

**BOARD OF TRUSTEES MEETING
TUESDAY, NOVEMBER 1, 2016
(www.villageofmonroe.org)**

The first of the bi-monthly meetings of the Board of Trustees was held on Tuesday, November 1, 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, and Chan

Also present: Attorney Bonacic, Village Clerk Carey, Deputy Clerk Baxter and Police Chief Conklin.

Absent: Trustee Behringer (father's death)

MINUTE APPROVAL: OCTOBER 4th AND 18th:

On a motion by Trustee Conklin seconded by Trustee Dwyer, with all in favor, the Minutes of the October 4th and October 18th Meetings were approved.

APPOINTMENT: FULL-TIME POLICE OFFICER: JUSTIN S. ROMER:

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

RESOLVED, the Board approved the recommendation of Chief Conklin to hire Justin S. Romer to the Full-Time police officer position. Mr. Romer has been employed as a full-time Officer with the NYS Dept. of EPP since September 2009, requirements of the OC Dept. of Human Resources Certification of Eligibles for Exam#60682, Police Officer have been met. This full-time position has a probation period not to exceed 26 weeks according to Civil Service. Effective date of employment is 11/12/16 with an anniversary date of 6/1/15, at a rate of pay starting at the 2nd year of \$68,349.

Ayes: Trustees Dwyer and Chan

Nays: None

Abstain: Trustee Conklin

AGREEMENT – IMPACT SOFTWARE MAINTENANCE THROUGH ADMIT COMPUTER SERVICE:

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

RESOLVED, the Board of Trustees approved the annual maintenance contract renewal for Impact Software through Admit Computer Services, Inc., Farmingdale, NY, at a cost of \$9,990.00 to be allocated from budget line A3120.450, Contractual. Contract period is for the period of 12/1/16 through 11/30/17. The agreement has been reviewed and approved by Attorney Bonacic.

Ayes: Trustees Dwyer and Chan

Nays: None

Abstain: Trustee Conklin

RETIREMENT SYSTEM NOTIFICATION – RETIREMENT OF VIRGINIA CAREY 12/31/16:

The Village has been notified by the NYS Retirement System that Village Clerk Virginia Carey will be retiring on 12/30/16. Village Clerk Carey began her career at Village Hall in April of 1979. She has worked with 6 Mayors, 6 Deputy Clerks and many Trustees through her 37 ½ years of dedicated and devoted service to the Community in which she has lived and worked. In her letter to the Board announcing her retirement, she stated what an honor it has been to serve the Village of Monroe and while she will miss the daily interaction with the residents, she is confident that there will be a smooth transition when Deputy Clerk Baxter assumes the position of Village Clerk in January 2017. It has been an honor and privilege to recognize Village Clerk Carey on her upcoming retirement. She has served our community with pride and the utmost professionalism, and on behalf of a grateful community, we thank her.

EVENT APPLICATION AMENDMENT TO INCLUDE MULTIPLE VENDORS AT AN EVENT:

Following the October 18th Meeting, Attorney Bonacic was asked to review the existing vendor application in regards to events in which multiple vendors are participating. Attorney Bonacic prepared an additional form for such instances for the Board to review and approve. Discussion followed.

Mayor Purcell made a motion seconded by Trustee Dwyer, and it was:

RESOLVED, the Board of Trustees approved an amendment to the Events Application – “Vendor Permits” to be used by vendors participating in any event that have multiple vendors participating. Such vendor permit (s) must accompany the Event Application when submitted. The fee schedule for additional vendors on an application is as follows:

Single Day Vendor Permit (events up to 500 people):	\$25.00/Vendor
Single Day Vendor Permit (events between 500-1500 people):	\$50.00/Vendor
Single Day Vendor Permit (events over 1500 people):	\$75.00/Vendor

Ayes: Trustees Conklin, Dwyer, and Chan

Nays: None

Attorney Bonacic will provide the Village with an Events Application Amendment with Multiple Vendors to approve at the 11/15/16 Meeting.

