

**BOARD OF TRUSTEES MEETING**  
**TUESDAY MAY 15, 2018**  
[www.villageofmonroe.org](http://www.villageofmonroe.org)

The second of the bi-monthly meetings of the Board of Trustees was held on Tuesday May 15, 2018 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, Conklin and Houle  
**Also present:** Attorney Terhune, Village Clerk Baxter, Deputy Clerk Zahra, Building Inspector Cocks, Police Chief Conklin, Treasurer Murray, DPW Supervisor Linderman and Attorney Kelly Naughton

**Absent:** Water Plant Operator Mabee (funeral)

**BUDGETARY TRANSFERS / MODIFICATIONS:**

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

<b>From:</b>	<b>Description</b>	<b>To:</b>	<b>Description</b>	<b>Amount</b>
<b>Budget Modifications</b>				
A.2115	Planning Board Fees	A.8025.450	Plan Bd Enginner Contract	593.00
A.2260	Police Services	A.3120.412	PD Uniforms	327.22

**MONROE JOINT PARK RECREATION COMMISSION APPOINTMENT / MARTIN O'CONNOR:**

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

**RESOLVED**, the Board of Trustees accepted to recommendation of Park Commission Chairman, John Battaglia, and appointed Martin O'Conner, 69 James Road, Monroe, NY to the Monroe Joint Park Recreation Commission to fill the vacancy created by Michael Niemann who resigned in December 2016. Mr. O'Conner will fill Mr. Niemann's unexpired term which will end December 2021.

**Ayes:** Trustees Alley, Behringer, Conklin and Houle  
**Nays:** None

**COMPLETION OF PROBATIONARY PERIOD / SERGEANT PATRICK C. TENAGLIA AND POLICE OFFICER JUSTIN S. ROMER:**

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

**RESOLVED**, having successfully completed their probationary period required by Orange County Department of Human Resources, the following employees are hereby given permanent status for civil service requirements:

Patrick C. Tenaglia, Sergeant, effective May 2, 2018  
Justin S. Romer, Police Officer, effective May 13, 2018

The necessary MSD 426-B will be submitted to OC Department of Human Resources.

**Ayes:** Trustees Alley, Behringer, Conklin and Houle  
**Nays:** None

**COMPLETION OF PROBATIONARY PERIOD / TIMOTHY STAIANO, PUBLIC WORKS MAINTENANCE WORKER:**

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

RESOLVED, having completed the required probationary term required by Orange County Department of Human Resources, the Board of Trustees accepted Highway Supervisor Linderman's recommendation and hereby gives Timothy Staiano, Public Works Maintenance Worker, permanent status as per civil service requirements. An updated MSD 426-B will be submitted.

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

**POLICE PROMOTION: TIMOTHY D. YOUNG, DETECTIVE:**

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

RESOLVED, the Board of Trustees accepted the recommendation of Police Chief Conklin and approved the promotion of Police Officer Timothy D. Young to the position of Detective effective May, 2018 with a starting salary of \$95,426 as per the Agreement between the Village of Monroe and the Monroe Police Benevolent Association. The necessary MSD 426-B will be submitted to Orange County Department of Human Resources. Discussion followed.

Chief Conklin present Detective Young with his new shield and congratulated him on his recent promotion.

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

**UNPAID CHARGES LEVIED TO THE FY/2019 TAX ROLL:**

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

RESOLVED, per the 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 2019 June Village Tax:

Amount to be raised by taxes	\$7,038,219.00
Unpaid Water Charges (WR010)	\$202,068.01
Other Charges (OC010) (Unpaid Fire Inspections)	\$625.00
Property Maintenance Charges (DM001) (Lawn/Grass Violations)	\$760.00

The other charges (OC010) listed above encompass the following properties: TM # 223-1-5.1 / 222-2-5.1 (19 units X \$25 per unit) / 222-1-3.21 / 220-5-22 / 217-2-5.2 / 215-1-25.2 / 215-1-11

The property maintenance charges (DM001) listed above pertain to the following properties: TM# 206-5-7/ 216-1-38

