

**VILLAGE OF MONROE
ANNUAL RE-ORGANIZATIONAL MEETING
MONDAY, APRIL 2, 2018**

The Annual Organizational Meeting of the Board of Trustees of the Village of Monroe, Orange County, New York was held at 7:00 PM in the Board Room of the Village Hall, 7 Stage Road, Monroe, NY, on Monday, April 2, 2018. Mayor Neil S. Dwyer led in the pledge to the flag and called the meeting to order. Exit signs were announced.

Present: Mayor Dwyer, Trustees Conklin, Alley, Houle and Behringer
Also present: Village Clerk Baxter, Deputy Clerk Zahra, Water Plant Operator Mabee, Highway Supervisor Linderman and Planning Board Chairman Parise.

MONTHLY MEETING SCHEDULE:

On a motion by Trustee Conklin seconded by Trustee Behringer, and carried, the following meeting schedule was adopted:

| <u>2018</u> | <u>2019</u> |
|--|--|
| April 3-17 | January 3-15 (Tuesday Jan. 1, Holiday) |
| May 1-15 | February 5-19 |
| June 6-20 | March 5-19 |
| July 10- 24 | April 1 (Organizational Meeting) |
| August 7 – 21 | April 2-16 |
| September 4-18 | |
| October 2-16 | |
| November 8-20 (Tuesday Nov. 6, General Election) | |
| December 4-18 | |

Meeting will begin at 7:00 PM unless otherwise posted.

RULES OF PROCEDURE:

On a motion by Trustee Behringer seconded by Trustee Conklin, with all in favor, it was:

RESOLVED, that the Board of Trustees shall conduct itself according to “Robert’s Rules of Order” to the extent that Robert’s Rules of Order are consistent with Village Law of the State of New York.

EMPLOYEE COMPENSATION:

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

RESOLVED, that compensation for FY/2019 for village employees shall be paid bi-weekly with the payroll period ending on Wednesday, and checks being disbursed on Friday.

OFFICIAL NEWSPAPER:

On a motion by Trustee Conklin seconded by Trustee Behringer, with all in favor it was:

RESOLVED, that the official newspaper of the Village Board shall be the *Middletown Times Herald Record*.

OFFICIAL DEPOSITORIES:

On a motion by Trustee Behringer seconded by Trustee Houle, with all in favor, it was:

RESOLVED, that the official depository for the Village Board shall be Sterling Bank, 591 Route 17M, Monroe, NY 10950.

INDEPENDENT AUDITOR DESIGNATION:

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

RESOLVED, that O’Connor Davies LLP, 32 Fostertown Road, Newburgh, NY 12550 is hereby designated as Independent Auditor for the Village of Monroe’s fiscal year June 1, 2018 to May 31, 2019 in an amount not to exceed \$25,000.

BOARD APPOINTMENTS BY THE MAYOR:

On a motion by Trustee Behringer seconded by Trustee Houle, and carried, Mayor Dwyer made the following appointments:

Trustee Conklin was appointed to act as Deputy Mayor, for a one-year term.

Trustee Houle was appointed liaison for the Police Department and Insurance

Trustee Behringer was appointed liaison for the Highway Department and Parks.

Trustee Conklin was appointed liaison for the Water Department, Cable TV, and Street Lighting.

Mayor Dwyer & Trustee Alley will act as liaison for the Building Department, Village Staff, Justice Court and Building Maintenance.

Trustee Behringer was appointed as liaison for the Monroe Joint Fire District.

Trustee Houle was appointed as liaison for the Monroe Volunteer Ambulance Corp.

Trustee Alley was appointed as liaison for the Monroe Joint Park and Recreation Commission.

Trustee Alley was appointed as liaison for the Greater Monroe Chamber of Commerce.

Mayor Dwyer was appointed as liaison for the Village Historian.

STAFF APPOINTMENT:

On a motion by Trustee Conklin, seconded by Trustee Alley, with all in favor, the following Village Hall Staff appointment was made:

RESOLVED, that **KIM ZAHRA** is hereby appointed **DEPUTY VILLAGE CLERK** as per job description on file in the Village Clerk's Office for a period of (1) year and renewable on an annual basis.

Ayes: Trustees Conklin, Alley, Behringer and Houle

Nays: None

ACTING VILLAGE JUSTICE:

On a motion by Trustee Conklin seconded by Trustee Behringer, with all in favor, it was:

RESOLVED, that pursuant to Section 3-302 of Village Law, that **Allen Y. Drian** is hereby appointed to serve as **Acting Village Justice** for the Village of Monroe, for the 2018-2019 term and until such time as further appointment or re-appointment is made.

