

**VILLAGE OF MONROE
ANNUAL RE-ORGANIZATIONAL MEETING
MONDAY, APRIL 4, 2016**

The Annual Organizational Meeting of the Board of Trustees of the Village of Monroe, Orange County, New York was held at 7:00 PM in the Board Room of the Village Hall, 7 Stage Road, Monroe, NY, on Monday, April 4, 2016. Mayor James C. Purcell led in the pledge to the flag and called the meeting to order. Exit signs were announced.

Present: Mayor Purcell; Trustees Conklin, Dwyer, Chan and Behringer
Also present: Judge Lezak, Deputy Treasurer Doherty and Village Clerk Carey

Mayor Purcell welcomed newly elected Trustee, Debra Behringer.

MONTHLY MEETING SCHEDULE:

On a motion by Trustee Dwyer seconded by Trustee Conklin, and carried, the following meeting schedule was adopted:

<u>2016</u>	<u>2017</u>
April 5- 21	January 3 - 17
May 3 - 17	February 7 - 21
June 7 - 21	March 7 – 21
July 19 (One Meeting)	April 4 - 18
August 16 (One Meeting)	
September 6 - 20	
October 4 - 18	
November 1 15	
December 6 - 20	

Meeting will begin at 7:00 PM unless otherwise posted.

RULES OF PROCEDURE:

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

RESOLVED, that the Board of Trustees shall conduct itself according to “Robert’s Rules of Order” to the extent that Robert’s Rules of Order are consistent with Village Law of the State of New York.

EMPLOYEE COMPENSATION:

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

RESOLVED, that compensation for FY/2017 for village employees shall be paid bi-weekly with the payroll period ending on Wednesday, and checks being disbursed on Friday.

OFFICIAL NEWSPAPER:

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

RESOLVED, that the official newspaper of the Village Board shall be the *Middletown Times Herald Record*.

OFFICIAL DEPOSITORIES:

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

RESOLVED, that the official depositories for the Village Board shall be Sterling Bank, 591 Route 17M, M & T Bank, 745 Route 17M, J P Morgan Chase, 845 Route 17M, and T D Bank North, 515 State Route 17M.

INDEPENDENT AUDITOR DESIGNATION:

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

RESOLVED, that **O'Connor Davies LLP, 5 Hudson Valley Ave., New Windsor, NY 12553** is hereby designated as Independent Auditor for the Village of Monroe's fiscal year June 1, 2016 to May 31, 2017 in an amount not to exceed **\$19,000**.

BOARD APPOINTMENTS BY THE MAYOR:

Mayor Purcell made the following appointments:

Trustee Conklin was appointed to act as Deputy Mayor, for a one-year term.

Mayor Purcell was designated as liaison for Street Lighting.

Trustee Dwyer was appointed liaison for the Police Department and Insurance

Trustee Behringer was appointed liaison for the Highway Department and Parks.

Trustee Chan was appointed liaison for the Water Department and Cable TV.

Mayor Purcell & Trustee Conklin will act as liaison for the Building Department, Village Staff, Justice Court and Building Maintenance.

STAFF APPOINTMENT:

On a motion by Trustee Conklin, seconded by Trustee Dwyer, with all in favor, the following Village Hall Staff appointment were made

That **VIRGINIA CAREY** is appointed **VILLAGE CLERK** as per job description on file in the Village Clerk's Office for a period of 4 years, 4/1/16 to 3/31/2020.

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

RESOLVED, that **Ann-Margret Baxter** is hereby appointed **DEPUTY VILLAGE CLERK** as per job description on file in the Village Clerk's Office effective May 2, 2016 at a salary of \$35,000. This appointment is for a period of one year and renewable on an annual basis at the reorganizational meeting in April.

Ayes: Trustees Conklin, Dwyer, Behringer and Chan

Nays: None

On a motion by Trustee Chan seconded by Trustee Dwyer, and carried, the following appointment were made.

That **CATHERINE MURRAY** is appointed **TREASURER** as per job description on file in the Village Clerk's Office for a period of 4 years, 4/1/16-3/31/2020.

On a motion by Trustee Dwyer seconded by Trustee Conklin, and carried, the following appointment was made:

That **ELIZABETH DOHERTY** is appointed as **DEPUTY TREASURER** as per job description on file in the Village Clerk's office for a period of one (1) year and renewable on an annual basis.

ACTING VILLAGE JUSTICE:

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

RESOLVED, that pursuant to Section 3-302 of Village Law, that **Lawrence H. Lezak** is hereby appointed to serve as **Acting Village Justice** for the Village of Monroe, for the 2016-2017 term and until such time as further appointment or re-appointment is made.

