

**Town of Oyster Bay  
Grievance Procedure under  
the Americans with Disabilities Act**

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in Town services, activities and programs. The Town's Non-Discrimination and Anti-Harassment Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of the complainant and location, date, and description of the problem. Alternative means of filing complaints will be made available for persons with disabilities upon request.

The complaint should be submitted by the complainant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Lorraine Haney  
Assistant Town Attorney  
54 Audrey Avenue  
Oyster Bay, New York 11771

Within 15 calendar days after receipt of the complaint, Lorraine Haney, Assistant Town Attorney, and/or her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days of the meeting, Lorraine Haney and/or her designee will respond in writing, and where appropriate, in a format accessible to the complainant. The response will explain the position of the Town of Oyster Bay and offer options for substantive resolution of the complaint.

If the response by Lorraine Haney and/or her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to Thomas M. Sabellico, Special Counsel, or his designee.

Within 15 calendar days after receipt of the appeal, Thomas M. Sabellico and/or his designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, Thomas M. Sabellico and/or his designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by Lorraine Haney, Assistant Town Attorney, or her designee, appeals to Thomas M. Sabellico, Special Counsel, or his designee, and responses from these individuals will be retained by the Town of Oyster Bay for at least three years.