

**BOARD OF TRUSTEES MEETING**  
**TUESDAY, JULY 10, 2018**  
[www.villageofmonroe.org](http://www.villageofmonroe.org)

Due to the Independence Day Holiday, the first of the bi-monthly meetings of the Board of Trustees was held on Tuesday, July 10, 2018 at 7:00 PM in the Upstairs Boardroom of the Village Hall, 7 Stage Road, Monroe, New York. Mayor Dwyer called the meeting to order and led in the pledge to the flag. Emergency exits were announced.

**Present:** Mayor Dwyer, Trustees Conklin, Alley and Houle  
**Also present:** Attorney Terhune, Village Clerk Baxter, Deputy Clerk Zahra, Highway Supervisor Linderman, Water Plant Operator and Police Chief Conklin

**Absent:** Trustee Behringer (vacation)

**PRESENTATION OF CERTIFICATE OF RECOGNITION / ANTI-LITTER CAMPAIGN WINNER – OLIVIA PANZARELLA:**

(See Meeting Minutes 6/5/18)

At the June 5<sup>th</sup>, 2018 Board of Trustees Meeting, the Village Board discussed the ongoing litter problem that has plagued the Village of Monroe. In an effort to bring some awareness to the issue the Village Board approved the collaboration with North Main Street Elementary School and Principal Joe Coto and developed the 2018 Anti-Litter Campaign. The winner would be announced on Friday, June 22<sup>nd</sup> by Principal Coto and in addition to the winner having their poster at various places of business throughout the Village, the winner would also have an ice cream party with 4 – 5 friends at Wally's Ice Cream Parlor in Monroe, NY on a date to be determined this summer. 160 posters were submitted, and Ms. Olivia Panzarella's poster was selected as winner.

Trustee Houle presented Ms. Panzarella with a Certificate of Award that read as follows:

**This certificate is awarded to Olivia Panzarella  
For Excellence in Art and Environmental Conservation in the 2018 Anti-Litter  
Campaign Poster Contest.  
Thank you for making our community a better place to live.**

**MINUTE APPROVAL: MEETINGS OF JUNE 5<sup>th</sup> & 19<sup>th</sup> 2018:**

On a motion by Trustee Conklin seconded by Trustee Houle, the Minutes of the June 5<sup>th</sup> Meeting were approved.

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

**Nays:** None

On a motion by Trustee Conklin seconded by Trustee Houle, the Minutes of the June 19<sup>th</sup> Meeting were approved.

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

**Nays:** None

**END OF YEAR TRANSFERS/MODIFICATIONS FY/2018 (6/1/17-5/31/18):**

On a motion by Trustee Alley seconded by Trustee Conklin and carried, the following end-of-year budget transfers / modifications were approved. Treasurer Murray was authorized to make the following budget modifications for the fiscal year 2018 (6/1/17-5/31/18):

A.1110.1040	COURT.CLERK PS P/T	7,265.25	A.1010.4100	TRUSTEES.GENL EXP	947.61
A.1325.1010	TREASURER DEPUTY PS	8,624.19	A.1110.1050	COURT.SICK	16.16
A.1410.4120	CLERK.HISTORIAN	9,300.96	A.1110.1110	COURT CLERK PS F/T	936.74
A.1620.4520	VH.MAINTENANCE	7,631.97	A.1110.4110	COURT.OFFICE SUPPLIES	198.31

