

**WORKSHOP MEETING
TUESDAY, MARCH 2, 2021 @ 6:00 PM
DOWNTOWN ARCHITECTURAL PRESENTATION**

Due to the COVID-19 pandemic and Governor Cuomo's Executive Order No. 202.1, a workshop held by the Board of Trustees was held on Tuesday, March 2, 2021 beginning at 6:00 PM via ZOOM videoconferencing. Although there was no physical location, the workshop was deemed to be conducted in the Boardroom of the Village Hall, 7 Stage Road Monroe, NY. Jeff Wilkinson, R.A. of JWRA and Associates, was present to discuss with Downtown Revitalization Plan Studies and Design Guidelines.

Present: Mayor Dwyer; Trustees Alley, Behringer, Houle and Karl

Also present: Attorney Terhune, Village Clerk Baxter, Deputy Clerk Zahra, Water Plant Operator Mabee and Jeff Wilkinson, R.A. of JWRA and Associates.

On a motion by Trustee Houle, seconded by Trustee Behringer, with all in favor, the workshop was opened at 6:05 PM.

Mr. Wilkinson opened his presentation by reading a section of his proposal which laid out the goals of this particular project which stated the following: "Well-maintained neighborhoods and Business Districts that employ design guidelines succeed in creating a cohesive identity, safer and more usable pedestrian amenities, encourage economic development, provide predictability and managed growth, all of which suggest and promote a higher degree of community pride".

Mr. Wilkinson continued by stating that their focus should be on the gateways into the Village and shared with the Board some design vignettes that focused on key areas of the Village. He spoke about the elements of lighting and signage, and provided examples of each.

Mr. Wilkinson spoke to the Board about possible grant opportunities for additional bike paths through the Village as well as extensions to the existing Heritage Trail.

Mr. Wilkinson shared with the Board examples of possible storefront and façade guidelines that could be incorporated into the Village and a list of criteria for the Board to consider, which also included lighting and signage. Mr. Wilkinson continued to speak about design guidelines which included materials and color palettes, lighting, window awnings and doors. Mr. Wilkinson explained that these types of things could eventually be turned into code, but that it could take 8 to 10 months and would require the property owners to get on board as well as get the public to buy in to the concept.

On a motion by Trustee Behringer seconded by Trustee Houle, with all in favor, the workshop was closed at 7:21 PM.

To hear the entire text of this public hearing, please reference the audio on file in the Village Clerk's office.

**BOARD OF TRUSTEES MEETING
TUESDAY, MARCH 2, 2021
(www.villageofmonroe.org)**

Following the workshop on the Downtown Architectural Presentation, and due to the COVID-19 pandemic and Governor Cuomo's Executive Order No. 202.1, the first of the bi-monthly meetings of the Board of Trustees was held on Tuesday, March 2, 2021 beginning at 7:22PM 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, Deputy Clerk Zahra, Water Plant Operator Mabee and Police Chief Guzman

MOTION TO OPEN REGULAR MEETING:

On a motion by Trustee Houle, seconded by Trustee Alley, the March 2, 2021 Meeting of the Board of Trustees was opened at 7:22PM.

Ayes: Trustees Alley, Behringer, Houle and Karl

Nays: None

BUDGETARY TRANSFERS / MODIFICATIONS:

Trustee Karl questioned page 2 that was included in the file from Treasurer Murray and asked if it pertained to the budget transfers presented that evening. Mayor Dwyer replied that he did not believe that they were a part of tonight's motion and Village Clerk Baxter added that she believed that the calculations that Trustee Karl was seeing were linked to another spreadsheet and did not pertain to the modifications presented to the Board for approval. On a motion by Trustee Alley, seconded by Trustee Karl, and carried, it was:

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

From:	Description	To:	Description	Amount	
			None		
			Budget Modifications		
A.1560	Safety Inspection Fees	A.1440.450	Engineering Contractual	726.00	Raise Revenue/Expense lines re safety inspection fees collected re engineering
A.2115	Planning Board Fees	A.8025.450	Plan Bd Engineer Contract	9,180.00	Raise Revenue/Expense lines re planning board fees collected/engineer contractual
A.2260	Police Services	A.3120.135	PD OT/Grants	4,291.88	Raise Revenue/Expense lines re grant

COMPLETION OF PROBATIONARY PERIOD / HIGHWAY LABORERS MATTHEW PASCULLO & STEPHEN MIHOK:

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

RESOLVED, having successfully completed the required probationary period, the following employees are hereby given permanent status for civil service requirements for the position of Highway Laborer:

Matthew Pascullo, 14 Edgewood Drive Harriman, NY 10926, effective 1/29/21
Stephen Mihok, 24 Green Drive Chester, NY 10918, effective 3/1/21

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

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

ACCEPTANCE OF DECLARATION & CROSS EASEMENTS / SPRING HILL APARTMENTS, TM #207-4-11.1 & 15 – CONTINUED:
(See 2/16/21 Minutes)

WHEREAS, the Village of Monroe Planning Board is reviewing a site plan application known as “Spring Hill Apartments”; and

WHEREAS, as a condition of site plan approval the Planning Board requires the owner of the property to provide cross easements for common access, parking, recreation, utilities, and so forth as set forth in the “DECLARATION” attached hereto and made a part of this Resolution as if set forth fully herein; and

WHEREAS, the Planning Board Attorney has reviewed the said DECLARATION and finds it acceptable; and

WHEREAS, the Village Attorney has reviewed the said DECLARATION and finds it acceptable.

NOW, THEREFORE, BE IT RESOLVED that on a motion by Trustee Houle, seconded by Trustee Karl, the Village of Monroe Board of Trustees hereby accepts the DECLARATION.

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

Trustee Karl stated that there were piles of dirt and construction equipment located on the site that were currently parked on graves. Trustee Karl continued that the area was supposed to be marked out and requested that the contractor along with Building Inspector Cocks be made aware of the situation. Mayor Dwyer replied that he would make the contractor aware of the issue and requested that Village

Clerk Baxter notify Building Inspector Cocks and Highway HEO Guidice that the area needed to be cleaned and roped off.

DISCUSSION – DPW 2012 F550 TRUCK ENGINE ISSUE – CONTINUED:

(See 9/22/20 Minutes)

Trustee Alley stated that the Board previously discussed the status of the DPW 2012 Ford F550 truck with the blown engine back in September of 2020, and at the time they have received an estimate from Healy in the amount of \$21,000.00 to have it repaired. At the time the Board was unsure if they were going to purchase a new truck or have this one repaired and use it for backup. The Board did eventually go on to purchase a new truck with a plow and salter.

Trustee Alley continued that the truck is still sitting at Freeman’s Auto Service and we were told that a typical life span on a truck like this is 10 years, and this is short of that. The Board will need to make a decision what they want to do with it. Trustee Alley shared that she had reached out to Highway HEO Guidice who advised her to sell the truck, as well as get a quote from J&A Truck out of Florida, NY for an estimate on repairing the blown engine, should the Board decide to do that. Trustee Alley asked the Board to share their thoughts.

Trustee Karl stated that they received a recommendation from Highway HEO Guidice to sell the vehicle and he is in agreeance that they deem it as surplus and put it out on Auctions International. Trustee Houle asked if they will need to replace this truck and Trustee Karl replied that they already did. Trustee Houle agreed that the Board surplus the truck and Trustee Alley also agreed that they go with the recommendation of Highway HEO Guidice and surplus the vehicle. Trustee Behringer also agreed.

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

WHEREAS, State Law requires equipment no longer needed by a municipality be sold at fair market value after declaring it surplus and no longer needed.

