

BOARD OF TRUSTEES MEETING
TUESDAY, JUNE 1, 2021
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The first of the bi-monthly meetings of the Board of Trustees was held on Tuesday June 1, 2021 beginning at 7:00 PM in the Boardroom of the Village Hall, 7 Stage Road, Monroe, New York. Mayor Neil Dwyer called the meeting to order and led in the pledge to the flag. Emergency exits were announced.

Present: Mayor Dwyer; Trustees Alley, Behringer, Houle and Karl
Also present: Attorney Terhune, Village Clerk Baxter and Deputy Clerk Zahra

MOTION TO OPEN REGULAR MEETING:

On a motion by Trustee Karl, seconded by Trustee Behringer, the June 1st, 2021 Meeting of the Board of Trustees was opened at 7:01PM.

Ayes: Trustees Alley, Behringer, Houle and Karl
Nays: None

BUDGETARY TRANSFERS / MODIFICATIONS:

On a motion by Trustee Behringer, seconded by Trustee Alley, and carried, 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	
			None		
Budget Modifications					
A.1560	Safety Inspection Fees	A.1440.450	Engineering Contractual	4,624.15	Raise Revenue/Expense lines re safety inspection fees collected re engineering
A.2115	Planning Board Fees	A.8025.450	Plan Bd Engineer Contract	2,007.48	Raise Revenue/Expense lines re planning board fees collected/engineer contractual
A.2665	Sales of Equipment	A.9950.900	Transfers Hwy Equip Rsv	19,600.00	Raise Revenue/Expense line re sale of truck
A.2770.100	Misc Revenue Banners	A.7750.411	Celebrations Genl Exp Banners	400.00	Raise Revenue/Expense lines re banners sold

APPOINTMENT: ELIZABETH DOHERTY, ZONING BOARD OF APPEALS ALTERNATE:

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

RESOLVED, the Board of Trustees accepted the recommendation of ZBA Chairman Paul Baum and appointed Elizabeth Doherty, 23 Bridge Street, Monroe, NY to the Zoning Board of Appeals to fill one of the two vacant Alternate positions that currently exist on the ZBA. Ms. Doherty was appointed to the Zoning Board of Appeals for a 5 year term, beginning June 2, 2021, expiring March 31, 2026.

Ayes: Trustees Alley, Behringer, Houle and Karl
Nays: None

AUTHORIZATION TO ADVERTISE / TWO PART TIME COURT OFFICERS:

On a motion by Trustee Houle, seconded by Trustee Alley, it was:

RESOLVED, the Board of Trustees authorized Village Clerk Baxter to advertise to fill two vacancies for part time Court Officers for the Village of Monroe Justice Court. Justice Strauss is requesting to fill the vacancies created by the recent retirements Steve Mona and Al Jensen.

Ayes: Trustees Alley, Behringer, Houle and Karl
Nays: None

ELECTRONIC DOCUMENT MANAGEMENT SYSTEM / CLERK'S DEPARTMENT:

Trustee Houle made a presentation to the Board on the proposed electronic document archival system to be introduced to the Clerk's Department. Trustee Houle reviewed the 12 month subscription offering, including professional services which would handle setup, training and support, at an initial investment

in the amount of \$4,780.00. Trustee Houle added that this expense was budgeted for in the current fiscal year.

Trustee Houle continued and explained the two options of the document scanning which could either be handled by an outside company, Docufree Scan, whose proposed fee would include up to 50 boxes of Village Hall documents that they would pick up from Village Hall (after they were boxed by Staff) and transport them to their facility for conversion into a PDF, searchable document and made available in the Cloud. Although the documents would be off sight for approximately 6 weeks, the company has assured the Village that the documents would be accessible to us should we need them. Trustee Houle advised the Board that the cost of these services was approximately \$31,565.00 and provided the Board with another option and that was either lease (36 months at \$220.28 per month) or purchase a tabletop scanner outright (\$5,396.00, plus the cost of an additional maintenance agreement) to be utilized in conjunction with hiring two, part-time interns for approximately 6 weeks, who would be responsible with scanning the documents in house under the supervision of the Clerk's Office. Each intern would work 20 hours per week at a rate of \$15.00 per hour, beginning approximately July 1, 2021 and work till the middle of August. The total cost for the interns would be \$3,600.00. Trustee Karl asked if these expenses had been budgeted for and Trustee Houle responded that the funds for the 12 months subscription and initial setup and technical support were budgeted for the current fiscal year, but the cost of the scanner and the intern salaries were not. On a motion by Trustee Houle, seconded by Trustee Behringer, it was:

RESOLVED, the Board of Trustees authorized the agreement between Toshiba American Business Solutions, 230 North Plank Road Newburgh, NY 12550, and the Village of Monroe to purchase DocuWare, a digital archiving, cloud based platform that will allow for better document management. The scope of services includes the creation of users and roles, creation of cloud based file cabinet for digital storage of documents, creation of DocuWare scanner profiles, administration and user training. It also includes a 12 month subscription for 4 named users and 20BG of storage. The total cost for the scope of services is \$4,780.00 and is to be allocated from budget line A.1620.4500, Village Hall Contractual. It is further;

RESOLVED, the Board of Trustees approved the leasing of Kodak Alaris S3100F Scanner to assist with the electronic document management project for \$220.28 per month. The 36 month lease includes all maintenance and repairs for the terms of the lease which includes remote and onsite next day service, as well as a fair market value buyout at the end of the lease term. Lease pricing is based on Omnia buying syndicate pricing for municipalities, contract #R171405. The Board of Trustees additionally authorized the hiring of two, part-time interns to each work 20 hours per week, for a total of 6 weeks beginning July 1, 2021 at an hourly rate of \$15.00/hour. Cost for the scanner and intern salaries is not to exceed \$7,000.00. It is further;

RESOLVED, the Board of Trustees authorized Mayor Dwyer to sign the contract.

Ayes: Trustees Alley, Behringer, Houle and Karl

Nays: None

STOP DWI CRACKDOWN ENFORCEMENT GRANT:

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

RESOLVED, the Board of Trustees accepted the grant award through the NYS Governor's Traffic Safety Program for the 2021 STOP DWI Crackdown. The grant covers the period 10/1/20 through 9/30/21 in a sum not to exceed \$3,250.

It is further **RESOLVED**, the Board of Trustees approved an agreement with the County of Orange that authorizes the Monroe Police Department to participate in the STOP-DWI Program service period for enforcement details to support the following enforcement campaign periods for 2020/2021:

Thanksgiving: November 25, 2020 through and including November 29, 2020

Holiday Season (National): December 17, 2020 through and including January 1, 2021

Super Bowl: February 5, 2021 through and including February 8, 2021

St. Patrick's Day: March 16, 2021 through and including March 21, 2021

Memorial Day Holiday Weekend: May 28, 2021 through and including June 1, 2021

July Fourth: July 2, 2021 through and including July 5, 2021

Labor Day (National): August 20, 2021 through and including September 6, 2021

Each campaign coincides with New York State and national enforcement campaign efforts. It is further:

RESOLVED, Mayor Dwyer is authorized to sign the Inter-Municipal Agreement as required.

Ayes: Trustees Alley, Behringer, Houle and Karl
Nays: None

AUTHORIZATION FOR VERIZON WIRELESS & T-MOBILE EQUIPMENT INSTALLATION TO EXISTING CELL TOWER ON BALD HILL:

The Building Department has received permit applications from both Verizon Wireless and T-Mobile for equipment alterations to an existing cell tower located on Bald Hill. As part of the Building Department requirements, the property owner must consent to the work before the work can begin and consent is given by the property owner signing off on the permit application. Since Bald Hill is owned by the Village of Monroe, the Village Board must consent to the work and authorize the Mayor to sign the permit application. The description of these projects is to enhance the broadband connectivity and capacity to the existing eligible wireless facility by removing and upgrading new tower components, removing a decommissioned equipment cabinet and installing a Generac 25KW AC 211 gallon diesel backup generator on existing concrete building pad. On a motion by Trustee Houle, seconded by Trustee Behringer, it was:

RESOLVED, the Board of Trustees consent to the alterations needed to the existing Verizon Wireless & T-Mobile cell tower located on Bald Hill and authorizes Mayor Dwyer to sign off on the Building Department permit application.

