

**BOARD OF TRUSTEES MEETING
THURSDAY, APRIL 21, 2016 @ 7 PM**

The second of the bi-monthly meetings of the Board of Trustees was held on Thursday, April 21, 2016 at 7 PM in the Boardroom of the Village Hall, 7 Stage Road, Monroe, NY. Mayor James C. 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 Chan
Also present: Treasurer Murray, Police Lt. Conklin and Village Clerk Carey

Absent: Trustee Behringer, Attorney Bonacic and Building Inspector Wilkins (conference)

REQUEST FOR PROPOSALS: SIDEWALK CURBING REPLACEMENT – NORTH MAIN STREET CDBG 2015 AND NEW SIDEWALK/CURBING – CARPENTER PLACE CDBG 2016

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

RESOLVED, the Board of Trustees authorized the Village Clerk to advertise for bids per advertisement provided by the Village Engineer, Lanc & Tully, PC, for the Orange County Community Development Block Grant Projects as follows:

**FY/2015 Sidewalk/Curbing Replacement North Main St.
FY/2016 CDBG New Sidewalk/Curbing Carpenter Place**

Publication will be on April 22, 2016 with bid opening on Friday, May 20, 2016 at 10 AM.

Ayes: Trustees Conklin, Dwyer and Chan
Nays: None

**COUNTY INTER-MUNICIPAL AGREEMENT – STATE LAW ENFORCEMENT
TERRORISM PREVENTION PROGRAM FY/2015 CONTRACT:**

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

RESOLVED, the Board of Trustees approved an agreement with the County of Orange to accept one (1) Mobile Data Terminal and peripherals to be installed in Car 458 (2009 Chevy Impala Vin #2G1WS57MX91254772). This equipment is through the FY 2015 State Law Enforcement Terrorism Prevention Program, Department of Homeland Security and Emergency Services Project # LE15-1006-D00 #3 Work plan code 01. Period of Performance is from September 1, 2015 through August 31, 2018. It is further

RESOLVED, the Village Board authorized Mayor Purcell to execute the agreement on behalf of the Village of Monroe and agrees to abide by the terms of the agreement.

Ayes: Trustees Conklin, Dwyer and Chan
Nays: None

CUB SCOUT PACK 488 FISHING DERBY 5/21/16:

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

RESOLVED, contingent upon receipt of a Certificate of Insurance as outlined in the Event's Application, the Board of Trustees approved Cub Scout Pack 488's request to hold a Fishing Derby on Saturday, May 21, 2016 from 8 AM till noon in Crane Park across from the Commuter Parking Lot on Mill Pond Parkway.

Ayes: Trustees Conklin, Dwyer and Chan
Nays: None

UNPAID CHARGES LEVIED TO THE FY/2017 TAX ROLL:

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

RESOLVED, per requirement of Orange County Real Property Tax Service, the preparer of the June Village Tax Bills, the Board of Trustees authorized the Village Clerk to forward the following amounts to be levied to fiscal year 2017 June Village Tax:

Amount to be raised by taxes	\$6,591,333.00
Unpaid Water Charges (UW001)	198,616.83
Other Charges (OC010)	<u>75.00</u>
	\$6,790,024.83

Ayes: Trustees Conklin, Dwyer and Chan

Nays: None

O.C. MUNICIPAL PLANNING FEDERATION SEMINARS – ZBA MEMBERS MARGOTTA & VITARELLI:

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

RESOLVED, the Board approved the attendance of ZBA Members Dan Margotta and Frank Vitarelli at the Orange County Municipal Planning Federation Workshops as follows:

R Daniel Margotta, April 15, 2016 full-day session at a cost of \$60 to be allocated from budget line A8010.472

Frank Vitarelli, May 11, 2016 evening class 7-9 PM at a cost of \$15 to be allocated from budget line A8010.472.

Ayes: Trustees Conklin, Dwyer and Chan

Nays: None

JUSTICE COURT PROSECUTOR APPOINTMENT:

Six responses were received to our Request for Proposals for Vehicle & Traffic Prosecution Services for the Village Justice Court. Mayor Purcell and Trustee Conklin conducted interviews on Monday and recommend that the Board approve the appointment of Rametta & Rametta, LLC, Attorneys at Law, Goshen, New York to serve as the Village Prosecutor. On a motion by Trustee Conklin seconded by Trustee Chan, it was:

RESOLVED, the Board of Trustees approved an Agreement for legal services of an attorney/law firm to act as special prosecutor for all aspects of Vehicle and Traffic prosecutions in the Village of Monroe Justice Court. To that end, the Board approved the hiring of Rametta & Rametta, LLC, Attorneys at Law, 30 Matthews Street, Suite 104, Goshen, NY 10924 to serve as prosecutor for the Village's Justice Court on an hourly basis at a cost outlined in their fee schedule provided. (Attorney's fee will be billed at \$150/hour).

