

Darren "Hal" McCabe
Mayor
Mayor@HomerNY.org
Cell: 607-345-7174

Village Office
31 N. Main Street
Homer, NY 13077
Phone: 607-749-3322
www.HomerNY.org



Village Police: 607-749-2022
Newton Water Works: 607-749-2511
Glenwood Cemetery: 607-749-3517
Streets and Parks: 607-749-3813
Recreation: 607-749-2161
Codes: 607-745-3177

BOARD OF TRUSTEES MEETING AGENDA

Tuesday November 13th, 2018

- 1. Regular Meeting of the Board of Trustees called to order by Mayor Hal McCabe.**
- 2. Approve Minutes – October 10th, 2018**
- 3. Treasurer's report:**
 - A. Financial Status of operating funds, Newton Water Works Fund and General Fund, revenues and expenditures.
 - B. Authorize payment of bills
 - **F & G Funds – Vouchers 363-399 \$78,441.72**
 - **A Fund – Vouchers 590-677 \$ 115,600.01**
- 4. Report of Offices and filing of written reports: Cemetery, Codes, Dogs, DPW, Fire Department, Police Department, Recreation, Water Billing Updates, Water & Sewer.**
- 5. Privilege of the Floor**
- 6. Old Business**
- 7. New Business**
 - A. Annual Report form Village Historian Martin Sweeney
 - B. Approval of Village Historian Martin Sweeney to seek funding for a Legend & Lore Marker to be placed on a Village Parcel located at the intersection of Hooker Avenue and North Main Street
 - C. Discussion with Nancy Murphy of a French Drain Installation at 8 Meadow Drive
 - D. Approval of a Sexual Harassment Policy
 - E. Approval of a Credit Card Policy
 - F. Approval of a Temporary Relief in Sewer Charges for a Kevin Williamson property located at 11 Wall Street
 - G. Discussion of School Zone Speed Limit Signs at Center Street and Copeland Avenue
- 8. Attorney**
- 9. Comments by Board Members**
- 10. Executive Session**
- 11. Adjournment**

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October 2018 Glenwood Cemetery Monthly Report

Submitted by Superintendent Jim Toolan on October 30, 2018

Mayor and members of the Board:

Cemetery Department:

- Mowed and trimmed until the third week in October.
- Due to the cold weather, the end of season project has been deferred till next season.
- The crew is getting the garland and wreaths with lights checked, in readiness for putting up after Halloween.

Burials:

- Burials for this month is a total of six, four full and two cremations.

Repairs:

- At the mayor's request, a split rail fence was ordered, assembled and put in the woods where a small area of headstones are arranged flat on the ground.
- Started to drill holes, to ready concrete wall for 35" diameter cutout, for new culvert pipe.

Fuel:

Fuel usage consisted of seventy-five gallons of gasoline and twenty gallons of diesel.

Village of Homer
CODE ENFORCEMENT OFFICE
 31 N. Main St
 Homer, NY 13077

Kevin J. McMahon
 NYS Code Certified

Phone 607-749-3322
 Cell 607-745-0004

MONTHLY ACTIVITY REPORT

Oct. 2018

Current Month

Year to date*

	<u>Current Month</u>	<u>Year to date*</u>
Building Permits Issues	2	7
Building Permit Renewals		
Expired Building Permit Notices		
Building Permit Inquiries	2	6
Flood Plain Permits/Special Use Permit		
Demo Permit Issues		
Solar Permit Issues		
Fireworks Permits		
Plan Reviews	4	14
Certificates of Occupancy Issued		1
Certificates of Compliance Issued		8
Temporary C of O Issued		
Complaints filed	4	17
Compliance/ Violation Notices	10	17
Stop Work Order Issued	1	1
Closed out Permits		
Permits, Reviews, Notices -totals	23	71
Fees Collected		
Construction Cost		

Inspections:		
Site visit-inspections	65	165
Foundations/Footers/Post Holes	7	21
Framing / Structural inspections	5	26
Mechanical inspections		
Insulation inspection	1	2
Final, pre-final Inspection	7	18
Chimney / wood burning devices		
Swimming Pool inspections		1
Total Inspections	85	233
		*totals since 08/01/18
Training Classes (24 hrs annually)	8	36

Printed : November 07, 2018

Town of Homer Permit Monthly Report

From : October 01, 2018 To : October 31, 2018

<u>Document #</u> <u>Description of Work</u>	<u>Issue Date</u>	<u>Owner</u>	<u>Document Type</u>	<u>Property Location</u> <u>SBL</u>	<u>Valuation</u>	<u>Amount</u>
October						
V18-42	10/4/2018	Brian Pepper	V Fence	48 Cortland St 76.26-01-10.000	\$1,500.00	\$35.00
<i>144 lf new vinyl 6' privacy fence at side yard location by owner at 48 Cortland St.</i>						
V18-43	10/15/2018	GAD Properties LLC	V Fence	10 S West St. 66.80-01-24.000	\$5,000.00	\$41.00
<i>9' high property privacy fence behind Hobo's and along north side</i>						
October Total :					\$6,500.00	\$76.00
Reporting Period Total:					\$6,500.00	\$76.00
Year-to-Date :					\$3,082,021.00	\$8,779.00

Permit Status Report

October 31, 2017 - November 07, 2018

For Permit Type : All

Permit #	Applicant	Parcel Location	SBL#	Permit Type	Issued	Status
V18-14	Cathryn Heller	16 John St	66.50-03-02.00	V New Residential Const	4/13/2018	Open
		<i>bedroom addition and rear deck on poles</i>				
V18-20	Talitha Johnston	48 Burgett Dr	66.72-03-08.00	V Swimming Pools	5/18/2018	Open
		<i>inground pool and fence</i>				
V18-29	Joan Guard	111 S Main St	76.34-01-33.00	V Fence	7/9/2018	Open
		<i>replacement of wooden fence w vinyl</i>				
V18-32	Rerob LLC	31 S West St	66.80-01-29.00	V Structural Repairs	7/18/2018	Open
		<i>sign refacing at Express Mart</i>				
V18-35	Timothy Metcalf	35 Cayuga St	76.26-01-20.00	V Fence	8/14/2018	Open
		<i>installation of 48 lf of privacy fencing by owner</i>				
V18-36	Timothy Metcalf	37 Cayuga St	76.26-01-19.00	V Fence	8/14/2018	Open
		<i>installation of 60 lf of fencing by owner</i>				
V18-37	Rerob LLC	30 S West St	66.80-01-26.00	V Structural Repairs	9/11/2018	Open
		<i>Sign refacing at 30 S West St for gas station</i>				
V18-38	Patrick Clune	46 N Main St	66.66-02-16.00	V Structural Repairs	9/17/2018	Open
		<i>repair and replacement soffet and fascia w new porch ceiling</i>				
V18-39	Caitlin Cimino	60 James St	66.81-02-06.00	V Fence	9/17/2018	Open
		<i>rear yard privacy stockade fence by owner</i>				
V18-43	GAD Properties LLC	10 S West St.	66.80-01-24.00	V Fence	10/15/2018	Open
		<i>9' high property privacy fence behind Hobo's and along north side</i>				
V-18-44	Karla Cannavino	24 Cherry St	76.25-02-11.00	V Structural Repairs	11/2/2018	Open
		<i>side porch replacement by Stan Bustamante for Thoma sponsored work</i>				
V18-45	Apex Solar Power	43 Clinton St	66.65-01-16.00	V Solar Installations	11/2/2018	Open
		<i>6.6 kw roof mount solar pv array by Apex Solar</i>				

Total # Permits : 12

Country Acres Animal Shelter

Completed Incident Register 10-01-2018 to 10-31-2018

Record count on this entire report: 22

Group By Town
Order By Town

Run Date: 11-01-2018 11:36:07 AM by Lindsay Andersen

Page Number: 11 of 14

No data limits were specified for this report

Town: VILLAGE OF HOMER

Incident ID	Ordnation	Priority	Town	Assault to	Final Outcome
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10-26-2018 09:41:14 AM	0	Village Of Homer	Lindsay Andersen	Other	
Assigned: 10-26-2018 09:46:41 AM	Reason(s):	Dead Animal, Running At Large			
Arrived: - - : : AM	Location:	60 James Street, Homer, NY 13077			
Complete: 10-26-2018 09:47:01 AM	Call taken by:	Lindsay Andersen			
Cycle Time: 05 M	Citizen Making Report				
	Callyn Cirmino				
	60 James Street				
	Homer, NY 13077				
	Animal owner				
	Joanne Cincoia				
	62 James Street				
	Homer, NY 13077				

No animal is linked to this incident

10-06-2018 12:44:00 PM	0	Village Of Homer	Lindsay Andersen	Animal Picked Up	
Assigned: 10-06-2018 12:48:20 PM	Reason(s):	Running At Large, Stray			
Arrived: - - : : AM	Location:	Franklin Street, Cortland, NY 13045			
Complete: 10-06-2018 12:48:25 PM	Call taken by:	Lindsay Andersen			
Cycle Time: 04 M	Citizen Making Report				
	Homer Police Department				
	James Street				
	Homer, NY 13077				
	Animal owner				
	Not Specified				



