

BOARD OF TRUSTEES MEETING
THURSDAY, MARCH 17, 2016
(www.villageofmonroe.org)

The second of the bimonthly meetings of the Board of Trustees was held on Thursday, March 17, 2016 at 7 PM in the Boardroom of the Village Hall, 7 Stage Road, Monroe, NY. 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, Gormley, Dwyer and Chan

Also present: Treasurer Murray, Lt. Conklin, DPW Supt. Smith, Building Inspector Wilkins, and Village Clerk Carey

Absent: Attorney Bonacic

BUDGETARY TRANSFERS / MODIFICATIONS:

On a motion by Trustee Dwyer seconded by Trustee Gormley, with all in favor, it was:

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

FROM:	TO:	
A1990.410 Contingency	A110.410 Ct Gen'l Expense	\$120.00
	MODIFICATION	
A1560 Safety Insp Fees	A1440.450 Eng. Contractual	\$6,400.00
	CAPITAL RESERVE	
A1930.461		\$5,000.00

BUDGET ADOPTION FY/2017:

On a motion by Trustee Gormley seconded by Trustee Chan, it was:

RESOLVED, the Board of Trustees adopts the Budget for Fiscal Year 2017 as follows:

General Fund: \$9,491,215

Water Fund: 1,917,699

Amount to be raised by Taxes: \$6,585,926

Tax Rate per thousand of assessed valuation: \$40.34

Increase - \$31.50 on a \$50,000 assessed valuation and on a \$100,000 assessed valuation \$63.00

Tax Rate increase rate: 1.59

Revenues: \$2,670,290

Appropriated Fund Balance: \$235,000

Discussion followed. Trustee Chan commented that this was a really tight budget and he hopes nothing goes wrong. Trustee Conklin said the Board worked very hard on this budget. However, there are some questions she has for Treasurer Murray and she wasn't able to come in today to speak to her. She asked that the Board postpone action until the next meeting on April 5th.

On a motion by Trustee Gormley seconded by Trustee Chan the motion was rescinded. The matter was deferred to the April 5, 2016 Agenda.

Ayes: Trustees Conklin, Gormley, Dwyer and Chan

Nays: None

RESIGNATION – THOMAS SERVINO, COURT OFFICER:

On a motion by Trustee Dwyer seconded by Trustee Chan, and carried, it was:

RESOLVED, the Board accepted, with regret, the resignation of Thomas Servino, Court Officer, effective March 2, 2016. The Board thanked Tom for his 5 months with the Justice Court.

PROBATIONARY PERIOD COMPLETED: DETECTIVE DAVID LEE

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

RESOLVED, having completed the probationary term required by Orange County Department of Human Resources, Detective David H. Lee is hereby given permanent status for Civil Service requirement effective 2/21/16

Ayes: Trustees Conklin, Gormley, Dwyer and Chan

Nays: None

RESIGNATION: KYLE DAWSON, P/T DISPATCHER

On a motion by Trustee Dwyer seconded by Trustee Chan, and carried, it was:

RESOLVED, the Board accepted, with regret, the resignation of Kyle I. Dawson, part-time dispatcher effective 3/7/16. The Board wished Kyle the best in his future endeavors.

PD ANNUAL GENERATOR MAINTENANCE AGREEMENT – H.O. PENN CO., INC.

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

RESOLVED, the Board of Trustees approved a preventive maintenance service agreement with H.O. Penn Machinery Co., Inc., Poughkeepsie, NY for the Police Department Olympian G30F1 (Serial # D4674A/001) for a three year period from commencement date of 1/1/16 in the amount of \$1,677.52/year (\$5,032.56). Charges will be allocated from budget line A3120.450.

