

**BOARD OF TRUSTEES MEETING**  
**TUESDAY, FEBRUARY 16, 2021**  
[www.villageofmonroe.org](http://www.villageofmonroe.org)

Due to the COVID-19 pandemic and Governor Cuomo's Executive Order No. 202.1, the second of the bi-monthly meetings of the Board of Trustees was held on Tuesday, February 16, 2021 beginning at 7:00PM via ZOOM videoconferencing. Although there was no physical meeting location, the meeting was deemed to be conducted in the Boardroom of the Village Hall, 7 Stage Road Monroe, NY. Mayor Neil Dwyer called the meeting to order and led in the pledge to the flag.

**Present:** Mayor Dwyer; Trustees Alley, Behringer Houle and Karl  
**Also present:** Attorney Terhune, Village Clerk Baxter and Deputy Clerk Zahra, Police Chief Guzman, Treasurer Murray, Building Inspector Cocks and Water Plant Operator Mabee

**MOTION TO OPEN MEETING:**

On a motion by Trustee Houle seconded by Trustee Alley, the February 16, 2021 Meeting of the Board of Trustees was opened at 7:00PM.

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

**MINUTE APPROVAL: JANUARY 13<sup>th</sup> 2021 FAR WORKSHOP:**

On a motion by Trustee Houle seconded by Trustee Behringer, the Minutes of the January 13<sup>th</sup> 2021 Workshop were approved.

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

**MINUTE APPROVAL: JANUARY 19<sup>th</sup> 2021 BOARD MEETING:**

On a motion by Trustee Alley seconded by Trustee Behringer, the Minutes of the January 19<sup>th</sup> 2021 Board Meeting were approved.

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

**MINUTE APPROVAL: FEBRUARY 2<sup>nd</sup> 2021 BOARD MEETING:**

Trustee Karl stated that he was not present at this meeting, but questioned why the appointment of the new Planning Board member was not on the agenda, even though the Board came out of Executive Session and made the appointment. Trustee Karl stated that the Board received the letter of recommendation from the Planning Board Chairman but wondered why it wasn't listed on the meeting agenda. Mayor Dwyer replied that he was unsure and would have to check his notes, but it was possible that it was an oversight. On a motion by Trustee Behringer seconded by Trustee Houle, the Minutes of the February 2<sup>nd</sup> 2021 Board Meeting were approved.

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

**BUDGETARY TRANSFERS / MODIFICATIONS:**

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

**RESOLVED**, the Board of Trustees authorized the Treasurer to make the following fund transfers / modifications to balance the budget:

<b>From:</b>	<b>Description</b>	<b>To:</b>	<b>Description</b>	<b>Amount</b>	
			None		
			<b>Budget Modifications</b>		
A.2705	Donations	A.3120.410	PD General Expense	500.00	Raise Revenue/Expense lines re K9 donation

**COMPLETION OF PROBATIONARY PERIOD: PART TIME DISPATCHER, TAMMY DAVIS:**

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

**RESOLVED**, having successfully completed her probationary period, effective 1/8/21, and as required by Orange County Human Resources, Part-Time Dispatcher Tammy Davis 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, Behringer, Houle and Karl

**Nays:** None

**APPOINTMENT – PART-TIME DISPATCHER, JENNIFER MINUTOLO.:**

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

**RESOLVED**, the Board of Trustees accepted the recommendation of Police Chief Guzman and appointed Jennifer Minutolo to the position of part-time dispatcher, effective February 25, 2021 at a salary of \$22.50 per hour. The required background investigation has been completed however; the appointment is contingent pending the results of the physical and drug screening.

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

**Nays:** None

Trustee Karl asked if there would be any scheduling conflict since she works for the New York State Police and Police Chief Guzman replied that there was no conflict that he was aware of.

**RESIGNATION – ZONING BOARD OF APPEALS SECRETARY, ELIZABETH DOHERTY:**

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

**RESOLVED**, the Board of Trustees accepted with regret the resignation of Elizabeth Doherty from the position of Zoning Board of Appeals Secretary effective March 1, 2021. The Board expressed their appreciation for her 8 years of service and thanked her for her hard work and dedication.

It is further **RESOLVED**, the Board also authorized Village Clerk Baxter to advertise for the position of part-time Zoning Board of Appeals Secretary.