Animal Description	Animal Number	License	0000591	Primary color	TAN	Current Owner
Species	DOG ID#: 1918	Vacc ID		Secondary color	WHITE	Steve Harris
Breed	ENGLISH BULLDOG	Microchip		Age	ADULT	7 Henry Street
Crossbreed		Registration		Date of Birth		Homer, NY 13077
Gender	MALE/STERILIZED			Size	MEDIUM	
Pet Name						

End of Group Group count: 2

Country Acres Animal Shelter

Record count on this entire report: 13
Run Date: 11-01-2018 11:36:46 AM by Lindsay Andersen

Disposition Register 10-01-2018 to 10-31-2018

Group By Town
Order By Town
Page Number: 7 of 9

Town: VILLAGE OF HOMER

Case ID	Disposition Method	Intake Date	Disposition Date	Days In Shelter Kennel/ID	Pet Name	Animal
10-08-2018 2	Return To Owner	10-06-2018	10-08-2018	3		#1918 M.Dog:English Bulldog.(Purebred)
End of Group				Group count:	1	3

MUNICIPAL SHELTER INSPECTION REPORT - DL-90

Rating: **Satisfactory365**

Purpose: **Inspection**

DATE/TOA: **10/12/18 12:00 pm**

**COUNTRY ACRES PET SERVICES
5852 W SCOTT ROAD
HOMER NY 13077**

Inspector: **Caitlyn Hanlon**

Inspector #:

These are the findings of an inspection of your facility on the date(s) indicated above:

- | | |
|---|------------|
| 1. Shelter is structurally sound | Yes |
| 2. Housing area and equipment is sanitized regularly | Yes |
| 3. Repairs are done when necessary | Yes |
| 4. Dogs are handled safely | Yes |
| 5. Adequate space is available for all dogs | Yes |
| 6. Light is sufficient for observation | Yes |
| 7. Ventilation is adequate | Yes |
| 8. Drainage is adequate | Yes |
| 9. Temperature extremes are avoided | Yes |
| 10. Clean food and water is available and in ample amount | Yes |
| 11. Veterinary care is provided when necessary | Yes |
| 12. Dogs are euthanized humanely, by authorized personnel | Yes |
| 13. Complete intake and disposition records are maintained for all seized dogs | Yes |
| 14. Dogs transferred for purposes of adoption in compliance with Article 7 | Yes |
| 15. Redemption period is observed before adoption, euthanasia or transfer | Yes |
| 16. Owners of identified dogs are properly notified | Yes |
| 17. Redeemed dogs are licensed before release | Yes |
| 18. Proper impoundment fees paid before dogs are released | Yes |
| 19. Written contract or lease with municipality | Yes |

Town - City - Village Information for Inspection:

TCV CODE	TCV NAME
1103	Town of Cuyler
3106	Town of Fabius
1104	Town of Freetown
5005	Town of Groton
1105	Town of Harford
1106	Town of Homer
5007	Town of Lansing
1107	Town of Lapeer
0808	Town of Lincklaen
0509	Town of Locke
0512	Town of Moravia
3113	Town of Otisco
0813	Town of Otselic
0514	Town of Owasco
0816	Town of Pitcher
1109	Town of Preble
1110	Town of Scott
0516	Town of Sempronius
3117	Town of Spafford
0520	Town of Summer Hill
1112	Town of Taylor
1113	Town of Truxton
3118	Town of Tully
1114	Town of Virgil
1115	Town of Willet
0525	Village of Moravia
1117	Village of Homer

REMARKS:

REPRESENTATIVE PRESENT FOR INSPECTION: **Lindsay Anderson**
TITLE: **Shelter Manager/DCO**

REVIEWED BY: **Emily Cacchione**
REVIEWED DATE: **10/23/2018**

DOG CONTROL OFFICER INSPECTION REPORT - DL-89

Rating: **Satisfactory365**

Purpose: **Inspection**

DATE/TOA: **10/12/18 12:00 pm**

**COUNTRY ACRES PET SERVICES
5852 W SCOTT ROAD
HOMER NY 13077**

Inspector: **Caitlyn Hanlon**

Inspector #: **0**

These are the findings of an inspection of your facility on the date(s) indicated above:

- | | |
|---|------------|
| 1. Equipment is available for proper capture and holding | Yes |
| 2. Dogs are held and transported safely | Yes |
| 3. Equipment maintained in clean and sanitary condition | Yes |
| 4. Veterinary care is provided when necessary | Yes |
| 5. Dogs are euthanized humanely | Yes |
| 6. Complete seizure and disposition records are maintained for all seized dogs | Yes |
| 7. Dogs transferred for purposes of adoption in compliance with Article 7 | Yes |
| 8. Redemption period is observed before adoption, euthanasia or transfer | Yes |
| 9. Owners of identified dogs are properly notified | Yes |
| 10. Redeemed dogs are licensed before release | Yes |
| 11. Proper impoundment fees paid before dogs are released | Yes |

Town - City - Village Information for Inspection:

TCV CODE	TCV NAME
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5007	Town of Lansing
1107	Town of Lapeer
0808	Town of Lincklaen
0509	Town of Locke
0512	Town of Moravia
0816	Town of Pitcher
1109	Town of Preble
1110	Town of Scott
0516	Town of Sempronius
0520	Town of Summer Hill
1112	Town of Taylor
1114	Town of Virgil
1115	Town of Willet
0525	Village of Moravia
1117	Village of Homer

Additional Information for Inspection:

Number of Dogs Seized:

Number of dogs seized since previous inspection: 172

Associated Municipal Shelter(s):

Name of Shelter(s): Country Acres Pet Services

REMARKS:

REPRESENTATIVE PRESENT FOR INSPECTION: Lindsay Anderson
TITLE: DCO

REVIEWED BY: Emily Cacchione
REVIEWED DATE: 10/23/2018

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October 2018 Streets and Parks Monthly Report

Submitted by Superintendent Michael E. Harter November 4, 2018

Street Updates:

- Street patching is completed for the year. Cold patching will be done thru the winter as needed.
- Street sweeping continues as weather permits.
- Leaf clean up continues as weather permits.
- Nov 10 & 17 are the Fall Amnesty days. List of accepted materials has been posted.
- Trees to be planted this fall are here. Preparations for planting are under way.
- Tree trimming, and removal should be completed this month.
- All road salt has been delivered for the winter. 450 tons. More is available if needed.

Parks Updates:

- Calale Park has been winterized
- All parks are closed for the winter
- Painting of the dock at Durkee has been delayed till spring due to weather.

Misc.:

- See Nick's report on the vehicles.
- Working on village parking with Ken Teeter.
- Continue working with NYSEG on the new gas lines.
- Working with the construction company working on Main St.

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October 2018 Maintenance Report

Submitted by Nicholas Casterline MEO/Mechanic

HFD Updates:

- 541 Wheels and tires are in waiting. It is on schedule to open up to get in the shop for new tires and brakes, then NYSI
- 531 NYSI Passed
- 521 NYSI Passed

HPD Updates:

- Normal Maintenance items
- The Chief's car has been serviced and 1 tire replaced from stock
- We will be getting ready to change over tires soon

Street Updates:

- #28 ready for snow operations
- #24 is ready for leaf season. The fan belts were replaced and repaired plow control handle. Salter is prepped and ready for install as needed.
- #25 is ready for leaf season
- #30 is ready for leaf season
- #34 has another new gutter broom and continuing leaf and street cleaning until the salt flies
- # 38 has been placed in winter storage
- # 32 is set up for salting
- # 31 is setup and ready for snow operations
- # 29 doing snow preparations and found a bad wing cylinder. I am working with MDI to get a cylinder for their JJag Wing but they have no cylinders in

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stock and do not know when they will get more. This truck's plowing ability will be limited at this time. No new cylinders coming in this year. They are trying to secure parts, so we can rebuild the cylinder. I am shopping around with multiple vendors trying to find a cylinder.

- # 36 got a new wiper motor and is ready for the winter.
- # 20 Cemetery loader is in the shop with a bad motor. Upon talking with Empire Tractor, this was common with these tractors. They commonly cavedated blocks which cracks the block internally causing the oil and antifreeze to mix. This will be a costly repair. In addition to the engine, the tractor also needs the rear axle torn apart to have the brakes repaired which makes this tractor unsafe to operate at this time. There are also several oil leaks that need to be repaired. The radiator needs to be replaced. Tires could be replaced, and the list goes on. I secured a quote from Empire Tractor for repair. Parts availability is an issue. No engines are available from them.
- The new Fisher XLS plows are in and ready for service. These will be an asset for our snow removal fleet.
- All plows have been tested, serviced, and ready for service.

Water Update:

- No vehicle repairs



November 12, 2018

Honorable Mayor and Trustees,

The monthly fire report has been submitted for your review.

October report:

We had monthly Officers and Chiefs meetings

I attended all the Company meetings, Department Board meeting, Fire Police meeting, Village Board meeting and the Department Head meeting.

We applied again for the regional FEMA grant for the fire hose.

I have submitted a "mini grant" for SCBA facepieces so we can come into compliance with OSHA and the manufacturers recommendations.

We had our fall fire school for the week of October 15th – 20th

Our Fire Prevention Open House was Thursday October 11th at 18:00 to 20:00 and was well attended

Fire pump testing has been concluded with 501 needing a minor repair.

