

**VILLAGE OF MONROE
ANNUAL RE-ORGANIZATIONAL MEETING
MONDAY, APRIL 5, 2021**

Due to the COVID-19 pandemic the Annual Organizational Meeting of the Board of Trustees of the Village of Monroe, Orange County, New York was held at 7:00 PM on April 5, 2021 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. Emergency exits were announced.

Present: Mayor Dwyer, Trustees Alley, Behringer, Houle and Karl
Also present: Village Clerk Baxter and Deputy Clerk Zahra

Absent: Attorney Terhune (conflict)

MOTION TO OPEN THE MEETING:

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

RESOLVED, the April 5, 2021 Village of Monroe Organizational Meeting was opened.

MONTHLY MEETING SCHEDULE:

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

<u>2021</u>	<u>2022</u>
April 6-20	January 4-18
May 4-18	February 1-15
June 1-15	March 1-15
July 13 (one meeting)	April 4 (Organizational Meeting)
August 3 -17 (3 rd workshop / 17 th meeting)	April 5-19
September 7-21	
October 5-19	
November 1-16 (Tues. 11/2, General Election)	
December 7-21	

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

RULES OF PROCEDURE:

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

RESOLVED, that compensation for FY/2021-2022 for village employees shall be paid bi-weekly with the payroll period ending on Wednesday, and checks being disbursed on the following Thursday.

OFFICIAL NEWSPAPER:

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

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

BE IT FURTHER RESOLVED, that the alternative newspaper of the Village Board shall be the *PHOTO NEWS* for such matters that do not require legal notice.

OFFICIAL DEPOSITORIES:

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

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

INDEPENDENT AUDITOR DESIGNATION:

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

RESOLVED, that RBT CPA's LLP, 11 Racquet Road, Newburgh, NY 12550 is hereby designated as Independent Auditor for the Village of Monroe's fiscal year June 1, 2021 to May 31, 2022 in an amount not to exceed \$25,000.

BOARD APPOINTMENTS BY THE MAYOR:

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

RESOLVED, the Board of Trustees appointed Trustee Alley to act as Deputy Mayor, effective until April 4, 2022, liaison for the Monroe Joint Park and Recreation Commission, liaison for Crane Park and liaison for the Highway Department.

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

RESOLVED, the Board of Trustees appointed Trustee Behringer as liaison for Cable TV and liaison for the Police Department.

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

RESOLVED, the Board of Trustees appointed Trustee Houle as liaison for the Greater Monroe Chamber of Commerce, act as liaison for the Building Department, Village Clerk's Office, Justice Court, Treasurer and Building Maintenance of Village Hall, liaison for the Monroe Volunteer Ambulance Corp., and liaison for the Village Insurance.

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

RESOLVED, the Board of Trustees appointed Trustee Karl as liaison to the Water Department, liaison to the Orange County Sewer District #1, liaison for Street Lighting and liaison for the Monroe Joint Fire District.

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

RESOLVED, the Board of Trustees appointed Mayor Dwyer as liaison for the Village Historian.

STAFF APPOINTMENT:

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

RESOLVED, that ANN-MARGRET BAXTER is hereby appointed VILLAGE CLERK as per the job description on file in the Village Clerk's Office for a period of one year, 4/1/21 to 3/31/2022.

On a motion by Trustee Houle, 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 4/1/21 to 3/31/22, and renewable on an annual basis.

ASSOCIATE VILLAGE JUSTICE:

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

RESOLVED, that pursuant to Section 3-302 of Village Law, that Yvette Rosario is hereby appointed to serve as Associate Village Justice for the Village of Monroe, for the 2021-2022 term and until such time as further appointment or re-appointment is made.

LICENSING AUTHORITY:

On a motion by Trustee Karl seconded by Trustee Alley and carried, 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.

MISCELLANEOUS APPOINTMENTS:

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

RESOLVED, that Jeff Boucher is hereby appointed Member of the Planning Board for a period of five years, ending on March 31, 2026.

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

RESOLVED, that Marilyn Karlich is hereby appointed Member of the Planning Board for a period of five years, ending on March 31, 2026.

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

RESOLVED, that Jeff Boucher is hereby appointed Chairperson of the Planning Board for a period of one year, ending on March 31, 2022.

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

RESOLVED, that Paul S. Baum is hereby appointed Chairperson of the Zoning Board of Appeals for a period of one year, ending March 31, 2022.

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

School Crossing Guards: Anita M Zelenoy – North Main St.
 Eileen Lynch – Pine Tree

VILLAGE HISTORIAN APPOINTMENT:

Mayor Dwyer requested that this appointment be tabled to allow for further review and discussion, and will then be taken up at a later date.

