

**BOARD OF TRUSTEES MEETING
TUESDAY, OCTOBER 18, 2016
(www.villageofmonroe.org)**

On a motion by Trustee Conklin, seconded by Trustee Behringer and carried, the Board of Trustees convened in Executive Session at 6:30 PM at in the Boardroom of Village Hall, 7 Stage Road, Monroe, NY, for Attorney/Client Privilege.

Present: Mayor Purcell, Trustees Conklin, Dwyer, Behringer and Chan.
Also present: Attorney Kelly Naughton, Village Engineer O'Rourke

On a motion by Trustee Chan seconded by Trustee Dwyer, the Board came out of Executive Session at 6:59 PM, to convene for the Village Board Meeting.

The second of the bi-monthly meetings of the Board of Trustees was held on Tuesday, October 18, 2016 at 7 PM in the Boardroom of the Village Hall, 7 Stage Road, Monroe, NY. Mayor Purcell led in the pledge to the flag and called the meeting to order. Emergency exits were announced.

Present: Mayor Purcell, Trustees Conklin, Dwyer, Behringer, and Chan
Also present: Village Clerk Carey, Deputy Clerk Baxter, Police Chief Conklin, Treasurer Murray, Building Inspector Wilkens, DPW Supervisor John Linderman, and Chief Water Plant Operator Mabee.
Absent: Attorney Bonacic

BUDGETARY TRANSFERS / MODIFICATIONS:

On a motion by Trustee Conklin seconded by Trustee Behringer, 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:		To:		Amount
			Budget Modifications	
A.2665	Sales of Equipment	A.3120.230	Police Vehicles	1,647.00
A.2680	Insurance Recoveries	A.3120.453	Automotive Maint	3,025.02
A.2260	Police Services	A.3120.135	PD OT/Grants	1,578.64
A.2705	Gifts & Donatons	A.9950.9600	Transfers Crane Pk Rsv	10,000.00

ADMINSTRATIVE SERGEANT APPOINTMENT: ANTHONY T. AMATETTI:

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 approved the following appointment:

Sergeant Anthony T. Amatetti to the position of Administrative Sergeant effective October 19, 2016 with a salary of \$101,190.00.

Ayes: Trustee Dwyer, Behringer and Chan
Nays: None
Abstain: Trustee Conklin

EMPLOYMENT OPPORTUNITY DISCUSSION – HIRING OF AN HEO:

Discussion followed on hiring of a Heavy Equipment Operator (HEO). Supervisor Linderman explained to the Board that the two Laborers hired in September 2015, do not have enough training hours in his opinion to operator a backhoe or wing plow at this time, and with him being pulled out of the rotation schedule, they are effectively down manpower. Supervisor Linderman expressed his concerns that even though they have their CDL licenses, they have no experience plowing snow or running heavy equipment, and at this time, there is no adequate time to train them. Trustee Chan pointed out that we are growing in this Village, we've taken

on additional roads. We're down an additional man now that John has been taken out of the loop as well, so essentially he is down three men. Trustee Conklin suggested hiring a seasonal employee to see us through the winter season. Mayor Purcell stated that we have options. We can bring on seasonal guys, there are qualified guys out there that can see us through the winter. We don't need to decide tonight. DPW liaison Trustee Behringer will meet with Supervisor Linderman to review the options discussed this evening and report back to the Board.

PAYMENT AUTHORIZATION – 2016 CDBG PROGRAM – CONSORTI BROS. PAVING & SEALCOATING, INC. - NORTH MAIN STREET SIDEWALK REPLACEMENT:

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

RESOLVED, the Board of Trustees accepted the recommendation of Lanc & Tully, PC and approved Payment No. 1 for period ending September 20, 2016 submitted by Consorti Bros. Paving and Sealcoating, Inc., for the North Main Street Sidewalk Replacement project that includes all documentation required by the O.C. Office of Community Development that has been reviewed and found complete. The payment is full payment of the completed contract work withholding the required 5% retainage. Amount of payment is \$162,967.33. (Federal Contract No. B-15-UC-36-0105 / County Contract No. 30/158693.7150A150. Discussion followed. Trustee Dwyer questioned items on Consorti's bill and why they were charging \$2,400.00 for one of their guys to sit in a backhoe for 10 minutes to remove hedges on a 50' lot? Mayor Purcell clarified that the hedge removal was needed and that it is coming from the Community Development Grant Funding. After additional discussion, Mayor Purcell was authorized to sign the voucher for payment.