LICENSING AUTHORITY:

On a motion by Trustee Conklin seconded by Trustee Behringer the following resolution was adopted:

RESOLVED, that pursuant to Village Code, Chapter 115 – Bingo and games of Chance, permitting Bingo / Games of Chance pursuant to General Municipal Law, authorizing the Board of Trustees to delegate an officer of the Village authority in relation to issuance of a license, amendment and cancellation of licenses, to conduct investigations and hearings and the supervision of the operation of games, the VILLAGE CLERK is hereby designated to exercise such authority.

Ayes: Trustees Conklin, Alley, Behringer and Houle

Nays: None

MISCELLANEOUS APPOINTMENTS:

On a motion by Trustee Conklin seconded by Trustee Behringer, with all in favor, the following designation was confirmed:

RESOLVED, that Gary Parise is hereby appointed Chairperson of the Planning Board for a period of one year.

On a motion by Trustee Houle seconded by Trustee Conklin, and carried, the following appointment was approved:

RESOLVED, that Paul S. Baum is hereby appointed Chairperson of the Zoning Board of Appeals for a period of one year.

The following appointments were made on a motion by Trustee Conklin seconded by Trustee Alley and carried:

School Crossing Guards: Anita M Zelenoy – North Main St.
Brendan O. Plunkett – N Main St/Brooks Ave.
Eileen Lynch – Pine Tree

On a motion by Trustee Conklin seconded by Trustee Behringer, and carried, the following designation was made:

Registrar of Vital Statistics: Town Clerk, Mary Ellen Beams
Deputy Town Clerk, Patricia Kasch

On a motion by Trustee Conklin seconded by Trustee Behringer and carried, the following appointment was approved:

Village Historian: Linda Burroughs

The following Attorney and Consultant Appointments will be held on an interim basis until such a time that the Board of Trustees can meet and assess the Village's needs. On a motion on Trustee Conklin, seconded by Trustee Behringer, with all in favor, it was:

RESOLVED, the Board approved the extension of the contractual position of Village Attorney held by J. Scott Bonacic of Bonacic & McMahon LLP, 45 Webster Avenue Goshen, NY 10924, as per job description outlined in the Agreement on file with the Village Clerk as per fee schedule provided.

RESOLVED, the Board of Trustees designate the following law firms to serve as Alternate Village Attorney with regard to specific matters in accordance with the fee schedule listed in the current retainer agreement for FY/2017-2018 and until such time as further appointment or reappointment is made:

**Levinson, Reineke & Ornstein, P.C., P O 244, Central Valley, NY
Burke, Miele & Golden, LLP, P O Box 216, Goshen, NY**

RESOLVED, the Board of Trustees designated Kelly M. Naughton, Burke, Miele & Golden, LLP, P O Box 216, Goshen, NY 10924, to the contractual position of Zoning Board of Appeals Attorney per job description on file with the Village Clerk for fiscal year 2019 and until such time as further appointment or re-appointment is made.

RESOLVED, the Board of Trustees designated the law firm of Thomas, Drohan, Waxman, Petigrow & Mayle, LLP, 2517 Route 52, Hopewell Junction, NY 12533 to the contractual position of Labor & Employment Counsel for fiscal year 2018-2019 in accordance with the fee schedule listed in the current retainer agreement.

RESOLVED, the Board designated the law firm of Rametta & Rametta, 30 Matthews St., Suite 104, Goshen, NY as special prosecutor for all aspects of Vehicle and Traffic prosecutions in the Village of Monroe Justice Court for fiscal year 2019. Fee schedule is on file in the Clerk's Office.

RESOLVED, David Levinson, Esq. will continue as legal counsel for the Planning Board on a fee basis.

RESOLVED, the Board of Trustees designate Hawkins, Delafield & Wood, One Chase Manhattan Plaza, New York, NY 10005, to represent the Village of Monroe as Bond Counsel for matters requiring bonding services for fiscal year 2018-2019 and until such time as further appointment or re-appointment is made.

RESOLVED, the Board of Trustees designate Munistat Services Inc., 12 Roosevelt Ave., Port Jefferson Station, New York, 11776, as Financial Advisor of Record for fiscal year 2018-2019 and until such time as further appointment or re-appointment is made.

RESOLVED, the Board designated Lanc & Tully, PC, P O Box 687, Goshen, NY 10924 to serve as Village Engineer on a contractual basis.