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

**INDEPENDENCE DAY CELEBRATION / CLOSE LAKE STREET BETWEEN PONDS / HAWKING & PEDDLING REGS WAIVED:**

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

RESOLVED, the Board of Trustees accepted the application submitted by Mayor Dwyer on behalf of the Activities Committee and approved blocking off Mill Pond Parkway from the corner of Lake Street and Mill Pond Parkway to the corner of Lake Street and Route 17M on July 3, 2018 (rain date 7/6/18) from 3-11 PM. Traffic will be coordinated by the Police Department. Fire and Ambulance Corp will be notified. It is further

RESOLVED, the Board directs that no permits be issued by the Village Clerk for the Mill Pond area to any outside food vendor, craft or novelty vendors for the Independence Day celebration.

Participants must register through the Activities Committee Vendor Application. Sign-off on the event application has been made by the Building and Police Departments. Police Dept. will oversee the event (7 Police Officers on 5 hours of overtime for crowd control and traffic control, and 2 additional Police Officers on 3 hours of overtime for setup and clean up). The estimated cost based on average overtime rate is \$2,945.03, based on approximately 41 hours of overtime.

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

**VILLAGE OF MONROE SUMMERFEST CARNIVAL 8/2 – 8/5/18:**

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

**RESOLVED**, the Board of Trustees approved the Activities Committee's event application for the 5<sup>th</sup> annual Carnival to be held in the north field of Crane Park from August 2<sup>nd</sup> to August 5<sup>th</sup>, 2018 (August 2<sup>nd</sup> & 3<sup>rd</sup> from 6-11 PM, August 4<sup>th</sup> from 1 -11 PM, and August 5<sup>th</sup> from 2 -11PM). Emergency Services and Marshall & Sterling will be copied on the approval letter. Sign-off on the event application has been made by the Building and Police Departments. Police Dept. will oversee the event (2 Officers on overtime each day during the carnival for crowd and traffic control) at an estimated cost of \$4,309.80, based on 60 hours of overtime.

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

**REQUEST FOR WAIVER OF BUILDING DEPARTMENT FEES / MOMBASHA FIRE CO.:**

In a letter to the Board of Trustees, Mombasha Fire Company Inc. is requesting a waiver of Building Department fees associated with the expansion of their rear parking lot and addition of a pole barn in their rear lot. The amount of the fees total \$2,166.00. They are requesting the waiver on the basis they are a volunteer, 501c3 organization. On a motion by Trustee Conklin seconded by Trustee Alley, it was:

**RESOLVED**, the Board of Trustees approved the request of the Mombasha Fire Company for a waiver of Building Department fees totaling \$2,166.00 associated with the expansion of their rear parking lot and the addition of a pole barn in their rear lot.

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

**RFP / DOWNTOWN PLANTERS:**

By authorization of Mayor Dwyer, Trustee Houle researched various wholesalers who sell 25" lamppost flower baskets with natural fiber liners to be utilized by the Monroe Garden Club on the lampposts in the downtown. 22 lamppost flower baskets are needed. Based on the Village's procurement policy 3 bids were needed, however given the specific nature of this item, Trustee Houle located only two businesses that would be able to provide such an item. The companies and their prices were as follows:

Window Gardens Direct - \$3,498.00  
GARDENARTISANS.COM - \$4,555.41

Discussion followed. Mayor Dwyer stated that the obvious route would be to use Window Gardens Direct the items are ready to be shipped pending Board approval. Trustee Behringer asked who would be responsible for maintaining them. Mayor Dwyer responded that the DPW has plenty to do but the Garden Club will be installing them and he himself would also be stepping in to help out. As far as the water going, Mayor Dwyer stated that the DPW is hiring summer help and would be incorporating those gentlemen or ladies and make this part of their work. Mayor Dwyer commented that part of the beauty of these baskets is that they can adjust the height of them, making them easily accessible for watering purposes. On a motion by Trustee Conklin, seconded by Trustee Houle, it was:

**RESOLVED**, the Board of Trustees approved the purchase of 22 lamppost flower baskets from Window Garden Direct at the price of \$3,498.00

Ayes: Trustees Alley, Behringer, Conklin and Houle

Nays: None

**WATER ACCOUNT #2408 CREDIT REQUEST:**

Trustee Conklin stated that with the late submission of this item to the agenda, she did not have the opportunity to properly review. Trustee Conklin requested that this matter be tabled to the next Board of Trustees meeting on June 5, 2018. Clerk Baxter commented that the account would be subject to the 10% penalty in June for non-payment of the bill and would affect the total amount of the bill. Attorney Terhune suggested to the Board that they should consider if any part of the bill is waived, that the 10 % penalty is included as well. The Board agreed to this and tabled this item till the June 5<sup>th</sup> Board Meeting.

**DISCUSSION - CHAPTER 64/ALARMS:**

Mayor Dwyer stated that this has been an ongoing issue in the Village. The Police Department is charged with the responsibility of handling these alarm calls, and with that they have no idea what they will be faced with. Mayor Dwyer continued that most of the time they are false alarms and there has been no tool for them to be able to deal with these habitual false alarms. Mayor Dwyer stated for the record what the Board is willing to do with regard to who would issue the violation, who would set the fee schedule for those fines, etc. There is a need for a clearer interpretation of the current code. Mayor Dwyer asked Chief Conklin to weigh in on the situation.

Chief Conklin stated that the current code is set up so that the first two false alarms there is no charge, the third false alarm is \$10.00, the fourth is \$25.00 and any others after that are \$50.00. To date, none of these businesses have been charged, so that would be a good place to start. Chief Conklin also stated that the code does not state who is authorized to send them the fine or violation. Chief Conklin continued that they do not have a problem with residential accounts but there are 3 businesses currently in the Village that are taxing the resources of the Police Department. Mayor Dwyer added that unless they take action to address this it will just continue. Chief Conklin stated that one of his Sergeants went to the 2 businesses in question and spoke with the property managers, advised them of the Village Law and stated that the Village would begin issuing violations. Chief Conklin stated that the false alarms have continued but the violations have not.

Mayor Dwyer stated that one of the most problematic issues for him is that one of the habitual property offenders are in Texas. Mayor Dwyer stated the Village needs to enforce it with more teeth and look into the fine schedule. The Village also needs to determine who keeps these records and to coordinate with the Building Department. Building Inspector Cocks stated that the Building Department has no records of these false alarms. Chief Conklin stated that to move forward the Village needs to define in the chapter of the Village Code who is the responsible party to issue them the violation and charge them the fine. Chief Conklin also stated that when a new business opens the Police Department does go out and collect the alarm information from the property manager, who holds keys, etc. so those are records that they do have already. Trustee Conklin interjected and stated that it seems that the Village needs to modify the language of the current code to authorize the Police Department issue the violation and fine. Chief Conklin added that if the Village is going to modify the language that they should also look into adding what the consequences will be if they don't pay, the Village will need some teeth in that regard as well.

Trustee Conklin addressed Jon Schubert, President of the Mombasha Fire Company, who was present in the audience asking if the Fire Department had any issues with fire alarms or false alarms. Mr. Schubert stated that they did but they do not have the authority to levy any fines. That would fall to the local municipality to handle.

Mayor Dwyer continued that the Board would work with Counsel and establish a revised way of handling this because currently it taxes the Village's resources. Attorney Terhune stated that with the Board's permission she would work with Chief Conklin to modify the language and also include the Fire Department to weigh in on the issue as well to help enhance the existing code. Attorney Terhune was authorized to do so.

**DISCUSSION – TOWING ORDINANCE:**

Mayor Dwyer stated that the revised towing ordinance has been kicked around for some time and he requested that the Trustees be given copies to bring them up to speed as well as give them an opportunity to review so it can be finally put to bed. Mayor Dwyer stated he would like Counsel to have the opportunity to review but that he believes that there is nothing substantive that has

changed from what the Board has done in the past year. Attorney Terhune stated that she would look at it and that if the Board had any comments from the public hearing that they wanted her to focus on that they should forward them on to her, otherwise, if it is good to go and she has nothing to add that she would draft a resolution for adoption.