Ayes: Trustees Conklin, Dwyer, Behringer and Chan

Nays: None

AUTHORIZATION – INSTALLATION OF NEW UTILITY BODY -

Water Department Chief Plant Operator Mabee requested authorization to have installed a new utility body on the Water Department's 2014 Ford F250 pickup truck which will replace the truck with utility body that is being traded in on the purchase of a new vehicle which was approved at the October 4, 2016 meeting. Water Treatment Plant Operator Mabee attempted to get 3 estimates for the work to be done. Two were received, Hudson River Truck & Trailer at \$6,295.00, and Robert Green truck Division at \$7,122.00. He is requesting Board authorization to proceed with having the work done at Hudson River Truck & Trailer. On a motion by Trustee Chan seconded by Trustee Conklin and carried, it was:

RESOLVED, the Board accepted the request of Chief Plant Operator Mabee and authorizes the installation of the new truck utility body on the 2014 Ford F250 to be done by Hudson River Truck & Trailer at a cost of \$6,295.00, to be allocated from budget line F8340.410 – Distribution General Expense.

Ayes: Trustee Conklin, Dwyer, Behringer and Chan

Nays: None

BID AWARD – 2017 4X4 DIESEL CREW CAB TRUCK W/2006 F250 TRADE-IN:

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

RESOLVED, the Board accepted the recommendation of Chief Plant Operator Mabee and awarded the bid to Healey Chevrolet Buick, 2528 Route 17M, Goshen, NY as follows:

2017 4X4 Diesel Pickup Truck with Crew Cab with the Trade-in of a 2006 F250 in the amount of \$48,600 (delivered price after trade-in of \$5,000.00). Payment of truck to be allocated from budget line F8330.2300 Purification Auto Equipment. This will require a transfer of funds from F8340.4500 Distribution Contractual and F8320.4500 Source Contractual. Treasurer Murray will request transfer at a later date.

Ayes: Trustees Conklin, Dwyer, Behringer and Chan

Nays: None

CHILDREN'S MENTAL HEALTH AWARENESS 5K WALK SPONSORED BY VOICES UNITED 4 CHANGE/ DEPARTMENT OF MENTAL HEALTH (5/6/17 COMMUTER PARKING LOT, MILLPOND PKWY):

Request was received from Anne-Marie Freitas, Outreach Program Coordinator, Voices United 4 Change / Department of Mental Health, Goshen, NY to celebrate National Children's Mental Health Awareness Fundraising. Mrs. Freitas is seeking permission to use the commuter lot on Mill Pond Parkway and the Mill Pond Walking Paths to host walkers at the start and finish of the event. Discussion followed. Attorney Bonacic will be requested to review the current application and update it to include outside vendors at events.

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

RESOLVED, the Board of Trustees approved the request of Voices United 4 Change / Department of Mental Health, Goshen, NY, Anne-Marie Freitas, Program Coordinator, contingent on approval from the Police and Building Departments, to use the commuter Parking Lot on Mill Pond Parkway and the Mill Pond Walking Paths to host their "Children's Mental Health Awareness 5K Walk on Saturday May 6th, 2017 from 7:30 AM to 1 PM. Permission is contingent upon proof that their participation registration form includes a waiver of liability and must be provided to the Village Clerk no later than one week prior to the event. The sponsor is required to coordinate the event with the Monroe Police Department. **NOTE: Sign off by Monroe PD & Building Dept. was done on 10/20/16.**

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

COMPLIMENTARY HOLIDAY PARKING IN THE METERED GENERAL BUSINESS DISTRICT 12/1/16 – 1/2/17:

On a motion by Trustee Behringer seconded by Trustee Chan, and carried, the Board declared "Complimentary Holiday Parking" from December 1, 2016 to January 2, 2017 in the Central Business District of the Village.

TEMPORARY APPOINTMENT – CATHIE GIGLIO – MAINTENANCE & UPDATES OF VILLAGEOFMONROE.ORG WEBSITE:

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

RESOLVED, the Board of Trustees approved the interim hiring of Cathie Giglio of Campbell Hall, NY, to update and maintain the Village's website at the rate of \$50.00/hour until such time as a permanent solution can be determined.