LICENSING AUTHORITY:

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

RESOLVED, that pursuant to Village Code, Chapter 115 – Bingo and games of Chance, permitting Bingo / Games of Chance pursuant to General Municipal Law, authorizing the Board of Trustees to delegate an officer of the Village authority in relation to issuance of a license, amendment and cancellation of licenses, to conduct investigations and hearings and the supervision of the operation of games, the VILLAGE CLERK is hereby designated to exercise such authority.

Ayes: Trustees Conklin, Behringer, Dwyer and Chan

Nays: None

ATTORNEY APPOINTMENT:

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

RESOLVED, the Board approved the extension of the contractual position of Village Attorney held by J. Scott Bonacic of Bonacic & McMahon LLP, 90 Crystal Run Road, Suite 104, Middletown, NY 10941, as per job description outlined in the Agreement on file with the Village Clerk as per fee schedule provided.

On a motion by Trustee Conklin seconded by Trustee Behringer it was:

RESOLVED, the Board of Trustees designate the following law firms to serve as Alternate Village Attorney with regard to specific matters in accordance with the fee schedule listed in the current retainer agreement for FY/2016-2017 and until such time as further appointment or reappointment is made:

Levinson, Reineke & Ornstein, P.C., P O 244, Central Valley, NY
Burke, Miele & Golden, LLP, P O Box 216, Goshen, NY

Ayes: Trustees Conklin, Behringer, Dwyer and Chan

Nays: None

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

RESOLVED, the Board of Trustees designated Kelly M. Naughton, Burke, Miele & Golden, LLP, P O Box 216, Goshen, NY 10924, to the contractual position of Zoning Board of Appeals Attorney per job description on file with the Village Clerk for fiscal year 2017 and until such time as further appointment or re-appointment is made.

Ayes: Trustees Conklin, Behringer, Dwyer and Chan

Nays: None

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

RESOLVED, the Board of Trustees designated the law firm of Thomas, Drohan, Waxman, Petigrow & Mayle, LLP, 2517 Route 52, Hopewell Junction, NY 12533 to the contractual position of Labor & Employment Counsel for fiscal year 2016-2017 in accordance with the fee schedule listed in the current retainer agreement.

Ayes: Trustees Conklin, Behringer, Dwyer and Chan

Nays: None

BONDING COUNSEL / FINANCIAL ADVISOR:

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

RESOLVED, the Board of Trustees designate Hawkins, Delafield & Wood, One Chase Manhattan Plaza, New York, NY 10005, to represent the Village of Monroe as Bond Counsel for matters requiring bonding services for fiscal year 2016-2017 and until such time as further appointment or re-appointment is made.

On a motion by Trustee Conklin seconded by Trustee Behringer, it was unanimously:

RESOLVED, the Board of Trustees designate Munistat Services Inc., 12 Roosevelt Ave., Port Jefferson Station, New York, 11776, as Financial Advisor of Record for fiscal year 2013-2014 and until such time as further appointment or re-appointment is made.

OTHER APPOINTMENTS:

On a motion by Trustee Chan seconded by Trustee Conklin, with all in favor, the following designation was confirmed:

RESOLVED, that Gary Parise is hereby appointed Chairperson of the Planning Board for a period of one year.

On a motion by Trustee Conklin seconded by Trustee Chan, and carried the following designation was approved:

RESOLVED, David Levinson, Esq. will continue as legal counsel for the Planning Board on a fee basis.

On a motion by Trustee Chan seconded by Trustee Dwyer, and carried, the following appointment was approved:

RESOLVED, that Paul S. Baum is hereby appointed Chairperson of the Zoning Board of Appeals for a period of one year.

On a motion by Trustee Conklin seconded by Trustee Chan, and carried, the following designation was approved:

RESOLVED, Kelly M. Naughton, Esq. of Burke, Miele & Golden, LLP, 40 Matthews Street, Goshen, NY will serve as legal counsel for the Zoning Board of Appeals on a contractual basis.

On a motion by Trustee Dwyer seconded by Trustee Chan, and carried, the following appointment was approved:

RESOLVED, that Joseph C. Mancuso is hereby appointed Chairperson of the Architectural Appearance Review Board for a period of one year.

