

**BOARD OF TRUSTEES MEETING**  
**TUESDAY JUNE 19, 2018**  
[www.villageofmonroe.org](http://www.villageofmonroe.org)

The second of the bi-monthly meetings of the Board of Trustees was held on Tuesday June 19, 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, and DPW Supervisor Linderman

**Absent:** Treasurer Murray (personal)  
Water Plant Operator Mabee (personal)

**BUDGETARY TRANSFERS / MODIFICATIONS:**

On a motion by Trustee Conklin seconded by Trustee Houle, 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>
A.1990.90	Contingency	A.3120.103	PD Officers	60,426.00
<b>Budget Modifications</b>				
A.1560	Safety Inspection Fees	A.1440.450	Engineering Contractual	13,531.00
A.2115	Planning Board Fees	A.8025.450	Plan Bd Enginner Contract	2,462.00
		A.3120.101	PD PS Sergeants	33,210.00
		A.3120.103	PD PS Officers	102,718.00

**PERMENANT APPOINTMENT: RICHARD HALEY, F/T DISPATCHER:**

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

**RESOVLED**, the Board of Trustees accepted the recommendation of Chief Conklin and appoint Richard Haley from the Orange County Certification of Eligibles Resident List for Exam 60883, Dispatcher. Mr. Haley is eligible for this permanent fulltime status effective June 20, 2018 at a salary of \$42,700.00. The necessary MSD 426-B will be submitted to Orange County Department of Human Resources.

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

**PERMENANT APPOINTMENT: WILLIAM OSTROWSKI, WATER TREATMENT PLANT OPERATOR:**

At the September 17, 2017 Board of Trustees Meeting William Ostrowski was provisionally appointed to the fulltime position of Water Treatment Plant Operator pending the results of Exam #655 for Water/Wastewater Treatment Plant Operator. On a motion by Trustee Houle, seconded by Trustee Alley, it was:

**RESOLVED**, based on the results of the Orange County Certified List of Eligibles Examination #655 for Water Treatment Plant Operator, the Board of Trustees appointed William Ostrowski to the permanent position of Water Treatment Operator, effective June 20, 2018 at the rate of \$33.58/hour.

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

**REQUEST FOR REFUND – BUILDING DEPARTMENT APPLICATION FEE – CONTINUED:**

(See 6/15/18 Minutes)

At the June 5, 2018 Board of Trustees Meeting, property owner Julie Kaffenberger submitted a request for a refund for a building permit application for the construction of a 10' by 20' open deck for her home located at 209 Elm Street. The application was denied due to the setback requirements and the property owner decided not to file an appeal with the ZBA. Attorney Terhune requested that the matter be tabled to allow her time to review the Village's Fee Law regarding refunds. Discussion followed.

Attorney Terhune suggested that in general, fees are non-refundable. When someone applies for something and regardless as to how quick or long it takes to process, there are administrative costs in play and refunding those costs becomes a slippery slope. Attorney Terhune stated that unless there is a written policy that she is not aware of her suggestion to the Board of Trustees is to deny this request. Attorney Terhune added that perhaps the Board should ask the Building Inspector if this is a typical type of request and if application fees are refunded in his experience. Building Inspector Cocks stated that the application fees have only been refundable when the error is on the Village's side but that wasn't the case with this instance.

Mayor Dwyer stated that he was concerned about this. He continued that this was a simple deck installation where the the fees involved were minor in comparison to other projects. Mayor Dwyer questioned the possibility of an applicant coming to the Building Department and inquiring about a project before actually submitting an application. Building Inspector Cocks stated that they could have used a land use form. Mayor Dwyer asked if by using that form the Building Department would be able to determine if the property owner would have any issues with the project before submitting an application. Inspector Cocks stated that it would. Inspector Cocks also added that anyone at any time is welcome to come in to the Building Department and discuss the nature of a potential project, to review maps of the lot, etc. but again, that did not happen with this application. Inspector Cocks stated that it would not be feasible to review all the applications and not take money, there is a process they have and that is the process they follow.