MILEAGE REIMBURSEMENT ALLOWANCE:

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

WHEREAS, the Village Board of Trustees has determined to pay a fixed rate for mileage as reimbursement to officers and employees of the Village who use their personal automobiles while performing their official duties on behalf of the Village. **NOW, THEREFORE, BE IT RESOLVED:**

Section 1. That the Village Board shall approve reimbursement to such officers and employees at the rate of fifty-four and a half cents per mile (\$.54.5 / mile) 2017 per IRS schedule.

Section 2. That this resolution shall take effect immediately.

FIREWORKS DISPLAY PERMIT DESIGNEE:

On a motion by Trustee Conklin seconded by Trustee Behringer the following was duly adopted:

RESOLVED, upon approval of the Village Board, the Village Clerk be appointed permit authority for issuance of permits for the public display of fireworks under and pursuant to the conditions and restrictions set forth in Penal Law, Section 189-2, but such permit shall be issued only after application shall have been filed together with an insurance policy in the amount of \$ 1,000,000 naming the Village of Monroe as additional insured on the certificate. Village has the right to refuse any insurance company that is not "A" or above and licensed in the State of New York.

ATTENDANCE AT SCHOOLS AND CONFERENCES:

On a motion by Trustee Houle seconded by Trustee Behringer, the following resolution was duly adopted:

WHEREAS, there is to be held during the coming fiscal year

- A. The Annual Meeting conducted by the NYS Conference of Mayors and other Municipal Officials for municipal officials and NYCOM'S Main Street Meeting including webinar seminars and classes;
- B. The Training School for Fiscal Officers and Municipal Clerk's conducted by The NYS Conference of Mayors and other Municipal Officials;
- C. The following County Association Meetings: O.C. Clerks Association, O. C. Association of Town and Villages, Tri-County Chapter NYS Building Officials Conference, Hudson Valley Water Works Associates; and Safe Roads Program.
- D. Planning and Zoning Seminars, Police Department Seminars and Training Schools and Parks and Recreation Schools.

WHEREAS, it is determined by the Board of Trustees that attendance by certain municipal officials and employees at one or more of these meetings, conferences or schools benefit the municipality:

NOW, THEREFORE, BE IT RESOLVED:

Section 1. That the following officers and employees are hereby authorized to attend the schools above mentioned upon approval of the Board of Trustees at least 30 days prior to registration:

Mayor and Trustees, Village Clerk, Deputy Clerk, Treasurer, Deputy Treasurer, Building Inspector, Assistant Building Inspector, Water Plant Operator, DPW Supervisor, Planning Board Members, Zoning Board Members, Police Department personnel, Planning Board Secretary, Village Attorney and all union and non-union personnel.

Section 2. This resolution shall take effect immediately.

PAYMENT AUTHORIZATION FOR CERTAIN RECURRING EXPENSES:

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

RESOLVED, pursuant to Section 5-524 (6) of Village Law, the Board of Trustees does hereby authorize the Treasurer to make payments in advance of audit on claims for recurring expenses for public utility services, postage, freight and express charges, Advertising in Times Herald Record and workers compensation tail claims.

HOLIDAY SCHEDULE 2018-2019:

On a motion by Trustee Conklin seconded by Trustee Behringer and carried, the following Holiday Schedule for the Village non-contract staff will be as follows:

2018

| | | |
|------------------------|-----------|-------------------|
| Memorial Day | Monday | May 28, 2018 |
| Independence Day | Wednesday | July 04, 2018 |
| Labor Day | Monday | Sept.03, 2018 |
| Columbus Day | Monday | Oct. 08, 2018 |
| Veteran’s Day | Monday | Nov. 12, 2018 |
| ½ day Thanksgiving Eve | Wednesday | Nov. 21, 2018 |
| Thanksgiving | Thurs/Fri | Nov. 22, 23, 2018 |
| ½ day Christmas Eve | Monday | Dec. 24, 2018 |
| Christmas Holiday | Tuesday | Dec. 25, 2018 |

2019

| | | |
|------------------------|---------|---------------|
| New Year’s Holiday | Tuesday | Jan. 01, 2019 |
| Martin Luther King Jr. | Monday | Jan. 21, 2019 |
| Lincoln’s Birthday | Tuesday | Feb. 12, 2019 |
| President’s Day | Monday | Feb. 18, 2019 |

PROCUREMENT POLICY:

On a motion by Trustee Conklin seconded by Trustee Behringer and carried, the Procurement Policy on file was reviewed and is attached. Purchase Contract limit is \$20,000 and Public Works on contracts limit is \$35,000. Estimated Amount of Purchase Contracts requires 3 written / fax quotations for RFP \$3,000 to \$20,000; Estimated Amount of Public Works Contract Method \$5,000 to \$35,000.

