

**BOARD OF TRUSTEES MEETING
TUESDAY, MAY 16, 2017
(www.villageofmonroe.org)**

The second of the bi-monthly meetings of the Board of Trustees was held on Tuesday, May 16, 2017 at 7:00 PM in the Boardroom of the Village Hall, 7 Stage Road, Monroe, New York. Mayor James Purcell called the meeting to order and led in the pledge to the flag. Emergency exits were announced.

Present: Mayor Purcell; Trustees Conklin, Dwyer, and Behringer
Also present: Attorney Bonacic, Village Clerk Baxter, Building Inspector Cocks, Police Chief Conklin, Treasurer Murray, DPW Supervisor Linderman and Water Plant Operator Mabee.

Absent: Trustee Chan (surgery)

BUDGETARY TRANSFERS / MODIFICATIONS:

On a motion by Trustee Behringer seconded by Trustee Conklin, with all in favor, it was:

RESOLVED, the Board of Trustees authorized the Treasurer to make the following fund transfers / modifications to balance the budget:

From:	Description	To:	Description	Amount
A.1990.490	Contingency	A.1930.461	Judgments & Claims	5,882.00
A.9950.950	Transfers Employee Benefit Rsv	A.3120.100	PD PS Chief*	50,000.00
A.9950.960	Transfers Crane Park Rsv	A.7110.450	Parks Contractual	5,611.00
Budget Modifications				
A.1560	Safety Inspection Fees	A.1440.450	Engineering Contractual	4,598.25
A.2770	Misc Revenue	A.3120.417	PD Narcotics	922.91

APPOINTMENT: BRYAN WILLIAMS, P/T DISPATCHER:

On a motion by Trustee Dwyer, seconded by Trustee Conklin, it was:

RESOLVED, the Board of Trustees accepted the recommendation of Police Chief Conklin and appointed Bryan Williams to the position of part-time dispatcher, effective May 17, 2017 at a salary of \$18.73 per hour. Mr. Williams fills the vacancy of Daniel Jones who recently resigned.

Ayes: Trustees Conklin, Behringer and Dwyer

Nays: None

**REVISION OF VILLAGE OF MONROE EMPLOYEE HANDBOOK – SECTION 809
“DENTAL/ VISION ALLOWANCE”:**

The Board of Trustees discussed an update the Employee Handbook to amend Section 809 entitled, “Dental/Vision Allowance” to remove eligibility restrictions of dependents 18 years of age and older and to allow for an overall maximum cap for reimbursement of dental and/or vision care related expenses of \$1,200.00 per family/per calendar for all full-time Village employees, regardless of their hire date. The Board of Trustees finds that amending these provisions is necessary to eliminate confusion and accurately reflect the terms incorporated into certain collective bargaining agreements which are in place for union employees.

Trustee Dwyer asked for clarity on the topic as he is not fully aware of what the revision is about. Mayor Purcell stated that what the Board is looking to revise is the removal of the current 18 year old dependent age cap and allowing for all members of a family to be eligible for this benefit, regardless of their age. Mayor Purcell also stated that in addition to the age revision, the Board will also be approving the removal of the individual \$350.00 per person maximum that is currently

in place in the employee benefit, and leaving the \$1200.00 per family per calendar year maximum cap.

Trustee Conklin asked if her 26 year old child would be able to get dental. Clerk Baxter clarified that it is not insurance, it is only a reimbursement benefit. If that child needed glasses and you had to pay for them out of pocket, then you would be able to submit that bill for reimbursement.

Trustee Dwyer asked if an employee had a 36 year old child living at home, would that child be eligible for the reimbursement as well. Treasurer Murray explained that if that child was disabled and a dependent, then that child would also be eligible.

On a motion by Trustee Conklin, seconded by Trustee Dwyer, it was:

RESOLVED by the Board of Trustees hereby adopts and enacts a revision updating and amending the Village of Monroe Employee Handbook Section 809 as it relates to age eligibility restrictions of dependents, adjusting the age cap from 18 to 26 years of age, as well as the maximum caps for reimbursement of dental and/or vision care related expenses, removing the individual \$350.00 per person maximum, leaving in place the \$1200.00 per family per calendar year maximum.

BE IT FURTHER RESOLVED, this revision to Village of Monroe Employee Handbook, Section 809 “Dental/Vision Allowance” shall be retroactive to January 1, 2017.

