

**SPECIAL MEETING
BOARD OF TRUSTEES
FRIDAY MAY 25th, 2018 @ 12:00 PM
(www.villageofmonroe.org)**

A Special Meeting of the Board of Trustees was held on Friday May 25th, 2018 at 12:00 PM in the Boardroom of the Village Hall, 7 Stage Road, Monroe, NY. Mayor Dwyer led in the pledge to the flag and called the meeting to order. Emergency exits were announced.

Present: Mayor Dwyer, Trustees Alley, Conklin and Houle
Also present: Attorney Terhune & Village Clerk Baxter

Absent: Trustee Behringer (work)

APPOINTMENT OF PART-TIME DEPUTY VILLAGE TREASURER – THOMAS J. CUNNINGHAM:

After a review of the job description and duties, Mayor Dwyer decided to request the re-classification of the Deputy Village Treasurer position from fulltime to part time, which was approved and re-classified accordingly by OC Dept. of Civil Service. After careful review of the resumes received, four applicants were interviewed by Mayor Dwyer, Trustee Alley and Treasurer Murray. Mayor Dwyer recommended that Thomas J. Cunningham, 18 Letts Circle, Monroe, NY be appointed to the part-time position.

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

RESOLVED, the Board of Trustees accepted the recommendation of Mayor Dwyer and appointed Thomas J. Cunningham, 12 Letts Circle, Monroe, NY 10950 to the part-time position of Deputy Village Treasurer effective 5/29/18 at an hourly salary of \$28/hour. Working hours are not to exceed 20 hours per week, and are to be determined by the Finance Department.

Ayes: Trustees Alley, Conklin and Houle
Nays: None

AUTHORIZATION TO UTILIZE A STAFFING AGENCY:

On a motion by Trustee Conklin, seconded by Trustee Alley, the following resolution was duly adopted.

WHEREAS, due to the resignation of Water Billing Control Clerk Shakine Michel, and the necessity to fill the position as soon as possible, and

WHEREAS, The Board of Trustees, after careful consideration, deem it beneficial to contract with an employment agency to fill the position short term.

NOW THEREFORE BE IT RESOLVED, the Board of Trustees does hereby agree to utilize a staffing agency to fill the position until such time as the interviewing and hiring for the Billing Control Clerk's position can be accomplished.

Ayes: Trustees Alley, Conklin and Houle
Nays: None

AUTHORIZATION TO ADVERTISE / PART TIME BILLING CONTROL CLERK POSITION:

On a motion by Trustee Conklin, seconded by Trustee Houle and carried, the Board directed the Village Clerk to advertise utilizing the Village's website and Constant Contact for the position of P/T Water Billing Control Clerk as follows:

PART TIME BILLING CONTROL CLERK

The Village of Monroe Water Department seeks a detail-oriented, responsible individual with excellent people and administrative skills. The works involves responsibility for routine clerical and keyboarding tasks in connection with office organization and the preparation of the Village's quarterly water bills. Work is performed under the general supervision of the Water Plant Operator and involves the exercise of independent judgement and accuracy in maintaining computer files on all water customers and in the billing of customers for water use. Applicant must have working user knowledge of MS-Windows / desktop software programs. Bookkeeping

skills a plus. Appointee will be subject to a background check. Hourly salary is dependent on experience. Village resident preferred. Fax resume and cover letter to 845-782-3006 or email Village Clerk at clerk@villageofmonroe.org no later than Friday, June 8, 2018.

MAYOR'S REPORT:

Mayor Dwyer had nothing to report at this time.

PUBLIC COMMENT: #PRESENT 0 TIME: 12:19 PM

There was no public comment.

ADJOURNMENT:

On a motion by Trustee Conklin, seconded by Trustee Houle, with all in favor, the meeting was closed at 12:21 PM. Following a 5-minute recess, the Board convened in Executive Session for discussion of Personnel.

Respectfully Submitted,

Ann-Margret Baxter
Village Clerk

Executive Session Minutes compiled by Mayor Dwyer.

OPEN SESSION: on a motion by Trustee Houle seconded by Trustee Conklin and carried, the Open Meeting resumed at 12:55 PM.

ASSIGNMENT OF COUNSEL:

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

RESOLVED, the Board of Trustees hereby authorized Attorney Alyse Terhune to represent the "Village of Monroe Board of Trustees" and "Village of Monroe" and Attorney Kelly Naughton to represent the "Village of Monroe Zoning Board of Appeals" in the matters of HRR Corp. and 236 High Street, LLC, at their respective litigation rates as set forth in their respective retainer agreements; and

BE IT FURTHER RESOLVED, that the Board of Trustees hereby authorizes Attorney's Terhune & Naughton to file Notice of Appearances on behalf of their respective clients.

Ayes: Trustees Alley, Conklin and Houle
Nays: None

ADJOURNMENT:

On a motion by Trustee Conklin, seconded by Trustee Alley and carried, no further business, the meeting was adjourned at 1:10 PM.

Ayes: Trustees Alley, Conklin and Houle
Nays: None