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

**Nays:** None

Trustee Houle asked if there was a job description for the part time Zoning Board Secretary and Mayor Dwyer asked her if Village Clerk Baxter mentioned anything to her. Trustee Houle replied that she received an email stating that the job description for the Zoning Board Secretary was included in another job description and that a new job description should be created. Trustee Houle asked Counsel if a resolution was required to do so and Mayor Dwyer replied that it was not. Attorney Terhune asked if there was a civil service job description for this position and Village Clerk Baxter replied that there wasn't. She asked if there was one for Clerk, and Village Clerk Baxter replied that there was, and it is a Civil Service position but that is not what this position is. Village Clerk Baxter explained that these job duties were always included in the job duties of the fulltime Deputy Treasurer and when Ms. Doherty resigned from that position in February of 2018, she retained the duties as the ZBA Secretary as a stipend employee, so she isn't on file as an employee with Civil Service, she is treated more as a consultant. Because of that, there is no formal job description on file. The Village will have to develop a job description similar to the one that was developed when Debbie Proulx resigned as Planning Board Secretary in October of 2020 and tweak it where necessary to meet the needs to advertise for the ZBA Secretary. Village Clerk Baxter continued that she shared these documents with the Board today and that Mayor Dwyer can meet with Ms. Doherty as his first availability to develop the job description that can then be advertised. Trustee Houle asked again if that required a resolution and Village Clerk Baxter replied that it did not.

**ADOPTION OF LOCAL LAW #3 OF 2021-MODIFICATION TO CH. 185, TOWING ~ CONTINUED:**

Mayor Dwyer stated that this would be tabled and discussed in Executive Session with Counsel.

**AUTHORIZATION OF ENGINEERING SERVICES / PRELIMINARY TASKS FOR WATER TRANSMISSION LINE PROJECT ~ CONTINUED:**

(See 2/2/21 Minutes)

At the February 2, 2021 Board Meeting, Mayor Dwyer tabled this matter to allow for additional time to clarify the total cost of the proposal submitted by Delaware Engineering for the initial phases of the water transmission line project located at the Mombasha Reservoir. Discussion followed.

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

**RESOLVED**, the Board of Trustees accepted Delaware Engineering's proposal for the scope of services for the preliminary tasks required for the water transmission line replacement project. The scope includes: Coordination with private property owners for access for testing, wetland delimitation, surveying and Jurisdictional Determination, Phase 1A/1B Cultural Resources Survey and soil borings to determine depth to rock and nature of rock. The purposes of these efforts is to gather the information needed to determine a layout for the replacement transmission line, which is intended to skirt the wetland to avoid excess disturbances and permitting, and more easily permit access in the future for maintenance. The total amount of the proposal is not to exceed \$47,800.00 and is to be allocated from budget line F.8340.4500, Distribution Contractual. It is further:

**RESOLVED**, the Board of Trustees authorizes Mayor Dwyer to sign the proposal.

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

**Nays:** None

**BID OPENING DATE CORRECTION / 2019 CDBG SPRING ST. ADA SIDEWALK IMPROVEMENTS ~ CONTINUED:**

(See 2/2/21 Minutes)

At the February 2, 2021 meeting the Board of Trustees authorized Village Clerk Baxter to advertise for bids for the 2019 Orange County Community Development Block Grant Project of Spring Street ADA Sidewalk Improvements. A bid opening date of Thursday, February 25, 2021 at 10AM was included in the 2/2/21 resolution, but due to an error with the submission date to the New York State Contract Reporter (online website used to advertise Government bids), the bid opening date needed to be switched to Friday, February 26, 2021 at 10AM. The correct bid opening date of 2/26/21 was included in the invitation to bid, however for housekeeping purposes, the Board of Trustees must acknowledge the modified bid opening date.

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

**RESOLVED**, the Board of Trustees hereby rescind the 2/2/21 resolution and acknowledge the change in the date scheduled for the bid opening for the 2019 CDBG Spring Street ADA Sidewalk Improvements project from Thursday, February 25, 2021 at 10AM to Friday, February 26, 2021 at 10AM due to an error with the submission date to the New York State Contract Reporter.

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

**Nays:** None

**BID AWARD – AQUATIC WEED HARVESTER~ CONTINUED:**

(See 11/17/20, 12/15/20 & 1/19/21 Minutes)

An invitation to bid was advertised and a bid opening was held on January 19, 2021 for an aquatic weed harvester for the Village of Monroe Department of Public Works in which only one bid was received. Because of Village's procurement policy, the Village was required to go out to bid a second time, and did so on January 26<sup>th</sup> & 27<sup>th</sup> 2021. A second bid opening was held on February 16, 2021 at 11:00AM, and one bid was submitted by Weedoo Greenboat Inc. from West Palm Beach, FL in the amount of \$86,890.34. Discussion followed. Trustee Karl explained that the second bid submitted by Weedoo was higher than their first because the additional accessories were included in this bid that weren't included in the first one.

