

**BOARD OF TRUSTEES MEETING**  
**TUESDAY, SEPTEMBER 21, 2021**  
[www.villageofmonroe.org](http://www.villageofmonroe.org)

The second of the bi-monthly meetings of the Board of Trustees was held on Tuesday, September 21, 2021 at 7:00 PM in the Boardroom of the Village Hall, 7 Stage Road, Monroe, New York. Mayor Neil S. Dwyer called the meeting to order and led in the pledge to the flag. Emergency exits were announced.

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

**Also present:** Village Clerk Baxter, Deputy Clerk Zahra, Attorney Terhune, Building Inspector Cocks, Treasurer Murray, Police Chief Guzman, Water Plant Operator Mabee and Village Justice Strauss

Trustee Alley arrived at 7:10 PM.

**PRESENTATION - FUNDAMENTAL BUSINESS SERVICES / JOHN FARRELL:**

(See 5/18/21 Minutes)

John Farrell, Vice President of Fundamental Business Service, Inc., 14 Front Street Hempstead, NY 11550, made a second presentation to the Board of Trustees regarding the parking violation management system his company offers which would assist the Village Justice Court and Monroe Police Department in processing parking violations. Mr. Farrell brought with him the pricing proposal as well as an agreement.

Mr. Farrell explained that they would provide the Village with software for case processing in the Court as well as the digital handheld equipment, with the Village purchasing some equipment as well. Mr. Farrell stated that their main product is the software that is for case management, records management. They also offer back office services like noticing on behalf of the Court, for the Court, on cases that are in default for the violators who have not answered.

Mr. Farrell continued that they offer two platforms, one for online payments and one for online dispute resolutions. For law enforcement, they cover a suite of software and hardware for the Parking Enforcement Officer to be able to issue summons. It is all Cloud based, and works off of a handheld mobile computer. It is a much more streamlined and assists with the processing load and the velocity in which people comply with the cases.

Mayor Dwyer shared that Mr. Farrell and FBS have been involved with the Village of Monroe for the better part of a year, working with the Justice Court and the Police Department to help determine the best needs of the Village and help them streamline the processing of all the parking violations. Mr. Farrell explained that suites of software that would be included in the package would be the digital enforcement, case management software and a reporting suite of tools.

Trustee Karl asked Mr. Farrell how his company gets paid, was it per ticket or a commission. Mr. Farrell replied that there is a 4 ½ % commission on tickets that are issued from day 1 of issuance to 30 days that are paid and then tickets that are paid 31 + days forward, they receive a commission of 28 ½ %. Mr. Farrell continued that his company does not get a commission on tickets that are unpaid, dismissed or unanswered.

Trustee Behringer asked how long it takes to get everything set up and Mr. Farrell replied that they would need about a 1 ½ months of lead time to get everything set up and get equipment ordered.

Village Justice Strauss asked for confirmation that no outside agency would have access to the court data and Mr. Farrell replied that was correct. Village Justice Strauss stated to that he was on board with the purchase of the software.

Trustee Karl asked how long the contract is with the company that is being proposed and Mayor Dwyer replied that it is a three year contract with an additional year extension available to the Village. Trustee Karl asked what would happen if the Village wasn't satisfied after year one would they be able to back out and Mr. Farrell replied that FBS wouldn't hold the Village to the agreement if they weren't satisfied and it was stated on the first page of the agreement.

Mayor Dwyer advised Mr. Farrell that the Board would be taking the matter up under Old Business on tonight's agenda in the hopes of entering into the agreement with FBS. If that couldn't happen tonight, they would look to take action at the first meeting in October.

**PRESENTATION - CORNERSTONE PLLC / PRENTISS SHAW – POND SEDIMENT EVALUATION:**

Prentiss A. Shaw P.E., Vice-President of Cornerstone PLLC, 100 Crystal Run Road, Suite 101, Middletown, NY 10941, discussed with the Board a proposal that had been prepared for the Village of Monroe to assist in the remediation of sediment issues in the North and South ponds of Crane Park as well as the dredging of both ponds.

