

iii. Parking spaces: Existing _____ Proposed _____ Net increase/decrease _____

iv. Does the proposed action include any shared use parking? Yes No

v. If the proposed action includes any modification of existing roads, creation of new roads or change in existing access, describe: _____

vi. Are public/private transportation service(s) or facilities available within ½ mile of the proposed site? Yes No

vii. Will the proposed action include access to public transportation or accommodations for use of hybrid, electric or other alternative fueled vehicles? Yes No

viii. Will the proposed action include plans for pedestrian or bicycle accommodations for connections to existing pedestrian or bicycle routes? Yes No

k. Will the proposed action (for commercial or industrial projects only) generate new or additional demand for energy? Yes No

If Yes:

i. Estimate annual electricity demand during operation of the proposed action: _____

ii. Anticipated sources/suppliers of electricity for the project (e.g., on-site combustion, on-site renewable, via grid/local utility, or other): _____

iii. Will the proposed action require a new, or an upgrade, to an existing substation? Yes No

l. Hours of operation. Answer all items which apply.

<p>i. During Construction:</p> <ul style="list-style-type: none"> • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____ 	<p>ii. During Operations:</p> <ul style="list-style-type: none"> • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____
--	---

m. Will the proposed action produce noise that will exceed existing ambient noise levels during construction, operation, or both? Yes No
 If yes:
 i. Provide details including sources, time of day and duration:

ii. Will the proposed action remove existing natural barriers that could act as a noise barrier or screen? Yes No
 Describe: _____

n. Will the proposed action have outdoor lighting? Yes No
 If yes:
 i. Describe source(s), location(s), height of fixture(s), direction/aim, and proximity to nearest occupied structures:

ii. Will proposed action remove existing natural barriers that could act as a light barrier or screen? Yes No
 Describe: _____

o. Does the proposed action have the potential to produce odors for more than one hour per day? Yes No
 If Yes, describe possible sources, potential frequency and duration of odor emissions, and proximity to nearest occupied structures: _____

p. Will the proposed action include any bulk storage of petroleum (combined capacity of over 1,100 gallons) or chemical products 185 gallons in above ground storage or any amount in underground storage? Yes No
 If Yes:
 i. Product(s) to be stored _____
 ii. Volume(s) _____ per unit time _____ (e.g., month, year)
 iii. Generally, describe the proposed storage facilities: _____

q. Will the proposed action (commercial, industrial and recreational projects only) use pesticides (i.e., herbicides, insecticides) during construction or operation? Yes No
 If Yes:
 i. Describe proposed treatment(s):

ii. Will the proposed action use Integrated Pest Management Practices? Yes No

r. Will the proposed action (commercial or industrial projects only) involve or require the management or disposal of solid waste (excluding hazardous materials)? Yes No
 If Yes:
 i. Describe any solid waste(s) to be generated during construction or operation of the facility:
 • Construction: _____ tons per _____ (unit of time)
 • Operation : _____ tons per _____ (unit of time)
 ii. Describe any proposals for on-site minimization, recycling or reuse of materials to avoid disposal as solid waste:
 • Construction: _____

 • Operation: _____

 iii. Proposed disposal methods/facilities for solid waste generated on-site:
 • Construction: _____

 • Operation: _____

s. Does the proposed action include construction or modification of a solid waste management facility? Yes No

If Yes:

i. Type of management or handling of waste proposed for the site (e.g., recycling or transfer station, composting, landfill, or other disposal activities): _____

ii. Anticipated rate of disposal/processing:

- _____ Tons/month, if transfer or other non-combustion/thermal treatment, or
- _____ Tons/hour, if combustion or thermal treatment

iii. If landfill, anticipated site life: _____ years

t. Will the proposed action at the site involve the commercial generation, treatment, storage, or disposal of hazardous waste? Yes No

If Yes:

i. Name(s) of all hazardous wastes or constituents to be generated, handled or managed at facility: _____

ii. Generally describe processes or activities involving hazardous wastes or constituents: _____

iii. Specify amount to be handled or generated _____ tons/month

iv. Describe any proposals for on-site minimization, recycling or reuse of hazardous constituents: _____

v. Will any hazardous wastes be disposed at an existing offsite hazardous waste facility? Yes No

If Yes: provide name and location of facility: _____

If No: describe proposed management of any hazardous wastes which will not be sent to a hazardous waste facility: _____

E. Site and Setting of Proposed Action

E.1. Land uses on and surrounding the project site

a. Existing land uses.

i. Check all uses that occur on, adjoining and near the project site.

Urban Industrial Commercial Residential (suburban) Rural (non-farm)

Forest Agriculture Aquatic Other (specify): _____

ii. If mix of uses, generally describe: _____

b. Land uses and covertypes on the project site.

Land use or Covertypes	Current Acreage	Acreage After Project Completion	Change (Acres +/-)
• Roads, buildings, and other paved or impervious surfaces			
• Forested			
• Meadows, grasslands or brushlands (non-agricultural, including abandoned agricultural)			
• Agricultural (includes active orchards, field, greenhouse etc.)			
• Surface water features (lakes, ponds, streams, rivers, etc.)			
• Wetlands (freshwater or tidal)			
• Non-vegetated (bare rock, earth or fill)			
• Other Describe: _____			

c. Is the project site presently used by members of the community for public recreation? Yes No
 i. If Yes: explain: _____

d. Are there any facilities serving children, the elderly, people with disabilities (e.g., schools, hospitals, licensed day care centers, or group homes) within 1500 feet of the project site? Yes No
 If Yes,
 i. Identify Facilities: _____

e. Does the project site contain an existing dam? Yes No
 If Yes:
 i. Dimensions of the dam and impoundment:
 • Dam height: _____ feet
 • Dam length: _____ feet
 • Surface area: _____ acres
 • Volume impounded: _____ gallons OR acre-feet
 ii. Dam's existing hazard classification: _____
 iii. Provide date and summarize results of last inspection: _____

f. Has the project site ever been used as a municipal, commercial or industrial solid waste management facility, or does the project site adjoin property which is now, or was at one time, used as a solid waste management facility? Yes No
 If Yes:
 i. Has the facility been formally closed? Yes No
 • If yes, cite sources/documentation: _____
 ii. Describe the location of the project site relative to the boundaries of the solid waste management facility: _____
 iii. Describe any development constraints due to the prior solid waste activities: _____

g. Have hazardous wastes been generated, treated and/or disposed of at the site, or does the project site adjoin property which is now or was at one time used to commercially treat, store and/or dispose of hazardous waste? Yes No
 If Yes:
 i. Describe waste(s) handled and waste management activities, including approximate time when activities occurred: _____

h. Potential contamination history. Has there been a reported spill at the proposed project site, or have any remedial actions been conducted at or adjacent to the proposed site? Yes No
 If Yes:
 i. Is any portion of the site listed on the NYSDEC Spills Incidents database or Environmental Site Remediation database? Check all that apply: Yes No
 Yes – Spills Incidents database Provide DEC ID number(s): _____
 Yes – Environmental Site Remediation database Provide DEC ID number(s): _____
 Neither database
 ii. If site has been subject of RCRA corrective activities, describe control measures: _____
 iii. Is the project within 2000 feet of any site in the NYSDEC Environmental Site Remediation database? Yes No
 If yes, provide DEC ID number(s): _____
 iv. If yes to (i), (ii) or (iii) above, describe current status of site(s): _____

v. Is the project site subject to an institutional control limiting property uses? Yes No

- If yes, DEC site ID number: _____
- Describe the type of institutional control (e.g., deed restriction or easement): _____
- Describe any use limitations: _____
- Describe any engineering controls: _____
- Will the project affect the institutional or engineering controls in place? Yes No
- Explain: _____

E.2. Natural Resources On or Near Project Site

a. What is the average depth to bedrock on the project site? _____ feet

b. Are there bedrock outcroppings on the project site? Yes No
 If Yes, what proportion of the site is comprised of bedrock outcroppings? _____ %

c. Predominant soil type(s) present on project site: _____ %
 _____ %
 _____ %

d. What is the average depth to the water table on the project site? Average: _____ feet

e. Drainage status of project site soils: Well Drained: _____ % of site
 Moderately Well Drained: _____ % of site
 Poorly Drained _____ % of site

f. Approximate proportion of proposed action site with slopes: 0-10%: _____ % of site
 10-15%: _____ % of site
 15% or greater: _____ % of site

g. Are there any unique geologic features on the project site? Yes No
 If Yes, describe: _____

h. Surface water features.

i. Does any portion of the project site contain wetlands or other waterbodies (including streams, rivers, ponds or lakes)? Yes No

ii. Do any wetlands or other waterbodies adjoin the project site? Yes No

If Yes to either *i* or *ii*, continue. If No, skip to E.2.i.

iii. Are any of the wetlands or waterbodies within or adjoining the project site regulated by any federal, state or local agency? Yes No

iv. For each identified regulated wetland and waterbody on the project site, provide the following information:

- Streams: Name _____ Classification _____
- Lakes or Ponds: Name _____ Classification _____
- Wetlands: Name _____ Approximate Size _____
- Wetland No. (if regulated by DEC) _____

v. Are any of the above water bodies listed in the most recent compilation of NYS water quality-impaired waterbodies? Yes No
 If yes, name of impaired water body/bodies and basis for listing as impaired: _____

i. Is the project site in a designated Floodway? Yes No

j. Is the project site in the 100-year Floodplain? Yes No

k. Is the project site in the 500-year Floodplain? Yes No

l. Is the project site located over, or immediately adjoining, a primary, principal or sole source aquifer? Yes No
 If Yes:
 i. Name of aquifer: _____



m. Identify the predominant wildlife species that occupy or use the project site: _____

n. Does the project site contain a designated significant natural community? Yes No
 If Yes:
 i. Describe the habitat/community (composition, function, and basis for designation): _____

 ii. Source(s) of description or evaluation: _____
 iii. Extent of community/habitat:
 • Currently: _____ acres
 • Following completion of project as proposed: _____ acres
 • Gain or loss (indicate + or -): _____ acres

o. Does project site contain any species of plant or animal that is listed by the federal government or NYS as endangered or threatened, or does it contain any areas identified as habitat for an endangered or threatened species? Yes No
 If Yes:
 i. Species and listing (endangered or threatened): _____

p. Does the project site contain any species of plant or animal that is listed by NYS as rare, or as a species of special concern? Yes No
 If Yes:
 i. Species and listing: _____

q. Is the project site or adjoining area currently used for hunting, trapping, fishing or shell fishing? Yes No
 If yes, give a brief description of how the proposed action may affect that use: _____

E.3. Designated Public Resources On or Near Project Site

a. Is the project site, or any portion of it, located in a designated agricultural district certified pursuant to Agriculture and Markets Law, Article 25-AA, Section 303 and 304? Yes No
 If Yes, provide county plus district name/number: _____

b. Are agricultural lands consisting of highly productive soils present? Yes No
 i. If Yes: acreage(s) on project site? _____
 ii. Source(s) of soil rating(s): _____

c. Does the project site contain all or part of, or is it substantially contiguous to, a registered National Natural Landmark? Yes No
 If Yes:
 i. Nature of the natural landmark: Biological Community Geological Feature
 ii. Provide brief description of landmark, including values behind designation and approximate size/extent: _____

d. Is the project site located in or does it adjoin a state listed Critical Environmental Area? Yes No
 If Yes:
 i. CEA name: _____
 ii. Basis for designation: _____
 iii. Designating agency and date: _____

e. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places? Yes No
 If Yes:
 i. Nature of historic/archaeological resource: Archaeological Site Historic Building or District
 ii. Name: _____
 iii. Brief description of attributes on which listing is based: _____

f. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory? Yes No

g. Have additional archaeological or historic site(s) or resources been identified on the project site? Yes No
 If Yes:
 i. Describe possible resource(s): _____
 ii. Basis for identification: _____

h. Is the project site within five miles of any officially designated and publicly accessible federal, state, or local scenic or aesthetic resource? Yes No
 If Yes:
 i. Identify resource: _____
 ii. Nature of, or basis for, designation (e.g., established highway overlook, state or local park, state historic trail or scenic byway, etc.): _____
 iii. Distance between project and resource: _____ miles.

i. Is the project site located within a designated river corridor under the Wild, Scenic and Recreational Rivers Program 6 NYCRR 666? Yes No
 If Yes:
 i. Identify the name of the river and its designation: _____
 ii. Is the activity consistent with development restrictions contained in 6NYCRR Part 666? Yes No

F. Additional Information

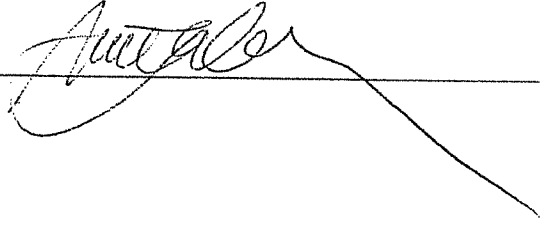
Attach any additional information which may be needed to clarify your project.

If you have identified any adverse impacts which could be associated with your proposal, please describe those impacts plus any measures which you propose to avoid or minimize them.

G. Verification

I certify that the information provided is true to the best of my knowledge.

Applicant/Sponsor Name Com. Fabrikant College of Jachkov, Inc. Date 9 30 2000

Signature  Title Chairman, Board of Trustees

VILLAGE OF POMONA
PERSONNEL POLICY

FORWARD

Whether you have just joined our staff or have been at Village of Pomona for a while, we are confident that you will find our Village a dynamic and rewarding place in which to work, and we look forward to a productive and successful association. We consider the employees of Village of Pomona to be one of its most valuable resources. This handbook has been written to serve as the guide for the employer/employee relationship.

There are several things to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to the Human Resource department. Neither this handbook nor any other Village document confers any contractual right; either express or implied, to remain in the Village's employ. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will with or without cause and without prior notice by the Village, or you may resign for any reason at any time. No supervisor or other representative of the Village has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the above.

The procedures, practices, policies and benefits described here may be modified or discontinued from time to time. We will try to inform you of any changes as they occur.

This handbook and the information in it should be treated as confidential. No portion of this handbook should be disclosed to others, except Village of Pomona employees and others affiliated with Village of Pomona whose knowledge of the information is required in the normal course of business.

Some subjects described in this handbook are covered in detail in official policy documents. Refer to these documents for specific information because the handbook only briefly summarizes those guidelines and benefits. Please note that the terms of the written insurance policies are controlling and override any statements made in this or other documents.

I. DEFINITIONS

II.

1. The term "Work Day" as used herein shall have the following meaning:

A. For Full time employees - all employees who work from 9:00 a.m. to 4:00 p.m. Mondays through Fridays, exclusive of designated holidays.

B. For Part time employees - the number of hours an employee is regularly scheduled to work on a regularly scheduled day or days of the week.

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~~2. Vacation:~~

~~A. Employees shall receive two (2) weeks paid vacation each year during the first three (3) years of continuous employment; thereafter employees shall receive three (3) weeks paid vacation each year.~~

~~B. All requested vacation dates are subject to approval by the Mayor.~~

~~3. Holidays:~~

~~A. Employees shall receive the following holidays on which Village Hall is closed:~~

- ~~New Year's Day~~
- ~~½ Day on New Year's Eve~~
- ~~Martin Luther King's Birthday~~
- ~~Presidents' Day~~
- ~~Memorial Day~~
- ~~½ Day on Friday before Memorial Day~~
- ~~Independence Day~~
- ~~½ Day on Day before Independence Day~~
- ~~Labor Day~~
- ~~½ Day on Friday before Labor Day~~
- ~~Columbus Day~~
- ~~Veterans Day~~
- ~~Thanksgiving Day~~
- ~~Day After Thanksgiving~~
- ~~Christmas Day~~
- ~~½ Day on Christmas Eve~~

~~B. On days that Village Hall is closed for ½ day as listed above, the office shall close at 1:00 p.m.~~

~~C. If a holiday falls on a Saturday, Village Hall shall be closed on the next preceding Friday. If a holiday falls on a Sunday, Village Hall shall be closed on the next succeeding Monday.~~

~~4. Personal Leave Days:~~

~~A. Employees shall receive not more than ten (10) personal leave days in each year of continuous employment. Personal leave days may be used for sickness, religious observance or personal business.~~

~~B. Personal leave days shall not be accumulated from year to year nor shall they be paid in cash at any time. Personal leave days are not to be added on to vacation time nor used as vacation days but are for personal business, religious observance or sickness only.~~

~~C. All personal leave days shall be subject to approval by the Mayor.~~

~~D. A request for a personal leave day (other than for illness) shall be made to the Mayor at least three (3) work days prior to the date of the requested leave. The Mayor may, in his/her discretion, approve half days for personal leave.~~

~~E. An employee who is absent due to sickness for a continuous period of three (3) days or more shall provide the Mayor with a doctor's note prior to returning to work.~~

~~5. Jury Duty:~~

~~Employees shall be paid for work days on which they are required by a court of competent jurisdiction to serve on jury duty. Employees shall deliver to the Village Treasurer all monies received from said Court for such jury duty.~~

~~6. Anniversary Date:~~

~~All vacation and personal leave days shall accrue on the anniversary date of each employee. Any vacation or personal leave days not taken within one year from the employee's anniversary date shall be forfeited except that up to one week of vacation days may be carried over to the following year provided the days are taken within the first three months after the expiration of the anniversary year.~~

~~7. Health Insurance:~~

~~All full time employees are eligible to receive health insurance for the employee and his/her family in a plan to be chosen by the Village provided the employee does not have coverage through another employer paid plan. Any full time employee whose employment with the Village commences on or after July 1, 2013, shall be eligible to receive health insurance for the employee and his/her family in a plan to be chosen by the Village provided the employee does not have coverage through another employer paid plan and provided that the employee pays 25% of the premium allocated to the family plan.~~

~~An employee and/or his/her spouse who are receiving health insurance coverage from the Village health insurance plan shall apply for medicare as his/her primary insurance plan when he/she becomes eligible for medicare coverage.~~

II. Time off/ Leave of Absence

1. Holiday Pay

A. Employees shall receive the following holidays on which Village Hall is closed:

New Year's Day
Martin Luther King Jr. Day
Presidents Day
½ Day on Friday before Memorial Day
Memorial Day
½ Day on Friday before Independence Day
Independence Day
½ Day on Friday before Labor Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Day After Thanksgiving
½ Day on Christmas Eve
Christmas Day
½ Day on New Year's Eve

B. On days that Village Hall is close for ½ day as listed above, the office shall close at 1:00 p.m. If a holiday falls on a Saturday, Village Hall shall be closed on the next preceding Friday. If a holiday falls on a Sunday, Village Hall shall be closed on the next succeeding Monday.