Ayes: Trustees Conklin, Gormley, Dwyer and Chan

Nays: None

DPW SALE OF SURPLUS 2001 INTERNATIONAL DUMP TRUCK THROUGH AUCTIONS INTERNATIONAL:

On a motion by Trustee Gormley seconded by Trustee Conklin, the following resolution was adopted:

WHEREAS, in accordance with State Law requirements that equipment no longer needed by the municipality be sold at fair market value; it is now therefore

RESOLVED, that the following Department of Public Works equipment is declared surplus to the needs of the Village of Monroe:

2001 International Dump Truck Vin # 1HTGBADR63H516670

It is further **RESOLVED**, the Board directs that this equipment be placed for sale through Auctions International and sold to the highest bidder. When sold, it is hereby authorized that this equipment be removed from inventory and Marshall & Sterling Insurance be notified. It is further

RESOLVED, funds received from the sale shall be placed in the Highway Equipment Reserve Account A9950.9000.

Ayes: Trustees Conklin, Gormley, Dwyer and Chan

Nays: None

ROAD RECLAMATION BID EXTENSION: see minutes page 171

DPW Supt. Smith is requesting that the bid award of June 2, 2015 for Road Reclamation awarded to Reclamation, LLC of West Hurley, NY be extended one year per the provision contained in the bid award. On a motion by Trustee Gormley seconded by Trustee Conklin, with all in favor, it was:

RESOLVED, the Board approved the extension of the bid for road reclamation and resurfacing through Reclamation, LLC, PO Box 292, West Hurley, NY 12491 as per award of June 2, 2015 (Minutes page 171).

FUND TRANSFER: INSURANCE FUND TO EMPLOYEE BENEFITS RESERVE:

On a motion by Trustee Gormley seconded by Trustee Chan, it was:

RESOLVED, that the balance of fifty thousand dollars (\$50,000) be transferred from the Insurance Fund to the Employees Benefits Reserve.

Ayes: Trustees Conklin, Gormley, Dwyer and Chan

Nays: None

APPOINTMENT: P/T DISPATCHER LAURA A. GANNON

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

RESOLVED, the Board appointed Laura A Gannon as part-time dispatcher to fill the vacated position of Kyle Dawson. Effective date of hire is March 24, 2016 at an hourly rate of \$18.73/hour.

Ayes: Trustees Conklin, Gormley, Dwyer and Chan

Nays: None

APPOINTMENT: FREDERIC J BARONE COURT OFFICER

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

RESOLVED, the Board accepted the recommendation of Village Justice Strauss and appointed Frederic J. Barone as part-time Court Officer to replace Thomas Severino who resigned. Effective date of employment is March 30, 2016 at an hourly rate of \$15.

Ayes: Trustees Conklin, Gormley, Dwyer and Chan

Nays: None

BOND REDUCTION: MONROE COPY CENTER TM 202-1-3

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

RESOLVED, the Board accepted the recommendation of John O'Rourke, P.E., Lanc & Tully Engineering for a bond reduction in the amount of \$56,083.50 for Monroe Copy Center, 412 North Main St., Monroe, NY as follows:

Bond Amount \$223,734.70 - \$56.083.50 Work Completed = \$167,651.20 Bond remaining

Ayes: Trustees Conklin, Gormley, Dwyer and Chan

Nays: None

POOCHES BY THE POND EVENT 10/16/16:

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

RESOLVED, contingent upon filing the required Certificate of Insurance, the Board of Trustees approved the Event Permit Application for the Greater Monroe Chamber of Commerce (Lauren Steinberg) to sponsor "Pooches by the Ponds" 5K Race/Walk around the Millponds; canine behavior and massage demos; canine agility demos; exercise with your dog sessions; pet portraits and education and awareness, a community event bringing families and their dogs to benefit homeless animals on Sunday, October 16, 2016 from 9 AM to 3 PM. In addition a copy of the 5K participant registration form showing inclusion of a waiver of liability must be filed with the Village Clerk.