Ms. Shaw explained the history of her firm, as well as her professional history, which included their initial interaction with the Village of Monroe that dates back to 2013 when the Village first reached out to Cornerstone PLLC for possible pond remediation. Mayor Dwyer shared that at the time, the estimated cost of remediation was approximately \$6.7 million dollars to dredge and remove the soil from the Village of Monroe. Mayor Dwyer continued that since revisiting the proposal a few months ago, they have looked into keeping the evacuated soil on site, on the field of the North pond, which would reduce the cost based on numbers. Mayor Dwyer added that he has also asked the Village Engineer, Lanc & Tully, to prepare some models showing how the evacuated soil could be placed around the Village, which is about 50,000 cubic yards.

Ms. Shaw shared that they did soil samples that went to the DEC back in 2013 and prepared analytical reports. The DEC notified them at that time that the results were good and could be used for “unrestricted use.” There was one parameter that would require them to use the sediments excavated on site. That was the only restriction. Ms. Shaw explained that if they were to move forward now, they would have to go back to the DEC and make sure they are ok with that approval. They need to make sure that there hasn’t been anything that has drained into the ponds that would change those results and confirm that the DEC wouldn’t want them to do any additional sampling. Ms. Shaw explained that at that time, Cornerstone PLLC would refine their pricing. Initially when the pricing was presented there was a lot of attention being paid to repairing the dam and the draft pricing that was presented didn’t go anywhere and they haven’t heard anything since 2014. Ms. Shaw reiterated that they would want to revisit the approach and the cost, and it is their understanding that the Village had interest now in performing some of the work, which would affect the cost. They would work with the Village on all of the factors in this project that drive the cost.

Ms. Shaw explained that the proposal that was presented at the Village’s request has two tasks: determining that they will not have to do any more sampling and the second is refining the cost on what it will take to dredge two feet of sediment from each of those ponds and what would be done with the sediment. Ms. Shaw added that a big part of this is that either Lanc & Tully or a biologist will have to confirm if two feet is enough to keep the ponds healthy.

Trustee Alley asked what the dredging would look like. Ms. Shaw replied that it would be kind of a slurry when it comes out of the ponds and placed into drying beds. They will do some geotechnical testing to see if it is structurally sound to make sure that you can work with it. It is going to be a mound with slopes on the side and flat on the top that they will seed, that would be the final and least expensive option. While you construct it, it will be compacted, and that is part of the geotechnical testing. It is not like the Village is going to put a building on top of it. Trustee Alley also asked what it would smell like and Ms. Shaw replied that she was there when the initial sampling was done and she doesn’t recall it smelling like anything. It is not contaminated material, so it should not have a smell. Trustee Karl added that it is organic material and suggested that the work be done in the winter months.

Trustee Behringer asked how long the project would take and Ms. Shaw replied that it depends on how much you throw at it in terms of equipment and manpower. It shouldn’t take long to dredge, possibly a construction season and agreed that perhaps winter would be best.

Trustee Houle asked when the geotechnical analysis gets done, is it done while it’s still in the pond, or once it’s taken out of the pond, and Ms. Shaw replied that it needs to be done when it’s dry. Trustee Houle asked if the area where it is drying will be the area where it will stay. Ms. Shaw explained that that it’ll be done in stages, take so many cubic yards out, dry it, test it and continue. They’ll be staging areas and the area where it is going to be placed is fairly large.

Trustee Houle stated that the staging/drying area is the place where the Village holds its annual carnival and asked if there was a possibility that the dredged material alter their plans to continue to host the carnival there or would they need to find an alternate location? Ms. Shaw asked if the carnival had rides and such and Trustee Karl replied yes along with tractor trailers. Ms. Shaw explained that part of the geotechnical analysis would have to make sure it could withstand the loads without sliding, etc. Trustee Houle asked if the analysis determined that it couldn’t withstand the load could they then determine somewhere else to put the materials and Ms. Shaw replied that they want to keep the materials on the

property and would need to discuss that with the DEC. Mayor Dwyer replied that there would be a way to work that all out and as Trustee Karl pointed out, there are a lot of places within the park that it could go. Ms. Shaw added that trucking it out of the area is not an option, as it is very expensive.

Trustee Karl stated that the new valve over the dam is grossly undersized. It was a 36" valve reduced to a 12" valve and the Village saw the impact of that with the recent rain storm. Trustee Karl questioned the dredging depth and stated he thought they would want to go deeper, creating a thermal line. The temperature on the top of the water should not be the same at the bottom, that is what fuels the growth of the materials. Trustee Karl also added that the North pond is lower than the spillway and they will have to mechanically pump the water over to the South pond so it keeps the water moving, the Village may need to do the smaller pond first and get it out of the way, so they can pump the water from the North ponds into the South pond.