C. Time off may be granted to employees who desire to observe a religious holiday that is not recognized by the Village.

2. Vacation

A. Employees shall receive two (2) weeks paid vacation each during the first three (3) years of continuous employment; thereafter shall receive three (3) weeks paid vacation each year. All requested vacation dates are subject to approval by the Mayor.

B. All full and part-time employees are eligible for vacation leave benefits. Part-time employees working 20 to 29 hours per week will earn vacation on a prorated basis. Full-time employees are those working 30-plus hours per week. Vacation accrual begins on the first day of full or part-time employment. Vacation is accrued according to the schedule in this policy. Vacation can be used only after it is earned. Vacation leave will not be earned during an unpaid leave of absence.

C. To schedule vacation time, employees should submit a completed leave form to the supervisor at least two weeks before the requested leave. Employees must ensure that

they have enough accrued leave available to cover the dates requested. Requests will be approved based on a number of factors, including department operating and staffing requirements. The supervisor should return the leave request to the employee within three business days of the date it is submitted indicating that the request has been approved or denied. If the request for vacation leave is denied, the supervisor should provide an appropriate reason on the form returned to the employee.

D. Vacation will be paid at the employee's base rate at the time the leave is taken. Vacation pay is not included in overtime calculation and does not include any special forms of compensation such as incentives, commissions, bonuses or shift differentials. If a holiday falls during the employee's vacation, the day will be charged to holiday pay rather than to vacation pay.

E. Leave taken beyond an employee's available vacation balance may be unpaid unless otherwise required under state or federal law.

F. If employment is terminated, accrued unused vacation leave earned through the last day of active employment will be paid at the employee's base rate of pay at termination. In the event of the employee's death, earned unused vacation time will be paid to the employee's estate or designated beneficiary.

G. All vacation days shall accrue on the anniversary date of each employee. Any vacation or personal leave days not taken within one year from the employee's anniversary date shall be forfeited except up to one week of vacation days may be carried over to the following year provided the days are taken within the first three months after the expiration of the anniversary year.

3. Personal Leave Days

A. Employees shall receive not more than ten (10) personal leave days in each year of continuous employment. Personal leave days may be used for sickness, religious observance or personal business.

B. Personal leave days shall not accumulate from year to year nor shall they be paid in cash at any time. Personal leave days are not to be added on to vacation time nor used as vacation days but are for personal business, religious observance or sickness only.

C. All leave days shall be subject to approval by the Mayor.

D. A request for a personal leave day (other than for illness) shall be made to the Mayor at least three (3) work days prior to the date of requested leave. The Mayor may, in his/her discretion, approve half days for personal leave.

E. All personal leave days shall accrue on the anniversary date of each employee. Any personal leave days not taken within one year from the employee's anniversary date shall

be forfeited.

4. Sick Leave

A. An employee who is absent to sickness for a continuous period of three (3) days or more shall provide the Mayor with a doctor's note prior to returning to work.

[See Personal Leave Days]

5. Bereavement Leave

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6. Jury Duty

Upon receipt of notification from the state or federal courts of an obligation to serve on a jury, employees must notify their supervisor and provide him/her with a copy of the jury summons.

Employees shall be paid for work days on which they are required by a court of competent jurisdiction to serve on jury duty, other than voluntary jury duty. Employees shall deliver to the Village Treasurer all monies received from said Court for such jury duty.

7. Military Leave of Absence

Village of Pomona is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the Village's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or company policy. If any employee believes that he or she has been subjected to discrimination in violation of company policy, the employee should immediately contact Human Resources.

Employees taking part in a variety of military duties are eligible for benefits under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists and National Guard members, for training, periods of active military service and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. Subject to certain exceptions under the applicable laws, these benefits are generally limited to five years of leave of absence.

Employees requesting leave for military duty should contact the Mayor to request leave as soon as they are aware of the need for leave. For request forms and detailed information on eligibility, employee rights while on leave and job restoration upon completion of leave, refer to the policies, procedures and forms available from the Clerks office.

FMLA Leave

A. Amount of Leave.

1. An eligible employee may take up to 12 weeks for the first five FMLA circumstances above (under heading "Type of Leave Covered") under this policy during any 12-month period. The company will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the company will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount of time the employee is entitled to take at that time.
2. An eligible employee can take up to 26 weeks for the FMLA military caregiver leave circumstance above during a single 12-month period. For this military caregiver leave, the company will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

- B. If a husband and wife both work for the company and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the Village and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.
- C. Health Insurance. While an employee is on leave, the Village will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.
- D. Fitness for Duty. An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider.
- E. Accrued Leave Usage. All paid vacation, personal and sick leave runs concurrently with FMLA leave.
- F. Disability Leave. Disability leave for the birth of a child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA.

G. Method of Using FMLA Leave. The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced-hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).

H. Certification and Recertification.

1. The Village will require certification for the employee's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.
2. The Village will require certification for the family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.
3. The Village will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.
4. The Village will require certification for the serious injury or illness of the covered service member. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.
5. The Village may request recertification for the serious health condition of the employee or the employee's family member when circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the company may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence.

I. Request for Leave and Notice.

1. All employees requesting FMLA leave must provide the Village with verbal or written notice of the need for the leave. Within five business days after the employee has provided this notice, the Village will provide the employee with the DOL Notice of Eligibility and Rights. When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the Village's usual and customary notice and procedural requirements for requesting leave.
 2. Within five business days after the employee has submitted the appropriate certification form, the Mayor will provide the employee with a written response to the employee's request for FMLA leave.
- J. Status Reporting. The Village may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

III. COMPENSATION

1. Performance and Salary Review

- A. Performance appraisals are conducted on an annual cycle. Employees will receive a performance review on the established date each year. The performance appraisal will be discussed, and both the employee and the Mayor will sign the form to ensure that all strengths, areas for improvement and job goals for the next review period have been clearly communicated. Performance evaluation forms will be retained in the employee's personnel file.
- B. Merit increases are based on company performance and financials and are not guaranteed. A performance review does not always result in an automatic salary increase. The employee's overall performance and salary level relative to his/her position responsibilities are evaluated to determine if a salary increase would be warranted.
- C. Budget allocations for merit increases are planned for and allocated before the start of each calendar year. The annual salary increase program is designed to assist the Village in planning and allocating merit and promotional increases that reward individual performance, that are market competitive and that are internally equitable.
- D. Salary adjustments are occasionally requested or warranted at times other than the employee's scheduled annual salary reviews. Out-of-cycle salary increases must be preapproved by the Board of Trustees. The Board of Trustees will review all salary increase/adjustment requests to ensure internal equity and compliance with company

policies and guidelines.

2. Payment of Wages

- A. Salary payment is made bi-weekly for base salary due up to the pay date. Paydays are usually 1st and 15th of the month.
- B. If the normal payday falls on a company-recognized holiday, paychecks will be distributed one workday before the aforementioned schedule.
- C. Employees may be paid by check or through direct deposit of funds to either a savings or checking account at the financial institution of their choice.
- D. In the event of a lost paycheck, the Human Resource department must be notified in writing as soon as possible and before a replacement check can be issued. In the event the lost paycheck is recovered and the company identifies the endorsement as that of the employee, the employee must remit the amount of the replacement check to the company within 24 hours of the time it is demanded.
- E. If an employee's marital status changes or the number of exemptions previously claimed increases or decreases, a new Form W-4 must be submitted to the Human Resource department.
- F. Except for extreme emergencies and vacation pay, no salary advances will be made.

3. Time Reporting

- A. A work hour is any hour of the day that is worked and should be recorded to the nearest tenth of an hour. The workday is defined as the 24-hour period starting at 12:00 a.m. and ending at 11:59 p.m. The workweek covers seven consecutive days beginning on Sunday and ending on Saturday. The usual workweek period is 40 hours.
- B. Overtime is defined as hours worked by an hourly or nonexempt employee in excess of 40 hours in a workweek and should be recorded to the nearest tenth of an hour. Overtime must be approved in advance by the supervisor to whom the employee reports.
- C. Employees will submit their time record weekly as directed by their supervisor. Each employee is to maintain an accurate daily record of his or her hours worked. All absences from work schedules should be appropriately recorded.

4. Employee Travel and Reimbursement

- A. Employees will be reimbursed for reasonable expenses incurred in connection with approved travel on behalf of the Village.
- B. Travelers seeking reimbursement should incur the lowest reasonable travel

expenses and exercise care to avoid the appearance of impropriety. If a circumstance arises that is not specifically covered in the travel policies, the most conservative course of action should be adopted.

C. Travel for staff must be authorized in advance. Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements. Upon completion of the trip, and within 30 days, the traveler must submit a Travel Reimbursement Form and supporting documentation to obtain reimbursement of expenses. For more details, refer to the company intranet for detailed travel policies, procedures and authorization and reimbursement forms.

D. Exempt employees will be paid their regular salary for weeks in which they travel. Nonexempt employees will be paid for travel time in accordance with federal and state wage payment laws.

E. In the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered service member, a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in line of duty on an active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

IV. BENEFITS

For more information regarding benefits programs, please refer to the company Summary Plan Descriptions, which were provided to employees upon hire, or contact the Mayor's office.

1. Medical Insurance

All full-time employees are eligible to receive health insurance for the employee and his/her family in a plan to be chosen by the Village provided the employee does not have coverage through another employer-paid plan. Any full time employee whose employment with the Village commences on or after July 1,2013, shall be eligible to receive health insurance for the employee and his/her family in a plan to be chosen by the Village provided the employee does not have coverage through another employer-paid plan and provided that the employee pays 25% of the premium allocated to the family plan.