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

HUDSON VALLEY WATER WORKS SEMINAR 11/16/16 – ERNIE MABEE, JAIME PRICE & MICHAEL HIPSMAN:

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

RESOLVED, the Board approved the attendance of Ernie Mabee, Jaime Prince and Michael Hipsman at the Hudson Valley Water Works Conference Fall Seminar, Wednesday, November 16, 2016 from 8 AM to 3 PM in Montgomery, NY. This is a budgeted training expense of \$30/each (\$90) to be allocated from budget line F8310.472. Mileage for use of their own vehicle shall be reimbursed on voucher at the rate of \$.54/mile.

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

COMMENCING THE SEQRA PROCESS AND SCHEDULED A PUBLIC HEARING ON THE REVISED COMPREHENSIVE PLAN AND INTRODUCTORY LOCAL LAWS 5, 6, 7, 8, AND 9 OF 2016:

INTRODUCED BY: Trustee Conklin

SECONDED BY: Trustee Chan

Dated: October 18, 2016

At a meeting of the Board of Trustees of the Village of Monroe, County of Orange, State of New York, held at Village Hall in said Village on the 18th day of October, 2016,

WHEREAS, the Board of Trustees has been working diligently to update its Comprehensive Plan and various chapters in the Village Code; and

WHEREAS, the Board of Trustees is considering revisions to its previously adopted Comprehensive Plan, as well as Introductory Local Law 5, which proposes to adopt the revisions to the Comprehensive Plan; and

WHEREAS, the Board of Trustees is also considering Introductory Local Law 6 of 2016, amending the Village Zoning Map, Introductory Local Law 7 of 2016, amending the Zoning Code in accordance with the Comprehensive Plan, Introductory Local Law 8 of 2016, amending other portions of the Zoning Code, and Introductory Local Law 9 of 2016, amending various provisions of the Village Code outside of the Zoning Code; and

WHEREAS, the Board of Trustees finds that it is appropriate to commence the SEQRA process and to schedule a public hearing on the proposed revisions to the Comprehensive Plan and the introductory local laws.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Village of Monroe that the Board of Trustees hereby assumes Lead Agency status under SEQRA for Introductory Local Laws 5, 6, 7, 8, and 9 and types these laws as Type I actions.

BE IT FURTHER RESOLVED, that the Board of Trustees hereby schedules a public hearing on the Comprehensive Plan revisions and Introductory Local Laws 5, 6, 7, 8 and 9 for November 15, 2016 at 6:30pm.

Ayes: Trustees Conklin, Dwyer, Behringer and Chan

Nays: None

MAYOR'S COMMENTS:

Mayor Purcell thanked the Monroe Garden Club along with the Girl & Boys Scouts for decorating the downtown with scarecrows and cornstalks.

Gazebo Decorating: Mayor Purcell thanked Trustee Conklin for the great job she did with the fall decorating at the Mill Pond Gazebo in Crane Park.

He also took a moment to thank Mike Litter and the MWHS Arts Department who work together every year, with the window painting and as a result the downtown has a very festive, fall feeling to it, Good job!

Today Mayor Purcell also filed the final application for the TAP Grant for the downtown, including letters of support from government agencies, Congressmen, Senators, including a lot of support coming from Congressmen Maloney and Schumer's offices. We will find out in November if we are awarded funding.

Trustee Chan inquired as to the update status of the Orange & Rockland street lights that are out, and Chief Conklin reported that he has been in contact with them and they are very slow to react to such issues, and that they will get to it when they are able.

Trustee Dwyer had a few items to report on. He had been contacted by a representative of Verizon who wanted to look at some properties in the Village for possible booster sites. After a series of conversations and discussions, two water towers have been identified, one on Winchester, the other on Briarwood, as possible cell sites. He was asked to bring before the Board the negotiation of \$4,200.00 per each site that we signed on. He wanted to know if that was something that the Board may be interested in and he would then continue the

conversation. Mayor Purcell advised to get all the information to Attorney Bonacic for review first, and provide the rest of the Board with the paperwork to review as well. Trustee Dwyer concluded that it is found money, a great opportunity, a 5 year contract with the possibility of 7 years. Everything that would be born of this project would be on them.

Trustee Dwyer continued, he wanted to bring the Board up to speed on something that he started quite some time ago with Chief Conklin and Attorney Bonacic, and that is revising 3 of the local ordinances within the Village, taxi code, scoff law and towing ordinance that is currently being enforced in the Village under existing provisions. He will be providing them with updates once he has finished working on them. Mayor Purcell advised that Trustee Dwyer should review the new Comprehensive Plan as there are changes to the taxi ordinances that he spoke of earlier, specifically Chapter 182 has been reviewed and revised.