Ms. Shaw stated that part of their analysis beyond their scope is to confirm that the two feet is enough and task # 2 would be how they are going to do it and how much is it going to cost. Trustee Houle asked if there was an opportunity to break it up into two projects, separating the two ponds into two projects and placing the materials in two locations within the park. Ms. Shaw replied that it could be, but they have not gotten that far into the project yet, but that the DEC would have no issue making it two separate projects. Mayor Dwyer shared that the preliminary scope estimated that the North pond field was able to hold 50,000 cubic yards of material which was the total amount of the whole project. Ms. Shaw added that it would cost more to break the project apart but the Village would have the comfort level that works and peace of mind.

**PRESENTATION - DAVID NIEMOTKO – VILLAGE HALL RENOVATIONS:**

Mayor Dwyer stated that he received comments from Village Hall employees regarding some concerns and modifications and felt it prudent to forward them on to the architect for review and modification. Mayor Dwyer continued that he would have Architect David Niemotko make the suggested updates and present the changes to the Board at the October 5<sup>th</sup> 2021 Board Meeting.

**MINUTE APPROVAL: AUGUST 3<sup>rd</sup> SPECIAL MEETING / WORKSHOP:**

On a motion by Trustee Karl seconded by Trustee Alley, the Minutes of the August 3<sup>rd</sup> 2021 Special Board Meeting / Workshop were approved.

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

**BUDGETARY TRANSFERS / MODIFICATIONS:**

Trustee Karl questioned the budget transfer and modifications that Treasurer Murray submitted for the September 7<sup>th</sup> 2021 Board Meeting and unable to resolve the questions, the Board tabled them until the next Board Meeting. Treasurer Murray provided additional backup to the Board of Trustees to clarify the specific equipment that had been sold through Auctions International. On a motion by Trustee Houle, 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	
A.2665	Sales of Equipment	A.3120.230	PD Motor Vehicle	2,550.00	Raise Revenue/Expense lines re sale of PD vehicle
A.2665	Sales of Equipment	A.9950.900	Transfers Hwy Equip Rsv	3,250.00	Raise Revenue/Expense lines re sale of truck
A.3389	Other Public Safety	A.3120.250	PD Other Equipment	5,050.00	Raise Revenue/Expense lines re grant re Livescan

**PROMOTION – AUTOMOTIVE MECHANIC, STEPHEN MIHOK:**

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

**RESOLVED**, the Board approved the recommendation of Highway HEO Giudice and appointed Stephen Mihok to the fulltime position of Automotive Mechanic. Mr. Mihok currently holds the position of Laborer and has been pre-approved to move into this position by the Orange County Department of

Human Resources. Effective date of classification change is Wednesday, September 22, 2021, at the rate of pay of \$37.44/hour as per the IBEW Contract.

Ayes: Trustees Alley, Behringer, Houle and Karl

Nays: None

**RETIREMENT – STEPHEN DUNN, POLICE OFFICER, MONROE POLICE DEPARTMENT:**

The Village of Monroe has received notification from Police Chief Guzman and the NYS Retirement System that July 29, 2021 is Police Officer Stephen Dunn's effective day of retirement. Officer Dunn began his career in law enforcement in 1997 with the Greenwood Lake Police Department and joined the Monroe Police Department in December of 2002, dedicating the last 20 years to law enforcement. On a motion by Trustee Behringer, seconded by Trustee Houle, it was:

RESOLVED, the Board of Trustees acknowledged the retirement of Police Officer Stephen Dunn from the Monroe Police Department effective July 29, 2021. The Board thanked Officer Dunn for his hard work and service to the Village of Monroe and wished him well with his retirement and future endeavors.

Ayes: Trustees Alley, Behringer, Houle and Karl

Nays: None

**COMPLETION OF PROBATIONARY PERIOD: POLICE OFFICERS, KENNETH MALGIERI, ANTHONY AMATETTI & DAVID LEE:**

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

RESOLVED, having successfully completed their probationary period, the following employees are hereby given permanent status for civil service requirements:

Police Officer Kenneth Malgieri, effective August 6, 2020

Police Officer Anthony Amatetti, effective November 21, 2020

Police Officer David Lee, effective December 4, 2020

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 COURT ATTENDANT, JOSE DIAZ:**

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

RESOLVED, the Board of Trustees accepted the recommendation of Village Justice Strauss and appointed Jose Diaz, 15 Buena Vista Avenue Cortlandt Manor, NY 10567 to the part-time Court Attendant, effective September 22, 2021, at the rate of \$15.00 per hour.