Ayes: Trustees Alley, Behringer, Houle and Karl
Nays: None

INTRODUCTION OF LOCAL LAW #5 OF 2021 – MODIFICATION TO CH. 200, ZONING, MODIFYING DEFINITION OF LOT COVERAGE & SCHEDULING OF PUBLIC HEARING:

On a motion by Trustee Houle, seconded by Trustee Alley, it was:

RESOLVED that an introductory Local Law, titled “A LOCAL LAW TO MODIFY THE DEFINITION OF LOT COVERAGE CONTAINED IN CHAPTER 200 OF THE VILLAGE CODE, ZONING” is hereby introduced by Mayor Dwyer before the Board of Trustees of the Village of Monroe, County of Orange, State of New York; and

BE IT FURTHER RESOLVED that copies of the aforesaid proposed Local Law be laid upon the desk of each member of the Board of Trustees; and

BE IT FURTHER RESOLVED that the Board of Trustees shall hold a public hearing on said proposed local law at the Village Hall, 7 Stage Road, Monroe, New York at 6:30PM on June 15, 2021; and

BE IT FURTHER RESOLVED that the Village Clerk shall publish or cause to be published a public notice in the official newspaper of the Village of Monroe no later than five (5) days prior thereto.

Ayes: Trustees Alley, Behringer Houle and Karl
Nays: None

Attorney Terhune stated that the Village was required to give 10 days’ notice for the public hearing as well as notify the Town of Monroe, Village of Harriman and Town of Palm Tree which has been done. Additionally, a copy of the proposed local law has been referred to the County as well as the Village of Monroe Planning Board for review. Attorney Terhune provided the Board with the revised definition of lot coverage as it pertained to the introductory local law.

EVENT APPLICATION: 2021 VILLAGE OF MONROE SUMMER CONCERT SERIES:

Mayor Dwyer has submitted an event application for the 2021 Summer Concert Series featuring five (5) concerts, to be held at the north side of the Lake Street between the Mill Ponds on the following dates: June 26th, July 10th, July 24th, August 7th and August 21st. Concerts begin at 7PM and end at approximately 8:30PM, and in the case of rain, will be held the following Sunday beginning at 7pm. The application has been reviewed and approved by the Building Department, the DPW and the Police Department. The estimated cost of additional Police Services is \$1,125.00 for all 5 concerts and includes one officer on 3 hours of O/T for concert detail control (crowd and traffic control) per concert to close down Lake Street between Rt. 17M and Millpond Parkway. On a motion by Behringer, seconded by Houle, it was:

RESOLVED, the Board of Trustees approved the event application submitted by Mayor Dwyer for the 2021 Summer Concert Series featuring five (5) concerts, to be held at the north side of the Lake Street between the Mill Ponds on the following dates: June 26th, July 10th, July 24th, August 7th and August 21st.

The Village insurance carrier, Marshall & Sterling Insurance, Monroe Fire District and Monroe Volunteer Ambulance Corp will be notified of the event when the approval letter is sent.

Ayes: Trustees Alley, Behringer, Houle and Karl

Nays: None

DISCUSSION – WATER MAIN REPLACEMENT PROJECT – HIGH STREET, COOPER DRIVE & CROTTY COURT:

Trustee Karl stated that the Village has been working with Village Engineer, John O'Rourke, PE of Lanc & Tully, as well as Delaware Engineering regarding this pending improvement project. The contract drawings have been completed which shows the construction of the new main which will run from upper High Street, past Owen Drive and incorporate Cooper Drive as well as Crotty Court. The project will consist of replacing the existing asbestos line with new 8" ductile pipe to create the new main and expects that they will be able to authorize going out to bid at the Board's next meeting on June 15, 2021.

DISCUSSION – STREET LIGHT REQUEST / 3 SEALS DRIVE:

Trustee Karl stated that he met with Mrs. Jehuda Herskovic, property owner of 3 Seals Drive, who expressed her concern over the lack of street lighting on her street. Trustee Karl continued that the property in question is located at the corner of Seals Drive and Forge Road. Near the property there are 2 lights currently that are approximately 240 feet apart.