Mayor Dwyer stated that Treasurer Murray did some source funding if the Board was interested in financing both the weed harvester and the crack sealer, the money they would be borrowing would be less than a penny on the dollar, less than 1%. Mayor Dwyer continued that these pieces of equipment have limited use, with about a 2 to 3 month window of usage. With only \$1,000 per year in interest for both, they would be able to retain their reserves.

Trustee Karl interjected and stated that this was the third time that the matter regarding the crack sealer was brought up and the Board voted and passed a resolution to purchase the crack sealer out of the reserve account and save the Village \$3,300.00 in interest.

Mayor Dwyer replied that he is only bringing it up again because they were able to find source finding that equates to less than a penny on the dollar and he is trying to help the Board financially manage itself. Trustee Karl stated that Treasurer Murray has not heard back from Bond Counsel, but there is BAN money still sitting in an account in the water fund in the amount of \$86,847.00 which hasn't been spent yet. There are going to have big fish to fry when they get into the transmission replacement project to the tune of \$2 million dollars. Mayor Dwyer agreed and added that rather than spend money on equipment that get used 30 days out of the year, he would rather amortize it over 5 years, where the impact to the Village is minimal. Trustee Karl replied that he didn't agree.

Trustee Houle asked if the money that is going to be used to pay for this is going to come out of the same line and Mayor Dwyer replied yes. Trustee Houle stated that whether they pay for it over time or whether it is paid for up front, the money was still coming from budget line F.8320.2500. So they would either deplete it up front or slowly over time. Mayor Dwyer replied that they will have a lot of projects with a lot of costs and he would rather have cash in hand in a rather uncertain year, with the least amount of impact to the Village.

Treasurer Murray stated that this was an unbudgeted item and there is a question as to how they are going to pay for it. Mayor Dwyer replied that they were given to budget lines for the purposes of paying for these pieces of equipment. Treasurer Murray replied that they will either borrow it or pull it from a capital reserve account. Attorney Terhune asked if the money in the capital reserve account be drawn for this purpose and Treasurer Murray replied the budget line only had \$5,000 in it and money would have to be pulled from another account. Trustee Houle stated that since they don't have the full amount for this piece of equipment, then they use the financing that was found for the Weedoo harvester.

Trustee Karl asked Treasurer Murray about the \$86,000 they had discussed and Treasurer Murray replied that it was budgeted for in 2015 for dam improvements and this isn't a dam improvement, but is waiting to hear back from Bond Counsel to see if these funds can be used for that. It would be a piece of equipment that could be used at the reservoir but it's a stretch to call it dam improvements. Attorney Terhune suggested that the Board wait to hear back from Bond Counsel to see if they can use the funds for something other than what it was intended for. Trustee Karl and Trustee Houle agreed that they should wait to hear back from Bond Counsel before deciding on possibly financing this equipment. On a motion by Trustee Karl, seconded by Trustee Behringer, it was:

**RESOLVED**, the Board of Trustees accepted the bid received from Weedoo Greenboat Inc., located at 8020 Belevedere Road Suite #1 West Palm Beach, FL 33411, and approved the purchase of the aquatic weed harvester in the amount of \$86,890.34. The Board of Trustees will determine the funding source once Treasurer Murray has received confirmation from Bond Counsel.

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

**Nays:** None

#### **AUTHORIZATION TO SIGN AGREEMENT WITH USDA WILDLIFE SERVICES:**

Trustee Houle stated that she had new information that she received from Caleb Duncan from Millennium Grant Writing Services and there is the possibility that the Village can receive grant funds for technical services from the Fish and Wildlife Services to deal with nuisance geese.

Trustee Houle continued that the Village has two options, one is to sign the agreement with the USDA and they will do all the work, we will pay them for that work and then a portion or all of it may be covered by a grant. Option two would be for the Village to register, or get a permit, with the US Fish & Wildlife Services to be able to destroy the nests ourselves. The DPW would have to distract the geese and oil the eggs, and that seems to have a good result in reducing the number of geese. At the end of the season, the Village would have to report how many nests were destroyed by October 31<sup>st</sup>. The Board will need to make a decision as to whether they hire someone to do it or it is done in house, but both will reduce the goose population.