Ayes: Trustees Conklin, Gormley, Dwyer and Chan

Nays: None

ANNUAL CHEESE FESTIVAL 9/10/16: ROAD CLOSURE / BANNER DISPLAY / NO PEDDLING & SOLICITING / INSURANCE RIDER / PROHIBIT SKATEBOARDS, IN-LINE SKATES / DOGS - CONTINUED

On a motion by Trustee Gormley seconded by Trustee Chan, it was:

RESOLVED, the Board approves the Cheese Festival on Saturday, September 10th from 10 AM to 5 PM; it is further

RESOLVED, the Board of Trustees approved the following ROAD CLOSINGS for the annual Cheese Festival event on Saturday, September 10, 2016 from 6 AM to 7 PM:

- Carpenter Place through Lake Street to Route 17M
- Stage Road to Smithfield Court
- From 54 Mill Pond Parkway to 70 Mill Pond Parkway
- Smithfield Court to Mill Pond Parkway

It is further, RESOLVED, the Board of Trustees approved a BANNER display between the ponds calling attention to the Cheese Festival on September 10th. An insurance rider for the banner will be covered by the Village. It is further

RESOLVED, the Board of Trustees waived the "PEDDLING AND SOLICITING REGULATIONS, Chapter 155 of the Village Code" for all food and craft vendors participating in the Cheese Festival on Saturday, September 10, 2016. It is further

RESOLVED, that permits issued will not include those areas already designated for the Cheese Festival. It is further

RESOLVED, the Board of Trustees approved an insurance rider to the Village's existing policy to cover the Cheese Festival Committee and events for the 2016 Cheese Festival that includes the Wine and Cheese Party at Museum Village on August 27, 2016. It is further

RESOLVED, in an effort to protect the welfare and safety of all participants, the Board of Trustees PROHIBIT the use of BICYCLES, SKATEBOARDS, IN-LINE SKATES OR ROLLER SKATES upon any public street (including the entire paved and improved surface thereof), including gutter areas, from curb to curb, sidewalk or on any public lands in the Village of Monroe within the celebration area. It is further

RESOLVED, that no person shall be allowed to bring their dog (s) to the Cheese Festival. It is further

RESOLVED, that any person who violates these restrictions shall be considered a disorderly person and be fined \$200.

Ayes: Trustees Conklin, Gormley, Dwyer and Chan
Nays: None

PUBLIC HEARING SCHEDULING: OC COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FUNDING APPLICATION 2017:

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

RESOLVED, the Board of Trustees authorized a Public Hearing to be scheduled on Tuesday, April 5, 2016 at 6:40 PM to invite public comment and suggestions regarding projects to be considered for funding under the Orange County Community Development Program. Under this program a variety of physical improvements as follows are eligible for funding:

- 1] Acquisition and Disposition of Real Property
- 2] Public Works, Public Facilities or Site Improvements
- 3] Code Enforcement (Housing and Health Codes)
- 4] Clearance, demolition and rehabilitation for public use or economic development
- 5] Housing rehabilitation loan and grants
- 6] Special projects for elderly and handicapped
- 7] Provision of Public Service (Shelters, Clinics, Senior Nutrition, etc.)
- 8] Payment of non-federal shares of other grant programs
- 9] Relocation payments and assistance

The deadline is April 15, 2016.

Ayes: Trustees Conklin, Gormley, Dwyer and Chan
Nays: None

MEMORIAL DAY PARADE 2016: ROAD CLOSURE AND BANNER DISPLAY APPROVAL

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

RESOLVED, the Board of Trustees approved the following parade route for the annual Memorial Day Parade on Sunday, May 29, 2016. The parade is sponsored by the American Legion Post 488, VFW Post 8858, Jewish War Veterans Post 758 and the American Legion Post 1573.