Ayes: Trustees Alley, Behringer, Houle and Karl

Nays: None

**FUNDEMENTAL BUSINESS SERVICES (FBS) – CONTINUED:**

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

RESOLVED, the Board of Trustees authorized the purchase of a parking violation management system through Fundamental Business Services, 14 Front Street Hempstead, NY 11550, to assist the Village of Monroe Police Department and Village Justice Court in processing parking violations. The total cost of the 3 year license agreement is \$6,162.57 and includes the equipment, hardware, software, warranty maintenance and support. The license agreement offers a one year renewal as well. This purchase is to be allocated at a 75% / 25% split between the following two budget lines: A.1110.450, Court Contractual & A.3120.4100, PD General Expense, respectively. It is further;

RESOLVED, Mayor Dwyer is authorized to sign the agreement.

Ayes: Trustees Alley, Behringer, Houle and Karl

Nays: None

**BID AWARD – LAKE STREET REHABILITATION PROJECT – CONTINUED:**

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

WHEREAS the project has been bid in accordance with Federal and State regulations and NYS General Municipal Law; and

WHEREAS, bid documents were prepared by Creighton Manning and publicly advertised by the Village; and

WHEREAS, Four (4) bids were received by the Village on August 26, 2021; and

WHEREAS Creighton Manning Engineering, LLP has reviewed said bids and the bid of Argenio Bros Inc., 2 Argenio Drive, New Windsor, NY 12553, in the amount of \$649,199.00 was determined to be the lowest responsible bid which was submitted that conformed to the specifications for the project; therefore

BE IT RESOLVED that the Board of Trustees does hereby accept the bid of Argenio Bros Inc. in the amount of \$649,199.00; and

BE IT FURTHER RESOLVED that the Board of Trustees hereby authorizes the Mayor to execute a construction contract between the Village and Argenio Bros Inc. in the amount of \$649,199.00.

Ayes: Trustees Alley, Behringer, Houle and Karl

Nays: None

Trustee Karl asked if the money for the project was coming from a Village bond from a few years ago and Mayor Dwyer replied that it was. Trustee Karl asked how much the Village had and Mayor Dwyer replied approximately \$800,000. Trustee Karl asked if the Village was looking to get the project done before the inclement weather set in and Mayor Dwyer replied that was the hope.

**REQUEST FOR STREET LIGHT – SEALS DRIVE & FORGE ROAD – CONTINUED:**

Trustee Karl stated that the Village received a request from the resident at 3 Seals Drive for additional lighting at the corner of Seals & Forge Road. After reaching out to Orange & Rockland Utilities, Trustee Karl reported that an estimate was received in the amount of \$16,753.92. The estimate includes a new UG pole, 25W LED fixture, trenching and upgrading of the underground facilities. Trustee Karl added if they continue to receive requests like this, the Village could go bankrupt. Trustee Karl suggested that the Village move forward with the project of upgrading all the streetlights in the Village of Monroe. On a motion by Trustee Karl, seconded by Trustee Houle, it was:

RESOLVED, the Board of Trustees denied the request of the resident of 3 Seals Drive to install an additional street light at the corner of Seals Drive and Forge Road due to cost. Mayor Dwyer is directed to send a letter to the resident advising them of cost analysis done and that the Village is working towards an overall Village light upgrade for better lighting throughout the entire Village.

Ayes: Trustees Alley, Behringer, Houle and Karl

Nays: None

**EVENT APPLICATION – 25<sup>th</sup> ANNUAL MONROE CROP HUNGER WALK, SUNDAY, 10/24/21:**

An event application has been submitted by Fred Schuepfer, representative of the Monroe Methodist Church, to hold their 25<sup>th</sup> annual Crop Hunger Walk on Sunday, October 24, 2024 from 12PM to 4:30PM, utilizing the walking path of the lower Mill Pond. The walk will begin at the Methodist Church located on Maple Avenue and circle the lower pond two times before returning to the Church via Stage Road. The application has been reviewed and approved by the Building Department, DPW and Police Department. B & C Line Officers will maintain a presence in the area and assist as needed. There will be no road closures and there are no additional costs for additional police protection for this event. Due to the church being a not for profit agency and this is a volunteer financed event, Mr. Schuepfer is requesting that the \$50.00 application fee be waived. Discussion followed.