NOW, THEREFORE, BE IT RESOLVED, the Board of Trustees accepted the recommendation of Highway HEO Guidice and declared the following equipment surplus to the needs of the Village and authorize it to be auctioned through Auctions International and sold to the highest bidder:

2012 Ford F550 VIN #FDUFST6BEB92330

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

Trustee Karl also requested that the truck be towed down to the DPW garage so it can be gotten ready to be viewed by prospective buyers.

REINTRODUCTION OF TOWING LOCAL LAW & SCHEDULING OF PUBLIC HEARING – CONTINUED:

Attorney Terhune clarified that after the last public hearing several comments had been made and upon their review it was determined that they were applicable. As a result, the local law was modified and distributed to the Board again for review. Attorney Terhune shared that the modifications that had been made provided more protection for due process rights and were not considered minimal, and since the first public hearing was closed, the Board would be required to hold a new public hearing. On a motion by Trustee Karl, seconded by Trustee Behringer, it was:

RESOLVED, the Board of Trustees authorized a new public hearing being scheduled on proposed introductory Local Law, titled “**MODIFYING CHAPTER 185 OF THE VILLAGE CODE, TOWING.**” The Public Hearing will be held at the Village Hall, 7 Stage Road, Monroe, NY York at 6:45 PM on Tuesday March 16, 2021; and

BE IT FURTHER RESOLVED that the Village Clerk shall publish or cause to be published a public notice in the official newspaper of the Village of Monroe no later than five (5) days prior thereto.

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

EVENT APPLICATION – O’TOOLE’S ST. PATRICK’S DAY CELEBRATION 3/13/21:

Mayor Dwyer shared that Christine O’Toole was present and asked her to explain to the Board what they would like to do.

Ms. O'Toole stated that they are looking to hold an outdoor dining event at their pub, located at 15 Stage Road, for one day on March 13, 2021 from 11AM to 6PM. Originally they were hoping to go out the front door of their building like they have done previously and looking into pushing it out further into the street due to COVID.

Ms. O'Toole continued that they have already received approval from the Monroe Police Department and have also received sign off from the Orange County Department of Health that they are in agreement with their event based on their forward safety plan that they provided to them. The last step will be the approval of the NYS Liquor Authority because the area that they are using is not currently covered under their liquor license. Ms. O'Toole stated that after multiple conversations that she and Tommy have decided that instead of going out into the street and having that whole area blocked off, they would like to do it on their own property, behind the deck, because it would just be easier to control the event. They do not want to create any social distancing issues out in the street. They can control it in the back much better. Ms. O'Toole stated that the only difference between the two is that the NYS SLA would need permission from the Village of Monroe. They would not need the Village to apply for the liquor portion of it, it would fall under their current liquor license. They just need to know that the Village is ok with them having the event. Ms. O'Toole explained that she would just submit her event diagram to the SLA outlining the layout and dimensions and they would attach it to their current liquor license.

The Board all shared their support and had no objection to the event that the O'Toole's had scheduled for Saturday, March 13, 2021. On a motion by Trustee Houle, seconded by Trustee Alley, it was:

RESOLVED, the Board of Trustees authorized Mayor Dwyer to prepare a letter of support on behalf of O'Toole's Pub, located at 15 Stage Road, in support of the St. Patrick's Day celebration event they plan to host on Saturday, March 13, 2021.

Ayes: Trustees Alley, Behringer, Houle and Karl

Nays: None

APPROVAL OF WATER PLANT VALVE REPLACEMENT PROPOSAL / WATER DEPARTMENT:

Water Plant Operator Mabee has notified the Board of Trustees that the Filter 3 waste valve located at the Water Plant is faulty, resulting in a daily water loss of ten thousand gallons. The Water Department requested that the Board approve the proposal submitted by TAM Enterprises, located at 114 Hartley Road, Goshen, NY 10924 to replace the valve. The proposal includes the purchase and installation of a Pratt 16" valve at a cost of \$8,846.00. TAM has estimated the lead time to be 3 – 4 weeks. Discussion followed.