Ayes: Trustees Conklin, Behringer and Dwyer

Nays: None

AGREEMENT: MONROE WOODBURY SCHOOL BUS LEASE:

On a motion by Trustee Behringer, seconded by Trustee Dwyer, it was:

RESOLVED, the Board of Trustees approved the renewal of a “School Bus Lease Agreement” between the Village of Monroe and the Monroe-Woodbury School District for the purpose of leasing a school bus for the use by the Police Department. Term of the lease shall be for one year beginning 7/1/17 to 6/30/18 at the rate of \$1.00 per year. The Village shall be responsible for all the costs and expenses associated with the operation, maintenance and repair of the equipment, including, but not limited to the cost of public liability and property damage insurance, fire insurance and compensation insurance of drivers and the cost of collision insurance on a per mile basis to be provided to the Village of Monroe at the beginning of the term. At the conclusion of the lease, the Village shall deliver to the School District any and all records relating to its use of the equipment to the School District. It is further

RESOLVED, the Village shall provide the School District with an insurance certificate naming the Monroe-Woodbury School District as an additional insured party and evidencing the following minimum coverage’s and limits: (a) commercial general liability insurance \$1,000,000 per occurrence / \$2,000,000 aggregate; (b) vehicle rental insurance \$1,000,000 per occurrence/aggregate; and (c) worker’s compensation and disability insurance at the statutory limits. It is further

RESOLVED, the Village will defend, indemnify and hold harmless the School District for any claims, demands, lawsuits, judgements, losses or expenses (including reasonable attorney’s fees) arising from their use of the School District vehicle under this agreement, which is caused by or results from the negligence of any of its officers, employees, agents or representatives, to the maximum extent permissible by law. It is further

RESOLVED, that either party may cancel this Agreement without cause, upon not less than 30 days prior to written notice delivered to other party via certified mail, return receipt requested. Be it further

RESOVLED, that Mayor Purcell is hereby authorized to sign said agreement to be returned to the Board of Education of the Monroe Woodbury School District.

Trustee Dwyer asked Chief Conklin how long the Village has had this bus on this lease agreement. Chief Conklin stated 3 years. Trustee Dwyer commented that it appeared that the Village is on the hook for everything, insurance, etc. He inquired as to the need for the formality of a lease

agreement. Chief Conklin stated that the school district cannot gift property to a police department, and that is why they charge \$1.00 per year.

Trustee Conklin stated that originally the School District did in fact gift a bus to the Village. However, a new Board took over and put new policies in place, and the District began auctioning off the old buses. Trustee Dwyer asked why the Village didn't buy one. Trustee Conklin stated that they did look into purchasing one of the buses but they were not worth what they were being sold for. If something goes wrong with the bus that the Village leases, then it goes back to the District.

Ayes: Mayor Purcell, Trustees Behringer and Dwyer

Nays: None

Abstain: Trustee Conklin

MAYOR'S REPORT:

Mayor Purcell welcomed the Boy Scouts of Troop 440 and their Scout Masters who were attending tonight's meeting to obtain their citizenship in the community badge.

PUBLIC COMMENT: # PRESENT 21 TIME: 7:17 PM

Resident John Karl asked the Board for an update on the damaged plaque honoring former Mayor Bob Bonney. Mayor Purcell stated that the bronze plaque was damaged beyond repair and that the Village was in the process of having a new one made. Once it was ready, it would be affixed to the stone which was going to be relocated next to the Mayor's monument in Crane Park. DPW Supervisor Linderman also stated that he attempted to move the stone this week, but that the ground is still too soft to get a truck in there without damaging the grass, so he was waiting for it to dry out a bit.

Resident Kristine Moehrle of 47 Half Hollow Turn asked the Board for an update on the recent request to look into initiating a "Block Busting Law" here in the Village. Mayor Purcell stated that he has spoken with the Land Use Attorney and they are working on drafting up a local law but that it does take some time and does not happen overnight. Mrs. Moehrle continued that they are still having issues in their development. The homeowners are calling the Police, who do come, and do check them out, and report back that they are realtors. Mrs. Moehrle also made the Board aware of a situation that arose late on a Wednesday evening around midnight in which 3 cars pulled into their cul-de-sac and shined their lights into the woods. They did call the Police, but prior to the cops arriving, one car drove away. After the Police advised these vehicles to leave, the cars left, but once the Police left, the cars came back. She has to wonder what these "realtors" are doing at 12:00 at night.

Mrs. Moehrle also asked the Board if her area is going to have a change in zoning down the line so it becomes multi-family because of those that are buying the houses now. Mayor Purcell stated that it was not. Trustee Conklin interjected and stated that the Village is not, and has not, changed zoning based on anyone purchasing a home in the Village. Mrs. Moehrle stated that North Main was changed to URM. Both Mayor Purcell and Trustee Conklin interjected and clarified that North Main Street has always had multi-family homes on it and will continue to do so. Mrs. Moehrle stated that the zoning map has not been updated since 1998. Trustee Conklin stated that the Board is working on updating it and has put in hours and hours doing so.