Trustee Houle asked if there were any guidelines in place that tell homeowners the steps that they should take when doing home improvement projects. Inspector Cocks responded they did not, most times he needs to advise each resident specifically what he needs to review their particular project. Trustee Houle stated to Mayor Dwyer's point, would there be a way for residents to know that their application would be denied prior to paying the fee. Inspector Cocks stated that there is always a possibly but he doesn't know if that is even possible unless a review is done.

Attorney Terhune asked Inspector Cocks if what is needed to submit an application to the Building Department is stated on the application itself and Inspector Cocks confirmed that it was. Attorney Terhune asked if the fee schedule was attached as well and Inspector Cocks stated it was. Mayor Dwyer stated that going forward perhaps there is some kind of language to encourage residents to perhaps utilize a land use form before submitting an application before they get involved in a project that they ultimately may not be approved for. Trustee Conklin asked if the fee printed is right on the application and Inspector Cocks confirmed that it was. Inspector Cocks continued that there is a \$75 application fee, and a fee based on square footage. He added that there are some things that are flat fees. Inspector Cocks stated that the application should have a disclosure stating that the application fee is non-refundable, and it currently does not. Attorney Terhune stated that would be a simple fix.

Mayor Dwyer continued that this case has brought to light that the application should state that the fee is non-refundable but in the interim he is of the opinion that in fairness to the applicant the Board addresses it this way but that going forward to the Inspector's point of view, that the Village respect that process as well. Attorney Terhune asked if there is a Technical Advisory Committee at the Planning Board level. She continued that some communities for someone who is undertaking a bigger project, they offer a free, one-time meeting with their consultants. Inspector Cocks stated that he was not aware of that, but he added that this is what the land use form is for. Anything that goes to the Planning Board must have a land use form, and that's part of the review process. Attorney Terhune asked if there was a fee for that and Inspector Cocks stated that there was not.

Inspector Cocks continued that most people will come in to the Building Department and speak with them regarding their project, and look at what they are trying to do. Mayor Dwyer asked him if he thought that mattered and Inspector Cocks stated that he did. He continued that most of the time they are able to figure out if the project can be done or not. Trustee Houle asked if this

particular applicant did that, and Inspector Cocks stated that they did not. They submitted their application for what appeared to be a simple deck, but they did not have the necessary setbacks. The permit was rejected but they were told they could go before the ZBA for a variance but they chose not to do that. They had recourse but they chose not to follow the process.

Attorney Terhune stated that to waive a fee because you didn't get a permit is essentially paying for someone's private project with tax payer money. Inspector Cocks stated that is the reason why all these things go before the Board to decide. Mayor Dwyer agreed and stated that is why he is trying to separate the application fee from the cost of the project, they should be seen as separate entities.

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

**RESOLVED**, the Board of Trustees denied the request of homeowner Julie Kaffenberger, 209 Elm Street, and denied the refund for her Building Department application in the amount of \$225.00.

Ayes: Trustees Alley, Conklin, Behringer and Houle  
Nays: Mayor Dwyer

**TURN THE TOWN TEAL RIBBON CAMPAIGN FOR OVARIAN CANCER:**

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

**RESOLVED**, the Board of Trustees approved the request of volunteer Kathy Colquhoun to tie ribbons on the lampposts in the downtown calling attention to the "Turn the Town Teal" national campaign to create awareness of ovarian cancer. Biodegradable made in the USA ribbons are used and will be displayed from 9/1/18 to 9/30/18. Mrs. Colquhoun will put them up and remove them as she has in the past. Discussion followed.

Trustee Behringer commented that is this is a great idea. She had recently spoken with Mrs. Colquhoun after a co-worker had been diagnosed with ovarian cancer. Trustee Behringer stated that if she needed any help hanging the ribbons she would be happy to help. Mrs. Colquhoun thanked Trustee Behringer for her offer and stated that she often has the help of her grandchildren and Colleen Farrell from Harriman as well as the Town of Monroe. She added that she has brought this into the Town of Warwick. Mrs. Colquhoun stated that we need awareness since there is no specific test for this disease and people must become aware of symptoms.