A.1990.4900	CONTINGENCY	81,234.80	A.1110.4310	COURT.TELEPHONE	1,710.53
A.3120.1210	PD.OT SERGEANTS	9,111.71	A.1320.4500	AUDITOR.CONTRACTUAL	2,000.00
A.3120.1230	PD.OT OFFICERS	43,202.27	A.1325.4100	TREAS GENL EXP	1,901.31
A.3120.1350	PD.OT / GRANTS	6,176.91	A.1410.1000	CLERK.PERSONAL SERVICES	2,492.29
A.3120.1510	PD DISPATCH OT HOLIDAY	4,259.48	A.1410.1010	CLERK.DEPUTY PS	192.42
A.3120.2200	PD.OFFICE EQUIPMENT	6,105.20	A.1410.2200	CLERK.OFFICE EQUIPMENT	548.96
A.3120.2500	PD.OTHER EQUIPMENT	1,846.13	A.1410.4060	CLERK.TAX BILLS	3.83
A.3120.4120	PD.UNIFORM ALLOWANCE	13,055.44	A.1410.4100	CLERK.GENERAL EXPENSE	474.75
A.3120.4310	PD.TELEPHONE	15,817.04	A.1420.4080	LAW.CODE PUBLICATIONS	7,027.55
A.3120.4400	PD.INSURANCE	4,710.84	A.1420.4500	LAW.CONTRACTUAL	2,980.00
A.3120.4500	PD.CONTRACTUAL	6,884.88	A.1420.4510	LAW CONTRACT/OTH ATTY	16,872.67
A.3620.1700	BLDG INSP CLERICAL	8,797.90	A.1440.4500	ENGINEERNG.CONTRACTUAL	11,294.98
A.5010.1000	ST ADMIN.PS DPW SUPVR	67,584.00	A.1450.1100	ELECTIONS.PT SVC	280.00
A.5110.1040	ST MAINT.UNUSED VACATION	4,633.20	A.1450.4100	ELECTIONS.GENL EXP	1,852.16
A.5110.4000	ST MAINT.ASPHALT	15,144.55	A.1620.2200	VH.OFFICE EQUIPMENT	951.95
A.5110.4010	ST MAINT.OILING	43,111.18	A.1620.4300	VH.GAS & ELECTRIC	1,111.99
A.5110.4100	ST MAINT.GENL EXP	26,572.61	A.1620.4500	VH.CONTRACTUAL	1,153.57
A.5110.4530	ST MAINT.EQUIP MAINT SNOW REMOVAL.EQ	8,461.50	A.1910.4400	UNALLOCATED INSURANCE	4,415.52
A.5142.4530	MAINT	12,721.39	A.1930.4610	JUDGMENTS & CLAIMS	6.26
A.5182.4370	STREET LIGHTING.STREET	15,250.36	A.1980.4000	MTA PAYROLL TAX	709.00
A.5182.4410	STREET LIGHTING.REPAIRS OFF-STREET	4,000.00	A.3120.1000	PD.PS CHIEF	4,761.77
A.5650.4190	PRKG.STRIPING	5,350.05	A.3120.1020	PD.PS ADMIN SERGEANT	8,928.21
A.8020.4500	PLANNING.CONTRACTUAL	8,244.75	A.3120.1030	PD.PS OFFICERS	3,236.42
A.9015.8000	POLICE RETIREMENT	4,563.00	A.3120.1070	PD.LONGEVITY	1,063.63
A.9040.8000	WORKERS COMPENSATION SERIAL BONDS	10,900.53	A.3120.1100	PD.P/T SVC	3,462.79
A.9710.7000	PD.INTEREST	5,972.00	A.3120.1250	PD.OT HOLIDAY ADM SGT	792.71
			A.3120.1290	PD.OT HOLIDAY OFFICERS	7,843.33
			A.3120.1500	PD.DISPATCHERS	16,605.21
			A.3120.1520	PD.DISPATCHERS - OT	1,082.57
			A.3120.1550	PD.DISPATCHERS - PT	901.15
			A.3120.4150	PD.GAS & OIL - VEHICLE	2,512.92
			A.3120.4300	PD.GAS & ELECTRIC	1,443.74
			A.3120.4350	PD.GRANT EXPENSE	908.64
			A.3120.4530	PD AUTO MAINTENANCE	2,454.75
			A.3120.4720	PD.EDUCATION	205.00
			A.3310.4300	TRAF CONTROL ELECTRIC	600.92
			A.3620.1000	BLDG INSP.PS	1340.46

A.3620.1020	BLDG INSP LONGEVITY	500.00
A.3620.1050	BLDG INSP SICK	572.45
A.3620.1100	BLDG INSP ASST PS	13,691.80
A.3620.2200	BLDG INSP.OFFICE EQUIP	888.88
A.3620.4310	BLDG INSP.TELEPHONE	59.04
A.3620.4530	BLDG INSP EQUIP MAINT	660.04
A.5110.1000	ST MAINT PS	37,594.04
A.5110.1200	ST MAINT.OT	20,010.72
A.5110.4020	ST MAINT.STREET SIGNS	6,694.37
A.5110.4120	ST MAINT.UNIFORMS	2,452.66
A.5110.4130	ST MAINT BLDG SUPPLIES	211.31
A.5110.4150	ST MAINT.GAS CAR/TRK	3,454.94
A.5110.4300	ST MAINT GAS&ELEC BLDGS	5,669.78
A.5110.4640	ST MAINT GARBGE REMOVL	4,814.72
A.5112.2000	CHIPS.IMPROVEMENTS	76,453.61
A.5142.1200	SNOW REMOVAL.OT	22,292.52
A.5142.2400	SNOW REMOVAL.EQUIP	11,300.00
A.5142.4100	SNOW REMOVAL.GENL EXP	78,401.97
A.7110.2500	PARKS.EQUIPMENT	1,529.00
A.7110.4100	PARKS GENL EXP	4,825.67
A.7110.4220	PARKS.FLOWERS & TREES	7,107.79
A.7110.4360	PARKS HOL DECORATIONS	810.94
A.7110.4520	PARKS.MAINT. 400 STAGE RD	337.25
A.7550.4100	CELEBRATIONS GENL EXP	17,247.88
A.8025.1100	PLAN BOARD.P/T SVC	118.88
A.8025.4510	PLAN BOARD.ADVERTISING	9.15
A.8140.4100	STORM SEWERS.GENL EXP	1,206.56
A.9010.8000	STATE RETIREMENT	2,416.00
A.9030.8000	SOCIAL SECURITY	10,009.70
A.9035.8000	MEDICARE	3,058.24
A.9060.8000	INSURANCE - HEALTH	874.60
A.9089.8000	OTHER EMPLOYEE BENEFITS	13,036.80

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F.1990.4900	CONTINGENCY	25,000.00
F.8320.4330	SOURCE.CHEMICALS	14,615.79
F.8320.4500	SOURCE.CONTRACTUAL	28,785.43
F.8330.2500	PURIFICATION.EQUIP	28,854.50
F.8330.4300	PURIFICATION.ELECTRICITY	17,099.98
F.8330.4330	PURIFICATION.CHEMICALS	5,265.66