ORGANIZATIONAL MEETING 2019:

On a motion by Trustee Houle seconded by Trustee Carey, and carried, the next Organizational Meeting of the Village is hereby scheduled for Monday, April 1, 2019, at 7 PM.

ADJOURNMENT:

On a motion by Trustee Behringer seconded by Trustee Houle and carried, the meeting was adjourned at 7:25 PM.

Respectfully submitted,

Ann-Margret Baxter
Village Clerk

VILLAGE POSITION ROSTER TERMS

| <u>ELECTED OFFICERS</u> | <u>POSITION</u> | <u>TERM(YEARS)</u> | <u>TERM(START/EXP)</u> |
|--------------------------------|------------------------|---------------------------|-------------------------------|
| Neil S. Dwyer | Mayor | (4) years | 4/1/18-3/31/2022 |
| Irene Conklin | Trustee | (4) years | 4/1/16-3/31/2020 |
| Debra Behringer | Trustee | (4) years | 4/1/16-3/31/2020 |
| Carey Alley | Trustee | (4) years | 4/1/18/3/31/2022 |
| Dorey Houle | Trustee | (4) years | 4/1/18-3/31/2022 |
| Forrest Strauss | Village Justice | (4) years | 4/1/16-3/31/2020 |

| <u>APPOINTED OFFICERS</u> | <u>TERM(YEARS)</u> | <u>START/EXP.</u> |
|---|--------------------|---------------------|
| Ann-Margret Baxter, Clerk | (4) years | 4/1/16 - 4/2020 |
| Kim Zahra, Deputy Clerk | (1) year | 4/1/18 – 3/31/2019 |
| Catherine Murray, Treasurer | (4) years | 4/1/16 - 4/2020 |
| BLANK, Deputy Treasurer | (1) year | 4/1/18 - 3/31/2019 |
| Allan Y. Drian | (1) year | 3/22/18 - 3/31/2019 |
| James F. Cocks, Building Inspector III | | |
| Shakine Michel, Billing Control Clerk | | |
| David B. Conklin, Police Chief | | |
| Dianne Martini, Sec'y to Police Chief F/T | | |
| J. Scott Bonacic, Attorney | | |
| Lanc & Tully, P.C., Consulting Engineers | | |

PLANNING BOARD:

| | | |
|---------------------|------------------|------------------------|
| Gary Parise | (5) years | 1/1/17-1/1/2022 |
| Fred Cocks | (5) years | 1/1/15-12/2020 |
| Marilyn Karlich | (5) years | 12/1/15 -12/2021 |
| Geraldine DeAngelis | (5) years | 1/1/18 - 1/2023 |
| VACANT | (5) years | 1/5/16 – 1/2021 |

ZONING BOARD OF APPEALS:

| | | |
|---------------------|-----------|--------------------|
| R. Daniel Margotta | (5) years | 04/03/18-04/2023 |
| Richard McCarthy | (5) years | 12/2/14 - 12/2019 |
| Gennaro Martuscelli | (5) years | 12/12/16 - 12/2021 |
| Paul S. Baum | (5) years | 12/1/15 - 12/2020 |
| Howard Zuckerman | (5) years | 03/1/16 – 12/2018 |

MONROE JOINT PARK RECREATION COMMISSION MEMBER (Village):

| | | |
|--------------------|-----------|--------------------|
| Anthony G. Vaccaro | (5) years | 12/2017 - 12/2022 |
| Ann Marie Morris | (5) years | 12/3/13 – 12/2018 |
| Jonathan Novak | (5) years | 12/15/15 - 12/2019 |
| Emily Whitman | (5) years | 1/20/16 – 12/2020 |
| Martin O'Conner | (5) years | 12/2016 – 12/2021 |

PROCUREMENT POLICY

Section 104-b of the General Municipal Law, effective January 1, 1992, requires all municipalities and districts therein to adopt procurement policies for goods and services which are not required by law to be publicly bid. The procurement policy must be adopted by a resolution of the governing body. The governing body must solicit comments from the officers in the municipality involved in the procurement process before adoption of the policy and from time to time thereafter. Each municipality should consider its own particular circumstances in developing the policy and the manner in which goods and services are purchased in your municipality.

The policy must address the procedure for purchasing goods and services which do not exceed the bid limits of \$20,000 for purchase contracts and \$35,000 for public works contracts. This policy will also apply to any exceptions to competitive bidding whether statutory or common law.