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

**RELEASE OF LETTER OF CREDIT FOR 1 YEAR WARRANTY / MONROE COPY CENTER (TM# 202-1-3):**

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

**RESOLVED**, the Board of Trustees accepted the recommendation of Building Inspector Cocks and release the letter of credit for its 1 year warranty in the amount of \$22,371.50 for the Monroe Copy Center located at 412 North Main Street, TM# 202-1-3. Inspector Cocks stated was satisfied that all items have been completed and the one (1) year warranty has expired without issues.

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

**BOURBON STREET BAR & GRILL FIREWORKS CELEBRATION 7/3/18:**

An event application was submitted by Scott Benoit, owner of Bourbon Street Bar & Grill to extend their business outside from 11AM to 11:30PM on July 3, 2018 2018 (rain date 7/6/18) during the downtown Independence Day Celebration with fireworks. Discussion followed.

Trustee Conklin asked Chief Conklin if the event was the same as in years past and Chief Conklin confirmed that it was. He added that the Police Department has never had any issues with the event.

Trustee Alley added that the Hold Harmless Agreement was not signed by the applicant. Attorney Terhune added that the resolution should be conditioned on him signing that section. Mayor Dwyer stated that it would be added.

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

**RESOLVED**, the Board of Trustees approved Bourbon Street Bar and Grill, 78 Millpond Parkway, extending their business outside from 11 AM to 11:30 PM on July 3, 2018 (rain date 7/6/18) during the downtown Independence Day Celebration with fireworks. Approval is contingent upon the filing of a completed application containing the applicant's signature on the Hold Harmless Agreement within the event application, as well as the Cost Reimbursement Addendum. Mayor Dwyer, Inspector Cocks and Chief Conklin will review the application again and signoff upon receipt of the completed application. Approval is also contingent upon a copy of their SLA permit being filed with the Village Clerk and Monroe Police Department prior to the event. Bouncers will be on hand to check ID's. Temporary fencing must surround the area to be used as per the layout provided. Fire extinguishers will be on site outside at all times, and there must be a 20' separation between the tent area and parked vehicles. Sign-off of the event application has been made by the Building Department and Police Department.

**Ayes:** Trustees Alley, Conklin, Behringer and Houle

**Nays:** None

**REQUEST TO OPEN HOME TO PUBLIC FOR PROMO PHOTOS / 236 HIGH STREET (TM#206-5-4.12):**

An event application has been submitted by property owner Tim Mitts of 236 High Street, requesting permission to open his home to the public and allow it to be used as a place for students of the Monroe-Woodbury School District to come and take promo photos on Wednesday, June 20, 2018 between the hours of 4:30pm – 8:00pm. Mr. Mitts was advised of the following conditions that needed to be met in order for the Board of Trustees to consider accepting his request:

1. Completed Events Application
2. A Certificate of Liability Insurance with limits of \$1,000,000 / \$2,000,000, naming the Village of Monroe as additional insured.
3. A plan for off-street parking that must be reviewed by the Monroe Police Department.
4. One individual in a vest to be used for parking management, supplied by Mr. Mitts. No parking is permitted along the road and he must be in compliance with Village Code Chapter 143.
5. No more than 50 people at a time are permitted to attend this event which is limited to June 20, 2018 only.

Subsequent to these terms, a meeting was held at 236 High Street with Mayor Dwyer, Chief Conklin, Inspector Cocks and Mr. Mitts. The meeting resulted in the additional points:

Mr. Mitts advised the Village of his parking plan which included limousines and private vehicles. It was agreed that the private vehicles would park on the property's grass guided by parking attendants, of which Mr. Mitts stated he would provide, and there would be a total of three (3) persons. It was clarified that the limousines would be directed offsite into commercial parking areas. Mr. Mitts confirmed that the driveway would remain free of any vehicles to allow for emergency personnel should that be required. Mr. Mitts additionally has acknowledged that there is no parking permitted, per Village Code Chapter 143, allowed along High Street, Swezey Place and Gilbert Street.