F.8330.4530	PURIF.EQUIPMENT MAINT	16,058.95		
F.8340.1000	DISTRIBUTION.PS	22,000.00		
F.8340.2000	DISTR.EQUIP OUTLAY	38,000.00		
F.8340.4100	DISTR.GENERAL EXP BAN WATER CONTROLS	52,431.40		
F.9730.7000	INT	16,846.00		
	F.1980.4000	MTA PAYROLL TAX		170.13
	F.8310.1010	ADMIN.PS BILLING CLERK		40.80
	F.8310.4710	ADMIN.POSTAGE & PRINTING		1,801.77
	F.8330.1000	PURIFICATION.PS		19,578.03
	F.8330.1040	PURIFICATION.VACATION		1,622.80
	F.8330.1200	PURIFICATION.OT		7,193.89
	F.8330.4100	PURIFICATION.GENL EXP		242.96
	F.8330.4340	PURIFICATION.ANALYSIS		3,709.00
	F.8330.4630	PURIFICATION.DEC PERMITS		735.00
	F.8340.1200	DISTRIBUTION.OT		46,996.90
	F.8340.2500	DISTR.OTHER EQUIP		9,095.70
	F.8340.4500	DISTR.CONTRACTUAL		22,515.23
	F.8340.4530	DISTR.EQUIPMENT MAINT		53,829.58
	F.8340.4540	DISTR.GENERAL MAINT		3,024.55
	F.8340.4580	DISTR.EQUIPMENT RENTAL		26,200.00
	F.9010.8000	STATE RETIREMENT		601.00
	F.9030.8000	SOCIAL SECURITY		159.11
	F.9035.8000	MEDICARE		37.12
	F.9040.8000	WORKERS COMPENSATION		27,682.10
	F.9089.8000	OTHER EMPLOYEE BENEFITS		5,138.00
	F.9710.6000	BONDS WATER SYSTEM PRIN		27,000.00
	F.9789.7000	EFC.INTEREST		7,584.04

**APPOINTMENT OF P/T BILLING CONTROL CLERK – JENNIFER HICKS:**

**Due to the resignation of Shakine Michel, Ms. Kimberly Kasch has been filling in as part-time Water Billing Control Clerk due to the importance of the position and the necessity to fill said position as soon as possible, while the Board of Trustees searched for a permanent replacement. 13 applications were received for the part-time Billing Control Clerk’s position. Nine of those applications were called in for interviews. Two applicants declined the position due to availability and the position being part-time. It is the recommendation of the interviewing committee that Jennifer Hicks, Prospect Road, Chester, NY be appointed to the part-time position. On a motion by Trustee Conklin, seconded by Trustee Houle, it was:**

**RESOLVED, the Board of Trustees accepted the recommendation of the interviewing committee and appoint Jennifer Hicks, Chester NY 10918 to the part-time position of Water Billing Control Clerk effective 7/11/18 at an hourly salary of \$20/hour. Ms. Hicks part-time hours will be 9 AM – 1 PM and will work out of the Clerk’s office.**

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

**COMPLETION OF PROBATIONARY PERIOD / HIGHWAY LABORER KEITH LUNDGREN:**

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

**RESOLVED, having successfully completed his probationary period, effective 4/13/18, and as required through Orange County Human Resources, Highway Laborer Keith Lundgren is hereby given permanent status for civil service requirements. The necessary MSD 426-B will be submitted to OC Department of Human Resources.**

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

**PUBLIC HEARING SCHEDULING – FRONTIER FRANCHISE / CABLE NY:**

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

**RESOLVED, the Board of Trustees do hereby authorize a Public Hearing to be scheduled on Tuesday, July 24<sup>th</sup>, 2018 at 6:15 PM, regarding a franchise application submitted by Frontier Communications of New York, for a cable franchise to offer cable/video service in the Village of Monroe, New York.**

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

**CREDIT REQUEST – COMMERCIAL WATER ACCOUNT #225:**

**OneMain Financial, Commercial Water Account #225, previously located at 400 State Route 17M, Store #16, has vacated their retail space. At the time they vacated the property their account held a credit balance in the amount of \$43.49. Once their final water meter reading was done, and the \$25.00 fee applied to their account, it left a remaining credit in the amount of \$18.49. OneMain Financial is requesting that they are reimbursed this balance and a check be mailed to: C/O ENGIE Insight – MS 3710, PO Box 2440, Spokane, WA 99210. Discussion followed. On a motion by Trustee Conklin, seconded by Trustee Houle, it was:**

**RESOLVED, the Board of Trustees approved the request of OneMain Financial, and authorized a refund in the amount of \$18.49 to be mailed to : C/O ENGIE Insight – MS 3710, PO Box 2440, Spokane, WA 99210.**

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

**REFUND DUE – COMMERCIAL WATER ACCOUNT #1472:**

**Sum Realty LLC, Commercial Water Account #1472, located at 326 State Route 208 Monroe, NY, purchased a new water meter July 15, 2015. When the meter information was entered into the Water Department software, SCA (Software Consulting Associates), the account was set up as an R7, when it should have been an R6. This resulted in an extra zero being added each time the meter was read, causing the account to have a higher billing balance than it should have. Since this meter began being read in September 2015, Commercial Water Account #1472 has been billed a total of \$27,789.09, when they should have only been billed for a total of \$2,778.91. To date, the account has a zero balance as the customer has consistently paid the bill, without question, and on time. Water Plant Operators Mabee and Ostrowski have reviewed the account in great detail and are in agreement that the customer should be refunded the difference totaling \$25,010.18. Discussion followed.**

**Trustee Houle commented that was a tough pill to swallow and Mayor Dwyer explained that approximately a year ago the Village had a similar issue with Water District #7 where the Village had to pay to Town of Monroe back about \$124,000. Mayor Dwyer stated that he wasn't sure what the reason for that was and Water Plant Operator Mabee indicated that the meter rolled over to the hundred million spot causing it to add two digits to the reading. Trustee Houle asked if this had been going on since January of 2016 and was there any way to know that an account**

has been entered incorrectly to avoid this from happening again. Trustee Conklin stated that this has been an ongoing problem with this software. No red flag pops up when something seems out of the ordinary. The Water Billing Control Clerk has to be diligent in reviewing the accounts for anomalies.

