

July 30, 2026

The Mina Town Board met on the above date for a Special Meeting. Supervisor Brumagin called the meeting to order at 5:30 p.m. The following members and guests were in attendance:

Present: Rebecca Brumagin..... Supervisor
 Brian Sullivan..... Councilman
 Jeff Tornstrom..... Councilman
 Dick Watrous..... Councilman

Absent: Dick Cooper..... Councilman

Attended by: None

Legal Notice: Town Clerk Park read the Legal Notice for the Special Meeting.

Public Comment re: Agenda Items (Citizens Present and not Present): None.

Gender-Based Violence and the Workplace Resolution consideration:

- Supervisor Brumagin stated that calling this Special Meeting is an unusual situation. In order to file the DEC Grant for Water Quality Improvement Project Funds, it was brought to her attention that the Town of Mina is required to have a policy in place covering Gender-Based Violence and the Workplace. After review of the resolution presented to the Board members, Councilman Sullivan made a motion to adopt the following Resolution, seconded by Councilman Watrous.

**RESOLUTION #14-26
GENDER-BASED VIOLENCE AND THE WORKPLACE POLICY**

Purpose:

Pursuant to New York State Finance Law §139-m, the Town of Mina is committed to maintaining a workplace free from gender-based violence, discrimination, harassment, and retaliation. This policy establishes the Town’s commitment to preventing and responding to gender-based violence in the workplace and ensuring a safe and respectful environment for all employees, volunteers, and officials.

Scope:

This policy applies to:

- All Town employees (full-time, part-time, and seasonal)
- Elected and appointed officials
- Volunteers and contractors working on behalf of the Town

This policy applies to conduct occurring:

- In the workplace
- At Town-sponsored events
- In any setting that impacts the work environment

Definition of Gender-Based Violence:

Gender-based violence includes any harmful act directed at an individual based on their sex, gender, gender identity, gender expression, or sexual orientation. This includes, but is not limited to:

- Sexual harassment (as defined in the Town’s Sexual Harassment Policy)
- Sexual assault
- Domestic or intimate partner violence that impacts the workplace
- Stalking or harassment
- Discrimination based on gender identity or expression

Policy Statement:

The Town of Mina prohibits all forms of gender-based violence and discrimination in the workplace. Such conduct will not be tolerated under any circumstances and may result in disciplinary action, up to and including termination, removal from position, or referral to law enforcement.

Relationship to Existing Policies:

This policy is intended to supplement and work in conjunction with the Town’s:

- Workplace Violence Policy
- Sexual Harassment Prevention Policy

All reporting, investigation, and disciplinary procedures outlined in those policies apply to incidents covered under this policy.

Information Sharing and Posting Requirements

Required under State Finance Law §139-m:

The Town of Mina shall provide information regarding gender-based violence where employees can see and access it.

This includes:

- Displaying the NYS Domestic and Sexual Violence Hotline information: 1-800-942-6906 (English/Spanish, 24/7)
- Posting the official NYS Gender-Based Violence and the Workplace poster in a location visible and accessible to all employees
- Making materials available in employees' primary languages when possible

Referral of Employee-Survivors to Services

Required under State Finance Law §139-m:

When an employee discloses current or past victim or survivor status related to gender-based violence, the Town shall:

- Refer the employee to the NYS Domestic and Sexual Violence Hotline: 1-800-942-6906
- Provide information about local service providers as appropriate
- Note: Referrals are required to be offered by the Town; it is not required that the employee access such services

Supervisors and managers who receive such disclosures should respond with sensitivity and immediately connect the employee with available resources. Technical assistance in implementing this policy is available from the NYS Office for the Prevention of Domestic Violence (OPDV) at workplace@opdv.ny.gov.

Reporting and Response:

Any individual who experiences or witnesses gender-based violence is encouraged to report the incident through established reporting channels outlined in the Town's existing policies.

Reports will be:

- Taken seriously
- Reviewed promptly
- Handled as confidentially as possible

Prohibition on Retaliation and Discrimination

Required under State Finance Law §139-m:

Retaliation or discrimination against any individual is strictly prohibited, including against:

- Any employee who reports or participates in an investigation of gender-based violence
- Any employee who identifies as a victim or survivor of gender-based violence
- Any employee who seeks leave or accommodations related to gender-based violence

Retaliation may be carried out by anyone, not just the original perpetrator. Any employee or official engaging in retaliatory or discriminatory practices may be subject to disciplinary action up to and including termination.

Legal Compliance Required under State Finance Law §139-m:

This policy is intended to comply with all applicable state and federal laws, including but not limited to:

- New York State Finance Law §139-m (Gender-Based Violence and the Workplace)
- The New York State SAFE Leave Act (part of the NYS Paid Sick Leave Law), which provides qualifying reasons and job-protected leave for employees addressing domestic violence, including use of accrued leave time
- The New York State Human Rights Law, including protections against sexual harassment and the obligation to provide reasonable accommodations to victims of domestic violence
- Any other relevant federal, state, or local laws and regulations

Support and Workplace Safety:

The Town will take reasonable steps to support individuals impacted by gender-based violence, which may include:

- Adjustments to work schedules or duties
- Workplace safety planning
- Referrals to local service providers or the NYS Domestic and Sexual Violence Hotline: 1-800-942-6906
- Coordination with law enforcement when appropriate

Implementation:

The Town of Mina affirms that this policy has been:

- Formally adopted by the Town Board
- Communicated to all employees and officials
- Posted in a location accessible to all employees
- Implemented in conjunction with existing workplace policies

Roll Call Vote –

- Supervisor Brumagin – Aye,
- Councilman Sullivan – Aye,
- Councilman Tornstrom – Aye,
- Councilman Watrous – Aye

The resolution carried unanimously.

Other Business / Actions:

- The next Regular Meeting is scheduled for August 13th, 2026, at 7 pm.

Adjournment:

- As there was no further business to come before the Board, motion was made by Councilman Watrous to adjourn the meeting at 5:37 pm.

Respectfully submitted,

Marcellanne Park
Town Clerk