Formation: Smith's Clove Park beginning at 12:15 PM. Step-off at 1:30 PM. Proceed onto Spring Street turning left onto Mapes Place through the underpass to the Monroe Volunteer Ambulance Corps Memorial. The Color Guard will present arms, and wreaths shall be placed. Next, a right turn at Carpenter Place through downtown Lakes Street. From there we will turn left onto Route 17M, and proceed to the Veterans Memorial Park. From there proceed to the Monroe Cemetery for formal dedication and disbanding. It is further

RESOLVED, that a Certificate of Insurance in the amount of one million dollars (\$1,000,000), naming the Village of Monroe as additional insured, shall be posted with the Village Clerk in advance of the parade. It is further

RESOLVED, that the Board of Trustees approved the request to hang a banner across Lake Street between the ponds from May 19th through 29th. Certificate of Insurance shall include the banner. It is further

RESOLVED, the Mayor is hereby authorized to submit the Application for Use of State Highway / NYSDOT Property, Route 17M, form 33c, for the Memorial Day Parade's use of the Route 17M for the line of March to the Monroe Cemetery. It is further

RESOLVED, permission is contingent upon receipt of the required Certificate of Insurance above an approval from the NYS DOT to use of Route 17M.

Police Chief Melchiorre, Monroe Fire District and Monroe Volunteer Ambulance Corp will be copied on the response letter to let them know of road closures.

Ayes: Trustees Gormley, Conklin, Dwyer and Chan
Nays: None

MAYOR'S REPORT:

On March 3, 2016, the Board was notified that the Village's Traffic Prosecutor, Artrip & Weber, PLLC resigned as their firm has become busier and they decided to expand their areas of practice. To expedite finding someone to represent the Village as soon as possible, Mayor Purcell had the Clerk send an email to the Board asking them for authorization to advertise as soon as possible. An ad was placed in the Friday, March 11th edition of the Times Herald Record.

Mayor Purcell presented Trustee Gormley with a Certificate of Appreciation on behalf of the Board thanking her for her invaluable service to our Village during her term as Village Trustee these past eight years (4/1/08-3/31/16). Trustee Gormley decided not to seek re-election. Mayor Purcell thanked Trustee Gormley for all her hard work that included contract negotiations, serving as Deputy Mayor for a time and co-chairing the Activities Committee. Mayor Purcell and Trustee Gormley ran for office together 8 years ago. She was congratulated for her civic duty and community service. Trustee Conklin thanked Trustee Gormley for the 4 years she has spent with her. She was a founding member of the Activities Committee and graciously handed the chair over to Trustee Conklin. Trustee Gormley was going to seek re-election and decided not to on Trustee Conklin's behalf. Trustee Conklin thanked her from the bottom of her heart. She is a dear friend and will be missed, Trustee Conklin said.

Trustee Gormley thanked the residents of the Village for electing her to serve for eight years. She has enjoyed working with everyone in the Village, i.e., Police, DPW, Water, Building Dept., Clerk's Office, Treasurer's office and all the Board's. She will miss everyone. She spent her 30's here. She came unmarried. She is now married with four children. She plans to stay on the Activities Committee and come to occasional Board Meetings. She thanked Trustee Chan for convincing her to run for office.

Mayor Purcell extended congratulations to Trustee Conklin on her re-election to Trustee on Tuesday, March 15th. Congratulations was also extended to newly elected Trustee Debra Behringer. Village Justice Strauss was also congratulated on his re-lection. Judge Strauss is serving his 9th year as Justice. We commend him for doing a great job.

Clean Sweep is scheduled for Saturday, April 30th. Details are still being worked out on the electronic recycling and paper shredding. Committee is meeting weekly to iron out all the details.

The Activities Committee Executive Committee met to discuss this year's upcoming events that include the Concert series, Farmers Market (6/5-11/20), Independence Day Celebration, Carnival, Halloween Parade and Winter Festival with Holiday Float Parade. There is a new event this year "Farm to Table Event"; a sit down dinner served family style on Lake Street.

The Village's Annual Organizational Meeting will be held on Monday, April 4, 2016 at 7 PM.

BOARD COMMENT:

Trustee Chan commented on the MS-4 Report. It was brought to our attention that there were inaccuracies concerning the number of public hearings. DPW Supt. Smith has had the report corrected.

Disclosure Statement: Trustee Chan commented that Disclosure Statements are filled out when someone is hired or elected to office. Things change and these forms should be updated periodically. Attorney Bonacic will be asked to review our current Code of Ethics / Disclosure Form and provide the Board with his recommendations for approval.