I met with McNiel and Company about the Cancer bill in prep for a meeting which we had with Senator Seward about the bill.

Respectfully,

Mahlon Irish Jr.
Fire Chief

Chief of Police
Robert Pitman

Sergeant
Roland Eckard

Records Clerk
Kimberly Reitano

HOMER POLICE DEPARTMENT

43 ½ JAMES STREET
HOMER, New York 13077
(607) 749-2022 FAX: (607) 749-3675
homerpolice@yahoo.com



October 2018 Monthly report

Date: October 29, 2018

For the time period: 09/26/18 – 10/26/18

Mayor and members of the board,

Patrol Monthly Activities:

Please refer to the attached detailed reports for last month. We had a total of 295 calls for service during the month of October. We had a total of 2 Penal Law arrests which consisted of 2 violations. We conducted a total of 45 vehicle and traffic stops, which resulted in 2 arrests for the unclassified misdemeanor of Aggravated Unlicensed Operation in the 3rd. Officers also responded to, and investigated, 7 motor vehicle collisions. All of which involved property damage only.

Notable investigations or incidents during the month of October: a domestic related incident where an individual called his girlfriend, who was working at a business in the village, and threatened her life. With the assistance of the New York State Police and the Onondaga County Sheriff's Office, the individual was located at his residence in the Town of Otisco and arrested without an incident. 2 separate burglaries at 2 separate businesses; the suspects have been identified and will be arrested during the last week of October; the larceny of 2 go-carts from a construction yard, the go-carts have since been recovered and no prosecution was desired.

School Officers Reports:

Please refer to the attached detailed school resource officer's report for October. There were a total of 340 incidents that the resource officers were involved in during the month of October.

Recent updates:

Security cameras updates: No issues with the cameras during the month of October. With the installation of cameras we had no reports of criminal mischief at the parks during the last several months. The cameras appear to have become a deterrence.

Patrol vehicles updates: No issues with the patrol vehicles regarding maintenance.

Bike patrol updates: The grant funding from Cortland Area Communities That Care (CACTC) that funded bike patrol will be ending at the end of October. The residents seemed to be very pleased with this extra patrol.

Grant updates: The 2019 traffic safety grant started on October 1, 2018. As indicated in last month's report we were awarded a total of \$3,811.00. This grant is for additional traffic enforcement in the village.

Miscellaneous and Events:

The fall drug take back event was on September 29, 2018 at the Town Hall as well as at other locations in the county (Cortlandville Fire Department, Cincinnatus Fire Department and Marathon Fire Department). This event was sponsored by the Cortland Area Communities that Care. There were a total of 1,200 pounds of medications turned in during the fall. We would like to remind residents that if they were not able to drop off medications at the event, they can be dropped off at the police department, 8am until 4pm, Monday through Friday. Items that we DO NOT accept are syringes and mercury thermometers.

Also on September 29, 2018, I conducted civilian active shooter training at St Margaret's Church on Copeland Ave. In addition to myself, there are 2 other officers trained to present this training and will provide it to any organization in the village requesting it.

The month of October is Breast Cancer Awareness Month. During the month, officers and staff at the police department wore pink ribbons to express their support for women with or who have survived breast cancer.

On October 25, 2018, we were the host agency for a DWI documentation presented by an instructor from New York State Division of Criminal Justice and an assistant district attorney from the Cortland County District Attorney's Office. The course was held at the CNY Living History Museum and approximately 75 officers from various agencies in the Central New York area attended it.

With Halloween approaching, extra officers will be on patrol to prevent any incidents. Officers will be patrolling in both marked police vehicles and bikes.

On November 6, 2018 and November 7, 2018, I will be attending a course at Cornell University titled "Budgeting for Law Enforcement". This course is being presented by the Penn State Justice and Safety Institute and it is designed to help participants to understand, develop, present and manage an agency budgets.

On Saturday, November 24, 2018, to coincide with "Small Business Saturday" I will be at Sinfully Sweet Café located at 17 South Main St hosting "Coffee with the Chief" from 8am until 11am. This is the 3rd year that I have done this and it is a great way of meeting and talking to residents about various issues.

We will be implementing a Child Safety Education Program for the children and families of our community. The department will be providing child safety education material for children. The materials have been designed exclusively by the National Child Safety Council, a 501 (c) (3) tax-exempt, non-profit organization. This vital program will assist officers in teaching child safety as well as violence prevention and drug awareness. SRO Giles, who is assigned to the elementary school, is facilitating this program. Form letters will be sent out to various businesses requesting donations for the program (attached is a copy of the letter).

The Department of Defense Medical Professionals (US Military); known as "Innovative Readiness Training" (IRT), medical exercise provides real world training opportunities for our service members. It will be returning again to the area next July and it will be held at the Homer Intermediate School, 58 Clinton St. These no-cost services will be available to anyone within a thirty mile radius of the Village of Homer. We provided security during the event in 2016 and will be planning on doing it again in 2019. Over the next several months I will be attending planning meeting regarding it and will keep the board advised.

In conclusion, I would like to remind village residents that if they are planning on going away for the holidays or winter months, to notify us so that we can conduct property checks as well as have contact information in the event we may need to contact them. The vacant house form is on the village website.

Respectfully submitted,



Robert H. Pitman
Chief of Police
Village of Homer Police Department



Homer Police Department

Law Total Incident Report, by Agency, Nature

Agency: HOMER VILLAGE POLICE DEPT

<u>Nature of Incident</u>	<u>Total Incidents</u>
911 HANG UP/DROPPED CALL	1
911 OPEN LINE	1
ADMINISTRATIVE	9
ALARM	3
ANIMAL PROBLEM	8
ASSIST	24
BURGLARY	3
CIVIL ONLY	1
CRIMINAL MISCHIEF	2
DEATH INVESTIGATION	2
SPECIAL/CROSSING/TRAFFIC	16
DISORDERLY CONDUCT	2
DISTURBANCE OR FIGHT	3
DOMESTIC DISTURBANCE	5
DRUG INVESTIGATION	2
DSS ASSIST/HOME VISIT	2
EMOTIONALLY DISTURBED PERSON	3
FIELD INVESTIGATION	6
FOLLOW UP INVESTIGATION/ACTION	1
FOUND PROPERTY	6
FRAUD	4
HARASSMENT	3
INVESTIGATION OR UNKNOWN	3
JUVENILE INCIDENT	8
LARCENY OR THEFT	11
LOST PROPERTY	3
MISSING PERSON	1
NOISE COMPLAINT	2
ILLEGALLY PARKED/ABANDONED	19
PROPERTY DAMAGE AUTO ACC	7
PROPERTY CHECK	108
SEX CRIME/ASSAULT/RAPE	1
SHOTS FIRED	1
SUSPICIOUS ACTIVITY/PERSON	7
TEST CALL	5
TRAFFIC PROBLEM	3
TRAFFIC STOP	72
VEHICLE/DRIVING COMPLAINTS	6
PERSON WITH A WEAPON	1
CHECK THE WELFARE	2
Total Incidents for This Agency	367

Total reported: 367

Report Includes:

All dates between '00:00:00 09/25/18' and '00:00:00 10/24/18', All agencies matching 'HPD', All natures, All locations, All responsible officers, All dispositions, All clearance codes, All observed offenses, All reported offenses, All offense codes, All circumstance codes

School Resource Officer's Report: 09/25/18 – 10/24/18

The School Resource Officer (SRO) program is a valuable partnership between The Village of Homer Police Department and Homer Central School District. The SRO's are based out of the school district buildings and maintains an office within the high school. This facilitates and allows the SRO's to be immediately accessible to students, faculty, administration and parents. The SRO's primary goals are to assist in maintaining the highest level of safety within our schools through prevention, and intervention as well as to reduce juvenile crime and incidents through education and counseling.

The SRO's investigate incidents which occur on the properties of schools within the Village of Homer (Elementary, Intermediate, Jr. High and High School). The SRO's facilitate assistance for all through the use of police department, school and community resources. The SRO's also conduct investigations, assist in certain student/parent meetings, phone consults, partner agency meetings, referrals, informal counseling, providing assistance to school officials and assistance to other police officers and agencies in regards to students or school issues and property.

The following data provides information and tracking of notable incidents handled for the time period of this report as well as a school year to date compilation.

Activity/Investigation	October 2018 Report	2018/2019 School YTD
Training	7	11
Disorderly person (non-student)		
Disorderly person (student)	11	20
Traffic or parking	93	161
Assist Staff/Faculty	54	99
Assist Student	5	14
Found property		
Aggravated Harassment		
Assembly/Class Presentations	13	25
Computer Crime		
Motor Vehicle Accident		
Police assistance	16	24
Parent/Guardian /Admin. meeting	3	8
Students Missing	6	17
Criminal Mischief	1	2
Lost Property/Larceny	3	6
Suspicious Activity/Person	4	12
Security Detail (e.g. Board Meeting, Sporting Event)	20	33
Open/Unsecured doors found	12	28
911 Hang-up		1
Weapon	1	1
Fire alarm/Alarm/Hazard/Drills	12	20
Medical/Mental Health/Check Welfare	4	6
Sex Crime	1	1
Drugs/Alcohol/Tobacco	8	10
Arrests		
Follow Up Investigation	4	6

Property Checks	54	78
Juvenile Complaint		
Police Investigation	1	1
Suspicious vehicle (Run Reg./Spillman)	7	7
MONTHLY TOTALS	340	591

Chief of Police
Robert Pitman

HOMER POLICE DEPARTMENT

43 ½ JAMES STREET
HOMER, New York 13077
PHONE: (607) 749-2028
FAX: (607) 749-3675



Sergeant
Roland Eckard

Records Clerk
Kimberly Reitano

Dear Concerned Business Leaders;

The Village of Homer Police Department has initiated this years Child Safety Education Program for the children and families of our community. However we need your help.