Ayes: Trustees Conklin, Dwyer and Chan

Nays: None

iWorQ PUBLIC WORKS TRAINING CONFERENCE, AUGUST 1-4, 2016 LOGAN UTAH:

DPW Supt. Smith requested permission for him and Clerk Seman to attend the annual iWorQ Training Conference in Logan, Utah from August 1st to 4th 2016 at a cost of \$2,029 (budget line A5010.472. On a motion by Trustee Conklin seconded by Trustee Chan, it was:

RESOLVED, the Board of Trustees approved the attendance of DPW Supt. Smith and clerical assistant Seman to attend the annual user's conference for the iWorQ software program in Logan, Utah from August 1st to 4th, 2016 at a total cost of \$2,029. Cost to be allocated from budget line A5010.472.

Discussion followed. Trustee Dwyer questioned what the program was. Supt Smith said the iWorQ, web based software program was installed 4-years ago before Hurricane Sandy. At present only parts of the program is being used. It enables tracking cost for events like Hurricane Sandy or a snow storm. It is not being used to the fullest extend at present.

Currently we have the pavement management module, work management module, storm sewer module and facility asset module. Supt Smith plans to get the water module. Supt. Smith saw the software at a trade show and purchased certain modules. Because it is web based, the programs continually update. It is a work management tool. As updates are implemented webinar's are done to acquaint the user with changes / additions. Currently, only 10% of the package is being used. Trustee Dwyer asked if there isn't a seminar east of the Mississippi. Supt Smith said no, iWorQ headquarters are in Logan, Utah. Conferences are onsite. Trustee Conklin said she went online and viewed the software, made a phone call to iWorq and said it was very costly to bring someone here for training. iWorQ staff do not travel. Currently, we pay \$6,000/year license fee annually that includes maintenance.

Votes recorded:

Ayes: Trustees Conklin, Dwyer and Chan

Nays: None

BID AUTHORIZATION: MIDOAKS ST. WATERMAIN REPLACEMENT:

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

RESOLVED, the Board of Trustees authorized the Village Clerk to advertise for bids per advertisement provided by Delaware Engineering, D.P.C. for Waterline Replacement for 680 linear feet of new 8" ductile iron water main on Midoaks Street. Publication will be on April 22, 2016 with bid opening on Wednesday, May 11, 2016 at 11 AM.

Discussion followed about updating the Water Master Plan. Supt. Smith is to provide information to the Board.

Motion withdrawn matter was tabled.

AUTHORIZATION TO ADVERTISE FOR VILLAGE CLERK'S POSITION:

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

RESOLVED, the Board directed the Village Clerk to place a "Help Wanted" ad in the Times Herald Record for the position of Village Clerk. In addition the Ad will be placed on the Village's website. Deadline for applications will be May 20, 2016 at 4 PM.

Ayes: Trustees Conklin, Dwyer and Chan

Nays: None

BRIDGES AT LAKE PARC – STATUS OF VILLAGE INTENTION TO PURSUE REMEDIATION OF FORMER ROSCOE SMITH PROPERTY: see Minutes 5/19/14, 2/16/16, 3/1/16

Attorney Joseph Haspel was present on behalf of Bridges at Lake Parc project before the Planning Board. The Planning Board sent out a letter on March 10, 2016 to the Village Board asking what the Board's intention was relating to what the Board is going to do or not going to do with regard to the Smith house. This matter came up at the Planning Board and there was a reference made from people at the meeting. When the Planning Board went back and looked at the Village Board's prior resolution regarding reclaiming the house, there was confusion as to what the current Village Board wants to do with the Roscoe Smith House. A letter as received from this Board to the Planning Board. Attorney Haspel was here to make sure the letter is before the Board and how you are going to address it. The developer does not take a position one way or another. They are simply trying to keep the planning process moving forward. The reason for asking to be on the agenda tonight is that when the attorney called the Planning Board and asked if a response was received from the Village Board as to what action they are taking, the response was no. As an applicant before the Planning Board they are willing to work with the Planning Board. The Planning Board needs direction and that is why Attorney Haspel and the developer are here tonight.