Video Taping Meetings: Trustee Chan asked the Board to consider videotaping Village meetings. Cablevision has provided \$5,000 in the contract. If we were to do it we would have to pay for it. Trustee Chan will investigate cost and get back to the Board.

Sewer By-pass Work in Crane Park: Trustee Chan reported that the sewer by-pass work in Crane Park has been delayed as a water management plan was required due to large pumps being used as a result of a higher ground water table. There are more regulatory requirements. They anticipate starting the project on March 21st. The project should take 2 weeks.

Trustee Chan stated that if anyone in the community thinks the Board is doing something illegal or are on the take, or any employee in the village is, it is their duty to contact the State Attorney General or State comptroller's Office. If they find the complaint valid, they will investigate.

Trustee Chan noted that a lot of schools have had people questioned water quality and complaining about lead in the water. The Village of Monroe submits weekly and monthly reports to the County Health Department for different things. We also do water samples of homes in the village. Our new Water Quality Report will be on-line in mid-April.

ADJOURNMENT:

On a motion by Trustee Conklin seconded by Trustee Dwyer, and carried, no further business, the meeting was adjourned at 7:40 PM.

Respectfully submitted,

Virginia Carey, Village Clerk

MONTHLY REPORTS:

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

FEBRUARY 2016 VILLAGE CLERK'S REPORT SUBMITTED BY VIRIGNIA CAREY, VILLAGE CLERK:

- 1] Minutes prepared, associated correspondence completed for the February 2nd Meeting, and the February 15, 2016 Meeting. Associated advertising for bids & Public Hearing.
- 2] Permits issued: Handicap Parking: 13
- 3] February Water Rents (Cash & money orders only) collected: \$7,132.60

- 4] Closed out mailing machine for month on 2/29.
- 5] Attended Village Election Workshop on 2/1/16.
- 6] Bi-Weekly payroll worksheets completed and submitted.
- 7] Daily retrieval of messages left after hours and responded as required.
- 8] Scan and e-mail pertinent information to Board and Attorney.
- 9] Bid Opening on 2/5 for Pavement Preservation Additives and Fog Seal.
- 10] 2 Health Insurance Transactions completed for month.
- 11] Village Election preparation. Public Notices, letters, completed Absentee Ballot for printing and Ballot for voting. Mailed out 32 Absentee Ballots for March 15th Election on 2/29.
Set up Election Registration Books for March 15th Election. Rec'd from County Board of Elections on 2/29.
- 12] Service Recognition Certificates prepared for Mayor: 5 Years 3/1 Elizabeth Doherty; 10 Year 4/18 David Lee, 5 Year 6/1 James Gayler, 25 years 9/9 Dianne Martini, 10 year 10/14 Ernest Mabee, 10 years 10/14 Raymond Burke, 20 years 11/4 Larry Giudice; 5 years 11/15 Carin Szkodzinsky
- 13] Certificate of Appreciation prepared for Trustee Melinda Gormley for her 8 years served as Village Trustee.
- 14] The front and rear entrances of Village Hall were painted on February 26th.

FEBRUARY 2016 BUILDING DEPARTMENT REPORT AS SUBMITTED BY B.I. WILKINS:

Permits Issued: 19 Building Permits 33 Rental Permits
 Fees Collected: Permits - \$4,321.44 Title - \$1,800 Rental Insp: \$1,450
 Fire Zone 1 - \$125 Fire Zone 2 - \$575
 Certificate of Occupancy or Construction Issued: 21
 Code Enforcement: Code Violations: 22 8 Closed Out
 Gasoline:

- *Smith Farm (203-1-1.1 & 1.2) 250 Patio Homes, Gilbert Street. STOP Work Order in effect on Site work
- *Woodroe Estates (231-1-1.21) 60 lots Reynolds / Rye Hill – Final Section 2 under construction.