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

RESOLVED, the Board of Trustees approved the proposal submitted by TAM Enterprises, located at 114 Hartley Road, Goshen, NY 10924 and authorize the purchase and installation of a Pratt 16" valve to replace the faulty Filter 3 valve located at the Water Plant. The total cost of the purchase and installation of the new valve is \$8,846.00 and is to be allocated from budget line F.8330.2500, Purification Equipment.

Ayes: Trustees Alley, Behringer, Houle and Karl

Nays: None

APPOINTMENT TO VILLAGE OF MONROE'S 3rd PARTY ELECTRICAL INSPECTION LIST / TRI-STATE INSPECTION:

The Village of Monroe received a request from Tri State Inspection to be appointed as an approved Electrical Inspection Agency to perform third party inspections of all electrical installations within the Village of Monroe. Pursuant to Village Code Chapter 94, the Village Board appoints these electrical inspectors. Tri State Inspection has provided copies of their documentation to the Board for their review. Discussion followed.

Trustee Houle shared that she has been back and forth with the applicant's insurance carrier and is still experiencing difficulty with the agent ensuring the additional insured on their insurance policy. Trustee Houle explained that on the documents that they received are listed "For Informational Purposes Only" and she has not yet been able to confirm the insurance. Trustee Houle continued that there are currently 6 inspectors on the Village's list of 3rd party electrical inspectors, and she wasn't sure if the Board wished to table to matter to allow additional time to get it clarified or just deny their request.

Mayor Dwyer asked for clarification as to whether it was the actual insurance or with the insurance limits and Trustee Houle reiterated that it was not the limits but the actual coverage. Mayor Dwyer

suggested that the Board table the matter till the March 16th Board Meeting to allow for additional time to get the correct information from the applicant's carrier and Trustee Houle agreed.

APPROVAL OF LANC & TULLY CONTRACT DOCUMENT SERVICES FOR SIDEWALK/RAMP REPLACEMENTS WITHIN THE VILLAGE OF MONROE:

Mayor Dwyer explained to the Board the purpose behind the idea of creating these local bid specs specific to the Village of Monroe and provided the Board the opportunity to ask any questions they may have had regarding the project. On a motion by Trustee Behringer, seconded by Trustee Alley, it was:

RESOLVED, the Board of Trustees approved the proposal submitted by Village Engineer, John O'Rourke, P.E., Lanc & Tully Engineering, PC, for the scope of services to develop a general sidewalk and curb replacement specification to be used by the Village of Monroe for the upcoming year. The proposal includes the development of construction and contract documents as well as bidding the project, and coordination of contract signing after contract award. The estimated cost of the proposal is \$2,800.00 and is to be allocated from budget line A.1440.4500, Engineering Contractual.

Ayes: Trustees Alley, Behringer, Houle and Karl

Nays: None

DISCUSSION - STAGE ROAD WATER LINE REPLACEMENT PROJECT:

The Village of Monroe Highway and Water Departments submitted a letter to the Board of Trustees requesting their consideration on the replacement of the village water line that runs from the Lake Street & Stage Road intersection to the Stage Road and Smithfield Court intersection. This original water line is one of the oldest in the Village and they strongly encourage that the replacement of this line take place before the intersection construction work initiated by the TAP Grant which will commence in late March, 2021. Two proposals for the work have been submitted, the first from Schmidt's Wholesale Inc., 150 Jefferson Street Monticello, NY 12701 in the amount of \$33,475.35 and the second from Newburgh Winwater Co., 653 Rt. 52 East, PO Box 353 Walden, NY 12586 in the amount of \$38,120.10.

Trustee Karl stated that what they are trying to do is get that water main in the vicinity of the blinking light by Stage Road and Village Hall and have it up and out of the way of the new construction. It will be a timing issue. Mayor Dwyer agreed and stressed the importance of the work.