Mayor Dwyer asked Trustee Alley if she spoke with DPW regarding this and Trustee Alley replied that she had and that Highway HEO Giudice stated that this method is almost 100% effective and that they have the manpower to do the work. Trustee Alley continued that the work would take about a week. The Village would be required to register who would be going out to do the work and provide a report at the end of the season. The information that she got indicated that they weren't required to get a permit but it was more so a registration. Trustee Houle added that it doesn't appear to come at a cost to the Village other than the manpower.

Trustee Karl stated that they had a lot of success with the USDA for many years in the Village of Harriman and that it was more than just oiling the eggs. There is continuous hazing of the geese with remote controlled boats to keep moving them, bringing in kayaks, and he isn't sure if the DPW would be able to handle that. They would work the streambed back and even went back passed the Roscoe Smith house, because the geese will nest over there as well. Wherever they nest, they will continue to nest there until the age out. It did work previously in the Village of Monroe and they were using their services up until 2017. Trustee Behringer asked how that would work over at Roscoe Smith and Trustee Karl replied that they would have to get permission from the property owner. In previous years they had gotten permission from Mr. Frank to address the geese. Trustee Karl also added that the bring border collies in as well and do it all summer. They'll start in early spring and go until sometime in September.

Trustee Houle stated that if the Village is going to register to do the work ourselves, the Village will have to register prior to June. Trustee Houle asked the Board if they wanted her to do additional research about possible grant funding to have the USDA come in to do the work and Mayor Dwyer asked her to do some additional homework on it. Mayor Dwyer asked Trustee Alley if the DPW knew about getting in a boat and Trustee Alley replied that she had not discussed that with them.

**CONSTRUCTION COST ESTIMATE – SPRING HILL APARTMENTS (TM# 207-4-11.1 & 15):**

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

**RESOLVED**, the Board of Trustees accepted the recommendation of the Planning Board's engineer, John O'Rourke, P.E. of Lanc & Tully Engineering, and approved the estimated construction costs for the Spring Hill Apartments project which includes 34 multifamily units within 2 buildings located at the intersection of Spring Street and Franklin Avenue, in the amount of \$831,465.00. Engineer O'Rourke stated that he was satisfied that the amount is sufficient to cover the cost of the improvements as required by the Village of Monroe Zoning Code Regulations.

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

**Nays:** None

**AUTHORIZATION TO RELEASE RECORDS TO NYSDEC:**

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

**RESOLVED**, the Board of Trustees approved Solitude Lane Management, 310 East Washington Ave. Suite C Washington, NJ 07882, to release the Village of Monroe's survey data regarding the location of the highly invasive aquatic plant, Water Chestnuts (*Trapa natans*) which has been recorded at Mombasha Lake by Solitude biologists. The New York State Department of Environmental Conservation will be utilizing the data to update their invasive species awareness database/project. It is further;

**RESOLVED**, that Mayor Dwyer is hereby authorized to sign the release letter.

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

**Nays:** None

Trustee Karl stated that the Village should also include a copy of the PRISM report as well, so they can see everything. Mayor Dwyer agreed.

**RATIFICATION OF CHIEF'S CONTRACT 10/1/20 – 5/31/23:**

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

**RESOLVED**, the Board of Trustees does hereby ratify an agreement with Police Chief Guzman for the period of October 1, 2020 through May 31, 2023. Mayor Dwyer was authorized to sign the agreement.

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

**Nays:** Trustee Karl

Trustee Karl stated that his vote was no reflection on Police Chief Guzman.

**PROPOSAL – FM DESIGNS ~ REPAIR & RESTORATION OF VILLAGE OF MONROE SIGNS:**

Mayor Dwyer stated that they had put out an inquiry to have the Village's welcome signs renovated or replaced. They received a quote from Clay Boone for the restoration of one sign and the replacement of another for a total cost of \$4,000.

They received an additional bid from Tony Donato at FM Designs who provided a proposal for all three signs in the Village which included the sign located in the commuter parking lot. The proposal was as follows:

Sign #1 located at Lake Street & Rt.17M – remove sign and repair it (Includes painting and carving if needed) plus seal it with an epoxy finish - \$995.00

Sign#2 – located at Airplane Park – similar work but includes the swag banner underneath that will need to be replaced - \$1,175

Sign# 3 – located at commuter parking lot – remove sign, make all necessary repairs sand and repaint entire sign - \$475.00.