The following appointments were made on a motion by Trustee Dwyer seconded by Trustee Conklin and carried:

School Crossing Guards: Anita M Zelenoy – North Main St.
Brendan O. Plunkett – N Main St/Brooks Ave.
Eileen Lynch – Pine Tree

On a motion by Trustee Conklin seconded by Trustee Dwyer, and carried, the following designation was made:

Registrar of Vital Statistics: Town Clerk, Mary Ellen Beams
and Deputy Town Clerk Patricia Kasch

On a motion by Trustee Chan seconded by Trustee Conklin and carried, the following designation was made:

RESOLVED, the Board designated Lanc & Tully, PC, P O Box 687, Goshen, NY 10924 to serve as Village Engineer on a contractual basis.

On a motion by Trustee Chan seconded by Trustee Conklin the following appointment was approved:

Village Historian

Linda Burroughs

MILEAGE REIMBURSEMENT ALLOWANCE:

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

WHEREAS, the Village Board of Trustees has determined to pay a fixed rate for mileage as reimbursement to officers and employees of the Village who use their personal automobiles while performing their official duties on behalf of the Village. NOW, THEREFORE, BE IT RESOLVED:

Section 1. That the Village Board shall approve reimbursement to such officers and employees at the rate of fifty-four cents per mile (\$.54 / mile) 2016 per IRS schedule.

Section 2. That this resolution shall take effect immediately.

FIREWORKS DISPLAY PERMIT DESIGNEE:

On a motion by Trustee Dwyer seconded by Trustee Chan the following was duly adopted:

RESOLVED, upon approval of the Village Board, the Village Clerk be appointed permit authority for issuance of permits for the public display of fireworks under and pursuant to the conditions and restrictions set forth in Penal Law, Section 189-2, but such permit shall be issued only after application shall have been filed together with an insurance policy in the amount of \$1,000,000 naming the Village of Monroe as additional insured on the certificate. Village has the right to refuse any insurance company that is not "A" or above and licensed in the State of New York.

ATTENDANCE AT SCHOOLS AND CONFERENCES:

On a motion by Trustee Dwyer seconded by Trustee Chan, the following resolution was duly adopted:

WHEREAS, there is to be held during the coming fiscal year

- A. The Annual Meeting conducted by the NYS Conference of Mayors and other Municipal Officials for municipal officials and NYCOM'S Main Street Meeting including webinar seminars an classes;
- B. The Training School for Fiscal Officers and Municipal Clerk's conducted by The NYS Conference of Mayors and other Municipal Officials;
- C. The following County Association Meetings: O.C. Clerks Association, O. C. Association of Town and Villages, Tri-County Chapter NYS Building Officials Conference, Hudson Valley Water Works Associates; and Safe Roads Program.
- D. Planning and Zoning Seminars, Police Department Seminars and Training Schools and Parks and Recreation Schools.

WHEREAS, it is determined by the Board of Trustees that attendance by certain municipal officials and employees at one or more of these meetings, conferences or schools benefit the municipality:

NOW, THEREFORE, BE IT RESOLVED:

Section 1. That the following officers and employees are hereby authorized to attend the schools above mentioned upon approval of the Board of Trustees at least 30 days prior to registration:

Mayor and Trustees, Village Clerk, Deputy Clerk, Treasurer, Deputy Treasurer, Building Inspector, Water Superintendent, DPW Superintendent, Planning Board Members, Zoning Board Members, Police Department personnel, Planning Board Sec'y, Architectural Appearance Review Board members and secretary, Village Attorney and all union and non-union personnel.

Section 2. This resolution shall take effect immediately.

PAYMENT AUTHORIZATION FOR CERTAIN RECURRING EXPENSES:

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

RESOLVED, pursuant to Section 5-524 (6) of Village Law, the Board of Trustees does hereby authorize the Treasurer to make payments in advance of audit on claims for recurring expenses for public utility services, postage, freight and express charges, Advertising in Times Herald Record and workers compensation tail claims.

HOLIDAY SCHEDULE 2016-2017:

On a motion by Trustee Conklin seconded by Trustee Behringer and carried, the following Holiday Schedule for the Village non-contract staff will be as follows:

2016

Memorial Day	Monday	May 30, 2016
Independence Day	Monday	July 04, 2016
Labor Day	Monday	Sept. 05, 2016
Columbus Day	Monday	Oct. 10, 2016
Veteran's Day	Friday	Nov. 11, 2016
½ day Thanksgiving Eve	Wednesday	Nov. 23, 2016
Thanksgiving	Thurs/Fri	Nov. 24, 25, 2016
½ day Christmas Eve	Friday	Dec. 23, 2016
Christmas Holiday	Monday	Dec. 26, 2016

2017

New Year's Holiday	Monday	Jan. 02, 2017
Martin Luther King Jr.	Monday	Jan. 16, 2017
Lincoln's Birthday	Monday	Feb. 13, 2017
President's Day	Monday	Feb. 20, 2017

PROCUREMENT POLICY:

On a motion by Trustee Conklin seconded by Trustee Chan and carried, the Procurement Policy on file was reviewed and is attached. Purchase Contract limit is \$20,000 and Public Works on contracts limit is \$35,000. Estimated Amount of Purchase Contracts requires 3 written / fax quotations for RFP \$3,000 to \$20,000; Estimated Amount of Public Works Contract Method \$5,000 to \$35,000.