Mr. Mitts has also acknowledged that no more than 50 people would be permitted in the residence at a time and would do his best to cycle the guests through his home.

Additionally, there would be two (2) monitors inside the residence as well as Mr. Mitts. It was stated that the plan would be utilizing only the first floor of his residence.

A letter was generated containing these requirements and conditions. Both Mayor Dwyer and Mr. Mitts signed off on the letter which states that the signature is to be used as acknowledgment of these requirements and conditions. A copy of this letter was sent to Mayor Dwyer, Chief Conklin, Inspector Cocks, Mr. Mitts, Attorney Terhune and Attorney Cappello, who represents Mr. Mitts. Discussion followed.

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

**RESOLVED**, the Board of Trustees accepted the events application submitted by property owner Timothy Mitts of 236 High Street and approved his request to open his home to the public and allow it to be used as a place for students of the Monroe-Woodbury School District to take prom photos on Wednesday, June 20, 2018 between the hours of 4:30pm – 8:00pm. Mr. Mitts has agreed to adhere to all the terms and conditions laid out in the agreement letter which was signed by both himself and Mayor Dwyer.

**Ayes:** Trustees Alley, Behringer, Conklin and Houle

**Nays:** None

**ORANGE COUNTY TOURISM GRANT APPLICATION AUTHORIZATION:**

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

**RESOLVED**, the Board authorized Trustee Alley to make application for funding through the Orange County Tourism Grant Program 2018-2019 to be applied towards the fees associated with the Village of Monroe's 2018 Founder's Day.

**Ayes:** Trustees Alley, Conklin, Behringer and Houle

**Nays:** None

**BOND ACCEPTANCE / ACP SHOPPING PLAZA TM#222-2-5.1 & 5.2 (PLANT FITNESS & AUTO ZONE):**

An applicant came before the Planning Board from ACP Shopping Plaza and was given site plan approval for their plan to redevelop the former Kmart store which would include a partial demolition and reconfiguration of the existing building to accommodate a Plant Fitness and an Auto Zone store, plus a new 5,500 sq. ft. pad site. The Village's Engineer, John O'Rourke, PE, has reviewed the bond estimate for the project and the costs associated with that project and established the amount of \$113,988.10. Discussion followed.

Attorney Terhune asked the Board that generally the bond form is reviewed by the Village Attorney and inquired if the form of the bond been submitted to the Village. Mayor Dwyer stated he was not aware of that. Attorney Terhune advised the Board to accept the amount and condition the approval on the review and acceptance by the Village Attorney's satisfaction of the bond and the form of the bond.

Trustee Behringer asked where the sidewalks would be located. Inspector Cocks stated that they would be located by the back entrance behind the liquor store and continue along Still Road, connecting the existing sidewalks that begin at Pine Ridge Condominiums, to the crosswalk by McDonalds.

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

**RESOLVED**, the Board of Trustees accepted the bond estimate as approved by the Village's Engineer Lanc & Tully, PC, John O'Rourke, PE and conditionally approved the bond estimate contingent upon the bond submission and form of the bond to the Village Attorney for review. The bond acceptance is for ACP Shopping Plaza, TM# 222-2-5.1 & 5.2, located at 475 St. Rt. 17M in the amount of \$113,988.10. The Planning Board accepted the application for the redevelopment of the former Kmart store including a partial demolition and reconfiguration of the existing building to accommodate a Plant Fitness and an Auto Zone store, plus a new 5,500 sq. ft. pad site. Additionally, the applicant has also agreed to the addition of sidewalks along Still Road and additional lighting.