PART-TIME DISPATCHER SALARY RATE INCREASE STEP PROGRAM:

During budget preparation in 2014, it was agreed that salaries for part-time dispatchers would be increased by adding a step schedule per hour \$18 starting and \$20 after completing one year for part-time dispatchers. This was done in keeping with salaries being paid by neighboring municipalities to recruit and retain dispatchers. Chief Melchiorre in January submitted a memo

to the Board to upgrade two part-time dispatchers who had been here one year. He is again requesting approval of the Board of his request retro to January 6, 2016 for dispatchers Jones and Harris at the current part-time rate. At this time Dispatchers Gamb, Haley, Facchini and Gannon will be the last hired under the step program to receive the step raise following their one year anniversary. Going forward effective June 1, 2016 anyone part-time dispatchers hired will not receive the step increases; they will only receive the percentage raise given to non-contract employees in June. This matter was discussed during budget but never put to a formal resolution. On a motion by Trustee Dwyer seconded by Trustee Conklin, it was:

RESOLVED, the Board of Trustees approved the rate of pay salary increase as per current policy for part-time dispatchers Matthew Harris and Daniel Jones in accordance with the step program schedule in place to \$20.81. Effective June 1, 2016 any new part-time dispatchers hired will receive raises given to non-contractual employees. It is further

RESOLVED, current part-time dispatchers Gamb, Haley, Facchini and Gannon will receive after one year of service in accordance with the step program schedule.

Discussion followed. Motion withdrawn, matter tabled until the labor attorney is consulted.

PENALTY WAIVER REQUEST WATER ACCOUNT 7143:

Water Account 7143 has requested a credit for any late fees imposed for recent water bills. The bills were never received. A neighbor happened to be searching nearby water bills online and asked the resident if they had difficulty paying their bills, this was not the case. On a motion by Trustee Conklin seconded by Trustee Chan, it was:

RESOLVED, the Board of Trustees **DENIED** the request for a credit of late fees imposed on Water Account 7143 as two billing cycle payments were missed.

Ayes: Trustees Conklin, Dwyer and Chan

Nays: None

NOVEMBER PENALTY WAIVER REQUEST WATER ACCOUNT 2005:

Water Account 2005 has requested a credit of \$36.33 for late fee that was imposed for non-payment of the November 2015 Water Bill. The bill was never received. When the February Bill arrived November Bill with penalty brought to light that the bill was outstanding. Being senior citizens on a fixed income the resident is asking for a credit. Bills are always paid on time in person as their water history shows. On a motion by Trustee Conklin seconded by Trustee Dwyer, it was:

RESOLVED, due to payment history of paying water bills on time, the Board of Trustees approved a credit of \$36.33, late fee, imposed for non-payment of the November 2015 bill. For Water account 2005. The bill was not received and was brought to light when the February bill was received.

Ayes: Trustees Conklin, Dwyer and Chan

Nays: None

MUNICIPAL ADVISOR SERVICE AGREEMENT:

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

WHEREAS, Munistat Services Inc. is the Village of Monroe's Financial Advisor of Record; and

WHEREAS, the agreement is required in accordance with the rules and regulations promulgated by the United States Securities and Exchange Commission and the Municipal Securities Rulemaking Board, as required by the Dodd-Frank Financial Reform Act.

NOW, THEREFORE, BE IT RESOLVED, the Board of Trustees approved an Advisory Service Agreement with Munistat Services, 12 Roosevelt Ave., Port Jefferson, NY 11776 effective 4/18/16 (and remaining in effect until terminated by either party upon (30) days written notice) to provide financial expertise in closing out our BAN's due to expire May 27, 2016 for the water system improvements, other than the computer software / controls, and bonding a total of \$4,449,900 over a period of 21 years (2 BAN's each in the amount of \$3,500 and \$949,900 = \$4,449,900). Mayor Purcell is hereby authorized to sign this agreement.

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

MAYOR'S REPORT:

Reminder, Clean Sweep will be held on Saturday, April 30, 2016 starting at 8 AM. The event is advertised in the Photo News and on the Village website. Mayor Purcell thanked all those who have come forward to participate

BOARD COMMENT:

Trustee Chan commented the Police Department recently purchased a mobile sign that will be displayed at various locations that will indicate to motorists what speed they are traveling. This will also allow the Police Department to know what areas and times to have a car assigned to monitor for speeding vehicles.

PUBLIC COMMENT: # PRESENT: 3 TIME: 8:45 PM

Sue Morgante a resident of High Street reported a pothole at Gilbert Street and I7M where work is being done at Chase Bank. The hold is caving in and getting bigger.

Ms Morgante reported that at 62 Gilbert Street there is something being built in the driveway. Now there is scaffolding on a hitch trailer. She feels the scaffolding is dangerous. She was referred to the Building Department.

EXECUTIVE SESSION / ADJOURNMENT:

On a motion by Trustee Conklin seconded by Trustee Chan, and carried, no further business, the meeting was adjourned at 8:45 PM.