Trustee Conklin stated that her only concern is that she never felt it was the Village's place to set fees for businesses and she does not think that it is the Board's right to do. Trustee Conklin continued that creating a new or revised policy that the Village doesn't manage to begin with seems counterproductive. Unless someone comes forwards and complains that they believe they have been taken advantage of, there is no way of knowing if they are following the policy. What's the point of changing or revising it if the Village cannot maintain it and is it the Village's place. Attorney Terhune stated that she would take a look at the Local Law and would take Trustee Conklin's concerns into consideration. Attorney Terhune continued that she believed that there were changes that have been proposed but have not yet been adopted into it and she believed that they pertained to the fees. Mayor Dwyer stated there are other things, including the Chief who asked for additional tools and equipment on the vehicles. There was also an increase in response time, and increased the fee schedule approximately 37% of fees allowed to the towing operators who are licensed here in the Village. Mayor Dwyer stated that it is pretty comprehensive but there haven't been a lot of changes, but what precipitated part of this for him was when he got on the Board there were 3 cases where there was some serious concern about the ability to tow at the scene of an accident of which the Monroe Police Department is in charge of that accident scene until they release that scene. Trustee Conklin agreed but also stressed the importance of being able to monitor it. This is the piece that is missing.

Chief Conklin stated that when a complaint comes in, the Police Department is in charge of monitoring the towing ordinance and he has an Officer dedicated to the towing. When that Officer sees a complaint, it is forwarded to Chief Conklin, he takes action. The ordinance states what action the Chief can take, like suspending that company from the towing rotation for a period of time. With the few complaints that have come in, that is the action that they have taken. Chief Conklin continued that with that action, by the time the rotation comes back around, it has been a month and that company has lost out on a month's worth of tows. Chief Conklin stated that if a complaint comes in they address it, but if no complaint comes in, there is nothing that they can do. Trustee Conklin interjected and stated that this is the problem that she has, what keeps these people honest if no complaint comes in? Mayor Dwyer stated that the Village will establish laws and hold people accountable. If people choose not to follow those laws and the Village becomes aware of it, there will be consequences. The Village cannot control the ethical and moral component of this problem.

Trustee Alley stated that accidents are covered by insurance, and wondered if the insurance companies are coming back and saying that they are not paying these fees? Mayor Dwyer stated that in most cases, the insurance companies are willing to pay half or whatever the customary fee is. However, if that fee is in excess of \$1,000 to release the vehicle from the yard, the balance is on the owner to pay before their car is going to be released to them. Mayor Dwyer also stated that how these fees are calculated are not always clear, is it based on the accident report or something else, he isn't sure.

Trustee Alley also asked if these fees were comparable to fees in other municipalities and Chief Conklin stated that they were.

With nothing further, Mayor Dwyer stated that the Board would furnish Counsel with the proposed Local Law and any comments and or concerns from them or the public to be reviewed for the ordinance to be finalized.

#### **MAYOR'S REPORT:**

Mayor Dwyer stated that the Farmer's Market is moving forward and will be starting its 4<sup>th</sup> year soon.

Mayor Dwyer also stated that the Village has received a letter from the Town of Monroe Tax Assessor's Office that Counsel will be reviewing. He continued that the Village is not a tax assessing unit and there by the Village defaults to the Town, and we have since 1984. There are a few misaligned items within that which need to be reviewed and will need to be dealt with at the next meeting.

Trustee Houle commented that the partnership with the Monroe Free Library is moving forward and will be partnering with the Village during this year's Concert Series. They will provide a sidewalk chalk activity for the kids along with a read aloud which will begin around 6:30. Trustee Houle also commented on how much she enjoyed the NYCOM Conference that she attended. She stated that she met a lot of great people and learned a lot that she looks forward to sharing with everyone.

