

**BOARD OF TRUSTEES MEETING
TUESDAY, FEBRUARY 21, 2017
(www.villageofmonroe.org)**

The second of the bi-monthly meetings of the Board of Trustees was held on Tuesday, February 21, 2017 at 7 PM in the Boardroom of the Village Hall, 7 Stage Road, Monroe, New York. 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, and Behringer

Also present: Attorney Bonacic, Police Chief Conklin, DPW Supervisor Linderman, Chief Water Plant Operator Mabee, Treasurer Murray, Village Clerk Baxter and Deputy Clerk Zahra

Absent: Trustee Dwyer (delayed – arrived at 7:04 PM)

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:	Description	To:	Description	Amount
Budget Modifications				
A.1560	Safety Inspection Fees	A.1440.450	Engineering Contractual	40,713.00
A.2260	Police Services	A.3120.135	OT Grants	2,497.08
A.2770	Misc Revenues	A.3120.250	PD Other Equipment	282.67
A.4910	CBDG	A.7110.450	Parks Contractual	358,818.60

APPOINTMENT: PROVISIONAL F/T BUILDING INSPECTOR – JAMES F. COCKS:

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

WHEREAS, the Board hereby appoint James F. Cocks to the position of provisional F/T Building Inspector effective 2/22/17 to fill the vacancy created by the retirement of Jay Wilkins. Appointment is conditional upon passing of the Civil Service exam for said position (date of exam TBA). Salary for said position has been set at \$60,000 per year, position to include set hours of 7:00 AM – 3:00 PM allowing for early morning inspections. In addition, Mr. Cocks is approved to take home the Village vehicle to perform these early morning inspections and emergency calls. Discussion followed.

Trustee Chan inquired if there was a mileage limit for the Chief's car and Mayor Purcell stated there was and that it was the same for former Superintendent Brian Smith which was 35 miles, to and from home.

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

IT WAS FURTHER RESOLVED, that James F. Cocks is granted service credit concurrent with the NYS Retirement System of 5 years with an Anniversary Date of 3/10/2009.

Ayes: Trustees Conklin, Behringer, and Chan

Nays: None

Absent: Trustee Dwyer

APPOINTMENT: P/T JUSTICE COURT CLERK – ELIZA V. BERNARD:

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

RESOLVED, the Board of Trustees approved the recommendation of Village Justice Strauss and appointed Eliza V. Bernard to the position of P/T Justice Court Clerk effective 2/22/17 at a salary of \$15.00/hour.

Ayes: Trustees Conklin, Behringer, and Chan

Nays: None

Absent: Trustee Dwyer

Trustee Dwyer Arrived At 7:04 PM

MUNICIPAL ADVISOR SERVICE AGREEMENT – MUNISTAT:

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

WHEREAS, Munistat Services, Inc. is the Village of Monroe's designated dissemination agent, who will be responsible for all necessary research and analysis in order to prepare the Annual Information Statement (AIS) as required, and will file it together with the audited financial statements of the Village, on or before the due date with the SEC's designated repositories in accordance with SEC Rule 15c12-12 and the Village's Undertaking to Provide Continuing Disclosure. Munistat will also be responsible for the filing of all Notices of Material Events with the SEC's Designated Information Repositories.

NOW, THEREFORE, BE IT RESOLVED, the Board of Trustees approved a Municipal Advisor Services Agreement with Munistat Services, 12 Roosevelt Ave., Port Jefferson, NY 11776 effective 1/20/17 (and remaining in effect until terminated by either party upon thirty (30) days written notice) to provide financial expertise and file an Annual Information Statement (AIS) with the SEC with respect to each of our Serial Bonds. The all-inclusive fee for these services is \$1,650.00. All administrative and out of pocket costs such as postage, word processing, overnight delivery charges, web posting, email distribution, submission of documents to ratings agencies, copies and scanning are included in the fee set forth above. Mayor Purcell is hereby authorized to sign this agreement.