The Department will be providing child safety education material for children. These materials have been designed exclusively by the National Child Safety Council, a 501 (c) (3) tax-exempt, non-profit organization. This vital program will assist us in teaching child safety as well as violence prevention and drug awareness. We strongly believe by making children and families AWARE we can help in the fight for child safety.

The Village of Homer Police Department is confident that we can help families understand how to remain safer through education. Won't you join in our objective? In order to help cover costs of these materials, our department is turning to concerned businesses, Industries, and professional leaders like you.

We are asking you to help provide child safety materials and services for thirty or more children at \$3.10 per child. Thirty children would be \$93.00 -40 children - \$124.00, 50 children - \$155.00, 100 children \$310.00, 200 children - \$620.00 etc. As an acknowledgment of those who support this program, we will be listing them on the prestige page of all activity manuals under the heading;

"PROVIDED AS A PUBLIC SERVICE BY PEOPLE WHO CARE"

For your convenience you may return your check in the enclosed envelope made payable to NATIONAL CHILD SAFETY COUNCIL Federal Tax ID # 38-6035290. We now accept credit card donations by contacting Mindy at 1-877-472-3377

Thank you in advance for your concerned support. Your help is greatly appreciated and will surely reflect itself through the children of our community.

Sincerely

A handwritten signature in blue ink, appearing to read "R. Pittman".

Robert Pittman
Chief of Police

***Your Prompt Response Will Insure Recognition On The Safety Manuals This Year
Checks should be made payable to: NATIONAL CHILD SAFETY COUNCIL**

Mail to; The Village of Homer Police department
Attn: Officer Gilles,
43&1/2 James St. Homer NY 13077

Darren "Hal" McCabe
Mayor
Mayor@HomerNY.org
Cell: 607-345-7174

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Village Police: 607-749-2022
Newton Water Works: 607-749-2511
Glenwood Cemetery: 607-749-3517
Streets and Parks: 607-749-3813
Recreation: 607-749-2161
Codes: 607-745-3177

October 2018 Recreation Monthly Report

Submitted by Recreation Director Zack Pollak

Recreation Updates:

Football:

- Organizing, replacing, and storing equipment.
- Cleaning sheds. Need to do laundry this year.
- Banquets held last week.
- Stripped old helmets and disposed of them.

Cheer:

- Cheer competition held in Moravia 2 weeks ago. Junior team placed 1st, Senior team placed 4th. 2nd year in a row the girls obtained 1st place!
- Seniors are entering another competition in December.
- Banquet this week.
- Need to collect uniforms.

Basketball:

- Registration is now totally closed. Turning people away at this point. All the teams have good numbers and excellent coaches. I am currently communicating with parents, coaches, and the schools organizing practice dates and adjusting schedules. Equipment ordered.

Ski Club:

- Registration is online; signups are coming in, late as per usual but flowing in now. I will be dropping off batches of lab ski pass forms to lab in the coming weeks.

Other:

- Setting up meeting with Hal and community members to discuss Newton renovations.
- Recreation Commission meetings are starting back up this week.
- Calale and the basketball courts have pads on the field goals and basketball hoops that need to come down. May have already been done by this point.
- Park reservation system for 2019 is online and open. Newton and Durkee are available from 5/25 to 9/2 of 2019. This year we had a warm September. Will coordinate with Mike/DPW to possibly extend park season for rentals if possible.
- Light of my life: Cookies and cocoa are ready to go.
- Santa update?

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Water Billing Report

Submitted by Kristen Case November 9, 2018

Mayor and members of the Board:

Updates:

- A couple of billing mistakes with the October billing: a couple meter numbers were switched in the billing system. This problem has been discovered and remedied. Most inquiries were simply higher water usage.
- I will be drafting a letter to property owners with tenants stating that all water/sewer bills will start to be billed to owners only. I will partner with the Assessors' office in order to get an updated list of property owners.
- The online payment system is down for a short time due to technical difficulties. It will be up and running soon.
- I am looking to change the water bill layout to a full-page bill by next billing period. I believe this will be easier for residents.

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Codes: 607-745-3177

October 2018 Water & Sewer Monthly Report

Submitted by Lawrence Barber on 11/5/18

Mayor and members of the Board:

Water Department Updates:

- Finish the Blacktopping poured the last curb and side wake and top soiled at Fire Dept
- Dug for new electric line for tower building and cleaned up and top soiled
- Working on the Church on the Green restoring the water and for the heat
- Checking on high water bills
- Check on the wiring at rec office outside to see what to eliminate to clean up the side of the building
- Cleaning the shop taking care of vehicle and getting ready for winter
- **Sewer Department Updates:**
Working on North Main Pump and replace a relay that was not working right

Local Municipal Historian's Annual Report

This report covers the time from November 1, 2017 to November 1, 2018

Date Report was Prepared: November 1, 2018

Name of Municipality: Town and Village of Homer, NY

Historian's Name: Martin A. Sweeney

Date Appointed Historian: April 2008 for the Town and April 4, 2017 for the Village

Address: Town Hall, 31 N. Main Street, Homer, NY 13077

Phone (home): 607 749-7120

Email: mapsweeney@hotmail.com

Website/Social Media: Town of Homer = <http://www.townofhomer.org/>
Village of Homer = <http://www.homerny.org/>

Office Hours: By appointment

Number of Office Visits (estimated): Thirteen

Number of Phone/Email Inquiries Received/Answered (estimated): In excess of 60, not counting communications from municipal officials and officers of The Landmark Society.

Number of Municipal Meetings Attended (Town/Village Board, County Legislature, Zoning, Planning, Work Sessions, etc.): Six

Nov. 8 Town Board Meeting and presentation of annual report; Nov. 9 Village Board meeting and first time to make an annual report; meeting with Russ Darr of The Landmark Society and Mayor McCabe in the latter's office to initiate movement toward Village acquisition of the former Episcopal Church on the Green by January 1st. Meeting on Jan. 11 with Town Clerk to assist in identifying objects on the old stage worthy of being salvaged or repurposed before renovations commence on Town Hall. On Jan. 16, some of the original scenery sets from 1909 with manufacturer's name imprinted on the reverse were discovered on the stage. Met with the Supervisor, Town Clerk, and Randy Crawford (the preservation architect) to discuss options for the disposition of the sets, old doors, and other items on the stage and in the balcony. Fred Forbes removed coverings placed over front and balcony windows to keep out light from the days when the movie theater was there. First light to enter since 1938. Attended the June 28 meeting of Homer Zoning Board to hear variance requests impacting three historic properties in the village.

Please briefly describe your work over the past year in the sections below. Leave blank any sections that do not apply. Use more space if needed.

Number of Meetings out of Office: Seventeen

*Meetings of the Board of Directors of The Landmark Society.

- *David Quinlan and I went to the Cortland County Historical Society to determine if a portrait of a man named Clute was painted by Homer's Francis Carpenter. With 90% assurance, we believe it is.
- *Met on April 6 at the History Center at Key Bank with Russ Darr to receive archival material from the personal papers of the late Anna Morse Hilton.
- *Met with Russ Darr on April 18 to see newly arrived portrait of Watts Barber and Barber's house built in 1848 at 25 Clinton Street.
- *Met on May 5 at the residence of Jim Jeffalone of Homer who showed me copies of deeds and expressed interest in having his 1814 house included in any expanded Historic District.
- *Attended The Landmark Society Board meeting by request to learn of efforts of Harry Coleman and others to restore gravesite of earliest settlers in Glenwood Cemetery.
- *Met with the Board of The Landmark Society on Aug. 24 at the former Episcopal Church on the Green to assess physical status of the property being acquired by the Village.
- *Met with Harry Coleman on Aug. 24 at the History Center to see three binders of valuable and commendable documentation he has compiled on gravesites at East Homer Cemetery (He has done Little York Cemetery and plans to do others in the Town of Homer) for the History Center. By Sept. 14, Coleman had 11 binders for East Homer Cemetery with contents in alpha order.
- *Met Charlie Bernheim at History Center on Sept. 14 to pack up 3 boxes of yearbooks for shipment to Oklahoma for free digitizing.
- *On Sept. 18, delivered local WWI doughboy artifacts donated by Karen Haun Perrault of Corning to the Homeville Museum.
- *On Sept. 21, met with Kathy Beardsley, Meghan Eves, and Meghan Lawton at the Convention and Visitors Center in Cortland to discuss ways to promote heritage tourism in Homer and the county.
- *Oct. 11, attended meeting at former Episcopal Church on the Green of the Mayor, Deputy Mayor, The Landmark Society Board, and the Director of the Homer Center for the Arts to discuss a proposed Church on the Green Joint Committee to explore the sustained usage of the former Episcopal Church.
- *On Oct. 24, met officials at Living History Center and the Cortland County Historical Society to decide which should take donations from the former David Harum Corral of Cortland, NY. (latter took them)
- *On Oct. 26, met Charlie Bernheim at the History Center and delivered to the Homer Alumni Association the three cartons of digitized HCS yearbooks and one DVD.