An employee and/or his/her spouse who are receiving health insurance coverage from the Village health insurance plan shall apply for Medicare as his/her primary insurance plan when he/she becomes eligible for Medicare coverage.

~~The company currently offers regular full-time employees regularly scheduled to work a~~

minimum of 30 hours per week enrollment in medical insurance coverage options after they have been employed for 30 days.

Employees have up to 30 days from their date of hire to make medical plan elections. Once made, elections are fixed for the remainder of the plan year. Please contact the Human Resource department to determine if a family status change qualifies under the Plan document and IRS regulations.

At the end of each calendar year during open enrollment, employees may change medical and dental elections for the following calendar year.

The Human Resource department is available to answer benefits plan questions and assist in enrollment as needed.

1.2. Same-Sex Marriages, Civil Unions and Domestic Partners

- a. Same-sex marriages/Civil Unions are persons who:
 1. Are at least 18 years of age and of the same of the same biological gender.
 2. Have participated in a legally recognized marriage or civil union ceremony in a state which legally allows and recognizes same-sex marriages/civil unions.
- b. Domestic partners are persons who:
 1. Are at least 18 years of age and of the same gender.
 2. Are not legally married to any person and are not related in any way that would prohibit marriage in the company's state of operation.
 3. Share permanent residence.
- c. Domestic partners must have two of the following:
 1. Joint lease, mortgage or deed.
 2. Joint ownership of a vehicle.
 3. Joint ownership of a checking account or credit account.
 4. Designation of the domestic partner as beneficiary for the employee's life insurance or retirement benefits.
 5. Shared household expenses.
- d. Company registration of a domestic partnership will be required for coverage under company benefits.
- e. An employee who wishes to register a domestic partnership must contact the Mayor for information and the registration form. Upon receipt of a properly completed form, the department will consider the partnership registered as of the date on the form's signature line.
- f. Children of domestic partners are eligible for benefits under the same conditions as are the children of employees' legal spouses.
- g. Enrollment of domestic partners and eligible dependent children is subject to the same rules as enrollment of other dependents.
- h. Domestic partners and their enrolled dependents receive the same or equivalent benefits as spouses, and their enrolled dependents receive group

- continuation health coverage through COBRA and/or individual conversion.
- i. An employee may terminate a domestic partnership by notifying the Mayor in writing of the termination of the domestic partnership within 30 days of its termination.
- j. The tax consequences of a domestic partnership are the responsibility of the employee. The value of benefits provided to an employee's domestic partner (and to the domestic partner's eligible children, if any) is considered part of the employee's taxable income, unless the employee's domestic partner qualifies as a dependent under Section 152 of the Internal Revenue Code.
- k. Questions regarding this policy should be directed to the Mayor.

2.3. Workers' Compensation Benefits

The Village is covered under statutory state workers' compensation laws. Employees who sustain work-related injuries must immediately notify their ~~immediate~~ department supervisor.

V. DIVERSITY

1. Equal Employment Opportunity Statement

Village of Pomona provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. Village of Pomona complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Village has facilities. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Village of Pomona expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability or veteran status. Improper interference with the ability of Village of Pomona employees to perform their expected job duties is absolutely not tolerated.

2. Village of Pomona's Anti-Harassment Policy and Complaint Procedure

A. Village of Pomona is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, Village of Pomona expects that all relationships among persons in the office will be business-like and free of bias, prejudice and harassment.

It is the policy of Village of Pomona to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or

status as a covered veteran. Village of Pomona prohibits any such discrimination or harassment. Village of Pomona encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of Village of Pomona to promptly and thoroughly investigate such reports. Village of Pomona prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.

A. Definitions of Harassment

1. The Village's sexual harassment policy is annexed hereto as Exhibit _____. The prohibitions against harassment herein are applicable to sexual harassment as set forth in the annexed policy. The policy related to sexual harassment and the procedures for reporting and investigating sexual harassment are set forth in Exhibit _____.
2. Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, citizenship, genetic information or any other characteristic protected by law or that of his/her relatives, friends or associates, and that a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; b) has the purpose or effect of unreasonably interfering with an individual's work performance; or c) otherwise adversely affects an individual's employment opportunities.
3. Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

B. Individuals and Conduct Covered

1. These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to Village of Pomona (e.g., an outside vendor, consultant or customer).
2. Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

C. Complaint Process (other than sexual harassment).

1. Individuals who believe they have been the victims of conduct prohibited by this policy statement or who believe they have witnessed such conduct should discuss their concerns with their immediate supervisor or the Mayor.

2. When possible, Village of Pomona encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. Village of Pomona recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.
3. Village of Pomona encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, although no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.
4. Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.
5. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.
6. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately.
7. If a party to a complaint does not agree with its resolution, that party may appeal to Village of Pomona's Board of Trustees.
8. False and malicious complaints of harassment, discrimination or retaliation may be the subject of appropriate disciplinary action.

3. Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA)

- A. The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities and that when needed provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.
- B. It is the policy of Village of Pomona to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and

guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

- C. The Village will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to Village of Pomona. Contact the Mayor with any questions or requests for accommodation.

VI. EMPLOYMENT

A. Employee Classification Categories

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and employees' employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment-at-will relationship at any time is retained by both the employee and Village of Pomona.

1. **Nonexempt employees** are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt from the law's requirements concerning minimum wage and overtime.
2. **Exempt employees** are generally managers or professional, administrative or technical staff who are exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

The Village of Pomona has established the following categories for both nonexempt and exempt employees:

1. **Regular, full time:** Employees who are not in a temporary status and who are regularly scheduled to work the company's full-time schedule of 30 hours per week. Generally, these employees are eligible for the full benefits package, subject to the terms, conditions and limitations of each benefits program. Employees are classified as full time if they work from 9:00 a.m. to 4:00 p.m. Mondays through Fridays, exclusive of designated holidays.
2. **Regular, part time:** Employees who are not in a temporary status and who are regularly scheduled to work less than the full-time schedule but at least 15 hours each week. Regular, part-time employees are eligible for some of the benefits offered by the company subject to the terms, conditions and limitations of each benefits program.

3. **Temporary, full time:** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work the Village's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.
4. **Temporary, part time:** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work less than the Village's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

Temporary workers are not eligible for company benefits unless specifically stated otherwise in company policy or are deemed eligible according to plan documents.

B. Background and Reference Checks

1. To ensure that individuals who join Village of Pomona are well qualified and to ensure that Village of Pomona maintains a safe and productive work environment, it is our policy to conduct pre-employment background checks on all applicants who accept an offer of employment. Background checks may include verification of any information on the applicant's resume or application form.
2. All offers of employment are conditioned on receipt of a background check report that is acceptable to Village of Pomona. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.
3. If information obtained in a background check would lead Village of Pomona to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy. Background checks may include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment.
4. Additional checks such as a driving record or credit report may be made on applicants for particular job categories if appropriate and job related.
5. Village of Pomona also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

C. Nepotism, Employment of Relatives and Personal Relationships

1. Village of Pomona wants to ensure that corporate practices do not create situations

such as conflict of interest or favoritism. This extends to practices that involve employee hiring, promotion and transfer. Close relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions that have a reporting responsibility to each other. Close relatives are defined as husband, wife, domestic partner, father, mother, father-in-law, mother-in law, grandfather, grandmother, son, son-in-law, daughter, daughter-in law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister-in-law, step relatives, cousins and domestic partner relatives.

2. If employees begin a dating relationship or become relatives, partners or members of the same household and if one party is in a supervisory position, that person is required to inform the Mayor and Village Board of the relationship.
3. Village of Pomona reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct-reporting relationship or authority involved.

D. Progressive Discipline

1. Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform his/her duties to the best of his/her ability and to the standards as set forth in his/her job description or as otherwise established.
2. Village of Pomona supports the use of progressive discipline to address issues such as poor work performance or misconduct. Our progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Our progressive discipline policy has been designed consistent with our organizational values, HR best practices and employment laws.
3. Outlined below are the steps of our progressive discipline policy and procedure. Village of Pomona reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling and/or training; the employee's work record; and the impact the conduct and performance issues have on our organization.

The following outlines Village of Pomona's progressive discipline process:

- l. **Verbal warning:** A supervisor verbally counsels an employee about an issue of concern, and a written record of the discussion is placed in the employee's file for future reference.
- m. **Written warning:** Written warnings are used for behavior or violations that a

supervisor considers serious or in situations when a verbal warning has not helped change unacceptable behavior. Written warnings are placed in an employee's personnel file. Employees should recognize the grave nature of the written warning.

- n. **Performance improvement plan:** Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when he/she has demonstrated an inability to perform assigned work responsibilities efficiently, the employee may be given a final warning or placed on a performance improvement plan (PIP). PIP status will last for a predetermined amount of time not to exceed 90 days. Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the organization. At the end of the performance improvement period, the performance improvement plan may be closed or, if established goals are not met, dismissal may occur.
4. Village of Pomona reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including oral and written warnings, suspension with or without pay, demotion and discharge.