Total cost for all three signs - \$2,645.00. Mayor Dwyer stated that he has seen the gentleman's and he is very comfortable with it and his workmanship. Trustee Houle stated that she saw on the proposal that they had an opportunity to include the Village's website on the sign and Mayor Dwyer replied that he was of the opinion of leaving the sign as is. Trustee Behringer added that she is aware of Mr. Donato's work and agreed that he does an amazing job. Trustee Karl asked where the funds would be taken from and Mayor Dwyer replied that Treasurer Murray provided him with a budget line of A.7110.410, Parks General Expense. On a motion by Trustee Karl, seconded by Trustee Houle, it was:

**RESOLVED**, the Board of Trustees accepted the proposal submitted by Tony Donato of FM Designs for the repair and restoration of the three Village signs located at the corner of Lake St. & Rt. 17M, Airplane Park and the commuter parking lot. The price of the work for all three signs is not to exceed \$2,645 and is to be allocated from budget line A.7110.410, Parks General Expense.

Ayes: Trustees Alley, Behringer Houle and Karl

Nays: None

#### **DISCUSSION – VILLAGE OF MONROE FARMER'S MARKET:**

Trustee Houle stated that Tony Romangino, who has faithfully run the Farmer's Market has retired and moved to South Carolina. Local businessman Tylor Sloboda and the Greater Monroe Chamber of Commerce have both expressed an interest in running the market and Trustee Houle has scheduled a meeting with both Tony and Tyler to discuss this. Trustee Houle continued that Jennifer Curillo from Harriman Army Navy has also expressed an interest in helping out with the Farmer's Market and that the Chamber is currently looking for a letter from the Village of Monroe stating that there will be no fees charged to the Chamber of Commerce for the management of the market or the use of the space. Mayor Dwyer asked if Tyler and Jen have committed to taking over the market and Trustee Houle replied that they have committed to it as long as everything that was in place with Tony Romangino remains in place in that there will be no monies from the Market that will need to be expensed to the Village for the purpose of running the market or using the space. The Village collected fees and used those fees to pay for the services and the Village never made money off of the market. They want to be certain that the Market is not going to cost the Chamber anything other than porta potty, hand washing stations and marketing would cost.

Trustee Alley asked if it would be joint venture between the Chamber of Commerce and the Village of Monroe and Trustee Houle replied that it would be for at least his year.

Mayor Dwyer added that the Farmer's Market is a Village of Monroe thing. It is on Village property and is a Village of Monroe event. If they had a new Tony, they wouldn't even be having this conversation. The crux of the work would continue to fall on the Village, so even with Jen & Tyler running the market, to Trustee Alley's point, it would be a joint venture.

Trustee Houle stated that when she has her meeting at the end of the week, she will share that the Village will continue to collect the vendor fees and pay for the services and that the Chamber will manage the set up and break down of the Market every Sunday from June to the Sunday before Thanksgiving.

Trustee Behringer added that this entails a lot of work and that they are hoping that these two volunteers are aware of that. Trustee Houle replied that that was her first question and that they understood that it was every Sunday without fail and that the Chamber would promise a small set of who exactly would be doing the work. Trustee Houle added that Tony would be available as a consultant and he will most likely be around for a good portion of the beginning of the market and he would always make himself available to us.

Trustee Alley applauded their efforts and look forward to the energy that they will bring to the market.

Trustee Houle asked Attorney Terhune to prepare a letter which will include the bullet points and things that they are specifically looking for. Trustee Karl asked if they were still under the Village insurance and Trustee Houle replied that they it would be for at least the first year as it seems to be in everyone's best interest to retain coverage for this time period.

Trustee Houle stated that she would hold her meeting and Attorney Terhune would draft the letter laying out the stipulations and move forward from there.