Ayes: Trustees Conklin, Behringer, Dwyer and Chan

Nays: None

NYS BUILDING OFFICIALS CONFERENCE 4/18-4/20/17 – JAMES COCKS AND DEBORAH PROULX:

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

RESOLVED, the Board of Trustees approved the attendance of Assistant Building Inspector James Cocks and Building Department Secretary Debra Proulx at the NYS Building Officials Conference sponsored by the NYS Building Officials of Rockland County Chapter from Tuesday April 18th to Thursday April 20th, 2017 at the Fire Training Center in Pomona, NY. Cost of the seminar is \$275.00 per person, plus mileage. The amount will be budgeted from A3620.4720, Education. This will fulfill 19 hours of the mandatory 24 hours of in service training required each year.

Discussion followed.

Trustee Dwyer asked for clarification as to what arrangements, if any, had been made to provide coverage for the office with both members of the Building Department attending this conference, leaving it empty. Building Department Secretary Proulx stated that the Village of Harriman Building Inspector would provide coverage in their absence as they have done in the past for instances such as this.

Ayes: Trustees Conklin, Behringer, Dwyer and Chan

Nays: None

PENALTY WAIVER REQUEST FOR WATER ACCOUNT 1690:

Water account 1690 has requested a credit for a past due balance and penalties imposed due to Water Billing system never being updated with the correct owner's name after closing on property October 13, 2016. The November 2016 bill still had prior owners name and billing address included, and was not forwarded to new owner and went unpaid. Current owner was not made aware of the situation until receiving the February 2017 bill. Owner has paid the current amount of his bill, but is requesting that the past due balance and penalty charges totaling \$57.43 be credited to his account. Trustee Chan requested that this topic be tabled till the next Board Meeting so additional information could be gathered.

WATER ACCOUNT # 66 REQUEST FOR CONSIDERATION:

Business Owner Alexander Raja wrote a letter to the Board requesting consideration with the February 2017 water bill for his business, La Vera Cucina, located at 43 Hillside Terrace. Due to a recent water pipe break, and the extenuating expenses to have it repaired, Mr. Raja expressed an economic hardship regarding his business and is requesting that the Board review his situation.

Trustee Chan advised the Board that initially the property owner thought the water run off was ground water, but after an inspection determined that it was due to a broken pipe. Additionally, the water meter for this location was located in a pit in the ground, and that the Village relocated the meter inside the building. There appears to be additional issues and Trustee Chan requested that this topic be tabled till the next Board Meeting so additional information could be gathered.

MAYOR'S REPORT:

Mayor Purcell reported that after review with Clerk Baxter it was discovered that we are to fall short by one day regarding the extension and expiration of the Moratorium. It is scheduled to expire on 3/20/17, and the second Board Meeting of the month falls on 3/21/17. Mayor Purcell stated that Village Planning Attorney, Kelly Naughton will be contacted to prepare a resolution to be presented to the Board at the March 7th, 2017 meeting, which will extend the current Moratorium by 1 day, from 3/20/17 to 3/21/17, at which time the Board can vote to end or extend the current Moratorium.

Mayor Purcell asked Trustee Dwyer to speak on the topic of the upcoming Citizen's Police Academy that the Monroe Police Department will be holding. Trustee Dwyer stated that he was made aware by Chief Conklin of this community policing initiative and encouraged Chief Conklin to come and speak before the Board.

Chief Conklin reported that this 12 week program, beginning 3/15/17 and ending 5/31/17 will be held once a week, on Wednesdays, from 6:00 PM to 9:00 PM. This Police Department sponsored program is being offered to applicants 21 years or older, must reside or own a business located within the Village of Monroe or reside in the Town of Monroe, and will be subject to a criminal background check.

The goal of this program is to improve communication and obtain citizen input and support throughout the Village and Town of Monroe. The program is designed to give its participants an opportunity to learn first-hand the inner working of law enforcement and hopes to create a better understanding of the mission, practices and operation of the Monroe PD. Some of the courses and practical exercises that will be covered in this 12 week course are: Department Operations and Command Structure, Dispatch and 911 Services, Laws, Fraud Investigation, Sex Offender Management, Domestic Violence, Use of Force, K-9, Firearms Safety and Firearms Simulator Course, Criminal Investigations and Ride Along Programs. Chief Conklin remarked that they hoped to have at least 10 citizens register and they currently have 12 people signed up. Trustee Chan agreed that this is one of many educational and informative programs offered by the Police Department. Other programs, like "Are You OK" for the Seniors and an Autism Awareness program.