Trustee Karl shared that the Village is currently working towards switching out the current type of lighting and moving towards LED lights that will give more direct light onto the pavement. Additionally he is waiting for an estimate from Orange & Rockland Utilities for a new pole and light as well. The Village is waiting for the cost estimate from O&R to take over all the light poles throughout the Village.

Mrs. Herskovic was present and stated that they are new to the area and love living here, but has concerns regarding the safety of the streets because it is so dark. She likes to walk in the evenings and it is so dark throughout her neighborhood and feels it isn't very safe and would like to see lighting added to her neighborhood.

Trustee Karl replied that he would share the cost information with the Board once he received it.

CONSENT TO BE LEAD AGENCY / VILLAGE OF MONROE PLANNING BOARD, 445 RT.17M SITE PLAN PROJECT (TM#222-2-2.1):

Attorney Terhune stated that the Board of Trustees received a Notice of Intent to be Lead Agency from the Village of Monroe Planning Board for the 445 Rt.27M Site Plan project. The Board of Trustees received it because they will be an involved agency because they will be required to issue road opening permits, etc. The Board has 30 days to respond or not and if the Board of Trustees does not respond, then the Planning Board will just assume lead agency and that would be her recommendation.

Mayor Dwyer asked the Board if they wished to be lead agency on this project and Trustee Houle replied that she did not due to the recommendation of Counsel. Mayor Dwyer asked if they Board needed to make a formal motion to do so and Attorney Terhune replied that they could. On a motion by Trustee Houle, seconded by Trustee Behringer, it was:

RESOLVED, the Board of Trustees authorized Village Clerk Baxter to reply to the Village of Monroe Planning Board that the Village of Monroe Board of Trustees consents to the Planning Board being leading agency on the 445 Rt. 17M Site Plan project currently before them.

Ayes: Trustees Alley, Behringer, Houle and Karl

Nays: None

Trustee Karl stated that he made the Board aware about his concern regarding the proposed hours of operation of this site which include 9AM to sundown on Sundays and holidays and thought that the Planning Board should really take a look at that. Attorney Terhune replied that as an involved agency the Board of Trustees can funnel their comments to the Planning Board. She suggested that the Board make a list of their comments and the Board can send them over to the Planning Board for review.

MAYOR & TRUSTEE'S REPORT:

Trustee Houle shared that Sunday is opening day for the Village of Monroe's Farmers Market and many if not most of their vendors will be returning. Trustee Houle added that they will also be unveiling the winners of the Health & Wellness poster contest on Sunday morning as well.

Trustee Houle also stated that Thursday the YMCA ribbon cutting for their new pool.

Attorney Terhune stated that the Board also received a scoping document regarding the 208 Business Park project. The Village of Monroe Planning Board is the lead agency but she reminded the Board that as an interested agency they could funnel any comments or concerns they had regarding the project to one another and then submit them to the Planning Board Chairman.

Trustee Houle also shared that the Greater Monroe Chamber of Commerce is celebrating its 10 Year Anniversary on June 9, 2021 at 6:30pm at Javajo's.

Trustee Karl inquired as to when they would be opening Village Hall to the public. Trustee Houle replied that they should first have a plan from the departments upstairs to see how they are going to handle having the building open as that was a concern for them by allowing the public upstairs to the Building Department and Justice Court considering the space is so confined. Trustee Houle recommended that the upstairs departments conduct their business downstairs since there is no good way to social distance upstairs. Trustee Karl questioned the status of any building renovations and Trustee Houle replied that if they are talking about opening up Village Hall now prior to any renovations they need to have a plan.

Trustee Karl suggested opening up the downstairs and leaving the upstairs closed. Mayor Dwyer agreed. Trustee Houle replied that the challenge there is there is no way to let the public know that the Court and Building Department are closed to the public and she would like to have a conversation with the departments upstairs to see if there is a way that they could be open and conduct their business downstairs without allowing the public upstairs. Trustee Houle added that she would have that conversation and report back to the Board at the June 15th meeting with a plan.