Status:

- *Bridges at Lake Park (Roscoe Property) – before Village Board & Planning Board
- *Lenza Property 411 Route 17M (TM# 223-1-4) Construction underway.
- *Crystal Run Healthcare – Rt 17M - Site work, and Building construction. ongoing

FEBRUARY 2016 PUBLIC WORKS REPORT SUBMITTED BY BRIAN SMITH, DPW SUPT.

Street Maintenance

- 1] 4 Snow and Ice events
- 2] Right of way brush clearing
- 3] Catch Basin repair
- 4] Storm water detention basin cleaning.
- 5] Right of way brush clearing

Park Maintenance

- 1] Weekly garbage pick up

Water Distribution Maintenance/Filter Plant Maintenance

- 1] Water line mark outs
- 2] Water Plant maintenance
- 3] Water main repair on Amy Todt

FEBRUARY 2015 POLICE DEPARTMENT REPORT SUBMITTED BY ALEX MELCHIORRE, CHIEF:

Calls for Service: 1,115 Criminal Offense 236 Non-criminal Offenses 879 Arrests 53
 Traffic Reports: 237 Traffic Tickets 57 Parking Tickets DWI/DWAI: 10 MVA: 26
 Gasoline: \$1,246.92 Foil Requests: \$22
 OVERTIME: Shift Coverage –69.5 Court –3
 OTHER: 344 Holiday / 3 CPR / 15 Cases / 3 EMT / 21Dept Meetings / 28 Active Shoot
 Training: Video Surveillance – Tenaglia / Lee
 Property Evidence Mgmnt – Krauss / Tenaglia
 Force Science – Melchiorre / Conklin / Krauss / Amatetti / Guzman
 Interview & Interrogation – GomezVega / Gremgen
 Aride – Dunn / Malgieri
 MVA Accident Reports - \$45 Foil Requests: \$7.25

FEBRUARY 2016 JUSTICE COURT REPORT:

Total Fines: \$28,004.25 Total Surcharges: \$9,234 Total Parking: \$2,545
Total Civil Fees: \$1,150 Bail Poundage Collected: \$67.20 Total Bail Forfeited: \$1,020
Total for February: \$42,020.45

Vehicle & Traffic Tickets: 267 Disposed: 331
New Criminal Cases: 57 Disposed: 63 Civil Cases: 2 Disposed: 1
Paid Parking Tickets: 55 Dismissed Traffic Tickets: 49

MONROE FIRE DISTRICT OFFICERS 2015:

Commissions: Thomas M Smith, Peter Scrobe, John Centafonti; Thomas P Sullivan, Ch.
Secretary: Mary Ellen Beams
Treasurer: Richard Goldstein
Chief Daniel Bennet (Special Election to be held for 1st and 2nd Ass't Chief)

FEBRUARY 2015 TREASURER'S REPORT SUBMITTED BY CATHERINE MURRAY:

SIGNIFICANT ACTIVITY (REVENUES)

Bank Interest	\$1,285.00
Gross Utility Tax	8,133.00
Franchises	39,157.00
Rent	6,746.00
Building Permits	7,737.00
Fines & Forfeited Bail	21,284.00

SIGNIFICANT ACTIVITY (EXPENDITURES)

Law Contractual / other Atty	13,603.00
PD Motor Vehicles	8,038.00
PD Uniform Allowance	8,230.00
Snow Removal General Exp	29,929.00

Purification Contractual – Water Fund	37,697.00
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Health Insurance – General Fund	\$100,744
Water Fund	<u>11,751</u>
	\$112,495

Liability Insurance – General Fund	\$37,797
Water Fund	<u>10,661</u>
	\$48,457

STATUS OF FY/2016 CONTINGENCY ACCOUNTS

	CURRENT BALANCE
General Fund Appropriation – budgeted \$169,549	\$143,549
Water Fund Appropriation – budgeted \$25,000	25,000

We have completed 9 months of the fiscal year and expenses should be at 75.0%.
The expenses are at 72.2% for the General Fund and 79.3% for the Water Fund.