Trustee Chan asked Mayor Purcell about the status of getting ID cards for all Village employees. Mayor Purcell stated that he has spoken to Chief Conklin who has a company that they work with and will do it through the Police Department. They have acknowledged the importance of this, especially for the Water Department who is constantly knocking on doors.

PUBLIC COMMENT: # PRESENT 4 TIME: 7:15PM

There was no public comment.

EXECUTIVE SESSION:

On a motion by Trustee Conklin, seconded by Trustee Chan, with all in favor, the meeting was closed at 7:16 PM. Following a 5-minute recess, the Board convened in Executive Session for discussion of Building Department personnel.

Respectfully Submitted,

Ann-Margret Baxter
Village Clerk

Executive Session Minutes compiled by Mayor Purcell.

OPEN SESSION: on a motion by Trustee Chan seconded by Trustee Dwyer and carried, the Open Meeting resumed at 7:45 PM.

ADJOURNMENT:

On a motion by Trustee Chan seconded by Trustee Conklin and carried, no further business, the meeting was adjourned at 7:50 PM.

Ayes: Trustees Chan, Behringer, Dwyer and Conklin

Nays: None

MONTHLY REPORTS:

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

JANUARY 2017 VILLAGE CLERK'S REPORT SUBMITTED BY ANN-MARGRET BAXTER, VILLAGE CLERK:

1. Minutes prepared, associated correspondence and Legal Notices completed for the January 3rd and 17th Meetings. Associated correspondence completed.
2. Permits issued: Handicap Parking: 9 Garage Sale: None
3. Annual Issuing Agent's Report submitted to NYS Dept. of Motor Vehicles for Handicap Parking Permits.
4. Closed out mailing machine for month on 1/31.
5. Bi-Weekly payroll worksheets completed and submitted.
6. Processed postage for February 2017 water bills.
7. Attended Budget Workshop for Village Hall & Clerk's Budget FY/2018 on 1/30/17.
8. Attended OC Board of Elections Village Clerk's Seminar with Deputy Clerk Zahra.
9. Daily retrieval of messages left after hours and responded as required.
10. Required paperwork filed with O.C. Department of Human Resources.
11. Vouchers completed as required. Transmittal of money collected completed and bank deposits done.
12. Scan and email pertinent information to Board and Attorney.
13. Towing Permits Issued to: J.P.V Auto Center (dba: Monroe Auto), Joel Jacobowitz (dba: Orange Towing), Duane Freeman (dba: Freemans Auto Service) Michael Hagopian Sr. (dba: Loyal Tire & Auto Center Inc.) Michael Hagopian Sr. (dba: Apple Auto Body)
14. Alcoholic Beverage License Renewal Notification: Jake's Wayback Burgers, 816 Rt. 17M

JANUARY 2017 DPW SUBMITTED BY JOHN LINDERMAN, PUBLIC WORKS SUPERVISOR:

REGULAR MAINTENANCE / VILLAGE IMPROVEMENTS:

1. Cleaned up and cut brush on Heritage Trail from Clark St. to Airplane Park.
2. Trimmed trees at 340 North Main St.
3. Removed tree on Kit Court.
4. Removed trees on Franklin Ave. and Forest Rd.
5. Painted entire inside of Building #1 at Highway garage.
6. Painted entire second floor of Police Dept.
7. Moved filing cabinets for the Building Dept.
8. Built ramp on second floor of Village Hall.
9. 9 snow events: Salt 12X / Plowed 3X

- 10. Garbage pickup at Crane Park 4X
- 11. Street sweeper used throughout the Village 2X
- 12. Washed all Highway trucks 2X

JANUARY 2017 POLICE DEPARTMENT REPORT SUBMITTED BY DAVID CONKLIN, CHIEF:

CALLS FOR SERVICE

TOTAL CALLS – 1,869
 NON CRIMINAL OFFENSE – 1,698
 CRIMINAL OFFENSE – 171
 ARRESTS – 40

TRAFFIC REPORT

TRAFFIC TICKETS – 269
 PARKING TICKETS – 125
 DWI/DWAI – 3
 GAS – \$1928.43/1103.8G
 MVA – 28

OVERTIME/HOURS

HOLIDAY – 320
 COVER SHIFT – 76
 COURT – 7
 OTHER – CASES-19.5/EMT-15/HIDDENMISCHIEF-9/911 TRAIN-2/PTS-4/FUNERAL-3

TRAINING

RESPONDING TO SEXUAL ASSAULTS/DV – TENAGLIA/MAHONEY
 HIDDEN MISCHIEF – DEPARTMENT
 TRAUMA RESOURCES – AMATETTI/KRAUSS

MVA ACCIDENT REPORT – \$50

FOIL REQUESTS - \$4.50

JANUARY 2017 TREASURER’S REPORT SUBMITTED BY CATHERINE MURRAY:

Bank interest	1,661
Sales Tax	340,190
Rental Real Property	7,354
Building permits	12,836
Fines & Forfeited Bail	45,817
Insurance Recoveries (Water Fund)	11,558

SIGNIFICANT ACTIVITY (EXPENDITURES)

Law Contractual - Other Atty	12,242
PD Uniform Allowance	6,038
PD Contractual	7,546
St Maint General Expense	7,387
Purification Equipment (Water Fund)	18,734
Distribution General Expense (Water Fund)	19,181
Downtown Renovation	20,466

Health Insurance - General Fund	106,447
- Water Fund	15,323
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	121,770

STATUS OF FY2016 CONTINGENCY ACCOUNTS

General Fund Appropriation -budgeted	\$162,653	CURRENT BALANCE	137,653
Water Fund Appropriation -budgeted	\$25,000		25,000

COMMENTS:

We have completed 8 months of the fiscal year and expenses should be at 66.7%. The expenses are at 64.9% for the General Fund and the expenses are at 74.2% for the Water Fund.

JANUARY 2017 JUSTICE COURT REPORT:

Total Fines: \$22,129.00 Total Surcharges: \$7,533.40 Total Parking: \$3,720.00
Total Civil Fees: \$2,419.00 Bail Poundage Collected: \$198.00 Total Bail Forfeited: \$300.00
Total for October: \$36,299.40

Vehicle & Traffic Tickets: 246 Disposed: 279
New Criminal Cases: 36 Disposed: 77 Civil Cases: 1 Disposed: 1
Paid Parking Tickets: 100 Dismissed Traffic Tickets: 34

**JANUARY 2017 FILTRATION PLANT REPORT SUBMITTED BY ERNEST MABEE,
CHIEF OPERATOR:**

Production: Lake Mombasha 21,893,655 Gallons / 23,639,959 Gallons LY 2016
Well #4: 3,885,038 Gallons / 4,001,790 Gallons LY 2016

Consumption: 25,778,693 Gallons / 27,641,749 Gallons LY 2016

Water Samples / Testing: OK
Rainfall: 4.12
Reservoir: FULL

Miscellaneous:

Mark Outs
2 Reservoir Inspections
W. Ostrowski mailed in his IIA Home Study Course
Daily Equipment Maintenance at Plant and Well
Weekly and Monthly Water Testing to Lab, All Results Good
Final Water Reads
Two LT2 Testing 1/3/17 and 1/17/17
All 5 Filters Were Powered Washed and Cleaned
SCA Training
Generators Serviced at Pine Tree, Well #4, and Van Keuren
Karl Here from Aqua Logics
Repaired Hydrants on Orchard Terr. And Kasch Ct.

JANUARY 2017 BUILDING DEPARTMENT AS SUBMITTED BY SECRETARY PROULX:

Building Permits Issued:	15
Rental Inspections Completed:	14
Title Searches Completed:	10
Violations Issued:	4
Building Permit Inspections performed:	12
C.O's Issued:	15

Open, active building permits	197
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Building Permit Fees:	\$11,948.75
Rental Permit Fees:	450.00
Fire Inspection Fees:	225.00
Title Search Fees	<u>1,500.00</u>
Total Fees Collected	\$14,123.75

Monthly Assessor's Report filed
Yearly US Census Report filed
Begin Yearly DOS Report

MONROE FIRE DISTRICT OFFICERS 2016:

Commissions: John Centofanti, Jason Kalter, Thomas M. Smith Dep. Chair, Thomas P. Sullivan, Ch.
Secretary: Mary Ellen Beams
Treasurer: Richard Goldsein
Chief Daniel Bennet, 1st Ass't Chief John Scherne