**Village of Aurora Board of Trustees November 12, 2018 Work Session Minutes**

The meeting was held at the Aurora Firehouse Meeting Room at 4:30 p.m.

**Present:** Mayor Bonnie Bennett, Trustees Grace Bates, Matt Bianconi, Alan Ominsky and Kit Van Orman

**Others Present:** Village Clerk Ann Balloni

**Call to Order:** Mayor Bennett called the work session to order at 4:35 p.m.

 **Harassment Policy Review and Discussion**

The Village Board discussed the following regarding updating the Village Harassment Policy:

* Who receives complaints
* Who should be the compliance officer
* Complaints that trigger an investigation
* Consequences and sequence of discipline
* Thorough documentation

Mayor Bennett will send a revised version of the policy and Trustee Van Orman will circulate a complaint form for review at the November 14, 2018 regular Village Board meeting. Ms. Balloni informed the Board that there is a webinar from NY State on updating municipal harassment policies on November 28.

**Adjournment:** On motion by Trustee Van Orman, seconded by Mayor Bennett, the Village Board voted to adjourn the meeting at 5:30 p.m.

AYES: Bennett, Bates, Bianconi, Ominsky and Van Orman

NAYS: None

Motion carried unanimously.

Respectfully submitted,

Ann Balloni

Village Clerk