E. Separation of Employment

- 1. Separation of employment within an organization can occur for several different reasons.
 - a. **Resignation:** Although we hope your employment with us will be a mutually rewarding experience, we understand that varying circumstances cause employees to voluntarily resign employment. Resigning employees are encouraged to provide two weeks' notice, preferably in writing, to facilitate a smooth transition out of the organization. The Village reserves the right to provide an employee with two weeks' pay in lieu of notice in situations where job or business needs warrant such action. If an employee provides less notice than requested, the employer may deem the individual to be ineligible for rehire depending on the circumstances regarding the notice given.
 - b. **Retirement:** Employees who wish to retire are required to notify their department director and the Human Resource department in writing at least one (1) month before the planned retirement date. It is the practice of Village of Pomona to give special recognition to employees at the time of their retirement. The recipient must be employed with Village of Pomona for five (5) years to be eligible for a retirement gift. The amount provided for the gift is \$100 per year, based on the employee's uninterrupted full-time service. The department director should contact the Human Resource department to purchase a gift or a gift card. Departmental funds may not be used to augment the gift.

- c. **Job abandonment:** Employees who fail to report to work or contact their supervisor for three (3) consecutive workdays shall be considered to have abandoned the job without notice, effective at the end of their normal shift on the third day. The supervisor shall notify the Human Resource department at the expiration of the third workday and initiate the paperwork to terminate the employee. Employees who are separated due to job abandonment are ineligible to receive accrued benefits and are ineligible for rehire.
 - d. **Termination:** Employees of Village of Pomona are employed on an at-will basis, and the company retains the right to terminate an employee at any time.
2. **Return of Company Property:** The separating employee must return all company property at the time of separation, including uniforms, cell phones, keys, PCs and identification cards. Failure to return some items may result in deductions from the final paycheck. An employee will be required to sign the Wage Deduction Authorization Agreement to deduct the costs of such items from the final paycheck.
 3. **Exit Interview.** The separating employee shall contact the Mayor as soon as notice is given to schedule an exit interview. The interview will be on the employee's last day of work or another day, as mutually agreed on.
 4. **Accrued Leave.** Accrued vacation leave will be paid in the last paycheck unless the employee resigned and did not give and work a full two weeks' notice.
 5. **Health Insurance.** Health insurance terminates the last day of the month of employment, unless an employee requests immediate termination of benefits. Information for Consolidated Omnibus Budget.
 6. **COBRA.** Reconciliation (COBRA) continued health coverage will be provided. Employees will be required to pay their share of the dependent health and dental premiums through the end of the month.
 7. **Rehire:** Former employees who left Village of Pomona in good standing and were classified as eligible for rehire may be considered for reemployment. An application must be submitted to the Mayor, and the applicant must meet all minimum qualifications and requirements of the position, including any qualifying exam, when required. Rehired employees begin benefits just as any other new employee. Previous tenure will not be considered in calculating longevity, leave accruals or any other benefits. An applicant or employee who is terminated for violating policy or who resigned in lieu of termination from employment due to a policy violation will be ineligible for rehire.

VII. WORKPLACE SAFETY

A. Drug-Free Workplace

1. Village of Pomona has a longstanding commitment to provide a safe and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of employees and to the security of our equipment and facilities. For these reasons, Village of Pomona is committed to the elimination of drug and/or alcohol use and abuse in the workplace.
2. This policy outlines the practice and procedure designed to correct instances of identified alcohol and/or drug use in the workplace. This policy applies to all employees and all applicants for employment of Village of Pomona. The Board of Trustees is responsible for policy enactment and the Mayor is responsible for policy administration.

B. Employee Assistance and Drug-Free Awareness

1. Illegal drug use and alcohol misuse have a number of adverse health and safety consequences. Information about those consequences and sources of help for drug/alcohol problems is available from the Human Resource department, whose members have been trained to make referrals and assist employees with drug/alcohol problems.
2. Village of Pomona will assist and support employees who voluntarily seek help for such problems before becoming subject to discipline and/or termination under this or other policies. Such employees may be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety sensitive or that require driving or if they have violated this policy previously.
3. Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely and promptly disclose any work restrictions to their supervisor. Employees should not, however, disclose underlying medical conditions unless directed to do so.

C. Work Rules

The following work rules apply to all employees:

1. Whenever employees are working, are operating any company vehicle, are present on company premises, or are conducting related work off-site, they are prohibited from:

2. Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
3. Being under the influence of alcohol or an illegal drug as defined in this policy.
4. The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body while performing company business or while in a company facility is prohibited.
5. Village of Pomona will not allow any employee to perform their duties while taking prescribed drugs that are adversely affecting the employee's ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked.
6. Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

D. Required Testing

The company retains the right to require the following tests:

1. Pre-employment: All applicants must pass a drug test before beginning work or receiving an offer of employment. Refusal to submit to testing will result in disqualification of further employment consideration.
 - a.
2. Reasonable suspicion: Employees are subject to testing based on observations by a supervisor of apparent workplace use, possession or impairment. Human Resources must be consulted before sending an employee for reasonable suspicion testing.
3. Post-accident: Employees are subject to testing when they cause or contribute to accidents that seriously damage a company vehicle, machinery, equipment or property and/or result in an injury to themselves or another employee requiring off-site medical attention. In any of these instances, the investigation and subsequent testing must take place within two (2) hours following the accident, if not sooner.
 - a.
4. Follow-up: Employees who have tested positive, or otherwise violated this policy, are subject to discipline up to and including discharge. Depending on the circumstances and the employee's work history/record, Village of Pomona may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies for a minimum of one (1) year but not more than two (2) years. If the employee either does not complete his/her rehabilitation program or tests positive after completing the rehabilitation program, he/she will be subject to immediate discharge from employment.

E. Consequences

1. Applicants who refuse to cooperate in a drug test or who test positive will not be hired. Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be terminated. The first time an employee tests positive for alcohol or illegal drug use under this policy, the result will be discipline up to and including discharge.
2. Employees will be paid for time spent in alcohol/drug testing and then suspended pending the results of the drug/alcohol test. After the results of the test are received, a date/time will be scheduled to discuss the results of the test; this meeting will include a member of the Board of Trustees and the Mayor. Should the results prove to be negative, the employee will receive back pay for the times/days of suspension.

F. Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the medical review officer (MRO) shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files.

G. Inspections

Village of Pomona reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline up to and including discharge.

H. Crimes Involving Drugs

Village of Pomona prohibits all employees from manufacturing, distributing, dispensing, possessing or using an illegal drug in or on company premises or while conducting company business. Employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel shall be notified, as appropriate, when criminal activity is suspected.

I. Workplace Bullying

1. Village of Pomona defines bullying as “repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment.” Such behavior violates the company Code of Ethics, which clearly states that all employees will be treated with dignity and respect.

2. The purpose of this policy is to communicate to all employees, including supervisors, that the company will not tolerate bullying behavior. Employees found in violation of this policy will be disciplined up to and including termination.
3. Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when meting out discipline. It is the effect of the behavior upon the individual that is important. Village of Pomona considers the following types of behavior examples of bullying:
 - a. Verbal bullying: Slandering, ridiculing or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
 - b. Physical bullying: Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person's work area or property.
 - c. Gesture bullying: Nonverbal threatening gestures or glances that convey threatening messages.
 - d. Exclusion: Socially or physically excluding or disregarding a person in work-related activities.

J. Violence in the Workplace

1. All employees, customers, vendors and business associates must be treated with courtesy and respect at all times. Employees are expected to refrain from conduct that may be dangerous to others.
2. Conduct that threatens, intimidates or coerces another employee, customer, vendor or business associate will not be tolerated. Village of Pomona resources may not be used to threaten, stalk or harass anyone at the workplace or outside the workplace. Village of Pomona treats threats coming from an abusive personal relationship as it does other forms of violence.
3. Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a supervisor, the Mayor, and the police as deemed necessary. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.
4. Employees should promptly inform the Human Resource department of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns with regard to

intimate partner violence. Village of Pomona will not retaliate against employees making good-faith reports. Village of Pomona is committed to supporting victims of intimate partner violence by providing referrals to Village of Pomona's employee assistance program (EAP) and community resources and providing time off for reasons related to intimate partner violence.

5. Village of Pomona will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. Village of Pomona will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities. In order to maintain workplace safety and the integrity of its investigation, Village of Pomona may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.
6. Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.
7. Village of Pomona encourages employees to bring their disputes to the attention of their supervisors or Human Resources before the situation escalates. Village of Pomona will not discipline employees for raising such concerns.

K. Safety

1. It is the responsibility of each employee to conduct all tasks in a safe and efficient manner complying with all local, state and federal safety and health regulations and program standards, and with any special safety concerns for use in a particular area or with a client.
2. Although most safety regulations are consistent throughout each department and program, each employee has the responsibility to identify and familiarize her/himself with the emergency plan for his/her working area. Each facility shall have posted an emergency plan detailing procedures in handling emergencies such as fire, weather-related events and medical crises.
3. It is the responsibility of the employee to complete an Accident and Incident Report for each safety and health infraction that occurs by an employee or that the employee witnesses. Failure to report such an infraction may result in employee disciplinary action, including termination.
4. Furthermore, the Village requires that every person in the organization assumes the responsibility of individual and organizational safety. Failure to follow company safety and health guidelines or engaging in conduct that places the employee, client or company property at risk can lead to employee disciplinary action and/or termination.

5. The Health and Safety Committee and the safety director shall have the responsibility to develop and the authority to implement the safety and health program in the interest of a safer work environment.