Trustee Behringer agreed. She enjoyed meeting people from different towns and places that she had never heard of. Trustee Behringer also commented that she gained a lot from the meeting and got a lot of great information.

Trustee Alley thanked everyone for sending them to NYCOM educational meeting. She stated she wasn't sure how often an opportunity is given for Departments to go away and expand their knowledge. They each picked meetings that dealt with their departments or that they were passionate about and it was a very educational trip.

Trustee Houle stated that the plant sale held by the M-W Garden Club was a success and it was nicely done. Trustee Behringer agreed and added that she also purchased some really beautiful hanging baskets.

Mayor Dwyer introduced Orange County Legislator Pete Touhey of District 7 who was in attendance and provided some updates to the Board from the County's last session in May. Some of the topics discussed were as follows: the problems occurring at the Competitive Powers Ventures Plant in Waywayanda, School Safety, OC Department of Emergency Services, Valley View Nursing Home and Community Development. Legislator Touhey stated that he would like to come every couple of months and present to the Board a summary of what is happening in and around Orange County. Mayor Dwyer and the Board of Trustees thanked Legislator Touhey for the update and looked forward to keeping the chain of communication open.

**PUBLIC COMMENT: # PRESENT 12 TIME: 7:55 PM**

Resident John Karl asked if the file containing the unpaid charges levied to the tax roll is available for public viewing. Clerk Baxter stated that she had that information and could share it with him.

Mr. Karl commented that he noticed Mayor Dwyer walking through his neighborhood and asked what he thought of Wingate Woods. Mayor Dwyer stated that they identified 9 to 12 homes that are in disrepair and or un-kept properties. Mayor Dwyer stated he would address it with the Board and see what can be done with it. Mr. Karl added that day after day it gets worse. Mayor Dwyer stated that it is such a nice neighborhood and the condition it's in is not necessary.

Mr. Karl added that another problem in his neighborhood is the cars that are parking across the sidewalks throughout the whole development. The cars parked across the sidewalks as well as the bushes that are overgrown over the sidewalks force the residents to walk in the street and it's not safe. This problem needs to be addressed. Mr. Karl added that it is not just his neighborhood. He sees it along North Main also as he drives to Blooming Grove. Trustee Conklin asked Mr. Karl what he meant by parking across the sidewalks and Mr. Karl explained that it is when the car sticks out of the driveway, over the sidewalk, preventing a person from walking on it, forcing them into the street or on to their lawn to get around it. Mayor Dwyer thanked Mr. Karl for the information stating that it is helpful. Mayor Dwyer continued that he encourages all residents to bring these issues to the Board, they are the Village's boots on the ground; we need that feedback. If you see something, call it in to the Police Department.

Mr. Karl asked if the Village would be flushing hydrants and establishing some kind of a program. Mr. Karl continued that the Fire Department had a gas leak over on Spring Street. A hydrant was opened over by the Seamanville Cemetery and rocks came out of it. There is a reason why you flush hydrants and it's important. Trustee Conklin interjected and said that while she is not familiar with their schedule this year, the hydrants were flushed last year and there is a schedule. Trustee Conklin also stated that Water Plant Operator Mabee wasn't present at tonight's meeting due to a death in the family otherwise he would be able to verify when the hydrants were flushed last. Mayor Dwyer also added that there will be a meeting held at some point with the Water Department regarding a lot of things including what types of hydrants the Village has, who is the manufacturer, the aging of the infrastructure, etc.

Mr. Karl added that all the hydrants have dates on them, if you know when a development was built, you'll know when the hydrant was built. Mr. Karl continued that NFPA recommends, it is

not law, that the barrels of the hydrants be chrome yellow and the fire flows colors to be used are red for the worst, yellow which is the second worst, green is up to 1500 gallons a minute, and light blue for is over 1500 gallons per minute. Mr. Karl stated that he would be happy to help in any way that he could.