Village Clerk Baxter clarified for the Board that this was a new commercial account, so the rates and usage are typically higher. She continued that the Village is at the mercy of its residents to bring to our attention when something seems off on their bill. Village Clerk Baxter continued and stated that in regards to this particular business owner, he received his bill and paid it. The business owner not only paid it, but paid it on time and never questioned the amount until the Village brought it to his attention that there may be a problem. Mayor Dwyer added that he believed that there is something on the software that would trigger an anomaly but isn't sure what, but if there is, we should figure it out and use it. Trustee Conklin interjected and stated that she did not believe that there was something in the SCA software and has already had this conversation with the software technician about it. Trustee Conklin added that she was not sure if there was other software out there that could do this. Trustee Houle asked Water Plant Operator Mabee if he was aware of any other software out in the market, and he confirmed that there was a lot of software out there. Village Clerk Baxter stated that at one time the Village utilized BAS (Business Automation Services, Inc) for their water, which is utilized for the Village's iTax program. Trustee Houle added that one of the other companies she saw at the annual NYCOM Meeting also did water software as well and perhaps it should be looked into.

Trustee Houle asked Water Billing Control Clerk Kasch if this was an R7 account or an R6, and it was confirmed that it was an R7. Trustee Houle asked if the Water Department had an idea as to how many R7 accounts the Village had. Water Billing Control Clerk Kasch stated that she wasn't sure but that there was a report that could be run to determine that. Trustee Houle asked what qualifies as an R7 account and Water Plant Operator Mabee stated that it is determined by the size of the meter and an R7 meter adds an additional zero to the reading, and are larger meters for larger accounts, commercial accounts. Trustee Houle asked how many of these meters did the Village have in service and Water Plant Operator Mabee approximately 8. Trustee Houle suggested a review these accounts semi-annually to ensure they are reading properly and Water Plant Mabee stated that sometimes the system will automatically convert an account from R6 to an R7. Water Plant Operator Mabee stated that sometimes when a meter rolls it will send a signal to the software to adjust it to an R7 account automatically. Trustee Houle stated that it sounds like the Water Department needs to get an accounting of R7 versus R6 accounts as well as consider an RFP for a new water billing software. Trustee Conklin stated that we should first do some research before looking to purchase new software. Attorney Terhune interjected and stated that before the Village looks for new software it should look and see what the current contract states and what the terms are. Mayor Dwyer asked Trustee Conklin, as liaison to the Water Department, to look into the current agreement with SCA and report back to the Board.

Mayor Dwyer asked Water Billing Control Clerk Kasch if there was an anomaly report based on dollar value that could be run with the existing software and confirmed that there was. Water Plant Operator Mabee added that previously with instances like this, but not with such a large amount, the Village has opted to offer the property owner a credit on their account for a period of time until that credit was used up. Mayor Dwyer commented that when a new space is opened and the size of that space is increased, the assumption is that the consumption should increase as well. If there is a commercial space and there is a great fluctuation in its usage it should be something that could be easily picked up. Water Plant Operator Mabee stated that wasn't necessarily the truth. If the water goes through the meter, it tells you. If there is no water going through a meter, it tells you that as well. To have some kind of estimate of what you think that property may consume is not accurate. Water Plant Operator Mabee continued and stated that people have tampered with meters before, not many, but he has caught a few. It is easier to estimate with residential accounts, if people are snowbirds and are away for a period of time, but with commercial accounts it is much more difficult to estimate how much water is being used.

Trustee Alley asked if the Village would be cutting a check all at once. Mayor Dwyer commented that even with this accounts highest usage in a billing period, it could take up to 3 years to pay off that credit. Water Billing Control Clerk Kasch added that there are 4 other accounts located at this address and allowing those accounts to work off of the credit until it was gone was a possible suggestion. Mayor Dwyer stated that it would be up to the property owner how to proceed since it was the Village's error. Al Hoffman, property manager of this location, stated that while the owners would be happy to take a check for the full amount, they would also be open to the idea of a check for half the amount and a credit on the account for the balance. Mr. Hoffman added that based on his calculations, it would take almost 10 years to pay down the credit amount. Mayor

Dwyer stated that to avoid any confusion, the Village would issue a credit to water account #1472, not to be confused with the three other separate accounts that are also affiliated with this property. On a motion by Trustee Conklin, seconded by Trustee Alley, it was:

**RESOLVED**, the Board of Trustees approved the refund of Sum Realty LLC, Commercial Water Account #1472, located at 326 State Route 208 Monroe, NY, and authorized Treasurer Murray to issue a refund check in the amount of \$25,010.18. The refund check is to be mailed to the accounts billing address of 33 Taaffee Place, Brooklyn, NY 11205.

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

**Nays:** None

**BID AUTHORIZATION – CURB REPLACEMENT FREEMAN HOMES SUBDIVISION (DOROTHY DRIVE & MARC TERRACE):**

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

**RESOLVED**, the Board of Trustees approved advertising for the bids for the Freeman Home Subdivision Curb Replacement project, Dorothy Drive and Marc Terrace only, per the specs provided by Lanc & Tully Engineering. Bid will be advertised on July 13, 2018 with a bid opening on August 3, 2018 at 10:00 AM.