Exhibits: Inventoried part of 200 artifacts to exhibit during Winter Fest to mark the bicentennial of state-approved education in Homer (1819-2019)

School Classroom Lectures/Presentations: In January, I initiated communication with Homer Junior High history teacher Pete Aagard about student participation in the 2019 bicentennial

observance of the School. A student-founded history club responded affirmatively to a proposed partnership with The Landmark Society to research and develop a walking tour of Historic Homer for fellow Junior High students in 2019. On March 16, I met with the club to outline the project and timeline and to initiate it. On June 21, I learned that the club president and advisor will do the research at the History Center starting on Aug. 10 and the other members will use it to develop walking tour(s).

In February, I was informed that an article I wrote about G-men Izzy and Moe visiting Homer in the 1920s was used in grade 8 of Homer Junior High to teach about Prohibition and its local effects.

Public Lectures/Presentations: On April 28, David Quinlan and I presented a lecture/PowerPoint presentation at the Rockwell Museum in Corning, NY, on “Lincoln’s Gift from Central New York.” This was part of their “Bare Bones Café” series to celebrate 125 years of the museum’s building (originally the City Hall). The museum is affiliated with the Smithsonian. The presentation was taped.

On May 19, I participated in the Cortland County Hall of Fame Induction Ceremony by accepting for Andrew D. White, co-founder and first president of Cornell University. I had nominated him and I gave a brief bio in person and for the wall.

Historical Research: Village Trustee Clune and I discovered that a photo lineup of Homer mayors from John Briggs to the present was missing the photo of Mayor Suits and one for the mayor from 1945 through 1949. On November 2, I found in the Town Minutes that the mayor for that time period was Howard R. Ward. I tracked down a descendant who provided a photo. I had David Quinlan enlarge it.

Researched the history of the former Episcopal Church on the Green and gathered the current lease (2017), the survey, and the letter drawn up by The First Religious Society in March of 2017 explaining its connections to the property the church was built upon in 1832.

On Nov. 22, Russ Darr spoke by phone of a possible portrait in Philadelphia of Watts Barber that was for sale. I found an image of the portrait in Howe’s biography of Jedediah Barber, and the portrait is authentic. Images of painting and provenance emailed by Darr on Nov. 24. Offer to purchase made by Darr on Nov. 28 and higher offers subsequently made in Jan.

On Jan. 10, I researched and submitted the names of Andrew D. White and Nellie Randall for the 2018 Cortland County Hall of Fame. Randall was head cook for the Joint Chiefs of Staff during WWII in Washington, DC., after operating the Braeside Inn in Homer.

From Dec. 7 to Jan. 18, I inventoried and researched two boxes of photos, ephemera, and artifacts belonging to the Homer Central School District and encompassing the 1880s through 2003, many of which are items that could be exhibited during the school’s bicentennial in 2019. The boxes were delivered to the high school on Jan. 18th.

Historical Publications: I continue to run a column on Homer history in *The Homer News*, which is published every other week. Spent June and July researching and writing 21 installments on “A Brief History of Education in Homer: 1819 – 2019” to recognize the bicentennial of a state-approved school in Homer that originated on the Homer Green.

From before Christmas until early January, 2018, edited the draft of *Civil War Soldiers from Cortland County* by Ed Raus, a meticulously researched compendium in alpha order of 1,623 men who enlisted for service from Cortland County. Raus is writing the 200-page narrative to go with it and intends to have it published.

In March, tangential to my municipal historian role but acting as an independent historian, I contracted with Rogue Phoenix Publishing of Oregon to publish a work of historical fiction. *The Suffragette's Saga: A Murder Mystery* will be released in February of 2019. It is inspired by the unsolved murder of Patrick Quinlan in Homer in 1894 though the name of the setting and some of the characters have been changed. It is told in 1919 by the owner of the pub that became today's Dasher's Corner Pub. I believe some people who are adverse to history develop an interest in history once they are drawn in via well written fiction that is steeped in accurate historical details. Author's Notes in the back explain that the murder in 19th century Homer, NY, inspired the fictional murder mystery. Locals will recognize names and places.

Historical Events/Celebrations: As part of the 2018 Celebration of Historic Homer sponsored by The Landmark Society (Oct. 12 & 13), I gave a lecture on Glenwood Cemetery at the resurrected Episcopal Church on the Green and then a guided walking tour (dressed as an early 1900s pastor) of the cemetery which had just been designated a "historic site" by the State of New York.

Historic Preservation Projects: 1) Getting Glenwood Cemetery listed in the State & National Registers of Historic Places and as another Homer Historic District –Statement of Ownership signed by the mayor and mailed out to Albany on November 18, 2017. On May 2 – 6, I worked for several hours on a 28-page "nomination" (narratives on the history and significance of the cemetery along with bibliography of sources used) and emailed it to Dr. Virginia Bartos on the evening of May 6. Copies emailed to Russ Darr and Mayor McCabe for backup. Bartos submitted an expanded, 50-page nomination form for me to edit (found three errors). It was submitted to a review panel for a decision on September 20 to determine if the cemetery was to be designated a "historic site" and duly registered. On September 5, Dr. Bartos requested additional information on the section of Glenwood designated "SGS" and the biography of Joseph Watson of Homer who crafted the Harris Family monument and probably other gravestones at his shop on James Street. On Sept. 20, Dr. Bartos emailed that Glenwood cleared the hurdle for listing in the State Register of Historic Places and that the nomination would go next to Washington for likely approval for designation as a "national site" in the National Register.

2) Received electronically on Dec.11 the files of research material compiled by the late Harley M. Albro on the history of 25 properties on Elm Avenue in the Village which will be so appreciated if and when The Landmark Society starts extending the present Historic District into Elm Ave.

3) Sent a letter late January in support of The Landmark Society's grant application to the NYS Preservation League to defray cost of another survey of the Historic District. The grant application was denied, but may be attempted again.

4) Emailed a letter on Feb. 3 lobbying for the continuation of tax credits for historical architectural preservation during State Budget preparation.

5) Mailed a formal letter on July 16 registering concern to the Town's Highway Superintendent about the need to preserve the rare, historic bridges across the river rather than just scrapping them.

6) Made arrangements in September for the Homer Alumni Association's collection of Homer High School yearbooks to be digitized for free by an organization in Oklahoma that trains those in the state's correctional facilities for a productive return to society.

Heritage Tourism Projects:

The Lincoln Monument in CNY Project: Sent out solicitation to The Cowles Charitable Foundation in late November (Negative response received in January). Also, one sent to Sergey Brin of the Brin Wojcicki Foundation, 1801 Page Mill Drive, Palo Alto, CA 94304. One to HaudenschildGarage in Nov. To Allen Naples, CNY Regional Pres. of M & T Bank, Syracuse (Nov. 26) One to the Leonard & Evelyn Lauder Foundation on Nov. 29 (a Vice-President is Benjamin Dailey, former neighbor and student); letter to Kim Cattrall, TV and motion picture actress ("Sex and the City") on Dec. 1; one to The Manton Foundation on Jan. 4, 2018; one to The Heinz Endowments on Jan. 4.(response was NO); John Collison of Stripe (youngest self-made billionaire in world); Kate D. Levin, Arts Program Lead, Bloomberg Philanthropies emailed on Jan. 13 (not first solicitation); AT & T Foundation emailed on Jan. 18 (may not be first solicitation); Robert Redford of Wildwood Enterprises, Inc., CA; mailed solicitation to David M. Rubenstein, The Carlyle Group, DC (second or third attempt) on Feb. 14.)(Response was NO.)

I spent an hour on Jan. 11 in the balcony of the Town Hall scrubbing away 50 years of dust and grime from 16 movie theater seats (c. 1908) that the Town Board authorized me to sell. Proceeds from the sale of 8 (\$200) on Feb. 3 went into Homer's Lincoln Monument fund on Feb.5. A week later, after posting on Facebook, the remaining seats sold – one unit to a local resident of the village and one to a former student in NYC.

Project to promote Cortland County: On Oct. 4, a videographer from CGI Communications in Rochester filmed me portraying William Stoddard outside the Stoddard birth site. Homer was considered the most historic site in the county and thus included in a promotional video to be accessible on the county's website.

On October 25, I submitted to the William G. Pomeroy Foundation in Syracuse an application for a free marker under their Legends & Lore Marker Program. The deadline was October 31st. I am proposing signage to be installed near the boulder and plaque at the intersection of Hooker Ave. and N. Main Street – the traditional site of the first, temporary residence of the county's first three settlers of European descent. The marker would recognize the account of Charles Kingsbury of Homer of how Rhoda Beebe lived alone here for six wintery weeks in 1791-92 and subsisted on roots and tree bark until the two men returned from Windsor, NY, with cattle and provisions. It is long overdue recognition of the persevering role of our "Founding Mothers."