#### **MAYOR & TRUSTEE'S REPORT:**

Mayor Dwyer stated that he shared with the Board a letter from the grant writer regarding the funding of a grant the Village received for the electric car charging station. The process was held up due to COVID, but they are hoping to see results sooner rather than later. Trustee Houle asked where the charging station would be located and Mayor Dwyer replied it would be in the commuter parking lot where the Farmer's Market currently is due to pole location. Trustee Alley asked if the Board needed authorize the Mayor to sign the grant acceptance and Mayor Dwyer replied that he believed that the Board did already back when they applied for it and asked Village Clerk Baxter if that was the case. Village Clerk Baxter replied that she didn't recall ever seeing any paperwork regarding the grant other than a letter of support that was done and sent to Town Councilman Colon, but she did not believe that she had any paperwork regarding the grant. Mayor Dwyer asked Village Clerk Baxter to pull out whatever paperwork that she had on file regarding the grant and share it with the Board. Attorney Terhune interjected and stated that the Board could just authorize the Mayor to sign the document again, as two authorizations are better than none. On a motion by Trustee Houle, seconded by Trustee Alley, it was:

**RESOLVED**, the Board of Trustees authorized Mayor Dwyer to sign the grant acceptance paperwork from Millennium Strategies that will allow for an electric car charging station located in the commuter parking lot along Millpond Parkway in the Village of Monroe.

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

**Nays:** None

Attorney Terhune asked if there was something that the Board wished to add to the agenda about the Downtown Revitalization Committee and to what extent the Village would be involved and Mayor Dwyer replied that he didn't think so, that the Board read through what they had and review it.

Trustee Karl asked what was the tripping mechanism to get the traffic light installed at Gilbert Street and Rt. 17M and added that he thought it was the number of CO's. Mayor Dwyer replied that he wasn't really sure and asked Counsel to provide whatever information she had. Attorney Terhune stated that she would send the Board what she has on who has to do what and the trigger is. Trustee Karl stated that he wanted to make sure that they were staying on top of it,

Trustee Karl continued that he spoke with Mary Beth from Delaware Engineering and asked her to put together a design for the race track well, and he is waiting on the proposal to come in and then they will be able to discuss it with the Board.

Trustee Karl shared that he is working on the LED light replacement program with Orange & Rockland Utilities and will update the Board as that moves forward.

#### **PUBLIC COMMENT:**

**# PRESENT 5**

**TIME: 8:34 PM**

Former Mayor Jim Purcell state that in regards to Smith Farm, the trigger point is the amount of CO's and the formula is already in the Planning Board approvals. A study is done before the traffic light goes in and they are supposed to be adding money to the account after the study comes out.

Mr. Purcell continued that they did oil the eggs in the past and there are grants available out there. The Village's DPW eventually took it over and did it for years, and it was very successful.

The Farmer's Market was started with the intent of it being a Village function and advised the Board to be cautious of setting a precedent with other organizations by covering the insurance. The Village should not be footing the bills if the Chamber wants to take these events over.

Mr. Purcell added that he had the sign removed from the Monroe sign with the Mayor's name. It was a personal decision because he felt it was a team effort with the Trustee's and not just about the Mayor.

Resident and Planning Board member Gary Parise stated that in regards to Smith Farm, two warrants were met a while back, with possibly a third as well. At the end of each 50 unit phase, the project should

be evaluated and the Village's transportation consultant needs to monitor this, and asked Mayor Dwyer who was acting as the Village's transportation consultant. Mayor Dwyer replied that he thought that Creighton Manning did the study and Mr. Parise replied that he believed that they designed it, and what was also included in there was the left hand turn lane on Rt. 17M. Mr. Parise reiterated that the two warrants were done before the project was approved in 2015 and believed that it is all spelled out on page 13 or 14 of the resolution. Mayor Dwyer replied that they would reach out to Village Engineer, John O'Rourke, PE of Lanc & Tully, to see what he has to share and also follow up with the Planning Board Attorney as well to see where everything stands.

Mr. Parise continued that the only reason why he is concerned is because to the Rt.208 Business Center project and the Planning Board is only focused on that area pretty much and he brought it up with them that it is important to have the traffic light there on Rt. 17M. The whole picture needs to be looked at, not just that area. Mayor Dwyer asked Village Clerk Baxter to remind him to follow with the Planning Board and their Attorney regarding this project.

Mr. Purcell interjected and advised Mayor Dwyer to follow up with Creighton Manning as well as they should have a preliminary design including the left hand turn lane. Mr. Parise agreed and added that he believed that an updated study was done in 2016. Mr. Parise added that there should be about \$133,000 in the escrow account for that traffic light. Mayor Dwyer agreed that amount sounded correct and mentioned that he believed that there were two participants with that, Smith Farm and Crystal Run. Mr. Purcell replied that Crystal Run had already given the Village money and if there is more cost involved, it is up to Smith Farm to make up the difference. Attorney Terhune interjected that she just sent the Board of Trustees the Smith Farm documents including the resolution in question as well as additional documents from BMG.