The following Attorney and Consultant Appointments shall be on a contractual basis at the current fees and current terms and conditions as they have been followed in the prior years.

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

RESOLVED, the Board approved the extension of the contractual position of Village Attorney held by Alyse D. Terhune, Esq., 2 Patterson Hill Tuxedo, NY 10987, as per job description outlined in the Agreement on file with the Village Clerk as per fee schedule provided.

Ayes: Trustees Alley, Behringer, Houle and Karl

Nays: None

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

RESOLVED, the Board of Trustees designated 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/2021-2022:

Elizabeth Cassidy PLLC, 7 Grand Street, Warwick, NY
Burke, Miele & Golden, LLP, P O Box 216, Goshen, NY

Ayes: Trustees Alley, Behringer, Houle and Karl

Nays: None

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

RESOLVED, the Board of Trustees designated the law firm of Elizabeth K. Cassidy PLLC, 7 Grand Street Warwick, NY, to the contractual position of Planning Board Attorney as per job description on file with the Village Clerk for fiscal year 2021-2022.

Ayes: Trustees Alley, Behringer, Houle and Karl

Nays: None

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

RESOLVED, the Board of Trustees designated J. Theodore Fink, AICP, principal of GREENPLAN INC., 302 Pells Road Rhinebeck, NY to the contractual position of Planner for the Board of Trustees and Planning Board per job description on file with the Village Clerk for fiscal year 2021 – 2022.

Ayes: Trustees Alley, Behringer, Houle and Karl

Nays: None

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

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 2021-2022.

Ayes: Trustees Alley, Behringer, Houle and Karl

Nays: None

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

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 2021-2022.

Ayes: Trustees Alley, Behringer, Houle and Karl

Nays: None

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

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 2021-2022.

Ayes: Trustees Alley, Behringer, Houle and Karl

Nays: None

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

RESOLVED, the Board of Trustees designated Hawkins, Delafield & Wood, 7 World Trade Center, 250 Greenwich Street, New York, NY 10007, to represent the Village of Monroe as Bond Counsel for matters requiring bonding services for fiscal year 2021-2022.

Ayes: Trustees Alley, Behringer, Houle and Karl

Nays: None

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

RESOLVED, the Board of Trustees designated Munistat Services Inc., 12 Roosevelt Ave., Port Jefferson Station, New York, 11776, as Financial Advisor of Record for fiscal year 2021-2022.

Ayes: Trustees Alley, Behringer, Houle and Karl

Nays: None

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

RESOLVED, the Board designated Lanc & Tully, PC, PO Box 687, Goshen, NY 10924 to serve as Village Engineer on a contractual basis for fiscal year 2021 – 2022.

Ayes: Trustees Alley, Behringer, Houle and Karl

Nays: None

MILEAGE REIMBURSEMENT ALLOWANCE:

On a motion by Trustee Behringer seconded by Trustee Houle 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-six cents per mile (\$0.56 / mile) per 2021 IRS schedule.

Section 2. That this resolution shall take effect immediately.

FIREWORKS DISPLAY PERMIT DESIGNEE:

Trustee Karl questioned if \$1 million dollars was too low of coverage. Trustee Houle replied that she believed that it was \$5 million and Mayor Dwyer agreed as well as added that the annual fireworks vendor that the Village uses carries a \$10 million dollar policy. Mayor Dwyer questioned if this would apply to people holding an event and having fireworks as well. Trustee Houle replied that there is a section of the special events application that refers to pyrotechnics, so that those individuals would be required to produce the same insurance requirements. Mayor Dwyer suggested approving the resolution and just following up to ensure that all was in line across the board. Trustee Houle added that she would follow up with the Village's insurance carrier.

Village Clerk Baxter stated that although there may be a discrepancy in the amount of insurance coverage required in the resolution, the purpose of this resolution is to designate the Village Clerk as the individual representative of the Village as the person who would issue a permit to someone for a fireworks display within the Village of Monroe once the event has been approved by the Village Board. On a motion by Trustee Houle seconded by Trustee Karl the following was duly adopted:

RESOLVED, upon approval of the Village Board, the Village Clerk is hereby 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:

Trustee Karl stated that he was concerned that employees would be limited to only these organizations that were listed and didn't include things like New York Rural Water. Mayor Dwyer replied that they could include language in the resolution that would allow employees to attend whatever classes, etc. they needed to. On a motion by Trustee Behringer seconded by Trustee Karl, 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, Safe Roads Program and any other meetings, classes and associations that would benefit the Village of Monroe and its staff.
- 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, 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 Houle seconded by Trustee Behringer 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 2021-2022:

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

2021

Memorial Day	Monday	May 31, 2021
Independence Day	Monday	July 05, 2021
Labor Day	Monday	Sept. 06, 2021
Columbus Day	Monday	Oct. 11, 2021
Veteran's Day	Thursday	Nov. 11, 2021
½ day Thanksgiving Eve	Wednesday	Nov. 24, 2021
Thanksgiving	Thurs/Fri	Nov. 25, 26, 2021
½ day Christmas Eve	Thursday	Dec. 23, 2021
Christmas Holiday	Friday	Dec. 24, 2021

2022

New Year's Holiday	Friday	Dec. 31, 2022
Martin Luther King Jr.	Monday	Jan. 17, 2022
Lincoln's Birthday	Friday	Feb. 11, 2022
President's Day	Monday	Feb. 21, 2022

PROCUREMENT POLICY:

On a motion by Trustee Behringer seconded by Trustee Karl and carried, the Procurement Policy on file was reviewed and is attached. Purchase Contract limit is \$20,000 and Public Works 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. It is further:

RESOLVED, due to the COVID-19 Pandemic and Governor Cuomo's Executive Order No. 202 Section 163, the Village of Monroe's Procurement Policy is hereby suspended until such State of Emergency and Executive Order has been lifted.

ORGANIZATIONAL MEETING 2022:

On a motion by Trustee Houle seconded by Trustee Alley, and carried, the next Organizational Meeting of the Village is hereby scheduled for Monday, April 4, 2022, at 7 PM.

ADJOURNMENT:

On a motion by Trustee Houle seconded by Trustee Behringer and carried, the meeting was adjourned at 7:36 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
John M. Karl III	Trustee	(4) years	9/15/20-3/31/2024
Debra Behringer	Trustee	(4) years	9/15/20-3/31/2024
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	9/15/20-3/31/2024

<u>APPOINTED OFFICERS</u>	<u>TERM(YEARS)</u>	<u>START/EXP.</u>
Ann-Margret Baxter, Clerk	(2) years	4/1/20 - 4/2022
Kim Zahra, Deputy Clerk	(1) year	4/1/21 – 3/31/2022
Catherine Murray, Treasurer	(2) years	4/1/20 - 4/2022
Yvette Rosario	(1) year	4/1/21 - 3/31/2022
James F. Cocks, Building Inspector III		
Aileen Ryan, P/T Billing Control Clerk		
Thomas Cunningham, P/T Deputy Treasurer		
Darwin Guzman, Police Chief		
Dianne Martini, Sec’y to Police Chief F/T		
Alyse D. Terhune, Attorney		
Lanc & Tully, P.C., Consulting Engineers		

PLANNING BOARD:

Gary Parise (Term end 3/31/22, reappt Re-Org 2022)	(5) years	1/1/17-1/1/2022
Frederick Kelly (F.Cocks vacant spot)	(5) years	02/02/21-03/31/25
Marilyn Karlich (Term end 3/31/26 reppt Re-Org 2026)	(5) years	04/01/21-03/31/26
Geraldine DeAngelis (Term end 12/31/22, reappt Re-Org 2023)	(5) years	1/1/18 – 1/1/2023
Jeff Boucher (Term end 3/31/26, reappt Re-Org 2026)	(5) years	04/01/21-03/31/26
Keith Allen	(5) years	11/4/19 – 3/31/24
Paul Hafenecker	(5) years	5/07/20 - 3/31/25

*As per LL 8 of 2019, all members will retain their seats until the end of the Village’s Official year.

ZONING BOARD OF APPEALS:

R. Daniel Margotta	(5) years	04/03/18 - 03/31/23
Jason Czerwinski (*Current term ends 12/31/25, per LL#2 of 2021, will holdover until 3/31/26 & get reappointed)	(5) years	12/1/20 – 12/31/25*
John Gilstrap (*Current term ends 12/31/21, per LL#2 of 2021, will holdover until 3/31/22 & get reappointed)	(5) years	12/12/16 - 12/31/21*
Paul S. Baum (*Current term ends 12/31/25, per LL#2 of 2021, will holdover until 3/31/26 & get reappointed)	(5) years	12/15/20 - 12/31/25*
Howard Zuckerman (*Current term ends 11/30/23, per LL#2 of 2021, will holdover until 3/31/24 & get reappointed)	(5) years	11/1/18 – 11/30/23*

MONROE JOINT PARK RECREATION COMMISSION MEMBER (Village):

Anthony G. Vaccaro	(5) years	12/2017 - 12/31/2022
Erika Schudde	(5) years	01/1/21 – 12/31/2025
Jonathan Novak	(5) years	12/3/19 - 12/31/2024
Shannan O’Hara Levi*	(5) years	12/1/20 – 12/31/2023
Bob Cordisco*	(5) years	12/1/20 – 12/31/2021

*Fulfilling vacant terms