Conferences/Workshops Attended: Workshop on "Civilian Response to an Active Shooter Event" presented by Village Police Dept. on Feb. 17 at St. Margaret's Church in Homer from

1:05 to 3:45 PM. (I believe every municipal employee and elected official should attend such a workshop, since only 25% of active shooter events occur in schools).

Acquisitions: On November 16, received two items from Tony Kissel: a roster of all the baseball players Homer's Dewey Griggs scouted and signed up for Boston, Milwaukee, and Philadelphia during his career (including Johnny Logan, Hank Aaron, and "Wes" Covington; a copy of an impressive photo of men playing baseball behind the old academy on the Green circa 1890.

On Nov. 19, received from Pat Clune plastic covered copies of Civil War era ephemera. Delivered to CCHS.

In Nov., the Village Historian's Office acquired three reference books on the history, aesthetics, and preservation of American cemeteries – all useful for understanding Homer Village's Glenwood Cemetery and for preparing a 28-page form to initiate the process of getting the cemetery registered as a "historic site."

On Nov. 28, received a copy of an original stereopticon image of No. 25 Clinton Street, home of Watts Barber, at the time Rev. Robinson of the Congregational Church resided there.

In early Dec., the Homer Elementary School Principal, Jim McGory, discovered two boxes of school photos and ephemera dating back to 1900. These were removed to the Town Hall, inventoried, and transferred to the high school for safekeeping until the school's bicentennial observance in Feb. 2019.

In early Dec., the Town Historian's Office acquired a copy of *Islands of Holiness* by Curtis D. Johnson (1984) which analyzes religious life in Cortland County (and Homer in particular) between 1790 and 1860. Great resource.

On Dec. 11, received files electronically of research done by the late Harley M. Albro on history of properties along Elm Ave. He traced deeds back to originals. This will prove useful if the Historic District is ever expanded to include Elm Ave.

On Dec. 13, Mason Gingrich donated a folder of materials and a photo of his great-grandfather Howard R. Ward, who was CEO of the David Harum Canning Factory and Mayor of Homer for one term in the 1940s.

On Feb.3, received items donated by Deonie Finkbeiner of Homer: A second typed account by the late, local barber Bill Dillon of his WWII experiences; amusing written instructions Mary Wagner gave Bill for how she wanted her two boys' hair cut or she would be back in the afternoon; a spiral notebook of Bill's yearly house repairs and the costs; a reprint of the April 15, 1865 *NY Herald* announcing Lincoln's assassination; and a notebook of Village transactions, possibly kept by a Village Mayor.

On Feb. 8, received from Marjorie McMorris of Otego, NY, a copy of the 1843 Cortland (later Homer) Academy catalogue with faculty, students, and courses listed. If the History Center does not already have a copy, this one will be donated.

On March 19, received a multi-page copy from Town Attorney Patrick Snyder of the entries in the National Register from the State of New York on Oct. 5, 1977, for the three lenticular truss bridges in the Village.

On March 20, received copies of original photo taken circa 1890 of a football team behind the Episcopal Church. Provided by Russ Darr from effects of Anna Hilton.

On April 6, received the original photo of the football team from Russ Darr, along with other significant items from Anna Hilton's personal effects, including a detailed history of the Episcopal Church and copies of letters sent to the Town by architects outraged over the manner in which the architect for the Town Hall was selected. The firm complained they did not know it was a competition and threatened legal action.

On April 20, received a Homer National Bank folder/envelope circa 1940s donated by Colleen in the Assessor's Office. I passed the artifact on to the History Center at Key Bank.

Same day, I received an envelope from Jaff Harris containing some duplicate material from the CCHS on Alvord Homestead and early mills in Homer area. Ironically, a three page speech by Jack Herney was actually an assignment I had given out in my history class that he came across at the CCHS.

In late March, Mary Alice Bellardini donated two "Bulletins" put out by the CCHS in 1970s containing articles on early Homer history. These were archived.

On June 5, Colleen Brown donated a Cortland County Sesquicentennial plate in mint condition, one Homer Academy Catalogue for 1928-29 in mint condition, and one HCHS Commencement program for 1954 in good condition. Proper repositories will be found for each.

On July 19, received from Harry Coleman the results of his research on the gravestones in the area of the cemetery that have fallen into disrepair and biographies of three buried when remains transferred from village to Glenwood in 1860s. On Sept. 7 received a packet of photos by Coleman of the grove in Glenwood that he has focused on.

On August 8, received a signed copy of Ed Raus' book on the three Babcock boys of Homer who perished in the Civil War. One is buried in Andersonville, GA; one in Gettysburg; and a third (a general) is in Glenwood.

On Sept. 7, received from the CCHS the image of the Watson Monument business on James Street in the 1890s and bio info on Joseph Watson, the founder, who is buried in Glenwood.

On Sept.12, received scanned copies of early business at 51 Cortland Street from CCHS along with scanned articles by Josephine Brown about history of Glenwood Cemetery.

On Sept. 12, received empty boxes of refreshments sold at concession stand of old Capitol Theater in Town Hall. They were discovered when renovation work was done in balcony area.

On Sept. 12, received items from Karen Haun Perrault: Military photo, ephemera, and dog tags of her great uncle, Frank Langford, formerly of Center Street (to go to the Homeville Museum); booklet of county men who served in World War I and thin scrapbook on "Life on Brewery Hill" (to go to Town/Village archives); and two Homer Academy catalogs (to go to the History Center at Key Bank after the school's bicentennial observance).

On Sept. 29, received two beverage bottles and a large bag of movie ephemera (circa 1946) found under the stage in the Town Hall during the renovation of the stage area. Kept that which was salvageable.

On Oct. 6, received artifacts of former David Harum Corral (equestrian group disbanded in 1960s) from Lyman Tinker of Cortland to be disposed of as seen fit.

Oct. 8 received items donated by Barb Crandall from the estate of W. G. Crandall of Homer: rare end table from Briggs Block in 1909, waste paper basket with ads of local businesses in 1909, small table top photo of Mr. Crandall, and one rewired, old oil lamp with chimney and decorative shade. Items will be used either to decorate historian's office or donated to the History Center at Key Bank.

On Oct.8, Harry Coleman donated to Town archives photos and biographical information for three gravesites: the first burial to take place in the Town of Homer in 1795 (site at Water Works; headstone removed to Atwater Cemetery); John B. Buttery, hero of the Battle of Lundy's Lane during War of 1812 (in West Hill Cemetery); and John Y. Simmons, last Homer veteran of Civil War to die, 1939 (also in West Hill Cemetery).

On Oct.13, Mr. & Mrs. Gary Lawrence, former owners of Arnold's Florists in Homer, donated to the Town/Village archives a picture postcard showing the horse-pulled float promoting Arnold's Greenhouses during Old Homer Week, Aug. 7, 1908.

Respectfully submitted,

Martin A. Sweeney

cc: The County Historian & The State Historian

Darren "Hal" McCabe
Mayor
Mayor@HomerNY.org
Cell: 607-345-7174

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10/24/2018

The William G. Pomeroy Foundation
492 E. Brighton Avenue
Syracuse, New York 13210

To Whom It May Concern:

The Village of Homer owns and has responsibility for a parcel of land located at the intersection of Hooker Avenue and North Main Street or 42.646085, -76.177735, within the Village boundaries. The Village supports the installation of a Legend & Lore marker on said parcel and grants permission to Village Historian Martin Sweeney to act on the Village's behalf in just such an endeavor, if funding is secured through the William G. Pomeroy Foundation.

If you have any questions please feel free to contact me at 607-749-3322 or by email, mayor@homerny.org.

Sincerely,

Darren "Hal" McCabe
Mayor

Google Maps 42°38'45.9"N 76°10'39.8"W



Imagery ©2018 Google, Map data ©2018 Google 20 ft

42°38'45.9"N 76°10'39.8"W - Google Maps

[https://www.google.com/maps/place/42°38'45.9"N+76°10'39.8"W/@42.6461031,-76.17...](https://www.google.com/maps/place/42°38'45.9)



42°38'45.9"N 76°10'39.8"W
42.646085, -76.177735

JRWC+CW Homer, New York

Village of Homer Clerk

From: Mayor Hal McCabe
Sent: Thursday, October 25, 2018 2:03 PM
To: nlbrong@yahoo.com
Cc: Village of Homer Clerk
Subject: Re: Drainage ditch 8 Meadow DR

Nancy-

We will add you to the agenda.

Thanks!

Hal

Hal McCabe - Mayor

Village of Homer
INCORPORATED 1835

31 North Main St.
Homer, NY 13077

PHONE 607-749-3322

FAX 607-749-2864

MOBILE 607-345-7174

From: Nancy Murphy <nlbrong@yahoo.com>
Reply-To: "nlbrong@yahoo.com" <nlbrong@yahoo.com>
Date: Thursday, October 25, 2018 at 1:17 PM
To: Mayor Hal McCabe <mayor@homerny.org>
Subject: Drainage ditch 8 Meadow DR

Afternoon mayor,

I am a new home owner in the village. There is a drainage ditch the borders my property and the neighbor. I emailed the code officer and he advised I contact an attorney, I am not a posed to this I just would like to ask ideas and suggestions from the board. I am emailing you today so you would be aware of this issue before the next board meeting 11-13. Thank you for your time.