#### **EXECUTIVE SESSION:**

On a motion by Trustee Behringer, seconded by Trustee Karl, and carried, following a 5-minute recess, the Board convened in Executive Session at 8:45PM for discussion of Attorney Client and pending litigation, property acquisition and personnel.

Executive Session Minutes compiled by Mayor Dwyer.

**OPEN SESSION:** on a motion by Trustee Behringer, seconded by Trustee Alley and carried, the Open Meeting resumed at 10:42PM.

#### **ADJOURNMENT:**

On a motion by Trustee Karl, seconded by Trustee Houle and carried, no further business, the meeting was adjourned at 10:45 PM.

Respectfully Submitted,

Ann-Margret Baxter  
Village Clerk

#### **MONTHLY REPORTS:**

Trustee Karl commented that after reviewing the monthly report from the Water Department he wanted to bring to the Board's attention the increase in consumption compared to the year prior and stated that the Board should start looking at augmenting its water supply in the Village of Monroe. Mayor Dwyer replied that at this time is for the purpose of accepting the reports as submitted at this time and if they need to, they can continue the discussion at another time. Trustee Karl also commented that there was no gas consumption included on the report from the Police Department and Mayor Dwyer replied that the school district reported to Police Chief Guzman that they did not have a consumption report prepared for them. Trustee Karl requested that that information be included in the report going forward. On a motion by Trustee Behringer, seconded by Trustee Karl, with all in favor, the department monthly reports were accepted and filed.

#### **JANUARY 2021 VILLAGE CLERK'S REPORT SUBMITTED BY ANN-MARGRET BAXTER, VILLAGE CLERK:**

1. Minutes prepared, processed associated correspondence and Legal Notices completed for the January 5<sup>th</sup> and January 19<sup>th</sup> Board of Trustees Meetings along with two Public Hearings on January 19<sup>th</sup> and a FAR Workshop on January 13<sup>th</sup>.
2. Permits issued: Handicap Parking: 7 Garage Sale: 0 Solicitor/Peddling: 0  
Road Opening: 1 Blasting Permit: 0 Liquor License: 0 Towing Permits: 0



3. Processed 4 FOIL Requests.
4. Processed 0 Event Applications.
5. Public Hearings Held: 2
6. Closed out mailing machine for month on 1/29.
7. Bi-Weekly payroll worksheets completed and submitted.
8. Collected November water rents.
9. Required paperwork filed with O.C. Department of Human Resources.
10. Declared continuation of State of Emergency on January 21, 2021 to February 21, 2021.
11. Oversee updates and maintenance, of Village Website and Constant Contact (13 sent)
12. Daily retrieval of messages left during the day and after hours. Forwarded messages and responded as required.
13. Vouchers completed as required. Transmittal of money collected completed and bank deposits done.
14. Scan and email pertinent information to Board and Attorney.
15. Bid Opening for an Aquatic Weed Harvester on January 19<sup>th</sup>.
16. Meeting with Toshiba and Docuware regarding electronic archiving documents on January 21, 2021.
17. Printed 3,000 inserts for Water Bills.

**JANUARY 2021 JUSTICE COURT REPORT:**

Total Fines: \$7,319.00 Total Surcharges: \$3,656.00.00 Total Parking: \$3,005.00  
 Total Civil Fees: \$376.75 Bail Poundage Collected: \$0.00 Total Bail Forfeited: \$0.00  
*Total for November: \$14,356.75*

Vehicle & Traffic Tickets: 259 Disposed: 96  
 New Criminal Cases: 19 Disposed: 21 Civil Cases: 1 Disposed: 0  
 Paid Parking Tickets: 73 Dismissed Traffic Tickets: 25

**JANUARY 2021 POLICE DEPARTMENT REPORT SUBMITTED BY DARWIN GUZMAN, CHIEF:**

**CALLS FOR SERVICE**

TOTAL CALLS – 1,302  
 CASES/CRIMINAL OFFENSE – 161  
 ARRESTS – 40

**TRAFFIC REPORT**

TRAFFIC TICKETS – 262  
 PARKING TICKETS – 134  
 GAS - \$/G  
 MVA – 17

**TRAINING**

EMT – Romer (Completed)  
 K9 Keen – Berke  
 TRU – Grosso  
 Field Training Officer - Hansen