**Ayes:** Trustees Alley, Conklin, Behringer and Houle

**Nays:** None

**HELEN KELLER DEAF-BLIND AWARENESS WEEK JUNE 24 - JUNE 30, 2018:**

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

**WHEREAS**, Helen Keller, deaf and blind since birth, was an American lecturer, author and activist. Ms. Keller overcame her disabilities during an era when most individuals were

institutionalized, and with the aide of her mentor Anne Sullivan, rose to international renown. Ms. Keller used her fame to educate others about the deaf and blind, and to raise funds for associated charities; and

WHEREAS, in 1984 President Ronald Reagan issued a proclamation designating the last week of June as “Helen Keller Deaf-Blind Awareness Week” and every year since, the Helen Keller National Center of Deaf-Blind Youths & Adults (HKNC) has commemorated the week with a national advocacy campaign in recognition of the achievements and capabilities of people who are deaf-blind; and

WHEREAS, in 2018 we are celebrating Helen Keller Deaf-Blind Awareness Week from June 24 to June 30, in which the theme in 2018 is “Investing In Youth To Enrich Our Future” to spark change that comes from the promise of our youth and support the younger generation of people who are deaf-blind in actualizing their potential and supporting their emerging leadership through peer-to-peer mentoring, work based learning and self-advocacy.

THEREFORE, BE IT RESOLVED, the Board of Trustees hereby designate June 24 through June 30, 2018 as “Helen Keller Deaf-Blind Awareness Week” and conveyed the importance of investing in these youth and assist them in enriching the future of not only this community, but our County, State and Country, by encouraging the full participation of those with multi-sensory disabilities.

Trustee Houle added that she is very excited about this, as this is her life’s work. She added that she is involved with the American Sign Language instruction. Trustee Houle continued that Helen Keller was an amazing woman and she won an Academy Award for the movie “The Miracle Worker.”

Trustee Behringer asked if there were plans to show the movie and Mayor Dwyer stated that would be a great idea. Trustee Houle added that she would offer to do an example of tactile signing.

Village resident Tim Mitts added that he could help the Board with that. He would contact the movie theatre and assist in obtaining the movie, the version with Patti Duke in it. Mr. Mitts added that the woman who owns Pamela’s on the Hudson in Newburgh, NY was the woman who played the 18 month old baby in the original 1960’s movie. Mayor Dwyer added that Helen Keller had very strong ties to the community in both Rest Haven and Roscoe Smith’s home. Mayor Dwyer stated that this circles back to Monroe again, making that Founder’s Day Celebration even more important.

Trustee Conklin commended Mr. Mitts on the work he has been doing with Rest Haven. Prior to his work people were not aware of the connection that Helen Keller had to this community and she thinks that it is great.

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

#### **MAYOR’S REPORT:**

Trustee Houle commented on the Bicycle Rodeo hosted by the Monroe Police Department was a huge success. She added that her children had a wonderful time having their bikes inspected, went through the obstacle course and riding through Demon Driveway. Trustee Houle added that it was an amazing event, absolutely fantastic.

Trustee Conklin added that Community Day was also a great event held in the Town of Monroe with a lot of amazing food vendors in attendance.

Mayor Dwyer commented the Farmer’s Market has been doing really well, and the recent one had the highest attendance in the history of the Farmer’s Market. Trustee Alley added that she recognized a noticeable difference in the attendance this past week and there is a great variety of vendors present. Trustee Conklin stated that there will be a fluctuation on attendance from time to time.

**PUBLIC COMMENT:** # PRESENT 11 TIME: 7:47 PM

Resident Tammy Rao commented that the Board is doing really good things, working with the Town and it shows. Mrs. Rao asked in reference to the pad site that was approved in the old

Kmart building, was the pad site in the existing site or a separate location. Inspector Cocks stated that everything is being shifted around. Mrs. Rao asked if the square footage of the building changed and Inspector Cocks stated not really, a site pad is being added but the building will be shirking. Mrs. Rao asked if there will still be a pass way and Inspector Cocks stated that there would be. Trustee Alley offered Mrs. Rao to take a look at the site plan that was provided to the Board to get a better understanding of the layout.