Nancy Snyder
607-345-6517

Village of Homer Clerk

From: Nancy Murphy <nlbrong@yahoo.com>
Sent: Thursday, October 25, 2018 1:04 PM
To: Code Enforcement Officer
Cc: Village of Homer Clerk
Subject: Re: french drain question

Thank you, this ditch is a problem as the yard slopes right next to the driveway and side of the garage. Making it impossible to walk along side of garage.

I will contact the village board to see what they suggest.

[Sent from Yahoo Mail on Android](#)

On Thu, Oct 25, 2018 at 12:55 PM, Code Enforcement Officer <ceo@homerny.org> wrote:

Hello Nancy,

Upon a review of your property and survey map, the center of the ditch to the south of your property that you're inquiring about is mostly on the neighbor's property. It shows your property line is located only 1.2 feet off the rear corner of the garage. Since this culvert and diversion ditch is in direct relation to the drainage sluiceway from the State Highway (281), I honestly believe that any changes to the ditch would be best to have reviewed by an attorney prior to taking any action as this is not a Code Enforcement issue, rather a civil one.

Thanks

Kevin McMahon

NYS Code Enforcement



Sexual Harassment Policy for the Village of Homer Adopted November 13, 2018

Introduction

The Village of Homer is further committed to preventing sexual harassment and to taking appropriate action with respect to all employees, paid or unpaid interns, or non-employees¹ working in the workplace who engage in such harassing conduct, as well as supervisory and managerial personnel who knowingly allow such conduct to continue. The Village of Homer is further committed to providing fair and effective procedures for the prompt resolution of sexual harassment complaints.

Accordingly, the following policy and procedures for maintaining and enforcing a workplace free from sexual harassment, and for preventing and taking appropriate action with respect to individuals who engage in such harassing conduct, apply.

Sexual harassment is against the law. All employees have a legal right to a workplace free from sexual harassment, and employees can enforce this right by filing a complaint internally with the Mayor, Deputy Mayor, Village Board of Trustees or in court under federal or State antidiscrimination laws.

Policy:

1. Village of Homer's Policy applies to all employees, applicants for employment, interns, whether paid or unpaid, and non-employees providing services in the workplace (covered persons), regardless of immigration status.
2. Sexual harassment is offensive, is a violation of our policies, is unlawful, and subjects Village of Homer's to potential liability for harm to victims of sexual harassment. Harassers may also be individually subject to liability. Covered persons who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who knowingly allow such behavior to continue, will be subject to remedial and/or disciplinary action up to and including termination.
3. Retaliation Prohibition: No covered person shall be subject to adverse employment action including being discharged, disciplined, discriminated against, or otherwise subject to adverse employment action because the person, in good faith, reports an incident of sexual

¹ A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, "gig" workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. Any employee of the Village of Homer who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. Any covered person working in the workplace who believes they have been subject to such retaliation should inform . Any covered person who believes they have been a victim of such retaliation may also choose to pursue legal remedies in other available forums, as explained below in the section on Legal Protections.

4. All complaints will be evaluated by the Mayor, Deputy Mayor, or Board of Trustees to determine whether the alleged behavior could arguably constitute sexual harassment or retaliation. If the Mayor, Deputy Mayor, or the Board of Trustees determines that the alleged behavior could arguably constitute sexual, harassment or retaliation, the Mayor, Deputy Mayor or the Board of Trustees will conduct a prompt, thorough and confidential investigation that ensures due process for all parties. Effective corrective action will be taken whenever sexual harassment or retaliation is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
5. All covered persons are strongly encouraged to report any sexual harassment or retaliation. A copy of the Village of Homer's complaint form is attached to this Policy.
6. Supervisors must promptly report instances of alleged sexual harassment that come to their attention. If a supervisor observes an incident of such conduct, the supervisor should intervene and prevent it from continuing, and must promptly report the incident and the steps taken to prevent the conduct from continuing to the Mayor, Deputy Mayor, or the Board of Trustees. Both the supervisor and Mayor, Deputy Mayor, or the Board of Trustees must maintain a record of such report. If a supervisor otherwise learns of an allegation of such conduct, the supervisor **MUST NOT** investigate it, but rather must promptly report the information to the Mayor, Deputy Mayor, or the Board of Trustees.
7. Intentionally filing false and malicious complaints of discrimination, harassment or retaliation (as opposed to complaints which, even if erroneous, are made in good faith) shall result in appropriate disciplinary action.
8. This Policy is to be posted prominently in all work locations and provided to employees upon hiring.

What Is "Sexual Harassment"?

Sexual harassment is a form of sex discrimination and is unlawful under federal and state law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

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

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the complaining 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 consists of 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, or which interfere with the recipient's job performance.

Examples of sexual harassment

The following describes some of the types of acts of sexual harassment that are strictly prohibited:

- Physical assaults of a sexual nature, such as:
 - Touching, pinching, patting, grabbing, 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 victim'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.
- Sexually motivated stalking.

- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity or 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. A perpetrator of sexual harassment 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 or not during work hours.

Retaliation

Unlawful retaliation can be any action that would discourage a person 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.

Such retaliation is unlawful under federal and state law. State 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 State or any 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 a covered person has been sexually harassed; or encouraged a covered person to report sexual harassment.

Reporting Sexual Harassment

Preventing sexual harassment is everyone's responsibility. The Village of Homer cannot prevent or remedy sexual harassment unless it knows about it. A covered person who believes that he or she has been a victim of sexual *harassment* or retaliation is strongly encouraged to report any harassing acts or practices to the Mayor, Deputy Mayor, or the Board of Trustees. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to the Mayor, Deputy Mayor, or Board of Trustees immediately.

Reports of sexual harassment may be made verbally or in writing. The Village of Homer's complaint form is attached to this Policy, and all covered persons are strongly encouraged to use this complaint form. Covered persons who are reporting sexual harassment on behalf of another should use the complaint form and note that it is being filed on behalf of another covered person.

Covered persons who believe they have been a victim of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

1. All supervisors and managers who receive a complaint or information about alleged sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, are required to promptly report such suspected sexual harassment to the Mayor, Deputy Mayor, or the Board of Trustees.
2. If a supervisor observes an incident of such conduct, the supervisor should intervene and prevent it from continuing, and must promptly report the incident and the steps taken to prevent the conduct from continuing to Mayor, Deputy Mayor, or the Board of Trustees. Both the supervisor and either the Mayor, Deputy Mayor, or Board of Trustees must maintain a record of such report.
3. If a supervisor otherwise learns of an allegation of such conduct, the supervisor **MUST NOT** investigate it, but rather must promptly report the information to Mayor, Deputy Mayor, or Board of Trustees.
4. 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.

Complaint And Investigation Of Sexual Harassment

All complaints or information about suspected sexual harassment, whether that information is reported in verbal or written form, will be evaluated by the Mayor, Deputy Mayor, or the Board of Trustees and where appropriate, investigated by the appropriate individual. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

Upon receipt of a complaint, the Mayor, Deputy Mayor, or Board of Trustees will conduct an immediate review of the allegations, and in consultation with legal, take interim actions, where appropriate. If the complaint is verbal, the Mayor, Deputy Mayor, or the Board of Trustees will encourage the individual to complete the Village of Homer's complaint form. If he or she refuses, the Mayor, Deputy Mayor, or the Board of Trustees will prepare a complaint form based on the verbal reporting. All complaints will be evaluated to determine whether the alleged behavior could arguably constitute sexual harassment or retaliation. If it is determined that the alleged behavior could arguably constitute sexual harassment or retaliation, an investigation will begin. Prior to commencement of the investigation, the Mayor, Deputy Mayor, or the Board of Trustees will notify upper level management in the complainant's and the accused person's division(s) (of the investigation, unless doing so is counter-indicated due to the circumstances (e.g., upper level management is implicated in the complaint). The investigation will be prompt, thorough and confidential, ensuring due process for all parties and that the investigation is completed as soon as possible.

If, however, the Mayor, Deputy Mayor, or the Board of Trustees determines that the alleged behavior could not arguably constitute sexual harassment or retaliation, the Mayor, Deputy Mayor, or the Board of Trustees representative shall explain the determination to the complainant.

All covered persons, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.

Confidentiality. The confidentiality and privacy of those involved will be preserved to the extent possible, consistent with a full and fair investigation and appropriate remedial or disciplinary action. Anyone involved in this process, from intake through investigation (including supervisors, complaint recipients, witnesses, the subject of the complaint and the complainant), is required to maintain confidentiality and not disclose any information regarding the matter in order to protect the privacy of the concerned individuals as well as the effectiveness of the process. Failure to maintain confidentiality may be deemed to constitute insubordination and result in disciplinary action.

In conducting its investigation, the assigned investigator will:

- Take steps to obtain and preserve any documents, emails or phone records relevant to the allegations;
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Prepare a written report containing 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, if any; and
 - The report shall contain a conclusion as to whether prohibited conduct occurred, and if so, shall include recommendations for remedial or disciplinary action.

- Provide file copy of the conclusion and recommendation part of the report to the Board of Trustees and the Village of Homer's legal representative.
- Retain the written documentation and associated documents in the Village of Homer's records.
- Promptly notify the individual who complained, the individual(s) accused and appropriate management of the final determination and forward recommendations for corrective action to the Village of Homer's management to implement those corrective actions.