Respectfully submitted,

**Virginia Carey
Village Clerk**

MONTHLY REPORTS:

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

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

- 1] Minutes prepared, associated correspondence completed for the March 1st Meeting, and the March 17th, 2016 Meeting. Associated advertising for bids & Public Hearing.**
- 2] Permits issued: Handicap Parking: 11 Garage Sale: 3
Peddler's Permit: 1 (Solar City) Towing Permit: 1 (JAV Auto Ctr.)**
- 3] February Water Rents (Cash & money orders only) collected: \$2,576.24**
- 4] Closed out mailing machine for month on 3/31.**
- 5] Set-up new employee files for new Court Officer, dispatcher, new trustee & new Deputy Clerk.**
- 6] Bi-Weekly payroll worksheets completed and submitted.**
- 7] Daily retrieval of messages left after hours and respond as required.**

8] Bid Opening on 3/30 for Clarke Street Culvert Project / Community Development PH.

9] 1 Health Insurance Transactions completed for month.

10] Supervised Village Election – 1-1/2 hrs to assist with vote tally and Absentee Count / Notified those elected

11] 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

12] Swearing-in of new Trustees 3/28. 3/29 came in PM to swear-in Judge Strauss.

13] Vouchers completed as required.

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

Permits Issued: 25 Building Permits 30 Rental Permits
Fees Collected: Permits - \$3,865.41 Title - \$1,800 Rental Insp: \$1,450
Fire Zone #1 - \$25 Fire Zone 2 - \$625
Certificate of Occupancy or Construction Issued: 30
Code Enforcement: Code Violations: 36 13 Closed Out

*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

*Crystal Run Healthcare – Rt 17M - Site work, and Building construction ongoing.

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

Street Maintenance

1. Pot hole patching
2. Right of way brush clearing
3. Catch Basin repair
4. Storm water detention basin cleaning.
5. Right of way brush clearing
6. Spring street sweeping of all village streets

Park Maintenance:

1. Weekly garbage pick up

Water Distribution Maintenance/Filter Plant Maintenance

1. Water line mark outs
2. Water Plant maintenance
3. Hydrant replaced on Spring St.
4. Replace filter media at treatment plant

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

Calls for Service: 1,237 Criminal Offense 190 Non-criminal Offenses 1,047 Arrests 60
Traffic Reports: 283 Traffic Tickets 44 Parking Tickets DWI/DWAI: 5 MVA: 25
Gasoline: \$1,214.40 (991.32 gal)

OVERTIME: Shift Coverage: 99 Court –21

OTHER: 160 Holiday / 32 Active Shoot / 11 Cases / 8 STOP DWI / 7.5 SLA Detail / 6 EMT / 3 Egg Hunt

Training: Active Shooter Team Tactics – Krauss / Fremgen

Narcotic Operation – Mahoney / Fremgen

Armorer Course – Mahoney

MVA Accident Reports - \$45.25

Foil Requests: \$7.25

MARCH 2016 JUSTICE COURT REPORT:

Total Fines: \$34,648.75 Total Surcharges: \$10,964 Total Parking: \$2,055
Total Civil Fees: \$1,880 Bail Poundage Collected: \$96.75 Total Bail Forfeited: \$850
Total for March: \$50,494.50

Vehicle & Traffic Tickets: 307 Disposed: 394
 New Criminal Cases: 57 Disposed: 115 Civil Cases: 0 Disposed: 2
 Paid Parking Tickets: 57 Dismissed Traffic Tickets: 46

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)**

MARCH 2015 TREASURER'S REPORT SUBMITTED BY CATHERINE MURRAY:

SIGNIFICANT ACTIVITY (REVENUES)

Bank interest	1,324
Int & Penalty Real Property Tx	17,060
Gross Utilities Tax	26,648
Rent	6,746
Building Permits	6,502
Fines & Forfeited Bail	25,833
Sales of Equipment	39,800

SIGNIFICANT ACTIVITY (EXPENITURES)

Judgments & Claims	
PD Office Equipment	
PD Other Equipment	5,000
St Cleaning Equipment	5,578
PD Serial Bond Interest	5,269
Purification Equipment - Water	6,440
Water System Improvements	4,350
	29,585
Health Insurance - General Fund	88,370
- Water Fund	
	97,342
	11,751
WC Insurance - General Fund	109,093
- Water Fund	
	55,869
	8,315
	<u>64,184</u>

STATUS OF FY2016 CONTINGENCY ACCOUNTS

CURRENT BALANCE

General Fund Appropriation -budgeted	\$169,549	143,149
Water Fund Appropriation -budgeted	\$25,000	25,000

We have completed 10 months of the fiscal year and expenses should be at 83.3%. The expenses are at 79.0% for the General Fund and the expenses are at 84.8% for the Water Fund.