Mr. Karl inquired as to the status of the competitive DPW Superintendent position. He continued that the Village has been without someone in that position for almost two years. Mayor Dwyer stated that he was not sure of the status and Clerk Baxter added that the Village had not requested the test information from the County. Mr. Karl added that the Board zeroed the salary line out of this year's budget and if the Department of Personnel tells the Village it needs to fill that position then what. Mayor Dwyer commented that they may not ask us to fill the position and Mr. Karl stated that is a competitive position and the Village has a population over 5,000 people so at some point they will tell the Village they need to fill that position. Mayor Dwyer stated that he would get some clarity on the situation and report back.

Mr. Karl commented that the hydrogen sulfide odor in the park is back by the Airplane Park and it's a problem. Mayor Dwyer stated that they met recently and they are in discussion regarding it.

Mr. Karl finished by asking for an update on the water main from the reservoir to the filter plant. Mayor Dwyer stated that it had not yet been TV'd as it costs about \$50,000, and there are accessibility issues. Supervisor Linderman added that it's pretty wet back there and some are wet lands, that some of it needs to be drained out. Mayor Dwyer also added that the Village will have 3 or 4 points of entry that it needs to get in to. So the cost of that, plus the entry and accessibility plus to \$50,000 to have it TV'd leaves them to consider if it may be cheaper to just replace the main. He continued that the Village has asked Delaware Engineering to look into both options and report back. He added that Delaware Engineering has also put an emergency plan in place as well. There are a couple of pieces that are already moving but the Village needs to look at things more comprehensively. Mayor Dwyer continued that a lot of work has already been done but there are lot of moving parts and a lot of pieces, but that the Board is committed to a full, complete infrastructure review from the lake right up to the tap water.

Resident Howard Zuckerman stated that June 13<sup>th</sup> will be the one year anniversary of the end of the moratorium and the passing of the new zoning code. Mr. Zuckerman continued that a committee was formed to bring the zoning code to end. Approximately 95% of it was done and the remaining 5% still needs to be addressed. Mr. Zuckerman stated that once the Committee was formed, meetings were held and some changes have been made as a result of these meetings. Due to more current events, there hasn't been a meeting in a while, Attorney Naughton has compiled a list of certain items that should be discussed, approximately 13 or 14 items, but because so much time has passed, he thinks that the Board may need to reinstate the Committee so they can sit down and review it. Trustee Conklin asked if this was the Committee that was created about two years ago to review the Comprehensive Plan and Zoning together and Mr. Zuckerman stated that it was. Mr. Zuckerman asked that some thought be given to this because it appears as though we have come to road block on some matters. Mr. Zuckerman reminded the Board that the zoning code is a living document and the Building Department, ZBA and Planning Boards have situations that come up that require certain changes in the code. Trustee Conklin stated that she had spoken to the Board regarding the Committee and Trustee Houle told her that she was interested in participating in it as well. Mayor Dwyer asked Mr. Zuckerman if he would continue to be a part of it and he said that he would. Mr. Zuckerman also added that the Building Department and a member of the Planning Board should be there and Attorney Naughton should be involved as well. Mr. Zuckerman also added that the 11 ton restriction on North Main Street that he spoke about a few meetings ago has also been added to the backlog. Mayor Dwyer asked Attorney Naughton to furnish the current list of items to the Board and Counsel to review them while they get things in motion. Mayor Dwyer stated he understood that it is a time sensitive issue. Mr. Zuckerman added that at one time we were a sleepy little town now there are a lot of things that are happening and the Village needs enforcement.

#### **EXECUTIVE SESSION:**

On a motion by Trustee Conklin, seconded by Trustee Behringer, with all in favor, the meeting was closed at 8:14PM. Following a 5-minute recess, the Board convened in Executive Session for discussion of Attorney Client and Personnel.

Executive Session Minutes compiled by Mayor Dwyer.

**OPEN SESSION:** on a motion by Trustee Behringer seconded by Trustee Houle and carried, the Open Meeting resumed at 10:32 PM.

**ADJOURNMENT:**

On a motion by Trustee Houle, seconded by Trustee Conklin and carried, no further business, the meeting was adjourned at 10:50 PM.