In addition, the Mayor, Deputy Mayor, or the Board of Trustees shall be responsible for ensuring that the recommended corrective action is implemented and update the information in the Village of Homer's complaint log.

- Inform the individual who complained of their right to file a complaint or charge externally as outlined below.

Legal Protections And External Remedies

Sexual harassment is not only prohibited by the Village of Homer, but is also prohibited by State and federal law. Aside from the internal process described above, covered persons may also choose to pursue legal remedies with the following governmental entities **at any time**.

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 retaliation, and protects employees, paid or unpaid interns and non-employees regardless of immigration status. A complaint alleging violation of the HRL 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 or retaliation. 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 or retaliation. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to the Village of Homer does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of sexual harassment or retaliation.

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 or retaliation has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment or retaliation is found after a hearing, DHR has the power to award relief, which varies, but may include requiring the Village of Homer 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 [appropriate other contact info], www.dhr.ny.gov

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

Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the sexual harassment or retaliation. 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 sexual harassment or retaliation 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 sexual harassment or retaliation is found to have occurred.

If an employee believes that he/she has been sexually harassed or retaliated against at work, he/she 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.

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.



Village of Homer

Sexual Harassment Complaint Form

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to the Mayor, Deputy Mayor, or the Board of Trustees. You will not be retaliated against for filing a complaint.

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

COMPLAINANT INFORMATION

Name:

Work Address:

Work Phone:

Job Title:

Email:

Select Preferred Communication Method:

Email Phone In person

SUPERVISORY INFORMATION

Immediate Supervisor's Name:

Title:

Work Phone:

Work Address:

Adoption of this form does not constitute a conclusive defense to charges of unlawful sexual harassment. Each claim of sexual harassment will be determined in accordance with existing legal standards, with due consideration of the particular facts and circumstances of the claim, including but not limited to the existence of an effective anti-harassment policy and procedure.

COMPLAINT INFORMATION

1. Your complaint of Sexual Harassment is made about:

Name:

Title:

Work Address:

Work Phone:

Relationship to you: Supervisor Subordinate Co-Worker Other

2. Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) sexual harassment occurred:

Is the sexual harassment continuing? Yes No

4. Please list the name and contact information of any witnesses or individuals who may have information related to your complaint:

The last question is optional but may help the investigation.

5. Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

If you have retained legal counsel and would like us to work with them, please provide their contact information.

Signature: _____ Date: _____

VILLAGE OF HOMER CREDIT CARD POLICY

A Village credit card for use by department heads will be kept by the Treasurer's Office for limited use for Village purposes. Department heads needing to use the credit card for Village purposes must request it from the Deputy Treasurer or Treasurer completing a credit card request form. The credit card request form must be signed by three individuals approving the credit card use, including the Board of Trustees, Mayor, Deputy Mayor or Village Clerk. The card must be signed out and returned to the Deputy Treasurer or Treasurer within one business day, or as otherwise authorized by this policy. The employee must state, in writing, what the credit card is being used for, the name of the vendor and an estimated amount of the purchase. Vendors where purchases are being made, must not be able to accept a check for the purchase. The limit for each employee is \$2,500 per use or purchase, unless specific exception is approved by the Board of Trustees, Mayor, Deputy Mayor, or Village Clerk. Receipts of credit card sales must be given to the Deputy Treasurer or Treasurer when the card is returned. Employees will be held personally liable for reimbursement of any charges appearing on the credit card statement which do not have an original charge receipt and which have not complied with this policy.

AUTHORIZED USE AND EMPLOYEE RESPONSIBILITIES

- The following employees are authorized to use a Village credit card:
Village Trustees
Mayor
Deputy Mayor
Treasurer
Deputy Treasurer
Clerk
Deputy Clerk
Superintendent of Public Works
Superintendent of Water and Sewer
Recreation Director
Cemetery Superintendent
Police Chief
Secretary of Police Department
- Employees using the credit card must follow the Village's Procurement Policy and must follow all budgetary guidelines so that sufficient funds are available for any purchase.
- Lost or stolen credit cards must be reported to the Treasurer's Office immediately.
- The credit card can be used for the purchase of goods, software and other materials that require prepayment through the Internet or for which a check payment is not feasible..
- The credit card can be used for airfare and hotel room payments for out-of-town conferences only as authorized.
- While attending an out-of-town conference, the only authorized use of the card is to pay the balance of the hotel room charge, conference meals, program fees, supplies, textbooks or other required conference charges. All Federal Per Diem Rate maximum charges must be followed.
- Vendors must be notified that the credit card transaction is exempt from New York State tax, except for travel and meals relating to conferences.

The credit card must be returned within one business day of signing out the credit card or the first day back to work when returning from an out-of-town conference.

INELIGIBLE USES OF THE CREDIT CARD

- Personal expenses
- Gratuities
- Gasoline for personal vehicles
- Cash advances
- Alcoholic beverages
- Fines or Penalties
- Vendors for which the Village already has credit cards or accounts with and listed in Appendix A of this Credit Card Policy
- Vendors who accept purchase orders

TREASURER'S OFFICE RESPONSIBILITIES

- Maintaining a record of issuance and retrieval of the credit card in accordance with the requirements of this Credit Card Policy, including written record of the date and time the credit card was issued, purpose for use of credit card, name of vendor, and estimated purchase amount. Such record shall be signed by the employee.
- Overseeing compliance with the Credit Card Policy.
- Ensuring the one credit card issued is locked in safe when not in use.
- Accounting and payment of expenses. All documentation must accompany invoices before payment is made. All documentation will be readily available for review by the Board of Trustees when abstracts are reviewed and approved.
- The balance, including interest due on an extension of credit under the credit card arrangement, shall be paid within 30 days of the initial statement date.
- Ensure only one account is opened with an available credit maximum of \$8,000 with a zero limit for cash advances. The credit card should be issued to the Village. The credit card agreement should be reviewed yearly during the Village of Homer's Organizational meeting.

Employees who have inappropriately used the credit card will be required to reimburse the Village for all costs associated with such improper use. Violations of the Credit Card Policy will result in no further use of the credit card and possible further action, including possible disciplinary action.

**VILLAGE OF HOMER CREDIT
CARDHOLDER AGREEMENT**

Requirements for use of the Village of Homer's credit card:

- The credit card is to be used only to make purchases at the request of, and for the legitimate business benefit of the Village of Homer in accordance with the Village's Procurement Policy and budgetary guidelines.
- The credit card must be used in accordance with the provisions of the Credit Card Policy established by the Village of Homer, as attached hereto.

Employees will be held personally liable for any inappropriate uses of the credit card. Violations of the Credit Card Policy will result in no further use of the credit card and possible further action, including possible disciplinary action.

Credit Card Account Number: _____

Received by: _____
Name (Please Print)

I acknowledge receipt of the attached Credit Card Policy and agree to abide by said policy.

Signature: _____

Date: _____

Appendix A

Arnolds Florist
Builders Best Do It Center
Cintas Corporation
Cook Brothers
Cortland Standard
Fastenal Company
Graph-Tex
Homer Men and Boys
Hummel's Office Plus
ID Booth
Kellogg Auto Supply
Lewis Uniform Company, LLC
Lowe's
Plan First Technologies
Rick and Rich Towing, LLC
Scholastic Sports Sales
Tops Market

Adopted by Village Board Resolution on November 13,
2018

10/30/18 - Mayor,
Any help would be appreciated,



10/30/2018

Mayor McCabe, Mayor
Village of Homer Trustees,

Water/Sewer invoice errors- Kevin Williams
7 Wall St- ERROR
9 Wall St- ERROR
11 Wall St_ Request for Temporary Change in sewer unit status

7 Wall St

The 7 Wall street address has a 2 unit multifamily and a Laundromat on the same property. The 2 family unit is account # 10290 It has an electronic meter that was installed during a remodel and didn't begin to register gallons until probably late 2017 and this unit was fully occupied on May 1st, 2018.

I have attached a picture of the meter and meter number dated 10/29/2018. It reads 35298.56. The last qtr billing had the same type of error which was brought to the attention of officials. The bill was properly hand calculated and payment was made. I included pictures of the property and asked that it be remedied at that time, and that the problem be corrected going forward. The current bill shows a credit listed under WAR and SAR columns, the wrong sewer Charge, and an estimated bill from an electronic capture. Sewer bill account 10290 has many errors in it. The laundry account A0300 is not affected.

It is probable and likely that the meter read attributed to 9 Wall st is the reading for 7 Wall St, as this was the problem with the last quarter invoice.

Please correct this invoice and notify me of the amount due.

9 Wall St.

This parcel has no water meter, no sewer pipe, to the property. It has been a vacant lot since February 22 2016. There can be no meter reading for this parcel, as there is no meter at the site. The last quarter billing had the same type of error which was brought to the attention of local officials. The bill was recalculated at that time and the proper payment was made. I included pictures of the property along with copies of the sewer/water invoice and asked at that time and that the problem be corrected going forward.

The correct charge for the 9 Wall St. Property is \$60.00

11 Wall St-

This property is a vacant 3 unit undergoing an historic rehabilitation. I would like to take the opportunity to apply and receive a temporary sewer unit reduction to the minimum allowed according to the new policy set by the Village Board. There is no water/sewer being used there at this time. At the time that units go back into service and adjustment would be needed.