ORGANIZATIONAL MEETING 2017:

On a motion by Trustee Dwyer seconded by Trustee Chan, and carried, the next Organizational Meeting of the Village is hereby scheduled for Monday, April 3, 2017, at 7 PM.

ADJOURNMENT:

On a motion by Trustee Chan seconded by Trustee Conklin and carried, the meeting was adjourned at 7:32 PM.

Respectfully submitted,

Virginia Carey
Village Clerk

VILLAGE POSITION ROSTER TERMS

<u>ELECTED OFFICERS</u>	<u>POSITION</u>	<u>TERM(YEARS)</u>	<u>TERM(START/EXP)</u>
James C. Purcell	Mayor	(4) years	4/1/14-3/31/2018
Neil S. Dwyer	Trustee	(4) years	4/1/14-3/31/2018
Wayne Chan	Trustee	(4) years	4/1/14-3/31/2018
Irene Conklin	Trustee	(4) years	4/1/16-3/31/2020
Debra Behringer	Trustee	(4) years	4/1/16-3/31/2020
Forrest Strauss	Village Justice	(4) years	4/1/16-3/31/2020

<u>APPOINTED OFFICERS</u>	<u>TERM(YEARS)</u>	<u>START/EXP.</u>
Virginia Carey, Clerk	(4) years	4/1/16- 4/2020
Catherine Murray, Treasurer	(4) years	4/1/16 - 4/2020
Elizabeth Doherty, Deputy Treasurer	(1) years	4/6/16-3/31/2017
Lawrence H. Lezak	(1) year	4/1/16-3/31/2017
Jay Wilkins, Building Inspector III		
Noelle Seaman, DPW Clerical		
Alex Melchiorre, Police Chief		
Dianne Martini, Sec'y to Police Chief F/T		
J. Scott Bonacic, Attorney		
Lanc & Tully, P.C., Consulting Engineers		

PLANNING BOARD:

Gary Parise	(5) years	1/17/2012-1/2017
Fred Cocks	(5) years	1/1/15-12/2020
John Graziano	(5) years	1/2/2011 - 1/2016
Marilyn Karlich	(5) years	12/1/15 -12/2021
Geraldine DeAngelis	(5) years	1/1/13 - 1/2018

ZONING BOARD OF APPEALS:

R. Daniel Margotta	(5) years	12/04/12 - 12/2017
Richard McCarthy	(5) years	12/2/14-12/2019
Frank A. Vitarelli	(5) years	12/6/11 - 12/2016
Paul S. Baum	(5) years	12/1/15 - 12/2020
Howard Zuckerman	(5) years	03/1/16 – 12/2018

ARCHITECTURAL APPEARANCE REVIEW BOARD:

Linda N. Burroughs	(5) years	8/27/13 – 8/2018
Inda Stora	(5) years	8/16/11 - 8/2016
Joseph C Mancuso, Chairman	(5) years	8/04/15 - 8/2020
Georgina Dupcak	(5) years	8/19/14 - 8/2019
Peter Galipeau	(5) years	9/02/15 – 8/2018

MONROE JOINT PARK RECREATION COMMISSION MEMBER:

Anthony G. Vaccaro	(5) years	4/07/15 - 12/2017
Ann Marie Morris	(5) years	12/3/2013 – 12/2018
Jonathan Novak	(5) years	12/15/2015 - 12/2019
Michael Niemann	(5) years	12/6/11 – 12/2016
Emily Whitman	(5) years	1\2/20/16 – 12/2020

PROCUREMENT POLICY

Section 104-b of the General Municipal Law, effective January 1, 1992, requires all municipalities and districts therein to adopt procurement policies for goods and services which are not required by law to be publicly bid. The procurement policy must be adopted by a resolution of the governing body. The governing body must solicit comments from the officers in the municipality involved in the procurement process before adoption of the policy and from time to time thereafter. Each municipality should consider its own particular circumstances in developing the policy and the manner in which goods and services are purchased in your municipality.

The policy must address the procedure for purchasing goods and services which do not exceed the bid limits of \$20,000 for purchase contracts and \$35,000 for public works contracts. This policy will also apply to any exceptions to competitive bidding whether statutory or common law.