Mrs. Rao mentioned that she saw on Facebook that there was an issue with the Empanada Man and questioned what had happened. Trustee Conklin stated that it was her understanding that he misunderstood what Mayor Dwyer had told him. Both Trustee Conklin and Trustee Alley confirmed that the Empanada Man was booked to attend multiple dates for the concert series. Trustee Conklin added that for that event series there are no competing vendors. With that in his head, he received a phone call that the Village would have someone from St. Anastasia's Church at the Independence Day celebration who would also be making empanadas and donating the money back to the church. Trustee Conklin believed that he took that as the Village's way of telling him he could not participate in this event. Trustee Alley added that he wanted to be part of the Village's event and has been included. Trustee Conklin stated that perhaps he felt like he was being slighted and he lashed out inappropriately. Trustee Conklin continued that the Village quickly dealt with it and she is of the opinion that he should have gone back on Facebook and apologized for his misprint. Everything is ok now.

Resident John Karl noticed that the fire hydrants have been painted and color coded and he appreciates it. He asked if the Village has fire flow data as backup to the color coding of the hydrants. Mayor Dwyer stated that he was not sure and asked for more information so that he would be able to speak intelligently on the topic. Mr. Karl stated that it was important to find out so rather than paint hydrants haphazardly, you are following the guidelines of the National Fire Protection Agency. If you are not flushing hydrants, you will not get accurate readings on your pitot and pressure gauges, which will tell you if you hydrants are color coded correctly. This is why it is important to flush the hydrants, not just for the Water Department but for the Fire Department as well. Mayor Dwyer stated that he would check into fire hydrants color coding, pressure and pitot gauge application to make sure that each one is doing what it's supposed to do. Mr. Karl stated that he was available to help if he needed and Mayor Dwyer thanked him for the offer.

Mr. Karl continued that the next year is the 125<sup>th</sup> Anniversary of the Village of Monroe and asked if there was anything planned to commemorate that. Mayor Dwyer answered yes and asked Mr. Karl if he would like to be a part of that. Mr. Karl said that he offered to help and Mayor Dwyer stated he offered him to help out with Code Enforcement and he turned him down. Mr. Karl stated that he would rather help with water than anything else.

Resident Howard Zuckerman stated he was here for a matter that had been tabled, the taxi code. Mr. Zuckerman added that he wanted to remind the Board that the code that was changed in both the zoning code and in section 182 was written before Uber and Lyft were legal so that needs to be taken into consideration if changes are going to be made. Mr. Zuckerman added that his opinion is still the same in that both the changes in the zoning code and section 182 are currently unenforceable and need to be changed. Mr. Zuckerman asked if the Board was reviewing both the taxi business in the zoning code or just the licensing. Mayor Dwyer asked Mr. Zuckerman for clarification. Mr. Zuckerman stated that the new zoning code added two new sections that have to do with taxi business, 200-44e and 200-51.2, and those are tough because they fall under the Building Department, not the Police Department. These are the ones that say that taxis cannot be parked or stored overnight in other than a GB District. The question is, does the Village want to employ a third member of the Building Department to work the 8:00PM to 8:00AM shift to enforce the taxi's that are parked overnight. Mr. Zuckerman added that it is a very difficult section to enforce. Mayor Dwyer stated that he appreciates Mr. Zuckerman's thoughts and concerns and it is important to establish some roots or you don't have anything. Mayor Dwyer continued that it important to have something that you can build from and modify and enhance. Mayor Dwyer added that the Police Department is well aware of the issues and are ready to go about taking care of business here and are waiting for this Board to take some action. Mr. Zuckerman stated that he wondered if the sections could be meshed together to some degree, rather than have one department enforce one section, and another department enforce the other section. Mr. Zuckerman stated that he also wanted to add that no one has worked harder on these sections than Mayor Dwyer and Chief Conklin.

Trustee Conklin interjected and stated that this is why she said back in April, and nothing came of it, and that was to assign a committee to review the Village's Comprehensive Plan and Zoning.