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

**Nays:** None

**SUBSCRIPTION RENEWAL – WESTLAW (ONLINE LAW BOOKS):**

Treasurer Murray submitted a 3 year subscription renewal for online law books through Westlaw that are utilized by both the Treasurer's Department and the Building Department. Her previous contract had expired and the pricing she previously paid is no longer locked in. The contract being offered to the Village of Monroe is for 3 years, and starts with \$150.00 per month, with a 5% annual escalation over a 36 month period. Discussion followed. Trustee Houle asked if this agreement was something that needed to follow the Village's procurement policy. Attorney Terhune asked if they were books and Mayor Dwyer stated they were. Attorney Terhune stated that this allows for access to NYS Law and Statutes and asked if there was anything else. Trustee Houle stated that they would be shared by both the Finance and Building Departments. Trustee Houle stated if it was going to cost the Village \$1,800 per year, should the Village put an RFP (request for proposal). Attorney Terhune responded that the Village would be limited to either Westlaw or LexisNexis, they are the only two providers of this information. Trustee Houle asked if the Village knew what Lexis would charge for these services and Attorney Terhune suggested contacting Lexis and asking them for a quote. Trustee Conklin interjected and stated that it is important that the Board considers what these Departments need are. She added that it is easy for the Board to say that they can use one thing when they actually cannot. Trustee Conklin stated that it needs to be a conversation had with the people that actually use this material. Village Clerk Baxter added that the order states that the offer will expire and not be accepted after 7/13/18. Mayor Dwyer questioned the considerable increase in monthly cost and stated he was not sure if it is because the subscription lapsed or another reason. Trustee Alley suggested perhaps it was because they adding in the book for the Building Department that wasn't part of the previous subscription. Attorney Terhune suggested that something that the Board could do quickly would be to send a copy of the current proposal from Westlaw to LexisNexis, and ask them for a proposal. Mayor Dwyer that he believed that it had to be what they need and not what the Board needs. Attorney Terhune suggested that the Village could be offered a good deal on services for at least the first year just for changing providers. Trustee Houle suggested it would be like switching cell phone providers.

Mayor Dwyer suggested placing a call to LexisNexis for a quote. He inquired if the Village could put something together in writing and inquire about services through LexisNexis and should the Village not get a suitable response, be able to initiate the subscription with Westlaw and eliminate any lapse in coverage. Attorney Terhune stated that the subscription is already expired and questioned if the Finance Department no longer had access or they were giving her a grace period. Mayor Dwyer stated that locked in pricing has expired and the Village was no longer eligible to the lower pricing. Mayor Dwyer suggested tabling it till the next Board Meeting. Trustee Houle asked if they would have to approve it then or somehow approve it now in case this ends up being the best deal. Attorney Terhune stated that the Board could authorize this subscription contingent upon a search for services with LexisNexis if they are the lower bidder. She also

suggested authorizing the Mayor or one of the Trustees to head that up so they do not have to get together again to make a decision, although they could do that. Trustee Alley asked who would be researching it and Trustee Conklin stated it should be Treasurer Murray. Mayor Dwyer added that he would meet with her first thing in the morning. On a motion by Trustee Houle seconded by Trustee Alley, it was:

**RESOLVED**, the Board of Trustees authorized further analysis of LexisNexis online legal services in order to compare the proposed 3-year subscription service from WestLaw to comparable services from LexisNexis. Should further analysis of LexisNexis reveal that LexisNexis is unable to provide a comparable service at a lower cost the Mayor is authorized to execute a 3 year subscription with WestLaw to cover on-line law book service through Thomson Reuters, 610 Opperman Drive P.O. Box 64833, Eagan, MN 55123-1803. This three year contract with a 5% escalation each year starting at \$150.00 per month and the cost of these books is to be allocated from budget line A1325.410. This approval is contingent upon further analysis of LexisNexis as an alternate provide of these legal online services; and

**BE IT FURTHER RESOLVED**, if Lexus is the lowest bidder for these services, the Board of Trustees authorized Mayor Dwyer to enter into a contract with the lowest cost provider of these online legal services.

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

**Nays:** None

#### **DISCUSSION – TRAFFIC ENFORCEMENT / CHIEF CONKLIN:**

Due to some recent comments made on social media towards traffic enforcement and the Monroe Police Department, Mayor Dwyer asked Chief Conklin to come in and address them with Board. Chief Conklin added that none of the people who put these comments out on social media are in attendance and the meeting is not being recorded this evening. Mayor Dwyer apologized and explained that the scheduled ZBA Meeting that was to utilize the Boardroom downstairs was cancelled at the last minute and he did not want to ask everyone to move since they were settled already. Mayor Dwyer asked Chief Conklin to read his statement tonight and requested that he come back at the next meeting and reread it so it would be broadcast at that time. Trustee Conklin suggested posting the statement on the Police Department's own Facebook page, but the Chief explained that he did not want to get into a debate with the keyboard warriors, who typically hide behind their keyboards and write things are aren't even true. Trustee Conklin asked if they could mute their page so it wouldn't allow comments and Chief Conklin stated that they could. Mayor Dwyer added that the Board will not legislate on Facebook, and would encourage anyone if they have an issue or grievance, to come to a Village Board Meeting. Chief Conklin agreed and read the following statement:

I have recently read some derogatory remarks on Facebook regarding speeding on certain streets and parking in fire lanes. These comments were disparaging towards the Monroe police department.