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

RESOLVED, the Board of Trustees approved the request of Fred Schuepfer, representative of the Monroe United Methodist Church, to sponsor the 25<sup>th</sup> annual Monroe Crop Hunger Walk on Sunday, October 24, 2020 from 12:00 – 4:30 PM. Walk will begin and end at the Monroe Methodist Church, 47

Maple Avenue. The walk will utilize the lower Mill Pond walking path. Sign-off of the event application has been made by the Building Department DPW and Police Department. Officers on shift will monitor the area for security and provide assistance if necessary at no additional cost. On a motion by Trustee Karl, seconded by Trustee Behringer, it was:

**RESOLVED**, the Board of Trustees approved the waiver of the \$50.00 application fee.

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

**Nays:** None

**REQUEST TO HANG SCARECROWS & CORNSTALKS IN THE VILLAGE DOWNTOWN – GIRL SCOUTS 10/16/21:**

In a letter from Barbara Mallory, Service Unit Manager for the Monroe Woodbury Girl Scouts, she requested permission of the Board of Trustees to host their annual Scarecrows in the Village activity. On Saturday October 16, 2021 (rain date of Sunday, October 17<sup>th</sup>) the Girl Scouts would like to decorate the downtown of the Village of Monroe with cornstalks and scarecrows for the fall season. The cornstalks will be placed between 9AM-11AM by both the Girl Scouts and Boy Scouts, and then the Girl Scouts will gather in the commuter parking lot by the bus depot at 11AM to take a group photo and then will proceed to hang the scarecrows and the lamp posts. Discussion followed. Trustee Karl asked if this would be impacted by the downtown revitalization work on Lake Street. Mayor Dwyer replied that he imagined that the work would be done afterwards but would need to speak with the contractor. Mayor Dwyer also stated that Argenio Brothers, contractor for the project, wouldn't entertain a conversation with a contract in place. On a motion by Trustee Houle, seconded by Trustee Karl, it was:

**RESOLVED**, contingent upon construction beginning in the downtown area for the Lake Street Rehabilitation Project, the Board of Trustees approved the request of Barbara Mallory, Service Unit Manager for the Monroe Woodbury Girl Scouts, to hang corn stalks and scarecrows on the lampposts in the downtown for the fall season on Saturday October 16, 2021 between the hours of 9AM – 12PM A rain date of Sunday, October 17, 2021 has also been scheduled in case of inclement weather.

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

**Nays:** None

**REQUEST FOR PAYMENT PLAN / TOWN WATER ACCOUNT #10026:**

In a letter to the Board of Trustees, the Village of Monroe Water Department advised the Board of Trustees that they received a request from town water account #10026, located at 6 Palmer Avenue, for a 12-month payment plan for their delinquent 2021 account in the amount of \$2,366.29. The proposed payment agreement includes 12 monthly installments in the amount of \$197.19, payable by the last business day of each month. The first payment will be due September 30, 2021, with the entire balance to be paid in full by August 31<sup>st</sup>, 2022. Quarterly bills must also be maintained and all penalties will be waived unless Ms. Swire becomes default on the agreement and then the entire remaining balance will become due immediately. In addition, all waived penalties will be added to the account or water service will be interrupted. Discussion followed. Trustee Karl noted that the penalties on the account are almost as high as the base balance and stated he believed that this was not a case of a hardship but that of chronic lateness and the account shows that. Trustee Karl recommended to the Board that they deny the request for a payment plan. Trustee Houle asked when the last payment on the account had been and if the water had ever been shut off previously.

Mayor Dwyer suggested that they offer the resident a better payment plan and Trustee Houle added that she would like to see half of the balance paid in full first and then offer a payment plan on the other half. Mayor Dwyer stated that if Trustee Karl would consider amending his previous recommendation to the Board, they could offer the resident an opportunity to make all the penalties current and then offer a payment plan on the balance, whether it was with quarterly payments or something else. Mayor Dwyer added that his concern is that they will see it again and Trustee Houle agreed. Trustee Karl reiterated that this is a constant issue and the only way to get someone's attention is in the pocketbook. Trustee Houle agreed and that is why she is recommending that half be paid in full up front. Trustee Karl stated that he would rather stand with his original motion to deny the request. On a motion by Trustee Karl, seconded by Trustee Houle, it was:

**RESOLVED**, the Board of Trustees denied the request of a payment plan made by Town Water Account #10026 for their outstanding balance of \$2,366.29. The resident is required to pay their outstanding balance in full by March 31, 2022, otherwise the service will be suspended as per Village Code 195-13, Overdue Bills.