PROCUREMENT POLICY

WHEREAS, Section 104-b of the General Municipal Law requires the governing body of every municipality to adopt a procurement policy for all goods and services which are not required by law to be publicly bid, and

WHEREAS, comments have been solicited from all officers in the (VILLAGE) involved in the procurement process, now, therefore, be it

RESOLVED, that the (VILLAGE OF MONROE) does hereby adopt the following procurement policy which is intended to apply to all goods and services which are not required by law to be publicly bid.

PROCUREMENT POLICY FOR THE VILLAGE OF MONROE

1. Every purchase and/or contract made must be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases that the aggregate amount to be spent in a year. Any service contract associated with the purchase of goods or services must be approved by the Board of Trustees and entered into with the Mayor's signature. The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: purchase contracts under \$20,000 and public works contracts under \$35,000; emergency purchases; certain municipal hospital purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under State and county contracts; and surplus and second-hand purchases from another governmental entity.

The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or any other written documentation that is appropriate. (Voucher's will be stamped to indicate those purchases not subject competitive bid.)

2. All goods and services will be secured by use of written requests for proposals, written quotations, verbal quotations, or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided, except in the following circumstances: purchase contracts over \$20,000 and public works contracts over \$35,000; goods purchased from agencies for the blind or severely handicapped pursuant to Section 175-b of the State Finance Law; goods purchased from correctional institutions pursuant to Section 186 of the Correction Law; purchases under State contracts pursuant to Section 104 of the General Municipal Law; purchases under county contracts pursuant to Section 103(3) of the General Municipal Law; or purchases pursuant to subdivision 6 of this policy:
3. The following method of purchase will be used when required by this policy in order to achieve the highest savings:

Estimated Amount of Purchase Contract Method

| | |
|--------------------|--|
| \$ 0 - \$ 249 | Vendor may be selected by purchaser without competitive quote. |
| \$ 250 - \$ 2,999 | 2 Verbal Quotations |
| \$3,000 - \$20,000 | 3 written / fax quotations or written request for proposals |

Estimated Amount of Public Works Contract Method

| | |
|--------------------|---|
| \$ 250 - \$2,999 | 2 Verbal quotations |
| \$3,000 - \$4,999 | 2 Written / fax quotations |
| \$5,000 - \$35,000 | 3 Written / fax quotations or written request for proposals |

A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining the proposal. In no event shall the failure to obtain the proposals be a bar to the procurement.

- 4 Document is required of each action taken in connection with each procurement.
- 5 Documentation and an explanation is required whenever a contract is awarded to other than the lowest responsible offeror. This documentation will include an explanation of how the award will achieve savings or how the offeror was not responsible. A determination that the offeror is not responsible shall be made by the purchaser and may not be challenged under any circumstances.
- 6 Pursuant to General Municipal Law Section 104-b(2)(f), the procurement policy may contain circumstances when, or types of procurements for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the municipality. In the following circumstances it may not be in the best interest of the VILLAGE OF MONROE to solicit quotations or document the basis for not accepting the lowest bid:
 - a. Professional services or services requiring special or technical skill, training or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity, and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.

In determining whether a service fits into this category, the VILLAGE BOARD OF TRUSTEES shall take into consideration the following guidelines: (a) whether the services are subject to State licensing or testing requirements; (b) whether substantial formal education or training is a necessary prerequisite to the performances of the services; and (c) whether the services require a personal relationship between the individual and municipal officials. Professional or technical services shall include but not be limited to the following: services of an attorney; services of a physician; technical services of an engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing or art work; management of municipally owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of pre-packaged software.
 - b. Emergency purchases pursuant to Section 103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety or welfare of the residents. This section does not preclude alternate proposals if time permits.
 - c. Purchases of surplus and second-hand goods from any source.

If alternate proposals are required, the VILLAGE is precluded from purchasing surplus and second-hand goods at auctions or through specific advertised sources where the best prices are usually obtained. It is also difficult to try to compare prices of used goods and a lower price may indicate an older product.

- d. Goods or services under \$250. The time and documentation required to purchase through this policy may be more costly than the item itself and would therefore not be in the best interest of the taxpayer. In addition, it is not likely that such immaterial contracts would be awarded based on favoritism.**

- e. The individuals responsible for procurement for the Village of Monroe are as follows:
Neil Dwyer, Mayor
John Linderman, DPW Supervisor
David Conklin, Chief of Police
Ann-Margret Baxter, Village Clerk
Catherine Murray, Treasurer
James Cocks, Building Inspector
Forrest Strauss, Judge**

7. This policy shall take effect immediately and will be reviewed annually. Dated: 4/2/18