Respectfully Submitted,

Ann-Margret Baxter  
Village Clerk

**MONTHLY REPORTS:**

Trustee Houle stated that the amount reported for the Building Department fees differs from the amount reported on the Treasurer's report. Both Building Inspector Cocks and Treasurer Murray stated that the difference is because of the timing of the deposit versus when the deposit posts. If the Building Department collects a fee on the last day of the month but it doesn't post until the first day of the next month, there will be in a difference in the amounts reported between the Departments. Treasurer Murray stated she reconciles the accounts daily. Mayor Dwyer stated that the Board will acknowledge and accept the amount listed in the Treasurer's report.

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.

**APRIL 2018 VILLAGE CLERK'S REPORT SUBMITTED BY ANN-MARGRET BAXTER, VILLAGE CLERK:**

1. Minutes prepared, processed associated correspondence and Legal Notices completed for the Annual Organizational Meeting of April 2<sup>nd</sup>, Monthly Meetings of April 3<sup>rd</sup>, & 17<sup>th</sup>, as well as the Special Meetings of April 12<sup>th</sup> & 26<sup>th</sup>.
2. Permits issued: Handicap Parking: 8 Garage Sale: 5 Solicitor/Peddling: 0 Road Opening: 0 Blasting Permit: 0 Liquor License: 0
3. Processed 1 FOIL Request.
4. Paperwork submitted to Secretary of State for Adoption of LL's #3, 4, & 5 of 2018.
5. Closed out mailing machine for month on 4/30.
6. Bi-Weekly payroll worksheets completed and submitted.
7. Required paperwork filed with O.C. Department of Human Resources.
8. Oversee updates and maintenance, of Village Website and Constant Contact.
9. Daily retrieval of messages left during the day and after hours. Forwarded messages and responded as required.
10. Vouchers completed as required. Transmittal of money collected completed and bank deposits done.
11. Scan and email pertinent information to Board and Attorney.

**APRIL 2018 DPW SUBMITTED BY JOHN LINDERMAN, PUBLIC WORKS SUPERVISOR:**

**REGULAR MAINTENANCE / VILLAGE IMPROVEMENTS:**

1. Installed bench and phone booth at Heritage Trail.
2. Cleaned out 500 Ft right of way at Fredrick Drive.
3. Cleaned out 200 Ft drainage at Cregan Place.
4. Cleaned out 400 Ft drainage at McGarrah Road.
5. Sweeper out for 9 days throughout the Village.
6. Rebuilt 20 ton trailer in shop for 4 days.
7. Garbage removal in Park and Village 4 times.
8. Installed water valve on Spring Street.
9. Repaired 2 Water Main Breaks on High Street.



**APRIL 2018 JUSTICE COURT REPORT:**

**Total Fines: \$29,478.00 Total Surcharges: \$8,816.00 Total Parking: \$4,960.00  
Total Civil Fees: \$1,710.00 Bail Poundage Collected: \$124.50 Total Bail Forfeited: \$685.00  
Total for April: \$45,773.50**

**Vehicle & Traffic Tickets: 298 Disposed: 279  
New Criminal Cases: 43 Disposed: 62 Civil Cases: 1 Disposed: 1  
Paid Parking Tickets: 120 Dismissed Traffic Tickets: 37**

**APRIL 2018 FILTRATION PLANT REPORT SUBMITTED BY ERNEST MABEE, CHIEF OPERATOR:**

**Production: Lake Mombasha 24,170,396 Gallons / 21,769,087 Gallons LY 2017  
Well #4: 3,963,756 Gallons / 4,613,078 Gallons LY 2017**