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

**AUTHORIZATION FOR DISH WIRELESS LLC EQUIPMENT INSTALLATION TO EXISTING CELL TOWER ON BALD HILL:**

The Building Department has received a permit application from DISH Wireless LLC to add equipment to an existing cell tower located on Bald Hill. As part of the Building Department requirements, the property owner must consent to the work before the work can begin and consent is given by the property owner signing off on the permit application. Since Bald Hill is owned by the Village of Monroe, the Village Board must consent to the work and authorize the Mayor to sign the permit application. The description of the project includes the addition of three (3) antennas, hybrid cables and DISH Wireless LLC will also have a 5' X 7' foot lease area with one (1) cabinet. Discussion followed. Mayor Dwyer asked Building Inspector Cocks if this was a new vendor and Building Inspector Cocks replied that it was not necessarily a new vendor, but upgrades to the tower.

Mayor Dwyer continued that he had reached out to a contact in the industry for an assessment and to provide a quote for services to assist the Village in finally settling a lease agreement with Crown Castle. Mayor Dwyer continued that he reached out to this individual and asked him what he thought about it and they feel that it is a new tenant.

Mayor Dwyer asked the Board to give him the balance of the week to get some clarity on the situation, and added that he had the individual send up a drone to and camera the whole tower. Based on that, he didn't see them on site and the cabinet is not currently on the property.

Trustee Karl stated that back in October they all walked the property and there are some drainage issues, with the road washing out, that is their responsibility. He asked if that had been addressed. Mayor Dwyer replied that it has not and Trustee Karl replied that if they are responsible for maintaining the roadway, the Village should make that the focus first before approving the permit application. Mayor Dwyer replied that there are some concerns with the now expired lease in regards to the road, so he requested again that the Board allow him some time to work it out offline. Mayor Dwyer asked Building Inspector Cocks if he wanted to contact them and Building Inspector Cocks replied that Mayor Dwyer could do it as he doesn't get involved in that.

This matter was tabled until the October 5, 2021 Board Meeting.

**JCAP GRANT APPLICATION FILING / VILLAGE OF MONROE JUSTICE COURT:**

The Village of Monroe Justice Court is requesting authorization from the Village Board to apply for funding from the Justice Court Assistance Program during the upcoming grant cycle. On a motion by Trustee Houle, seconded by Trustee Alley, it was:

**RESOLVED, that the Board of the Village of Monroe authorizes the Village of Monroe Justice Court to apply for a JCAP grant (Justice Court Assistance Program) in the 2021-22 grant cycle of up to \$30,000.00."**

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

**REQUEST TO TRAVEL / NYCOM PUBLIC WORKS TRAINING SCHOOL, 10/18-10/20/21, E. MABEE:**

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

**RESOLVED, the Board of Trustees approved the attendance of Water Plant Operator Mabee at the New York Conference of Mayor's Public Works Training School in Saratoga Springs, NY from October 18<sup>th</sup> through October 20<sup>th</sup> 2021. The training school will focus on energy efficiency for water and waste water materials, roadway preservation, emergency management, labor relations, organizational management plans and source water protection. Total cost of the conference is \$865.00 and will be allocated from budget line F.8330.4720, Purification Education. Water Plant Operator Mabee will be utilizing his Village vehicle to attend the Training School Conference.**

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

**MAYOR & TRUSTEE'S REPORT:**

Trustee Houle shared that the Village of Monroe became a member of an insurance cooperative, NYMIR, back in 2008. At that time we bought our membership for approximately \$130,000. Since then, the Village has received back a total of \$109,000.00 in interest and capital returns and the Village just received its last check in the amount of \$49,115.00 and was returned to us through its broker, Marshall & Sterling. The Village has received a total of \$109,221.70 and they have done pretty well with it.

Trustee Houle also thanked everyone that came out in support of the 20 Years 20 Laps Walk-A-Thon that was held this past weekend. It was a great event with great weather that was very well received. Trustee Houle added that they are still collecting donations and they have some t-shirts left over that they will be selling at Village Hall.