Mayor Purcell stated that he has spoken with Chief Conklin regarding the situation in Windgate Woods. Mrs. Moehrle advised that someone has footage of what happened in their neighborhood that night, and Mayor Purcell stated that they have to be very careful of how these situations are handled. They are public roads, and people can drive on them. We cannot put a gate across them and tell people that they cannot drive on them. Chief Conklin confirmed that he has advised his officers on how to handle these situations to avoid anyone getting jammed up in a lawsuit. Mayor Purcell reiterated that if you feel threatened or unsafe, to contact the Police and allow them to come and handle the situation. It is not different than if it were kids hanging out in the parks or on the streets late at night, and it is a delicate situation and needs to be handled as such.

EXECUTIVE SESSION:

On a motion by Trustee Conklin, seconded by Trustee Behringer, with all in favor, the meeting was closed at 7:22 PM. Following a 5-minute recess, the Board convened in Executive Session for discussion of Building Department personnel.

Respectfully Submitted,

Ann-Margret Baxter
Village Clerk

Executive Session Minutes compiled by Mayor Purcell.

OPEN SESSION: on a motion by Trustee Conklin seconded by Trustee Behringer and carried, the Open Meeting resumed at 8:10 PM.

ADJOURNMENT:

On a motion by Trustee Behringer, seconded by Trustee Dwyer and carried, no further business, the meeting was adjourned at 8:20 PM.

Ayes: Trustees Behringer, Dwyer and Conklin
Nays: None

MONTHLY REPORTS:

Department reports were accepted as file on a motion by Trustee Conklin, seconded by Trustee Dwyer, with all in favor, the department monthly reports were accepted and filed.

APRIL 2017 VILLAGE CLERK'S REPORT SUBMITTED BY ANN-MARGRET BAXTER, VILLAGE CLERK:

1. Minutes prepared, processed associated correspondence and Legal Notices completed for the April 3rd Organizational Meeting and Monthly Meetings of April 4th and 18th.
2. Permits issued: Handicap Parking: 13 Garage Sale: 6 Solicitor/Peddling: 1 Road Opening: 1
3. Closed out mailing machine for month on 4/28.
4. Bi-Weekly payroll worksheets completed and submitted.
5. Required paperwork filed with O.C. Department of Human Resources.
6. Oversee website updates and maintenance.
7. Continuance of high phone call and message retrieval in the Clerk's Office due to deterioration of phone system. This includes increased phone volume after loss of automated phone directory, which included daily retrieval of messages left during the day and after hours. Forwarded messages and responded as required.
8. Filed paperwork for 2018 CDBG grant paperwork.
9. Vouchers completed as required. Transmittal of money collected completed and bank deposits done.
10. Scan and email pertinent information to Board and Attorney.

APRIL 2017 DPW SUBMITTED BY JOHN LINDERMAN, PUBLIC WORKS SUPERVISOR:

REGULAR MAINTENANCE / VILLAGE IMPROVEMENTS:

1. Picked garbage on Pine Tree Rd., Rye Hill Rd., Stage Rd., Schunnemunk St., Forest Rd., and Gilbert St.
2. Removed trees on Coffey Rd., James Rd., Orchard Pl., and Spring St.
3. Removal of all trees in the sidewalk in the Village.
4. Installation of an 80 ft. drainpipe in Windgate Woods.
5. Fixed the landscaping at the Police Department.
6. Blacktopped potholes in the Village.
7. Repaired two broken water mains, Mid Oaks Dr. and Veterans Circle.
8. Installed two new fire hydrants, Sunny Lane and Mid Oaks Rd.
9. Painted and rebuilt the dump body on truck 20 and truck 22.

10. Planted a tree, top soiled, and seeded the Veteran's Memorial Park.
11. Installed two School Zone signs, North Main St. and Pine Tree Rd.
12. Fixed landscaping at 911 Park.
13. Blacktopped all water main repairs.
14. Used sweeper in the Village 3 times.
15. Collected garbage in the Village 4 times.
16. Mowed 1 time in the Village.