Trustee Karl added that although they have received two bids, according to the Village's procurement policy, they are still required to bid since they are over the \$20,000 threshold. If they are going to do it, they should really do the wet tap on the existing main on Lake Street and get the main up the street out of the construction site. Since the contractor is already on site doing the gas main work for Orange & Rockland Utilities, the thought was that they may be able to come up with some kind of arrangement that they saw cut the concrete and lay the main for the Village. That could help drop the price of the project down. Mayor Dwyer added that he has a meeting scheduled with the owner of Colonelli Brothers to discuss the possible work about assisting the Village in getting the water main up and out of the construction zone. Mayor Dwyer stated there will be some kind of reciprocity that they can figure out to help them as well, he will hit all the avenues with him. The Board was in agreeance.

Attorney Terhune reminded the Board that there are legal parameters for DPW projects, not just internal purchasing aspects. If the Board is talking about spending more than \$35,000 on for a public works contract, then that is governed by General Municipal Law. Mayor Dwyer reiterated that they are looking to get from point A, out of the construction zone, we would supply part of the material out of our inventory material and he believes that they can be well within the procurement policy just for that piece. After that, they can follow their procurement policy and go out to bid or do it in house, they will decide that later. All they need to do by the end of the month is to get from the intersection, 60 or 80 feet down the road and cap and pressurize it. That is their goal and he believes that they can do it lawfully.

MAYOR & TRUSTEE'S REPORT:

Trustee Behringer shared with the Board the Police Reform Committee has been working very diligently and notified everyone know that the Committee was meeting again on Wednesday, March 3rd.

Trustee Karl asked for an update on the mobile COVID testing center that the Board discussed a few meetings back. Mayor Dwyer replied that the provider was having difficulty obtaining to necessary \$1 million dollar insurance limits for their mobile unit as required by the Village of Monroe, and they had reached a stalemate. Mayor Dwyer continued that if they had been able to get them on site at the Monroe Senior Center it would have been very beneficial for southern Orange County and hopes that something can still be worked out. Mayor Dwyer spoke very highly of this practitioner and all that they have done to help the community out during the pandemic.

Former Mayor Jim Purcell asked the Board for some information about the DPW truck that had been parked for some time behind the Freeman's Auto Repair Shop. Mayor Dwyer replied that the Board had just resolved that this evening to surplus the vehicle and sell it through Auctions International. Mayor Dwyer explained that the truck had blown its engine and that he had spent much time on calls and letters to get the situation remedied with Ford but to no avail. Mayor Dwyer continued that he was in the truck when the engine went and they had to have it towed back from just outside of Pennsylvania and he was very disappointed in how Healey Brothers handled the situation.

EXECUTIVE SESSION:

On a motion by Trustee Houle, seconded by Trustee Behringer, and carried, following a 5-minute recess, the Board convened in Executive Session at 8:14 PM for discussion of pending litigation.

Executive Session Minutes compiled by Mayor Dwyer.

OPEN SESSION: on a motion by Trustee Alley, seconded by Trustee Behringer and carried, the Open Meeting resumed at 8:35PM.

AUTHORIZATION TO EXECUTE CONTRACT FOR VALUATION OF PROPERTY:

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

RESOLVED, the Board of Trustees authorized an expenditure of funds not to exceed \$3,800 for the valuation of property and authorized Mayor Dwyer to execute a contract that effectuates that valuation.

Ayes: Trustees Alley, Behringer, Houle and Karl

Nays: None

CONTINUATION OF PUBLIC HEARING / INTRO. LOCAL LAW #17 OF 2019 AMENDING CH. 200 ESTABLISH MAX. GROSS RESIDENTIAL FLOOR AREA RATIOS (FAR) FOR DWELLINGS WITHIN CERTAIN DISTRICTS:

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

RESOLVED, the Board of Trustees reopened the December 19, 2019 public hearing for the FAR law.

Ayes: Trustees Alley, Behringer, Houle and Karl

Nays: None

ADJOURNMENT:

On a motion by Trustee Behringer, seconded by Trustee Karl and carried, no further business, the meeting was adjourned at 8:38 PM.

Respectfully Submitted,

Ann-Margret Baxter
Village Clerk