I am here tonight to defend our police officers who work hard for this village and do an excellent job with traffic enforcement as well as all other responsibilities they have. I will not allow people to make false statements against our officers on Facebook or any other social media.

#### **Supporting facts**

- there are 146 streets in the village of Monroe
- which comes out to a total of 34 road miles
- there are 20 strip malls and parking lots
- the majority of our shifts there are only two officers on duty

#### **Enforcement**

Last year the Monroe police department handled 21,479 calls for service.

- we made 4,296 traffic stops –
- we issued 3,570 traffic tickets - 922 of those were speeding tickets 81 of them on Still Road
- we issued 1,762 parking tickets

To say that we are busy and diligent in traffic enforcement is an understatement.



**In addition, our speed enforcement and speed management goes beyond writing tickets. Every day we park an empty police car on a different street three times per day. This does not replace having officer run radar; this adds to our limited resources and has greatly helped reduce speeding.**

**We have also purchased two radar speed display signs that we post on different streets throughout the village and we will be adding another soon.**

**We also use other technology which is a covert box that contains a radar unit which compiles data of the number of cars driven on the road, the date and time of day, which direction of travel and each vehicles speed. We use this data to assign police officers to operate radar during the peak times for effective enforcement.**

**As far as the parking complaints go, with the full support of the Village Board, we hired a second part time parking enforcement officer last month. Together these two officers do an excellent job enforcing illegal parking throughout the Village.**

**I am asking the residents of the village of Monroe to please call the Monroe Police Department if you have any complaints including speeding complaints. Social media is not the place to make the complaints.**

**Mayor Dwyer stated that the Board supports the Police Department, and all the Departments in the Village, and you have an issue and there is validity to it, the Board will step up its game. When the Village is at fault, they will admit and move forward, there is no reason to go backwards. Mayor Dwyer asked Chief Conklin again to present his report at the next Board Meeting and apologized for not being prepared to televise it this evening. Trustee Conklin added that it is also important to remember as well that our streets are being used as thoroughfares for many other people that live outside of this Village.**

**Justice Strauss added that as representative of the Village Court he sees the efforts of the Police Department and the extra work being done by the Officers. There is no faltering, there is attention to detail and they are a pleasure to work with.**

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

**Mayor Dwyer spoke of the recent work done some Village roads. To date, they have done approximately 4 ½ miles of road with chip and tar process. The Board made the decision during budget time to use this type of application as it offered the most bang for the buck. It was not done haphazardly and the Board checked with other municipalities that have used it. It was very reasonable to get the kind of coverage and the kind of service that our roads need. Mayor Dwyer has spoken with Supervisor Linderman and the application process has been completed, and will begin the process of cleaning the excess gravel from the roads. Afterwards, they will schedule a fog seal on it, and then the stripping of the roads will be completed. To put it into perspective, Mayor Dwyer stated that from the blinking light at the intersection of Pine Tree Rd., Stage Rd, and Still Rd. down to where Rt. 17M and Stage Rd. meet is approximately 4/5<sup>th</sup> of a mile. To apply the solid coat of emulsion and chip, it cost the Village \$23,000. Mayor Dwyer continued that for the fun of it, he got a quote to have his driveway blacktopped, which included some replacement of item #4, etc. He stated that his driveway is 568 feet long from the street to his garage. He was quoted a price of \$23,000. Mayor Dwyer stated that based on the statistics that he was given and the research that he did, the oil and chip method was almost a third of the price. In terms of adhesiveness, when something is old and cold, it never has the same attachment ability; in his industry it is called a cold pour. With this process the emulsion goes down as a hot, gooey mess, and then a computer program drops down a half inch of trip, which was truly amazing to watch. It makes a nice assembly and very interesting to watch. He acknowledged that this method wasn't a favorite with prior administrations, but the Village has 42 miles of road and it is up to the Board to come up with a plan on how the maintenance of those roads is going to be addressed. Just because it is in good condition, doesn't mean that you don't have to maintain it. Trustee Alley asked Mayor Dwyer to address for those new Board Members the durability and longevity of this type of process. Mayor Dwyer responded that a paved road will give you 5 years of service since it is a porous material and water can get in and freeze. With the oil and chip process, based on how it's applied, you should get 7 to 10 years. Mayor Dwyer is of the opinion that those roads that have oil and chip on them hold up better than paved roads.**

**Highway Supervisor Linderman added that it stops the water from going through the blacktop to the base. It prevents the frost from forming in the winter months. Highway Supervisor**

Linderman added that it has been 20 years since Clark Street was done, and it hasn't had one single pothole on it. Trustee Conklin added that this method is how the Village maintained its roads for years; this isn't something new that it's done.

Highway Supervisor Linderman continued that if you're going to blacktop a road and you're going to go curb to curb, you put down your layer of blacktop. If you go back to do it again, the proper way to do it is to mill out 2 inches and put 2 inches back. To do one mile of road with blacktop, it is about 2,000 ton. So that means that you have to take 2,000 ton of road out. You cannot store that material, you need to get rid of it, so you take it to a dump site and they charge you to get rid of it. So to get rid of that 2,000 ton of debris, it will cost the Village \$45,000. Add that to the 2,000 ton of black top that you need to buy and about \$9,000 per day for the milling guy to come and mill the roads which take about 5 days. By the time you're done paving one mile of road, it costs approximately \$195,000 if you do it the right way. If you continue to build it up and not do it this way, as some areas around here are, there are no curbs left. Highway Supervisor Linderman continued that the Village installed about \$300,000 worth of curb in Freeman Homes last year, and the Village is about to put in another \$200,000 in this year, so why are you going to want to keep putting down blacktop, and eventually your curbs are gone. If you oil and chip those roads, you'll get 10 to 15 years out of those roads.