APRIL 2017 JUSTICE COURT REPORT:

Total Fines: \$27,142.35 Total Surcharges: \$9,033.00 Total Parking: \$3,115.00
 Total Civil Fees: \$1,635.00 Bail Poundage Collected: \$40.50 Total Bail Forfeited: \$935.00
 Total for April: \$41,900.85

Vehicle & Traffic Tickets: 309 Disposed: 273
 New Criminal Cases: 58 Disposed: 42 Civil Cases: 1 Disposed: 0
 Paid Parking Tickets: 74 Dismissed Traffic Tickets: 30

APRIL 2017 POLICE DEPARTMENT REPORT SUBMITTED BY DAVID CONKLIN, CHIEF:

CALLS FOR SERVICE

TOTAL CALLS – 1,820
 NON CRIMINAL OFFENSE – 1,564
 CRIMINAL OFFENSE – 256
 ARRESTS – 46

TRAFFIC REPORT

TRAFFIC TICKETS – 281
 PARKING TICKETS – 121
 DWI/DWAI – 3
 GAS – \$1499.91/935.06G
 MVA – 22

OVERTIME/HOURS

HOLIDAY – 152
 COVER SHIFT – 40.5
 COURT – 22
 OTHER – EMT-18/ OPERATION CLEAN SWEEP- 4/ PINETREE EGGHUNT-3 / CASES – 11/
 PTS STEP- 8/ FTO- 4/ STOP DWI- 8 / OPERATION SAFESTOP 7/ CELL ENFORCEMENT- 4 /
 YMCA-3

TRAINING

CVE RECERT - Dunn/Tru-Grosso

MVA ACCIDENT REPORT – \$95

FOIL REQUESTS - \$6.85

APRIL 2017 BUILDING DEPARTMENT AS SUBMITTED BY SECRETARY PROULX:

Building Permits Issued:	20
Rental Inspections Completed:	9
Title Searches Completed:	7
Violations Issued:	2
Building Permit Inspections performed:	74
C.O's Issued:	12
Open, active building permits	253
Building Permit Fees:	\$3,223.00
Rental Permit Fees:	475.00
Fire Inspection Fees:	0.00
Title Search Fees	<u>1,050.00</u>
Total Fees Collected	<u>\$4,748.00</u>

Monthly Assessor's Report filed
Court Appearance – 2 Matters
Attend Monthly Gilbert Street Meeting
Attend Monthly Planning Board and ZBA Meetings

APRIL 2017 TREASURER'S REPORT SUBMITTED BY CATHERINE MURRAY:

Treasurer's Report	
Village of Monroe	
April 2017	
Bank interest	1,254
Sales Tax	313,218
Planning Board Fees	7,272
Building permits	4,756
Fines & Forfeited Bail	34,548
<u>SIGNIFICANT ACTIVITY (EXPENDITURES)</u>	
Bldg Insp Office Equip	7,413
St Maint Equipment Maintenance	9,849
Parks Equipment	13,397
Storm Sewers General Expense	10,406
Distribution General Expense (water)	10,819
Water system Improvements	14,100
Health Insurance - General Fund	102,954
- Water Fund	15,323
	118,276
<u>STATUS OF FY2017 CONTINGENCY ACCOUNTS</u>	
CURRENT BALANCE	
General Fund Appropriation -budgeted \$162,653	107,062
Water Fund Appropriation -budgeted \$25,000	25,000
<u>COMMENTS:</u>	
We have completed 11 months of the fiscal year and expenses should be at 91.7%. The expenses are at 84.9% for the General Fund and the expenses are at 90.2% for the Water Fund.	

APRIL 2017 FILTRATION PLANT REPORT SUBMITTED BY ERNEST MABEE, CHIEF OPERATOR:

**Production: Lake Mombasha 21,769,087 Gallons / 23,323,452 Gallons LY 2016
Well #4: 4,613,078 Gallons / 4,162,340 Gallons LY 2016**

Consumption: 26,382,165 Gallons / 27,485,792 Gallons LY 2016

**Water Samples / Testing: OK
Rainfall: 5.28
Reservoir: FULL**

Miscellaneous:

**Mark Outs
2 Reservoir Inspections
Final Water Reads
Daily Equipment Maintenance at Plant and Well
Weekly and Monthly Water Testing to Lab, All Results Good
Two LT2 Testing
Generator Serviced
Cleaned Backwash Venturi
Read Meters
Flushed Hydrants
TAM pumped out Lagoons
3 People Attended Water Seminar in Montgomery
Replaced hydrant on Sunny Lane and Nelson Drive
Water Main Break on Mid Oaks Drive**

MONROE FIRE DISTRICT OFFICERS 2016:

**Commissions: John Centofanti, Jason Kalter, Thomas M. Smith Dep. Chair, Thomas P. Sullivan, Ch.
Secretary: Mary Ellen Beams
Treasurer: Richard Goldsein
Chief Daniel Bennet, 1st Ass't Chief John Scherne**