**JANUARY 2021 FILTRATION PLANT REPORT SUBMITTED BY ERNEST MABEE, CHIEF OPERATOR:**

Production: Lake Mombasha:	28,074,978	24,302,090 Gallons LY 2020
Well #4:	5,779,993	3,606,920 Gallons LY 2020

Consumption: 38,854,971 Gallons / 27,909,010 Gallons LY 2020  
 Water Samples / Testing: Passed  
 Rainfall: 2.98  
 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  
Updated Diamond Maps  
Rebuilt Hydrants  
Air Scour Blowers Serviced  
PCS Here to Replace Light Bulbs on Turbidity and Recalibrate  
Read Meters  
Replaced Bolts on Valve on Moulton Circle

**JANUARY 2021 DPW SUBMITTED BY LARRY GIUDICE, HEAVY EQUIPMENT OPERATOR:**

1. Disinfect – buildings – trucks – equipment every day.
2. Garbage removal in Village and around Ponds eight times.
3. Repair Christmas lights in town.
4. Picked up Christmas trees.
5. Clean catch basin tops.
6. Repaired catch basin on Forestdale Avenue.
7. Chipped brush from storm damage.
8. Worked on plows, sanders, and equipment.
9. Cleaned Park – papers and branches.
10. Filled potholes in around the Village.
11. Plowed one time and salted two times.
12. Salted icy spots around the Village three times.
13. Cleaned around water tower on Winchester Drive.
14. Dug up sink hole on Gilbert Street and blacktopped.
15. Blacktopped service line on Colony Drive.
16. Repaired water valve on Moulton Circle.
17. Repaired water main break on Cunningham Drive.
18. Rebuilt two fire hydrants.
19. Cleaned shop.
20. Cleaned two retention ponds on Fredrick Drive.
21. Cleaned one retention pond on Winchester Drive.

**JANUARY 2021 BUILDING DEPARTMENT AS SUBMITTED BY ASSISTANT BUILDING INSPECTOR PROULX:**

Building Permits Issued:	32
Rental Inspections Completed:	3*
Title Searches Completed:	22
Violations Issued:	3
Building Permit Inspections Performed:	69
C.O's Issued:	23
Complaint Inspections:	84
Fire Inspections:	0*
Open, active building permits:	312
FOIL Requests:	6
Building Permit Fees:	\$ 12,750.00
Rental Permit Fees:	325.00*
Fire Inspection Fees:	0.00*
Title Search Fees:	<u>3,150.00</u>
Total Collected Fees:	\$ 16,225.00*

Monthly Assessor's Report

Monthly report to FD for Solar

Daily cash deposits to Clerk

Bi Monthly mailing for expired permits

Attendance at Planning Board Meetings, Village Board, and ZBA Meetings

\*COVID-19

**MONROE FIRE DISTRICT OFFICERS 2021:**

**Commissions: John Centofanti, Jason Kalter, 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**

**JANUARY 2021 TREASURER'S REPORT SUBMITTED BY CATHERINE MURRAY:**

Treasurer's Report  
Village of Monroe  
January 2021

**SIGNIFICANT ACTIVITY (REVENUES)**

Bank interest	547
Sales Tax	384,649
Rental of Real Property	6,660
Building Permits	16,300
Fines & Forfeited Bail	11,415
Miscellaneous Revenue	10,041

**SIGNIFICANT ACTIVITY (EXPENDITURES)**

Law Contractual/Other Atty	6,362
PD Uniform Allowance	5,558
Street Maintenance Building Maintenance	6,527
Street Maintenance Equipment Maintenance	7,939
Snow Removal Salt	31,078
Street Lighting Street	9,475
Sidewalks General Expense	42,740
Purification Electricity - Water fund	8,528
Purification Chemicals - Water fund	8,328
Distribution Contractual - Water fund	32,267
Distribution Equipment Maintenance	5,518
Downtown Revitalization	6,675
Health Insurance - General Fund	123,268
- Water Fund	17,013
	<hr/>
	140,281

**STATUS OF FY2021 CONTINGENCY ACCOUNTS**

		<b>CURRENT BALANCE</b>
General Fund Appropriation -budgeted	\$141,375	140,162
Water Fund Appropriation -budgeted	\$25,000	25,000

**COMMENTS:**

We have completed 8 months of the fiscal year and expenses should be at 66.7%. The expenses are at 61.6% for the General Fund and 69.9% for the Water Fund.

Respectfully submitted,  
Catherine Murray  
Treasurer