Trustee Behringer agreed that it was a great event and shared that the recent 9/11 Ceremony was possibly the best one yet. The music was beautiful and while it was a sad event, it was nice to look around and see so many people in attendance.

Trustee Karl echoed Trustee Behringer's sentiments regarding the 9/11 Ceremony and also shared that he participated in the recent walk-a-thon as well. Trustee Karl added that while walking around the ponds there are still a lot of dead trees in the park. There is even a memorial tree planted up by the Airplane Park that is dead.

Trustee Karl also inquired as to why the grass has been allowed to grow up high near the waters edge of the ponds. Mayor Dwyer replied that there are two reasons, the first is a theory that if you don't mow it, the geese won't go through it to get into the water, the second is filtration. This added layer of weed is supposed to help filter out of things flowing through to the waters edge. Mayor Dwyer added that the Town of Blooming Grove would be out next week to address the outstanding tree issues.

Trustee Karl asked if the Village has reached out to NYS DOT regarding the trees that need to be addressed and Mayor Dwyer replied that they haven't heard back from them yet. He added that Highway HEO Giudice reached out to them and they're kind of all over the place and hoped to be down here the end of October. Trustee Karl suggested sending something in writing to them to put them on notice and Mayor Dwyer asked Village Clerk Baxter to put that on his to do list.

Mayor Dwyer restated the amount of goodwill that came out of the 9/11 Ceremony and it means so much in our community. Every bit of the program was amazing and he thanked everyone who participated. Mayor Dwyer added that we live in a great Village, the most beautiful in Orange County and he thanks all those that help make that happen.

Trustee Karl added that there were some leftover donations from the Food Pantry Music Festival and the monies have been split between the three food pantries at the Methodist Church, the Presbyterian Church and Sacred Heart Church.

**PUBLIC COMMENT:** **# PRESENT 0** **TIME: 8:31 PM**

There was no public comment.

**EXECUTIVE SESSION:**

On a motion by Trustee Behringer, seconded by Trustee Houle, and carried, following a 5-minute recess, the Board convened in Executive Session at 8:32 PM for discussion of Advice of Counsel.

Executive Session Minutes compiled by Mayor Dwyer.

**OPEN SESSION:** on a motion by Trustee Houle, seconded by Trustee Karl and carried, the Open Meeting resumed at 10:15 PM.

**ACQUISITION OF LAND:**

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

**RESOLVED**, the Board of Trustees authorized Mayor Dwyer to investigate possible land acquisition in the Village of Monroe.

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

Nays: None

**AUTHORIZATION TO ENTER INTO AN AGREEMENT WITH CORNERSTONE PLLC:**

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

**RESOLVED**, the Board of Trustees authorized Mayor Dwyer to enter into an agreement with Cornerstone PLLC, 100 Crystal Run Road Suite 101, Middletown, NY 10941, for the purposes of pond sediment evaluation for the North and South Pond of Crane Park.

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

**Nays:** None

**AUTHORIZATION TO DRAFT LETTER DENYING ROADWAY DEDICATION:**

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

Whereas, the Village of Monroe has reviewed the cul-de-sac located on the approved subdivision known as 310 Schunnemunk and determined that the cul-de-sac does not meet the required specifications for dedication as a Village Street.

Now Therefore be it Resolved, that the Board of Trustees declines to consider accepting the dedication of the 310 Schunnemunk cul-de-sac as a Village street at this time for the reasons stated herein.

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

**Nays:** None

**ADJOURNMENT:**

On a motion by Trustee Karl, seconded by Trustee Alley and carried, no further business, the meeting was adjourned at 10:18 PM.

Respectfully Submitted,

Ann-Margret Baxter  
Village Clerk

**MONTHLY REPORTS:**

Trustee Karl pointed out the increase in water consumption last year compared to this year, 36,105,992 gallons verses 41,130,910 gallons, respectively, even with a wet August. On a motion by Trustee Karl, seconded by Trustee Alley, with all in favor, the department monthly reports were accepted and filed.