Trustee Conklin stated that it should really be done every two years and even threw Mr. Zuckerman's name in as well as Trustee Houle's are possible participants because they voiced interest. It is something that they need to get done rather continue to kick the can down the road, let's get it done, otherwise we keep running in to these issues.

Mr. Karl questioned the Treasurer's report and budget modifications regarding the personal services for the Police Department. He asked where is the money coming from and where is it going to. Is it the 2017 budget or the 2018 budget? Mayor Dwyer stated that it is from the 2017 budget and it is a liability that is being transferred from once budget line to the other to avoid it showing as a negative. This is reconciling a line from last year's budget on the liability side to move into the last payroll of 2017. Trustee Houle added that it was money that was put aside previously while contract negotiations were going on, knowing that retro monies and increases would have to be paid. Mr. Karl stated that normally that would have been placed on the contingency line, and Trustee Conklin stated that that is what happened. Mr. Karl stated that wasn't how it appeared on the spreadsheet he had and Trustee Conklin asked him to show her what he was looking at. Trustee Conklin stated that he was not looking at what the Board was looking at and offered him a copy to review so he could view what they were looking at.

#### **EXECUTIVE SESSION:**

On a motion by Trustee Behringer, seconded by Trustee Conklin, with all in favor, the meeting was closed at 8:00PM. 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 Conklin seconded by Trustee Behringer and carried, the Open Meeting resumed at 10:20 PM.

#### **ADJOURNMENT:**

On a motion by Trustee Houle, seconded by Trustee Behringer and carried, no further business, the meeting was adjourned at 10:30 PM.

Respectfully Submitted,

Ann-Margret Baxter  
Village Clerk

#### **MONTHLY REPORTS:**

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

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

1. Minutes prepared, processed associated correspondence and Legal Notices completed for the Monthly Meetings of May 1<sup>st</sup> & 15<sup>th</sup>, as well as the Special Meeting of May 25<sup>th</sup>.
2. Permits issued: Handicap Parking: 9 Garage Sale: 8 Solicitor/Peddling: 1 Road Opening: 0 Blasting Permit: 1 Liquor License: 0
3. Processed 2 FOIL Requests.
4. Prepared for 2018 Village Tax Bills:
  - Which include unpaid water rents, unpaid other charges (fire inspection) and unpaid property maintenance (lawn mowing)
  - Tax notice in paper
  - Picked up Tax Bills from OC Office of Real Property
  - Mailed 2018 Tax Bills on 5/30/18
5. Collected May water rents.
6. Closed out mailing machine for month on 5/31.
7. Bi-Weekly payroll worksheets completed and submitted.
8. Required paperwork filed with O.C. Department of Human Resources.

9. **Oversee updates and maintenance, of Village Website and Constant Contact.**
10. **Daily retrieval of messages left during the day and after hours. Forwarded messages and responded as required.**
11. **Vouchers completed as required. Transmittal of money collected completed and bank deposits done.**
12. **Scan and email pertinent information to Board and Attorney.**

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

**REGULAR MAINTENANCE / VILLAGE IMPROVEMENTS:**

1. **Mowed the Park three times.**
2. **Garbage removal in Park and Village four times.**
3. **Brush Clean Up five days.**
4. **Clean Up at Windgate Woods for two days.**
5. **Installed 300 Ft Drainage Pipe at Timber Hills Dr.**
6. **Top Soil in Freeman Homes for fifteen days.**
7. **Pothole Repair throughout the Village.**
8. **Repaired three Catch Basins.**
9. **Sidewalk Repair at Lake Street – 322 SQ Ft and Pine Tree Road – 115 SQ Ft.**
10. **Installed New Curbs at Reed Road – 369 LF, Timber Hills Drive – 259 LF, Coffey Road – 85 LF, Millard Circle – 29 LF, and Pine Tree Road – 295 LF.**