L. Smoke-Free Workplace

1. It is the policy of Village of Pomona to prohibit smoking on all company premises in order to provide and maintain a safe and healthy work environment for all employees. The law defines smoking as the “act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind.”
2. The smoke-free workplace policy applies to:
 - a. All areas of company buildings.
 - b. All Village-sponsored off-site conferences and meetings.
 - c. All vehicles owned or leased by the Village.
 - d. All visitors (customers and vendors) to the company premises.
 - e. All contractors and consultants and/or their employees working on the Village premises.
 - f. All employees, temporary employees and student interns.
3. ~~Smoking is not permitted anywhere on the Village Hall property, permitted in parking lots only. Employees who violate the smoking policy will be subject to disciplinary action up to and including immediate discharge.~~

VIII. WORKPLACE EXPECTATIONS

A. Confidentiality

1. Our clients and other parties with whom we do business entrust the Village with important information relating to their businesses. It is our policy that all information considered confidential will not be disclosed to external parties or to employees without a “need to know.” If an employee questions whether certain information is considered confidential, he/she should first check with his/her immediate supervisor.
2. This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications.
3. All inquiries from the media must be referred to [insert name, title, contact information].

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B. Conflicts of Interest

1. Employees must avoid any relationship or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs. At times, an employee may be faced with situations in which business actions taken on behalf of Village of Pomona may conflict with the employee's own personal interests. Company property, information or business opportunities may not be used for personal gain.
2. Conflicts of interest could arise in the following circumstances:
 - a. Being employed by, or acting as a consultant to, a competitor or potential competitor, supplier or contractor, regardless of the nature of the employment, while employed with Village of Pomona.
 - b. Hiring or supervising family members or closely related persons.
 - c. Serving as a board member for an outside commercial company or organization.
 - d. Owning or having a substantial interest in a competitor, supplier or contractor.
 - e. Accepting gifts, discounts, favors or services from a customer/potential customer, competitor or supplier, unless equally available to all Village employees.
3. Employees with a conflict-of-interest question should seek advice from their supervisor. Before engaging in any activity, transaction or relationship that might give rise to a conflict of interest, employees must seek review from their supervisor or the Mayor.

C. Outside Employment

1. Employees are permitted to engage in outside work or to hold other jobs, subject to certain restrictions as outlined below.
2. Activities and conduct away from the job must not compete with, conflict with or compromise the company interests or adversely affect job performance and the ability to fulfill all job responsibilities. Employees are prohibited from performing any services for customers on nonworking time that are normally performed by Village of Pomona. This prohibition also extends to the unauthorized use of any company tools or equipment and the unauthorized use or application of any confidential information. In addition, employees are not to solicit or conduct any outside business during paid working time.
3. Employees are cautioned to carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or refusal to work overtime or different hours. If the Village of

Pomona determines that an employee's outside work interferes with performance, the employee may be asked to terminate the outside employment.

4. Employees who have accepted outside employment may not use paid sick leave to work on the outside job. Fraudulent use of sick leave will result in disciplinary action up to and including termination.

D. Attendance and Punctuality

1. Vacation and holidays must be scheduled with one's supervisor in advance. Sick leave may be used in the case of emergency or sudden illness without prior scheduling. Patterns of absenteeism or tardiness may result in discipline even if the employee has not yet exhausted available paid time off. Absences due to illnesses or injuries that qualify under the Family and Medical Leave Act (FMLA) will not be counted against an employee's attendance record. Medical documentation within the guidelines of the FMLA may be required in these instances.
2. Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter. The first instance of a no call/no show will result in a final written warning. The second separate offense may result in termination of employment with no additional disciplinary steps. **A no call/no show lasting three days may be considered job abandonment and may be deemed an employee's voluntary resignation of employment.**

E. Attire and Grooming

1. It is important for all employees to project a professional image while at work by being appropriately attired. Village of Pomona employees are expected to be neat, clean and well groomed while on the job. Clothing must be consistent with the standards for a business environment and must be appropriate to the type of work being performed.
2. Village of Pomona is confident that employees will use their best judgment regarding attire and appearance. The Village reserves the right to determine appropriateness. Any employee who is improperly dressed will be counseled or in severe cases may be sent home to change clothes. Continued disregard of this policy may be cause for disciplinary action, which may result in termination.

F. Electronic Communication and Internet Use

1. The following guidelines have been established for using the Internet, company-provided cell phones and e-mail in an appropriate, ethical and professional manner:
 - a. Internet, company-provided equipment (e.g., cell phone, laptops, computers) and services may not be used for transmitting, retrieving or storing any

communications of a defamatory, discriminatory, harassing or pornographic nature.

- b. The following actions are forbidden: using disparaging, abusive, profane or offensive language; creating, viewing or displaying materials that might adversely or negatively reflect upon Village of Pomona or be contrary to Village of Pomona's best interests; and engaging in any illegal activities, including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access of any computers and Village-provided equipment such as cell phones and laptops.
- c. Employees may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only.
- d. Employees must not use the system in a way that disrupts its use by others. Employees must not send or receive large files that could be saved/transferred via thumb drives. Employees are prohibited from sending or receiving files that are not related to work.
- e. Employees should not open suspicious e-mails, pop-ups or downloads. Contact IT with any questions or concerns to reduce the release of viruses or to contain viruses immediately.
- f. Internal and external e-mails are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mail within and outside the Village.

G. Right to Monitor

All Village-supplied technology and company-related work records belong to the Village and not to the employee. Village of Pomona routinely monitors use of company-supplied technology. Inappropriate or illegal use or communications may be subject to disciplinary action up to and including termination of employment.

H. Social Media—Acceptable Use

Below are guidelines for social media use.

- a. Employees may not post financial, confidential, sensitive or proprietary information about the company, clients, employees or applicants.
- b. Employees may not post obscenities, slurs or personal attacks that can damage the reputation of the company, clients, employees or applicants.
- c. When posting on social media sites, employees must use the following disclaimer when discussing job-related matters, "*The opinions expressed on*

this site are my own and do not necessarily represent the views of Village of Pomona.”

- d. Village of Pomona may monitor content out on the Internet. Policy violations may result in discipline up to and including termination of employment.

I. Solicitations, Distributions and Posting of Materials

1. Village of Pomona prohibits the solicitation, distribution and posting of materials on or at company property by any employee or nonemployee, except as may be permitted by this policy. The sole exceptions to this policy are charitable and community activities supported by Village of Pomona Village-sponsored programs related to Village of Pomona’s governmental business. The following provisions shall be complied with:

- a. Nonemployees may not solicit employees or distribute literature of any kind on Village premises at any time.
- b. Employees may only admit nonemployees to work areas with supervisory approval or as part of a Village-sponsored program. These visits should not disrupt workflow. An employee must accompany the non-employee at all times. Former employees are not permitted onto Village property except for official company business.
- c. Employees may not solicit other employees during work times, except in connection with a Village-approved or sponsored event.
- d. Employees may not distribute literature of any kind during work times or in any work area at any time, except in connection with a Village-sponsored event
- e. The posting of materials or electronic announcements are permitted with approval from the Mayor.
- f. Violations of this policy should be reported to the Mayor.

J. Employee Personnel Files

1. Employee files are maintained by the Village are considered confidential. Department Heads and supervisors may only have access to personnel file information on a need-to-know basis.
2. A Department Head or supervisor considering the hire of a former employee or transfer of a current employee may be granted access to the file, or limited parts of it, in accordance with antidiscrimination laws.
3. Personnel file access by current employees and former employees upon request will

generally be permitted within three days of the request unless otherwise required under state law. Personnel files are to be reviewed in the Clerk's office. Personnel files may not be taken outside Clerk's office.

4. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

VILLAGE OF POMONA

SEXUAL HARASSMENT POLICY

Adopted by the Board of Trustees as _____

INTRODUCTION

As with discrimination on the basis of race, color, sex, religion, age, disability, and national origin, the Village of Pomona (“VILLAGE”) is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of the VILLAGE’s commitment to a discrimination-free work environment. Sexual harassment is against the law¹ and employees have a legal right to a workplace free from sexual harassment, and employees are urged to report sexual harassment by filing a complaint internally with the VILLAGE or with a government agency or in court under federal, state or local antidiscrimination laws.

Policy:

1. This VILLAGE Policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business regardless of immigration status with the VILLAGE, and includes appointed and elected officials. In the remainder of this document, the term “employees” refers to this collective group.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination) in accordance with a negotiated labor agreement or State law, as may be appropriate.
3. There shall be a Sexual Harassment Committee appointed annually by the Mayor. This Committee shall consist of two members of the Village Board.
4. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. The VILLAGE will not tolerate such retaliation against anyone who, in good faith reports or provides information about suspected sexual harassment. Any employee of the VILLAGE who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees,

¹ While this policy specifically addresses sexual harassment, harassment because of and discrimination against persons of all protected classes is prohibited. In New York State, such classes include age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence victim status, gender identity and criminal history.

paid or unpaid interns, or non-employees² working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, or a member of the Sexual Harassment Committee. All employees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.

5. Sexual harassment is offensive, is a violation of our policies, is unlawful, and subjects the VILLAGE to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level, who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.
6. The VILLAGE will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. The VILLAGE will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
7. All employees are encouraged to report any harassment or behaviors that violate this policy. The VILLAGE will provide all employees with a complaint form for employees to report harassment and file complaints.
8. Managers and supervisors are required to report any complaint that they receive or any harassment that they observe or become aware of to the Mayor.
9. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable (for example, in a main office not an offsite work location) and be provided to employees upon hiring.