Trustee Houle commented on how much material is being generated that needs to be disposed of when doing a job like that and Highway Supervisor Linderman clarified that while it is called a dumping site, these millings get recycled and put back in to the new blacktop. He added that you cannot buy unrecycled blacktop, everything you buy has a certain amount of recycled material in it, and it's a State law. It is the most economical way to maintain the roads. People need to slow down and give the process a chance to work.

Trustee Alley questioned what will happen with the sides of the roads where the stone has been pushed off. Highway Supervisor Linderman responded that they will be swept up. The Village is currently using the Town's sweeper to pick up the excess stone and there will be a schedule in place to put down the fog sealant. Trustee Alley asked if all the roads have been done that were scheduled to be done and Highway Supervisor Linderman answered yes.

During this conversation, the fire whistle went off and Trustee Conklin asked if there was any way that the Village could get rid of that siren. In the age of pagers and cell phones, there has to be a better way. Resident John Karl, member of the Mombasha Fire Company who was in the audience, responded that she should direct her inquiry to the Fire Commissioner. Mr. Karl added that you need something, because there are times that you cannot hear your pager or cell phone, but if you're in the Village, you will hear that siren.

Trustee Houle commented that she attended the recent concert with the Tropy Band Orquestra and while it wasn't as well attended as other concerts, it was a fantastic event. The band brought in a dance floor and so many people got up and danced. Mayor Dwyer added that there has to be other ways that they can get this information to the public. In years past they had the banners that went across Lake Street, but NYS DOT stopped them from doing that. Highway Supervisor Linderman commented that at one point the Village looked into one of those LED signs, and he didn't think it was that much money. It was computerized from Village Hall to set up the message. Trustee Conklin commented that she believed the Village received something like \$5,000 from Karl Brabenec's Office. Highway Supervisor Linderman added that he thought the sign quote was for about \$15,000. Mayor Dwyer stated he was familiar with a company in Sarasota Florida and Village Clerk Baxter added that she believed that was the same company that came to do the presentation and they were affiliated with an organization that worked with disabled people. Mayor Dwyer asked Trustee Conklin to look into it as he is interested in knowing if that is an opportunity that can be pursued. Highway Supervisor Linderman asked Mr. Karl how much the one installed at the Mombasha Fire Company cost and Mr. Karl responded that they combined orders with Lakeside Fire Company, Monroe Volunteer Ambulance Co. and the Harriman Fire Department and he believed it cost between \$12,000 - \$15,000. Village Clerk Baxter suggested that perhaps the Town of Monroe would be interested in one and the Village and Town could combine their order and Mayor Dwyer stated that was a good idea. Mr. Karl suggested contacting Jerry Friolie at the Lakeside Fire Company, as he was the person who coordinated the ordering.

Trustee Conklin commented on how lovely the flower beds around the Village look. She walks the lakes with her father every morning and they look great. Trustee Conklin also commented on what a great job Marie Pulviernt is doing weeding the beds. Mayor Dwyer commented that she is 84 years old and is a great asset to the Garden Club. He added that the Court has given out

community service to the both the Police and Highway Departments and Mayor Dwyer inquired with Justice Strauss if there would be an opportunity to do it on Saturdays only. To date, the weeding that has been done in and around the Village is the work of 2 Saturdays of community service.

Attorney Terhune mentioned that the Board should have received a copy of the proposed towing law, with a copy of a few changes that had been underlined. It is ready to adopt but she asked the Board whether or not they are ok to proceed with changes made which would allow the Board to adopt the Local Law and adopt the fees by resolution rather than include it in the Local Law. Attorney Terhune added that those fees could be changed by resolution and did not know if the Board wants those changes to be subject to a Public Hearing or not, but that is up to them. She requested that the Board review that information and perhaps they could adopt it at the next Board Meeting. Justice Strauss requested that as new Local Laws are proposed that the Courts will wind up having to enforce them. Could the Court could be included with copies of the law as it develops? Justice Strauss stated that he is not interested in interfering with the legislative function, but he would like to be kept in the loop of what is happening. Mayor Dwyer asked Village Clerk Baxter to make a notation of this request.

Attorney Terhune also added that the only other point would be the Taxi's, and again that Local Law would allow the Board to set rates by resolution and she was not sure if the Board had a chance to consider what those might be. Mayor Dwyer stated that that would be something that the Board would need to address at the next Board meeting to complete. Attorney Terhune stated that once the fees are established, she would draft the resolution and fee schedule.

**PUBLIC COMMENT: # PRESENT 8 TIME: 8:27 PM**

Resident John Karl asked if the Village was part of the National Joint Purchasing Alliance and that perhaps the online legal services that the Village is looking to subscribe too many be offered on there. Mayor Dwyer stated that the Village was and would look into it.

Mr. Karl continued and questioned the meter tampering that was discussed earlier in the meeting. Water Treatment Plant Operator Mabee stated that over his career here in the Village he found a few that reversed the meter and he reversed them back. Mr. Karl asked if charges were filed or if the Police Department was notified and Water Treatment Plant Mabee responded that he noted it on his paperwork at the time but was not sure as it was going back three or four years ago. Mr. Karl stated that there is a certain penalty for tampering with a water meter and Chief Conklin added that it is also considered theft of services and it's a crime. Water Plant Operator Mabee reiterated that at the time he wrote it on his paperwork and turned it in, but was not aware of what, if anything happened to it.