**MAY 2018 JUSTICE COURT REPORT:**

**Total Fines: \$27,402.00 Total Surcharges: \$8,140.00 Total Parking: \$3,200.00  
 Total Civil Fees: \$1,235.00 Bail Poundage Collected: \$75.00 Total Bail Forfeited: \$325.00  
 Total for May: \$40,377.00**

**Vehicle & Traffic Tickets: 282 Disposed: 273  
 New Criminal Cases: 60 Disposed: 42 Civil Cases: 4 Disposed: 1  
 Paid Parking Tickets: 92 Dismissed Traffic Tickets: 47**

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

**Production: Lake Mombasha 27,403,547 Gallons / 25,321,108 Gallons LY 2017  
 Well #4: 4,570,117 Gallons / 4,686,311 Gallons LY 2017**

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

**Water Samples / Testing: OK  
 Rainfall: 4.16  
 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  
 Oreco, Pine Tree Districts Reading to Town  
 Rapid Pump here to Re-Install Pump #1  
 Sullivan Fire Protection Flow Tested 2 Hydrants on 17M  
 Check Valves Serviced at Van Keuran Pump Station  
 Filter #3 Finished NTU Meter Repaired  
 Water Bills Mailed on the 1<sup>st</sup>**

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

**CALLS FOR SERVICE**

**TOTAL CALLS – 1,872**  
**NON CRIMINAL OFFENSE – 0**  
**CRIMINAL OFFENSE – 281**  
**ARRESTS – 43**

**TRAFFIC REPORT**

**TRAFFIC TICKETS – 265**  
**PARKING TICKETS – 100**  
**DWI/DWAI – 0**  
**GAS – \$2,111/992G**  
**MVA – 31**

**OVERTIME/HOURS**

**TRAINING**

**Bicycle Patrol – Gross/Farningham**  
**Training Pedestrian Safety - Lee**

**MVA ACCIDENT REPORT**

**FOIL REQUESTS**

**MAY 2018 BUILDING DEPARTMENT AS SUBMITTED BY ASSISTANT BUILDING INSPECTOR PROULX:**

<b>Building Permits Issued:</b>	<b>34</b>
<b>Rental Inspections Completed:</b>	<b>32</b>
<b>Title Searches Completed:</b>	<b>15</b>
<b>Violations Issued:</b>	<b>20</b>
<b>Building Permit Inspections performed:</b>	<b>93</b>
<b>C.O's Issued:</b>	<b>18</b>
<b>Fire Inspections:</b>	<b>2</b>
<b>Open, active building permits</b>	<b>224</b>
<b>FOIL Requests</b>	<b>2</b>
<b>Building Permit Fees:</b>	<b>\$ 7,247.75</b>
<b>Rental Permit Fees:</b>	<b>525.00</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>2,250.00</u></b>
<b>Total Fees Collected</b>	<b>\$11,022.75</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**

**MAY 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	2,989
Sales Tax	324,798
Franchises	40,348
Rental of Real Property	7,548
Building Permits	9,549
Fines & Forfeited Bail	29,126
Other Public Safety Grant	10,000
Mortgage Tax	120,751
State Aid Other - NYS DOT Grant	11,210

**SIGNIFICANT ACTIVITY (EXPENDITURES)**

Law Contractual/ Other Atty	12,777
PD Uniform Allowance	10,174
PD Contractual	5,135
St Maint Asphalt	10,730
St Maint Oiling	9,982
St Maint General Expense	21,838
St Maint Equipment Maintenance	19,989
St Maint Garbage Removal	5,700
Snow Removal Equipment	11,300
St Lighting Street	19,389
Sidewalks General Expense	5,899
Other Employee Benefits	10,027
Distribution Contractual (Water Fund)	24,906
Bonds Water System Interest (Water Fund)	48,094
Health Insurance - General Fund	141,345
- Water Fund	15,551
	130,043

**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 12 months of the fiscal year and expenses should be at 100.0%. The expenses are at 95.8% for the General Fund and 95.0% for the Water Fund.

Respectfully submitted,  
Catherine Murray  
Treasurer

**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**