ORANGE COUNTY MUNICIPAL PLANNING FEDERATION CLASS 11/3/16 – ACTING JUSTICE LEZAK & ZMA MEMBER HOWARD ZUCKERMAN:

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

RESOLVED, the Board approved the attendance of Acting Justice Lezak and ZBA Member Howard Zuckerman at the Orange County Municipal Planning Federation class “Case Law Updates” Thursday November 3, 2016 from 7:00 PM to 9:00 PM in Goshen, NY. This is a budgeted training expense of \$15/each (\$30) to be allocated from the budget lines A8010.4720 and A1110.4720.

Ayes: Trustees Conklin, Dwyer, and Chan

Nays: None

RFP – NEW TELEPHONE SYSTEM FOR VILLAGE HALL AND POLICE DEPARTMENT:

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

RESOLVED, the Board of Trustees authorized Treasurer Murray to circulate a request for proposals for a new telephone system hosted by VoIP System / On-Premise VoIP System / Hybrid IP System for Village Hall and the Police Department. Return date of proposal submittal no later than 12:00 PM on November 15th, 2016.

Ayes: Trustees Conklin, Dwyer, and Chan

Nays: None

PENALTY WAIVER REQUEST WATER ACCOUNT 1540:

Water account 1540 has requested a credit for late fees imposed due to owner’s death in August 2016. The August 2016 water bill was not received by family and therefore, not addressed until the November 2016 bill was received. Owner’s daughter is willing to pay past due amount along with current bill, but is requesting that the penalty charges totaling \$14.37 be waived. Bills for this account have always been paid on time as history report showed.

RESOLVED, the Board of Trustees accepted the request for a credit of late fees imposed on water account 1540 in the amount of \$14.37.

Ayes: Trustees Conklin, Dwyer and Chan

Nays: None

MAYOR'S REPORT:

Mayor Purcell reminded residents that the DPW has begun picking up leaves, and will continue to do so weather permitting until Friday December 2nd. He also reminded everyone that the No Parking on the Street after 10 PM has begun, effective November 1st and will continue through the winter until April 1st.

PUBLIC COMMENT:

PRESENT 4

TIME: 7:12 PM

There was no public comment.

EXECUTIVE SESSION:

On a motion by Trustee Chan seconded by Trustee Conklin, and carried, following a 5 minute recess the Board convened into Executive Session for discussion of Personnel.

On a motion by Trustee Dwyer seconded by Trustee Chan, and carried, the open Meeting resumed at 8:00 PM.

P/T TYPIST POSITION: KIMBERLY ZAHRA EFF. 12/1/16

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

RESOLVED, the Board approved the appointment of Kimberly Zahra, 653 Rt. 17M, Monroe, NY to the temporary part-time Civil Service Title of Typist effective December 1, 2016 at a salary of \$19.25/hour. It is further

RESOLVED, that effective January 3, 2017 the Board approved the appointment of Kimberly Zahra to the position of Deputy Village Clerk filling the unexpired term of Ann-Margret Baxter (expiring on 3/31/17). Ann-Margret Baxter will fill the vacancy created by the retirement of Village Clerk Virginia Carey (expiring 4/2020) who will retire on December 30, 2016. Salary for the Deputy Clerk's position is \$35,000/year.

Ayes: Trustees Conklin, Dwyer and Chan

Nays: None

On a motion by Trustee Chan, seconded by Trustee Dwyer and carried, the Board re-convened back into Executive Session at 8:05 PM for discussion of Police Contract Negotiations. Trustee Conklin was excused from this portion of the meeting.

ADJOURNMENT:

On a motion by Trustee Dwyer seconded by Trustee Chan, and carried, Board came out of Executive Session, and with no further business, the meeting was adjourned at 8:40 PM.

Respectfully Submitted,

Ann-Margret Baxter
Deputy Clerk