Mr. Karl stated that Mombasha Lake near the southern tip has a lot of weeds and lily pads and the Village may want to look into sterile carp through the DEC. It may help and wouldn't require the use of chemicals. Mayor Dwyer stated that he remembers the Board previously speaking about carp but there could be an issue with them getting over the spillway. Mr. Karl stated that something could be retrofitted to prohibit that. Mayor Dwyer suggested some kind of fencing and Mr. Karl stated it could be something to look in to. That would be the most user friendly way to combat the weeds.

Mr. Karl complimented to Board's choice to use oil and chip, you get the most bang for your buck. The Village hasn't used it in quite some time and the minute it is applied, all hell breaks loose. It will add 5 to 7 years to the life of the road.

Mr. Karl also agreed with Chief Conklin and offered a pat on the back. These people on social media are getting disgusting. Mr. Karl stated when he had gone on there recently and saw some of the comments made about a recently deceased former Town Official, it was disgraceful. Trustee Houle agreed. This is not that Village that he grew up in. Trustee Conklin stated that we should be humble and kind. Mr. Karl asked where all these keyboard warriors were tonight. There was a double header here in the Village with the Board of Trustees and the ZBA Meeting, come on down and air out your complaints. There are people that don't even live here anymore that are stirring the pot.

Resident Eleanor Cordisco stated that East Mombasha also has a problem with weeds and lily pads, everything is all chocked out there too.

Resident Tim Mitts stated that he was not sure if the email was forwarded on to the Board of Trustees or not, but the American Federation of the Blind sent the Board of Trustees a letter notifying them that they were coming to town. Village Clerk Baxter interrupted and stated that Mr. Mitts had forwarded the email to her and she forwarded it on to the Board, so they had all received it as requested. Mr. Mitts continued that they are bringing in the current President of the Foundation as well and current and past Board of Trustees. He added that Mr. Miguel's grandchildren were also invited to attend as well as some of their larger benefactors. He continued that they would also be hosting a ribbon cutting at the house and he would also be hosting a small reception afterwards. Mr. Mitts took a moment to read sections of the letter indicating their desire to hold an event at Rest Haven in October.

Mr. Mitts added that they were very appreciative of the resolution that the Board of Trustees adopted and the reason why they are looking to host the event in October is because it is Blind Awareness Month. Mr. Mitts invited Trustee Houle to be involved as well. He added that a representative from New York State may also be in attendance on the State's behalf. Mr. Mitts is anticipating about an hour or two for people to talk and welcomes the Board's input and involvement at the event.

Mr. Mitts continued and stated that October 23, 1968 is when the building was sold and left the community and he is hoping that they will be able to host the event on October 20, 2018, that will be the closest Saturday to the date that they originally left Monroe and he looks forward to welcoming it back to this community. Mr. Mitts stated that he could use Trustee Houle's help in getting it all together and Trustee Houle responded that they would set something up. Mr. Mitts asked if at all possible that the Board could produce another resolution in October to welcome them back.

#### **EXECUTIVE SESSION:**

On a motion by Trustee Houle, seconded by Trustee Conklin, with all in favor, the meeting was closed at 8:43 PM. Following a 5-minute recess, the Board convened in Executive Session for Advice of Counsel.

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 10:59 PM.

#### **AUTHORIZATION OF COURT FINES AND RECEIPTS:**

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

WHEREAS, the Board of Trustees was advised by Monroe Justice Strauss that during a review of the Monroe Village Justice Court records certain *de minimus* sentencing errors had been discovered in 12 of 44,000 matters adjudicated by the Court; and

WHEREAS, said errors resulted in minor overpayments by defendants in those 12 matters; and

WHEREAS, analysis of the 12 errors revealed that all could be attributed to mere human error; and

WHEREAS, the Board of Trustees determined that defendants should be reimbursed for any overpayment attributed to the Court's error and that the Court records should reflect this correction.

NOW, THEREFORE, BE IT RESOLVED, that the above "WHEREAS" paragraphs are incorporated herein by reference.

BE IT FURTHER RESOLVED, the Village shall issue a refund to the Court Fines and Receipts Accounts in an amount not to exceed \$1200.00 for the purpose of correcting said sentencing errors and reimbursing affected defendants.

Ayes: Trustees Alley, Conklin and Houle

Nays: None

**BID AUTHORIZATION FOR WATER DEPARTMENT WET TAP FIRE HYDRANT:**

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

**RESOLVED**, based on the Village of Monroe Procurement Policy, the Board of Trustees approved Water Plant Operator Mabee to obtain three (3) quotes from outside vendors for a wet tap fire hydrant to assist in replacing a damaged hydrant located at the McDonald's at the intersection of State Route 17M and Still Road.

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

**Nays:** None

**AGREEMENT - PRINTING PLUS:**

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

**RESOLVED**, the Board of Trustees authorized Mayor Dwyer to enter into an agreement with Printing Plus, 96 Turner Road/Route 32 Central Valley, NY in the amount of \$50.00. This agreement will allow for the poster duplication from the Anti-Litter Campaign Contest Winner, Olivia Panzarella, that the Village of Monroe held in conjunction with North Main Street Elementary in June, 2018.

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

**Nays:** None

**ADJOURNMENT:**

On a motion by Trustee Houle, seconded by Trustee Conklin and carried, no further business, the meeting was adjourned at 11:07 PM.

Respectfully Submitted,

Ann-Margret Baxter  
Village Clerk