What is "Sexual Harassment"?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct, which is either of a sexual nature or which is directed at an individual because of that individual's sex when:

²A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, "gig" workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of sexual harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical assaults of a sexual nature, such as:
 - Touching, pinching, patting, grabbing, kissing, hugging, brushing against another employee's body or poking another employees' body;
 - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
 - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience, which create a hostile work environment.

Sexual stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.

- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;
 - Bullying, yelling, name-calling.

Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor

Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer-sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices, or during non-work hours.

Retaliation

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in "protected activity." Protected activity occurs when a person has:

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;

- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- reported that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

Reporting Sexual Harassment

Preventing sexual harassment is everyone's responsibility. The VILLAGE cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or nonemployee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager or the Mayor. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or the Mayor. If the person whom any employee is required to report to is the person against whom the allegation is being made, the report should be directed to another Supervisor, Manager, the Mayor or a member of the Sexual Harassment Committee.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

Employees, paid or unpaid interns or non-employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to the Mayor. In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue. Supervisors and managers will also be subject to discipline for engaging in any retaliation.

Complaint And Investigation Of Sexual Harassment

All complaints or information about suspected sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner and will be confidential to the extent possible. A complaint may be withdrawn at any time by filing a notice in writing on a form available from the VILLAGE.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately, and be completed as soon as possible. The investigation will be kept confidential to the extent possible. No information regarding the complaint or investigation shall be released unless otherwise required by law. All persons involved, including complainants, witnesses, and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

An individual who believes that he or she has been unjustly charged with sexual harassment will be afforded every opportunity to offer and present information in defense of the complaint. Any information will be confidential.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. The VILLAGE will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

Investigations will be done in accordance with the following steps:

- Upon receipt of the complaint, the Mayor or his designee will conduct an immediate review of the allegations, and take any interim actions (e.g. instructing the respondent to refrain from communications with the complainant), as appropriate. If the complaint is verbal, encourage the individual to complete the "Complaint Form" in writing. If he or she refuses, prepare a Complaint Form based on the verbal reporting.
- If documents, emails or phone records are relevant to the allegations, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;

Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:

- A list of all documents reviewed, along with a detailed summary of relevant documents;
- A list of names of those interviewed, along with a detailed summary of their statements;
- A timeline of events;
- A summary of prior relevant incidents, reported or unreported; and

- The basis for the decision, final resolution of the complaint, together with any corrective actions action(s).
- Keep the written documentation and associated documents in a secure and confidential location.
- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who complained of their right to file a complaint or charge externally as outlined in the next section. Regardless of whether the complaint is written or verbal, if a resolution is achieved by a department head, he or she will prepare a statement that the complaint has been resolved. All parties must sign the statement which shall be sent to the Sexual Harassment Committee. The case will be considered closed.

If a complaint is not resolved, it will be turned over to the Sexual Harassment Committee. The Committee will investigate the complaint, call witnesses to appear before the committee, and review any other evidence the committee feels credible and probative of the allegation or allegations. Notice of the complaint must be given to the accused, who shall also be afforded an opportunity to appear before the committee, with or without counsel, if he or she so desires. The committee will have ten (10) working days to investigate the complaint and an additional ten (10) working days to render a decision.

Written notice of the committee's decision will be given to both the complainant and the accused.

If an investigation results in a finding that the complainant falsely and maliciously accused another of sexual harassment (as opposed to a complaint that, even if erroneous, was made in good faith), the complainant will be subject to appropriate discipline, as described herein, including termination of employment.

Legal Protections And External Remedies

Sexual harassment is not only prohibited by the VILLAGE but is also prohibited by state, federal, and, where applicable, local law. Aside from the internal process at the VILLAGE, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protections.

New York State Division of Human Rights (DHR)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to employers in New York State with regard to sexual harassment and protects employees, paid or

unpaid interns, and non-employees regardless of immigration status. A complaint alleging a violation of the Human Rights Law may be filed either with DHR or in New York State Supreme Court.

Complaints with DHR may be filed any time within one year of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, within three years of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to the VILLAGE does not extend your time to file with DHR or in court. The one year or three years is 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 are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying monetary damages, attorney's fees, and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458, (718) 741-8400, www.dhr.ny.gov. The VILLAGE'S offices are located at 100 Ladentown Road, Pomona, New York 10970 and may be reached at (845) 354-0545.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling

1-800-669-4000 (1-800-669-6820 (TTY)), visiting their website at www.eeoc.gov or via email at info@eeoc.gov

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450, or visit www.nyc.gov/html/cchr/html/home/home.shtml

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.



Stormwater Consortium of Rockland County
Annual Stormwater Contract Fee

November 17, 2022

**RE: INCREASE IN CCE STORMWATER CONSORTIUM CONTRACT FEE
MAINTENANCE OF STORMWATER MAPPING DATABASE**

Dear Stormwater Consortium members:

This memo is to inform you that CCE Rockland will be mailing the annual Stormwater Consortium contracts in December 2022, and that there will be a fee increase as explained below.

Since 2016 the Stormwater Consortium of Rockland County (SCRC) applied for and was awarded two NYSDEC Water Quality Improvement Program grants to map outfalls and stormwater assets (catch basins, conveyance piping, etc.) to a unified ArcGIS Online platform. Current grant funding provides each municipality with a license and access to the platform until April 2023. Maintaining licensing and platform access will be necessary to continue mapping stormwater assets in the future.

Moving forward the NYSDEC will no longer cover ArcGIS licensing as an eligible grant expense. The SCRC is therefore facing the dilemma of how to pay for our unified ArcGIS mapping database so that each municipality can continue to map their Stormwater assets. The benefits of maintaining the database are tremendous. Outfall mapping is a requirement under the current NYSDEC Stormwater MS4 permit (GP-0-15-003), and it is anticipated that mapping the conveyance system will become a requirement as outlined in the NYSDEC DRAFT MS4 Permit (GP-0-22-002) issued April, 2022. Additionally, the ArcGIS Online platform is the most advanced platform in GIS mapping. After in-depth discussion, the consortium representatives found it necessary that the licensing fees be absorbed by distributing the cost amongst all of the participating members in the annual stormwater contract fee.

As discussed at the SCRC meeting on October 19, 2022 the cost of each license is optionally \$350 for a Mobile Worker, or \$500 for a Creator. The mobile worker license allows for collecting field data whereas the creator license allows additional downloading and uploading of data. Attached is a database showing the option each municipality has chosen. The second page shows the estimated cost that each municipality's contract will increase with their license fee. The unified database will be managed by H2M Architects + Engineers, therefore a License & Support Fee included.

Please carefully review this memo for your budgets, and should you have any questions please contact Jennifer Zunino-Smith at jmz75@cornell.edu to discuss.

Sincerely,

A handwritten signature in cursive script that reads 'Suzanne Barclay'.

Suzanne Barclay, Executive Director
Cornell Cooperative Extension, Rockland County

# LICENSES	Representing	Name	User	COST	Organization	Email
1	H2M	Melisa Emmeia\Chris Kobos	Creator	\$300	H2M- all data owned by H2M license	mennella@h2m.com
2	Cornell Cooperative Extension	Jennifer Zunino-Smith	Creator	\$500	Cornell Cooperative Extension	jnz25@cornell.edu
3	V-Heavenstrow	Eve Mancuso, P.E.	Mobile Worker	\$350	Brooker Engineering	emancuso@brookersengineering.com
4	V-Hillburn	Eve Mancuso, P.E.	Mobile Worker	\$350	Brooker Engineering	emancuso@brookersengineering.com
5	V-Nyack	Eve Mancuso, P.E.	Creator (Self Paid) and Mobile Worker	\$350	Brooker Engineering	emancuso@brookersengineering.com
6	V-Piermont	Eve Mancuso, P.E.	Mobile Worker	\$350	Brooker Engineering	emancuso@brookersengineering.com
7	V-Wesley Hills	Eve Mancuso, P.E.	Mobile Worker	\$350	Brooker Engineering	emancuso@brookersengineering.com
8	V-Sloatsburg	Eve Mancuso, P.E.	Mobile Worker	\$350	Brooker Engineering	emancuso@brookersengineering.com
9	V-Chestnut Ridge	Haris Aljovic	Mobile Worker	\$350	Mancuso Engineering	evmanajovic@gmail.com
10	V-Montebello	Haris Aljovic	Mobile Worker	\$350	Spence Engineering	haljovic@spenceengineer.com
11	V-Pomona	Haris Aljovic	Mobile Worker	\$350	Spence Engineering	haljovic@spenceengineer.com
12	V-New Hempstead	Glenn McCreedy, P.E.	Creator (Self Paid) and Mobile Worker	\$350	Spence Engineering	haljovic@spenceengineer.com
13	V-Upper Nyack	Dennis Letson, P.E.	Mobile Worker	\$350	Civil Design Works, LLC	kmccreedy@civildesignworks.com
14	V-New Square	Al Fusco, P.E. Jerre Coleman	Mobile Worker	\$350	Dennis M. Letson PE & Associates	dletsonpe@optimum.net
15	V-Airmont	John O'Rourke, P.E.	Mobile Worker	\$350	Fusco Engineering & Land Surveying	johnorourke@fuscoengineering.com
16	V-Kaser	Binyamin Mermelstein	Mobile Worker	\$350	Lanc and Tully Engineering and Surveying, P.C.	lor@lancully.com
17	V-Suffern	Charles Sawicki	Mobile Worker	\$350	V-Kaser, Director of Public Works	kaser@ksermat.com
18	V-West Haverstraw	Michael Shilale	Mobile Worker	\$350	V-Suffern, Director of Public Works	csawicki@suffern.ny.gov
19	V-Grandview-on-Hudson	Joe Kntzeski	Mobile Worker	\$350	Michael Shilale Architects, LLP	mshilale@shilale.com
20	T-Haverstraw	Pat Brady, P.E.	Mobile Worker	\$350	Village of Grandview on Hudson	brady@vghl-nv.com
21	T-Clarkstown	Bill Withington	Creator	\$500	Joint Regional Sewerage Board	bbrady@jrsb.org
22	T-Orangetown	Bruce Peters, P.E.	Creator	\$500	T-Clarkstown, GIS	b.withington@charlstown.org
23	T-Orangetown	Tom Edrites, P.E.	Mobile Worker	\$350	T-Orangetown, Department of Environmental Management & Engineering	tedrites@orangetown.com
24	T-Orangetown	Stephen Munno	Mobile Worker	\$350	T-Orangetown, Department of Environmental Management & Engineering	smunno@orangetown.com
25	T-Ramapo	Mike Sadowski, P.E.	Creator	\$500	T-Orangetown, Department of Environmental Management & Engineering	sadowski@ramapo-nj.gov
26	T-Ramapo	Tom Demont	Mobile Worker	\$350	T-Ramapo, Deputy Director of Public Works	tdemont@ramapo-nj.gov
27	T-Stony Point	John O'Rourke, P.E.	Mobile Worker	\$350	T-Ramapo	lor@lancully.com
27	Total Licenses			\$10,200	Lanc and Tully Engineering and Surveying, P.C.	