PROCUREMENT POLICY

WHEREAS, Section 104-b of the General Municipal Law requires the governing body of every municipality to adopt a procurement policy for all goods and services which are not required by law to be publicly bid, and

WHEREAS, comments have been solicited from all officers in the (VILLAGE) involved in the procurement process, now, therefore, be it

RESOLVED, that the (VILLAGE OF MONROE) does hereby adopt the following procurement policy which is intended to apply to all goods and services which are not required by law to be publicly bid.

PROCUREMENT POLICY FOR THE VILLAGE OF MONROE

1. Every purchase and/or contract made must be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases that the aggregate amount to be spent in a year. Any service contract associated with the purchase of goods or services must be approved by the Board of Trustees and entered into with the Mayor's signature. The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: purchase contracts under \$20,000 and public works contracts under \$35,000; emergency purchases; certain municipal hospital purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under State and county contracts; and surplus and second-hand purchases from another governmental entity.

The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or any other written documentation that is appropriate. (Voucher's will be stamped to indicate those purchases not subject competitive bid.)

2. All goods and services will be secured by use of written requests for proposals, written quotations, verbal quotations, or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided, except in the following circumstances: purchase contracts over \$20,000 and public works contracts over \$35,000; goods purchased from agencies for the blind or severely handicapped pursuant to Section 175-b of the State Finance Law; goods purchased from correctional institutions pursuant to Section 186 of the Correction Law; purchases under State contracts pursuant to Section 104 of the General Municipal Law; purchases under county contracts pursuant to Section 103(3) of the General Municipal Law; or purchases pursuant to subdivision 6 of this policy:
3. The following method of purchase will be used when required by this policy in order to achieve the highest savings:

Estimated Amount of Purchase Contract Method

\$ 0 - \$249	Vendor may be selected by purchaser without competitive quote.
\$250 - \$2,999	2 Verbal Quotations
\$3,000 - \$20,000	3 written / fax quotations or written request for proposals

Estimated Amount of Public Works Contract Method

\$ 250 - \$2,999	2 Verbal quotations
\$3,000 - \$ 4,999	2 Written / fax quotations

\$5,000 - \$35,000

3 Written / fax quotations or written request for proposals

A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining the proposal. In no event shall the failure to obtain the proposals be a bar to the procurement.

4. Document is required of each action taken in connection with each procurement.
5. Documentation and an explanation is required whenever a contract is awarded to other than the lowest responsible offeror. This documentation will include an explanation of how the award will achieve savings or how the offeror was not responsible. A determination that the offeror is not responsible shall be made by the purchaser and may not be challenged under any circumstances.
6. Pursuant to General Municipal Law Section 104-b(2)(f), the procurement policy may contain circumstances when, or types of procurements for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the municipality. In the following circumstances it may not be in the best interest of the VILLAGE OF MONROE to solicit quotations or document the basis for not accepting the lowest bid:
 - a. Professional services or services requiring special or technical skill, training or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity, and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.

In determining whether a service fits into this category, the VILLAGE BOARD OF TRUSTEES shall take into consideration the following guidelines: (a) whether the services are subject to State licensing or testing requirements; (b) whether substantial formal education or training is a necessary prerequisite to the performances of the services; and (c) whether the services require a personal relationship between the individual and municipal officials. Professional or technical services shall include but not be limited to the following: services of an attorney; services of a physician; technical services of an engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing or art work; management of municipally owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of pre-packaged software.

- b. Emergency purchases pursuant to Section 103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety or welfare of the residents. This section does not preclude alternate proposals if time permits.
- c. Purchases of surplus and second-hand goods from any source. If alternate proposals are required, the VILLAGE is precluded from purchasing surplus and second-hand goods at auctions or through specific advertised sources where the best prices are usually obtained. It is also difficult to try to compare prices of used goods and a lower price may indicate an older product.
- d. Goods or services under \$250. The time and documentation required to purchase through this policy may be more costly than the item itself and would therefore not be in the best interest of the taxpayer. In addition, it is not likely that such immaterial contracts would be awarded based on favoritism.
- e. The individuals responsible for procurement for the Village of Monroe are as follows:

James Purcell, Mayor
Brian Smith, DPW Supervisor
Alex Melchiorre, Chief of Police
Virginia Carey, Village Clerk
Catherine Murray, Treasurer
Jay Wilkins, Building Inspector
Forrest Strauss, Justice Court

7. This policy shall take effect immediately and will be reviewed annually.

Dated: 4/5/16