The last item he wanted to discuss was the Roscoe Smith house. Everyone is aware that he has been working on this project since last year and trying to obtain a piece of the Roscoe Smith estate. Trustee Dwyer reiterated his prior conversations regarding Village ownership of the Roscoe Smith house and the current owner's interest in doing business. Trustee Chan interjected that the Village is, and has been, interested, and that the Board has given Trustee Dwyer authorization to proceed in that regard. He is to obtain a written proposal that can be presented to the Board and reviewed for action.

PUBLIC COMMENT: # PRESENT 11 TIME: 8:03 PM

Greg Panzarella of 71 Gilbert Street came before the Board to publicly thank Mayor Purcell, Building Inspector Wilkens, and John Linderman for their help regarding the war zone that Gilbert Street has turned into, and the empty promises from Verticon. He also thanked Attorney Bonacic, in assisting with bringing some resolution to the problems that the residents have experienced on Gilbert Street. Inaccessibility of school buses, exposed, above ground gas lines, etc. He asked not to confuse this with a complaint; it is in the form of a thank you, for taking his calls and is using this public forum to let the other Trustees know how helpful the Village has been. The Village Board has been his only voice, his only advocate, and he is grateful. Mayor Purcell provided Mr. Panzarella with an update. He has met with every person involved in that project, the project manager, Lanc & Tully, to the foreman's to let them know that it is our road, not theirs. They will begin again meeting bi-weekly to give us reports, and develop a schedule to ensure that the road is put back in shape now, and for the winter. If not, they will be held accountable. With all our Departments, Water, Highway, PD, we will be on that job and our Building Department too, enough is enough. Mayor Purcell also stated that he requested that the contractors drop a letter off to the residents, no more empty promises. Replace in kind.

Trustee Dwyer inquired regarding signage along Gilbert Street. Mayor Purcell reiterated that all this, missing signage, road conditions, etc. will all be covered in these bi-weekly meetings and that they will report back to the Board. If there are issues that are brought to our attention that are not addressed by the contractor, then the Village will get it fixed and back charge them.

EXECUTIVE SESSION:

On a motion by Trustee Chan seconded by Trustee Conklin, and carried, following a 5 minute recess, the Board convened in Executive Session at 8:12 PM for discussion of personnel.

Respectfully Submitted,

Ann-Margret Baxter
Deputy Clerk

OPEN SESSION: on a motion by Trustee Conklin seconded by Trustee Behringer and carried, the Open Meeting resumed at 9:35 PM.

ADJOURNMENT:

On a motion by Trustee Conklin seconded by Trustee Behringer and carried, no further business, the meeting was adjourned at 9:40 PM.

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

MONTHLY REPORTS:

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

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

- 1] Minutes prepared, associated correspondence completed for the September 6th and 20th Meetings.
- 2] Permits issued: 14 Handicap Parking 18 Garage Sale
- 3] Collection of August Water Rents
- 4] Closed out mailing machine for month on 9/30.
- 5] June past due Village Tax Collections (Unpaid \$195,208.73)
- 6] Bi-Weekly payroll worksheets completed and submitted.
- 7] Daily retrieval of messages left after hours and responded as required.
- 8] Health Insurance transactions completed.
- 9] Required paperwork filed with O.C. Department of Human Resources
- 10] Employee Milestone Anniversaries 2016: 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
- 11] Vouchers completed as required.
- 12] Heating Units serviced by Weststar on 9/30/16

SEPTEMBER 2016 BUILDING DEPARTMENT REPORT AS SUBMITTED BY JAY WILKINS, BI:

Building Permits Issued:36 Rental Inspections Completed:18 Title Searches Completed:20

Violations Issued:12 Building Permit Inspections Performed:26 C.O.'s Issued:28

Fire Inspections:12

Open, active building permits: 225

Building Permit Fees \$12,296.25

Rental Permit Fees 300.00

Fire Inspection Fees 250.00

Title Search Fees 3,000.00

\$15,846.25

Code Enforcement: 75 Violations issued 5 closed out

SEPTEMBER 2016 DPW SUBMITTED BY JOHN LINDERMAN, PUBLIC WORKS SUPERVISOR:

REGULAR MAINTENANCE / VILLAGE IMPROVEMENTS:

- Mowed, weed-wacked, painted monument, trimmed and planted at 911 Memorial Walkway Garden
- Trimmed all trees at Crane Park, Lake Street and Stage Road.
- Replaced 50' of sidewalk at Forestdale and Frederick Drive.
- Replaced 40' drainage pipe and two catch basins on Newbury St.
- Blacktopped potholes throughout the Village.
- Mowed right-of-ways throughout the Village.
- Removed stumps at 13 Forestdale Ave.
- Fixed 2 Catch basins on Stage Road and 1 on Cunningham Dr.
- Mowed Crane Park 3X and right-of-ways in Village.
- Downtown trash removal
- Prepared and Cleaned-up after Cheese Festival.
- Swept Village Streets
- Cleaned up following Orange County Volunteer Firemen's Parade.
- Litter clean up in Crane Park.

SEPTEMBER 2016 POLICE DEPARTMENT REPORT SUBMITTED BY DAVID CONKLIN, CHIEF:

Calls for Service: 1,502 Criminal Offense 216 Non-criminal Offenses 1,286 Arrests 47

Traffic Reports: 246 Traffic Tickets 22 Parking Tickets DWI /DWAI: 2 MVA: 21

Gasoline: \$1581.27 MVA Accident reports – 21A Foil Requests: \$4.75

Overtime: Shift Coverage: 109.5 Court 12 144 Holiday Cases: 19 OCVFA Parade EMT 21 Training 5.5 STOP DWI 12 Supervisor Mtg 2 Cheese Festival 13 911 Memorial Ceremony 3

Training:

Accreditation Mgmt – Krauss / Guzman / Young

IMPACT – Krauss / Arndt

Concealment – Tenaglia / Lee / Mahony / Fremgen

Traffic Tactics – Grosso / Farningham / Malgieri

MVA Accident Report Fees: \$35

FOIL Requests: \$3.50

SEPTEMBER 2016 JUSTICE COURT REPORT:

Total Fines: \$26,703.80 Total Surcharges: \$8,659.60 Total Parking: \$1,055

Total Civil Fees: \$2,070 Bail Poundage Collected: \$53.85 Total Bail Forfeited: \$1,123

Total for September: \$39,665.25

Vehicle & Traffic Tickets: 233 Disposed: 300

New Criminal Cases: 47 Disposed: 66 Civil Cases: 1 Disposed: 2

Paid Parking Tickets: 18 Dismissed Traffic Tickets: 41

MONROE FIRE DISTRICT OFFICERS 2016:

Commissions: Thomas M Smith, Peter Scrobe, John Centafonti; Thomas P Sullivan, Ch.

Secretary: Mary Ellen Beams

Treasurer: Richard Goldstein

Chief Daniel Bennet, 1st Ass't Chief John Scherne

SEPTEMBER 2016 TREASURER'S REPORT SUBMITTED BY CATHERINE MURRAY:

SIGNIFICANT ACTIVITY (REVENUES)

Bank Interest	\$2,479
Gross Utility Tax	24,172
Rental (sept. / Oct.)	14,485
Building Permits	63,944
Fines & Forfeited Bail	26,140
Insurance Recoveries	31,303
CHIPS (prior year accrual)	125,386
AIM	31,456
State Aid Other	8,925
Water Tap Fees (water fund)	10,000

SIGNIFICANT ACTIVITY (EXPENDITURES)

PD Contractual	9,115
St. Maint Equip Maint	7,010
St Lighting Street	13,773
Sidewalks General Exp	12,015
St Cleaning Equip	45,636
PD Serial Bond Principal & Interest	64,350
Admin Legal (Water improvements Bond)	10,519
Distribution General Exp (water fund)	8,428
Radio Reads (water fund)	6,034
Water System Improvements	175,819
Downtown Revitalization	9,818
Health Insurance – General Fund	93,381
Water Fund	<u>14,694</u>
	\$108,075
Liability Insurance – General Fund	35,151
Water Fund	<u>9,914</u>
	\$45,065
Workers' Comp Insurance – General Fund	\$47,583
Water Fund	<u>6,839</u>
	\$54,422

STATUS OF FY2016 CONTINGENCY ACCOUNTS

	CURRENT
BALANCE	
General Fund Appropriation – budgeted \$162,653	162,653
Water Fund Appropriation – budgeted \$ 25,000	5,000