VILLAGES

Annual Cost	\$1,325.00
License	\$350.00
H2M License & Support Fee	\$277.27
TOTAL	\$1,952.27

TOWN OF STONY POINT

Annual Cost	\$7,300.00
License	\$350.00
H2M License & Support Fee	\$277.27
TOTAL	\$7,927.27

TOWN OF HAVERSTRAW

Annual Cost	\$7,300.00
License	\$350.00
H2M License & Support Fee	\$277.27
TOTAL	\$7,927.27

TOWN OF CLARKSTOWN

Annual Cost	\$7,300.00
License	\$500.00
H2M License & Support Fee	\$277.27
TOTAL	\$8,077.27

TOWN OF ORANGETOWN

Annual Cost	\$7,300.00
License	\$1,200.00
H2M License & Support Fee	\$277.27
TOTAL	\$8,777.27

TOWN OF RAMAPO

Annual Cost	\$7,300.00
License	\$850.00
H2M License & Support Fee	\$277.27
TOTAL	\$8,427.27

November 28, 2022

Mayor Ian Banks and Village Trustees
Village of Pomona
100 Ladentown Road
Pomona, NY 10970



Re: Traffic Calming at Various Roads, Village of Pomona
Engineering Report

Dear Mayor and Trustees,

This office serves as Village Engineer for the Village of Pomona.

This office received request(s) to review the following conditions and make recommendations

Keim Drive and Halley Drive Intersection (stop bar/sign request)

A stop bar / sign does not exist on Keim Drive at the intersection with Halley Drive, where Halley Drive has stop bars and signs in both directions. Halley Drive is the primary road where Keim enters into Halley. We recommend adding a stop bar and sign at Keim Drive at the intersection of Halley Drive.

The Town of Ramapo can install the signage / painting with a Village Board Resolution or minutes approving the same. Signage and Stop bars are typically installed as part of the maintenance agreement with TOR.

These conditions may exist, where historically the community developed with minimal signage. We will continue to review and make similar recommendations to support the traffic calming and safety improvements.

Parking along roadway at Brookside Drive between Quaker Road and Mountainview Court

We have received a request to review the parking conditions on Brookside Drive, between Quaker Road and Mountainview Court. The roadway length is minimal and when factoring in the minimum setback distances from the intersections, the turning movements coming from Quaker Road and adequate sight distances, this section of roadway provides limitations for parking. We recommend the Village Board provide this office authorization to meet with the Town of Ramapo Highway to review the conditions and place limitations on parking either specific distances or full length (between Quaker and Mountainview).

This work can be performed by the Town of Ramapo with a Village Board Resolution or minutes approving the same. Signage will be placed following the joint field review between this office and the TOR.

Please review and schedule this matter for discussion/action at the next Village Board meeting.

Very truly yours,

A handwritten signature in black ink that reads "Martin K. Spence".

Martin K. Spence, PE

c. Chakiera Locust, Village Clerk
Brian Nugent, Village Attorney



TOWN OF RAMAPO
Office of the Assessor
237 Route 59
Suffern, NY 10901
Ph: 845-357-5100 Fax: 845-369-6945

Scott J. Shedler
Assessor

To: Village of Pomona, Village Clerk
From: Scott J. Shedler
Date: October 27, 2022
Re: Local Law "Amendment to Certain Real Property Tax Exemptions"

Please see the attached Town Board Resolution which was adopted at the October 26, 2022 Town Board Regular Meeting.

Please advise if you plan on adopting this provision to be consistent with the Town of Ramapo. If you do, it must be no later than March 1, 2023.

PLEASE ACKNOWLEDGE RECEIPT:

Signed

Dated _____

Print Name Here

**TOWN OF RAMAPO
INTRODUCTORY LOCAL LAW
AMENDMENT TO CERTAIN REAL PROPERTY TAX EXEMPTIONS**

Section 1. Paragraph D of §253-3, titled "Qualifications for exemption" for the Senior Citizen Tax Exemption, of Chapter 253, titled "Taxation," of the Code of the Town of Ramapo is amended by adding a new schedule at the end of said paragraph D to read as follows:

Effective July 1, 2022

Annual Income	Percentage of Assessed Valuation Exempt from Taxation
Less than \$50,000	50%
\$50,000 but less than \$51,000	45%
\$51,000 but less than \$52,000	40%
\$52,000 but less than \$53,000	35%
\$53,000 but less than \$53,900	30%
\$53,900 but less than \$54,800	25%
\$54,800 but less than \$55,700	20%
\$55,700 but less than \$56,600	15%
\$56,600 but less than \$57,500	10%
\$57,500 but less than \$58,400	5%

Section 2. Section 253-32, titled "Exemption" for Persons with Disabilities, of Chapter 253, titled "Taxation," of the Code of the Town of Ramapo is amended by adding a new schedule to the end of said §253-32 to read as follows:

Effective July 1, 2022

Annual Income	Percentage of Assessed Valuation Exempt from Taxation
Less than \$50,000	50%
\$50,000 but less than \$51,000	45%
\$51,000 but less than \$52,000	40%

\$52,000 but less than \$53,000	35%
\$53,000 but less than \$53,900	30%
\$53,900 but less than \$54,800	25%
\$54,800 but less than \$55,700	20%
\$55,700 but less than \$56,600	15%
\$56,600 but less than \$57,500	10%
\$57,500 but less than \$58,400	5%

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

#3.1.a: Introductory LL-15E3319-Amendment to Certain Property Tax Exemptions (8695 : Continuation of Public Hearing: Introductory Local



Town Board
237 Rt 59
Suffern, NY 10901

SCHEDULED

Meeting: 10/26/22 07:00 PM
DOC ID: 8696

3J

Adopt Local Law: Introductory Local Law Entitled “Amendment To Certain Real Property Tax Exemptions”

RESOLVED by the Town Board of the Town of Ramapo, that the **INTRODUCTORY LOCAL LAW ENTITLED “AMENDMENT TO CERTAIN REAL PROPERTY TAX EXEMPTIONS”**, which was the subject of a Public Hearing held this evening, September 28, 2022, at 7:00 P.M., at Ramapo Town Hall, be hereby

Adopted as advertised _____

Adopted as amended _____

and shall be known as **Local Law No. 6 of 2022**.

TOWN OF RAMAPO INTRODUCTORY LOCAL LAW AMENDMENT TO CERTAIN REAL PROPERTY TAX EXEMPTIONS

Section 1. Paragraph D of §253-3, titled “Qualifications for exemption” for the Senior Citizen Tax Exemption, of Chapter 253, titled “Taxation,” of the Code of the Town of Ramapo is amended by adding a new schedule at the end of said paragraph D to read as follows:

Effective July 1, 2022

Annual Income	Percentage of Assessed Valuation Exempt from Taxation
Less than \$50,000	50%
\$50,000 but less than \$51,000	45%
\$51,000 but less than \$52,000	40%
\$52,000 but less than \$53,000	35%
\$53,000 but less than \$53,900	30%
\$53,900 but less than \$54,800	25%
\$54,800 but less than \$55,700	20%
\$55,700 but less than \$56,600	15%
\$56,600 but less than \$57,500	10%
\$57,500 but less than \$58,400	5%

Section 2. Section 253-32, titled “Exemption” for Persons with Disabilities, of Chapter

253, titled "Taxation," of the Code of the Town of Ramapo is amended by adding a new schedule to the end of said §253-32 to read as follows:

Effective July 1, 2022

Annual Income	Percentage of Assessed Valuation Exempt from Taxation
Less than \$50,000	50%
\$50,000 but less than \$51,000	45%
\$51,000 but less than \$52,000	40%
\$52,000 but less than \$53,000	35%
\$53,000 but less than \$53,900	30%
\$53,900 but less than \$54,800	25%
\$54,800 but less than \$55,700	20%
\$55,700 but less than \$56,600	15%
\$56,600 but less than \$57,500	10%
\$57,500 but less than \$58,400	5%

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