Mayor Dwyer stated that he would like to see the doors open tomorrow and asked Village Clerk Baxter if that could happen. Village Clerk Baxter replied that her Department is fully functional and could do so with the doors being opened tomorrow and expressed her concern that the upstairs departments may not be ready for that. The Board discussed various ways of blocking off the upstairs to prohibit pedestrian traffic without a major impact to the Clerk's Department. Mayor Dwyer asked Trustee Houle to speak with the Justice Court and find out what they can and can't do, as well as with the Building Department. Village Clerk Baxter stated that as long as everyone wore a mask and stayed 6 feet apart, they could open the doors tomorrow. She added that signage could be posted on the door and in the lobby that people needed to have a mask on when they entered the building and they could provide disposable masks to those that didn't have one with them when they arrived.

Trustee Karl commented that the time has come that we open the doors and move forward. Trustee Houle questioned if they could just open the Clerk's Office and Village Clerk Baxter replied that they would still need a plan to block off the stairs and out of respect for the upstairs departments, they should be given a heads up that the building is going to be opening and that they will be notified when someone is in the building to see them and that they will be required to come downstairs to the lobby. Trustee Houle stated that Monday would be June 7th and should allow enough time to notify the departments upstairs that the Clerk's Office will be opened. Village Clerk Baxter asked how would you open the Clerk's Office to the public but keep the upstairs closed and Trustee Houle replied that the Clerk's Office on the first floor would be open to the public and that anyone from the public having business with the departments upstairs would conduct their business in the boardroom on the first floor.

Mayor Dwyer interjected and stated that Village Hall was open during COVID when it first hit. The Building Department has a plastic shield on their door as does the Justice Court. Village Clerk Baxter questioned if they would still need visitors to be screened and logged in if the building was opened to the public but stated that the recent webinar that she participated in stated that it was really up to each municipality to set their own rules as to how we want to proceed once we open to the public. Village Clerk Baxter continued and stated that once the building was open to the public she believed that they were no longer required to have people sign in, unless the Village chose to have a policy that stated that.

Trustee Houle asked if the Board needed to end the COVID protocols that they previously put into place and Village Clerk Baxter replied that they should at least modify them and Attorney Terhune added that they could suspend them. Village Clerk Baxter commented that now that they would be opening Village Hall up to the public they should have a new policy in place stating what will be expected, masks, 6 feet of social distancing, upstairs departments will conduct their business on the first floor, etc. Attorney Terhune agreed. On a motion by Trustee Houle, seconded by Trustee Behringer, it was:

RESOLVED, the Board of Trustees hereby suspend the Village of Monroe COVID protocols with the exception of the mask requirement and the social distancing requirement effective June 2, 2021.

Ayes: Trustees Alley, Behringer, Houle and Karl
Nays: None

Village Clerk Baxter clarified that with this change people will no longer be required to sign in as a guest to Village Hall.

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

RESOLVED, the Board of Trustees authorized the re-opening of Village Hall to the public on Monday June 7, 2021 at 8:00AM with all business happening on the first floor as the second floor continues to be closed to the public.

Ayes: Trustees Alley, Behringer, Houle and Karl
Nays: None

PUBLIC COMMENT: # PRESENT 0 TIME: 8:31 PM

There was no public comment.

EXECUTIVE SESSION:

On a motion by Trustee Houle, seconded by Trustee Karl, and carried, following a 5-minute recess, the Board convened in Executive Session at 8:32 PM for Advice of Counsel.

Executive Session Minutes compiled by Mayor Dwyer.

OPEN SESSION: on a motion by Trustee Karl, seconded by Trustee Behringer and carried, the Open Meeting resumed at 10:35PM.

AUTHORIZATION TO ADVERTISE – PART TIME CODE ENFORCEMENT OFFICER:

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

RESOLVED, the Board of Trustees authorized Village Clerk Baxter to advertise for the position of part-time Code Enforcement Officer (using details from previous advertisement).

Ayes: Trustees Alley, Behringer, Houle and Karl
Nays: None

ADJOURNMENT:

On a motion by Trustee Houle, seconded by Trustee Karl and carried, no further business, the meeting was adjourned at 10:37 PM.

Respectfully Submitted,

Ann-Margret Baxter
Village Clerk