**Consumption: 28,134,152 Gallons / 26,382,165 Gallons LY 2017**

**Water Samples / Testing: OK  
Rainfall: 5.14  
Reservoir: Full**

**Miscellaneous:**

**Mark Outs**

**2 Reservoir Inspections**

**Final Water Reads**

**Daily Equipment Maintenance at Plant and Well**

**Weekly and Monthly Water Testing to Lab, All Results Good**

**TAM Here to take Lagoon Sludge**

**PID at Plant to Calibrate Daily Equipment & Meters**

**Read Water Meters**

**Completed ADWQR and sent to Health Dept**

**Repaired 2 Water Main Breaks on High Street**

**Replaced Valve on Spring Street**

**APRIL 2018 POLICE DEPARTMENT REPORT SUBMITTED BY DAVID CONKLIN, CHIEF:**

**CALLS FOR SERVICE**

**TOTAL CALLS – 1,924  
NON CRIMINAL OFFENSE – 0  
CRIMINAL OFFENSE – 188  
ARRESTS – 44**

**TRAFFIC REPORT**

**TRAFFIC TICKETS – 284  
PARKING TICKETS – 123  
DW/DWAI – 0  
GAS – \$1,973.56 / 1034.94G  
MVA – 24**

**OVERTIME/HOURS**

**TRAINING**

**Accreditation Assessor Training**

**STOP DWI Conference**

**Article 35 / Taser / OC Spray Recert – Department**

**NTOA – Dunn / Grosso**

**MVA ACCIDENT REPORT**

**FOIL REQUESTS**

**APRIL 2018 BUILDING DEPARTMENT AS SUBMITTED BY SECRETARY PROULX:**

<b>Building Permits Issued:</b>	<b>31</b>
<b>Rental Inspections Completed:</b>	<b>41</b>
<b>Title Searches Completed:</b>	<b>14</b>
<b>Violations Issued:</b>	<b>12</b>
<b>Building Permit Inspections performed:</b>	<b>152</b>
<b>C.O's Issued:</b>	<b>16</b>
<b>Fire Inspections</b>	<b>2</b>
<b>Open, active building permits</b>	<b>220</b>
<b>FOIL Requests</b>	<b>2</b>
<b>Building Permit Fees:</b>	<b>\$13,204.25</b>
<b>Rental Permit Fees:</b>	<b>1,225.00</b>
<b>Flood Permit Fees:</b>	<b>0.00</b>
<b>Fire Inspection Fees:</b>	<b>0.00</b>
<b>Title Search Fees</b>	<b><u>2,100.00</u></b>
<b>Total Fees Collected</b>	<b>\$16,529.25</b>

Monthly Assessor's report filed  
Attend Monthly Planning Board and ZBA meetings  
Continued work on zoning code changes  
Monthly report to FD for Solar  
Daily cash deposits to Clerk  
2 Court Appearances  
Attended NYSBOC training – 22 hours

**MONROE FIRE DISTRICT OFFICERS 2018:**

**Commissions: John Centofanti, Jason Kalter, Pat Patterson, Thomas M. Smith Dep. Chair,  
Thomas P. Sullivan, Ch.**  
**Secretary: Mary Ellen Beams**  
**Treasurer: Richard Goldstein**  
**Chief John Scherne, 1<sup>st</sup> Ass't Chief Rich Lenahan**

**APRIL 2018 TREASURER’S REPORT SUBMITTED BY CATHERINE MURRAY:**

Treasurer's Report Village of Monroe May 2018
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**SIGNIFICANT ACTIVITY (REVENUES)**

Bank interest	3,006
Building Permits	15,554
Fines & Forfeited Bail	38,986
Community Development Block Grant	57,163

**SIGNIFICANT ACTIVITY (EXPENDITURES)**

Snow Removal General Expense	67,590
Distribution Equipment Rental (water fund)	14,100
Improvements Downtown Revitalization (capital fund)	14,013
Serial Bonds Interest - General Fund	4,162
- Water Fund	4,162
	8,324
Health Insurance - General Fund	112,673
- Water Fund	15,417
	128,090

**STATUS OF FY2018 CONTINGENCY ACCOUNTS**

**CURRENT BALANCE**

General Fund Appropriation -budgeted	\$176,353	141,661
Water Fund Appropriation -budgeted	\$25,000	25,000

**COMMENTS:**

We have completed 11 months of the fiscal year and expenses should be at 91.7%. The expenses are at 86.8% for the General Fund and 84.9% for the Water Fund.

Respectfully submitted,  
Catherine Murray

Treasurer