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

1. Minutes prepared, processed associated correspondence and Legal Notices completed for the August 3<sup>rd</sup> Workshop, August 17<sup>th</sup> Board of Trustees Meeting and Due Process Hearing, along with a Special Meeting on August 24<sup>th</sup>.
2. Permits issued: Handicap Parking: 20 Garage Sale: 10 Solicitor/Peddling: 0 Road Opening: 0 Blasting Permit: 0 Liquor License: 0 Towing Permits: 0
3. Processed 4 FOIL Requests.
4. Processed 3 Event Applications.
5. Public Hearings Held: 0
6. Closed out mailing machine for month on 8/31.
7. Bi-Weekly payroll worksheets completed and submitted.
8. Collected August water rents.
9. Collected 2021/2022 Tax Bills.
10. Required paperwork filed with O.C. Department of Human Resources.
11. Oversee updates and maintenance, of Village Website and Constant Contact. (24 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. 8/4/21 - Conducted Bid Opening – Cleaning / Janitorial Services

16. 8/26/21 – Conducted Bid Opening – Lake Street Rehab.

17. 8/21/21 – Held Community BBQ

18. 8/25/21 – Completion of Summer Intern Electronic Archival Project. Documents scanned and archived.

- Board of Trustees Meeting Minutes 1952 – 2021
- Planning Board Meeting Minutes 1957 -2020
- ZBA Meeting Minutes 2010 – 2020
- Village of Monroe Tax Rolls 1969 – 2020
- Clerk’s Department / Handicap Permits 2014 – 2020
- Clerk’s Department / Special Events Permit Applications 2015 – 2020
- Water Department / Penalty Posting Journals

**AUGUST 2021 JUSTICE COURT REPORT:**

Total Fines: \$31,213.75 Total Surcharges: \$10,099.00 Total Parking: \$900.00

Total Civil Fees: \$500.00 Bail Poundage Collected: \$0.00 Total Bail Forfeited: \$0.00

*Total for August: \$42,712.75*

Vehicle & Traffic Tickets: 367 Disposed: 382

Criminal Cases: 43 Disposed: 49 Civil Cases: 0 Disposed: 0

Paid Parking Tickets: 27 Dismissed Traffic Tickets: 101

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

**CALLS FOR SERVICE**

TOTAL CALLS – 1,332

CASES/CRIMINAL OFFENSE – 310

ARRESTS – 49

**TRAFFIC REPORT**

TRAFFIC TICKETS – 341

PARKING TICKETS – 49

GAS – \$ / G – to be forwarded upon receipt from MWCSD

MVA’s – 26

**TRAINING**

Cultural Awareness / Hate Crime / Mental Health / Defensive Tactics - Department

K9 - Berke

FBI Crime Scene Photography - Payton

CPSS – Payton

Local Agency Security Officer – Tenaglia

Truth is in the Eyes / SFST – freeman

Dispatcher Annual – All FT / PT

Crossing Guard Annual – Lynch / Zelenoy

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

Production: Lake Mombasha:	35,099,345	31,736,260 Gallons LY 2020
Well #4:	6,031,565	4,369,732 Gallons LY 2020

Consumption: 41,130,910 Gallons / 36,105,992 Gallons LY 2020

Water Samples / Testing: Passed

Rainfall: 8.30”  
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  
Harvester at Reservoir  
Replaced Hydrant on Stage Road  
Still Tube Cleaned at Briarcliff Pump Station  
Repaired Valve on Greg Wenzel Road  
Replaced Valve Box on Oakland Avenue & Stage Road

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

1. Garbage removal in Village and around ponds eight times.
2. Watered flowers.
3. Picked up papers in the park.
4. Mowed and weed wacked the park four times.
5. Mowed and weed wacked Village green areas four times.
6. Weed wacked Mapes Place.
7. Cleaned catch basin tops.
8. Road mowed.
9. Used sweeper on Village roads.
10. Cut and cleaned retention ponds on High Street and Fredrick Drive.
11. Cut branches for sight distance and clear signs.
12. Cut branches.
13. Check Village drainage.
14. Repair catch basins.
15. Installed two new signs on Smithfield – One Way.
16. Installed six new signs on Spring Street – No Parking.
17. Installed two new signs on Village Gate – Speed Limit.
18. Painted school zones, crosswalks, and stop bars.
19. Treated weeds at Millpond.
20. Cleaned out Ambulance building.
21. Repaired junction box on Peterbush Drive and pave.
22. Repaired large field after Carnival.
23. Blacktopped Calvin Terrace ditch line.
24. Blacktopped electric line on Schunnemunk.
25. Repaired water leak on High Street and blacktopped.
26. Replaced fire hydrant on Stage Road.
27. Cleaned shop and yard.
28. Repaired water valve on Greg Wenzel and blacktopped.
29. Dug out boat ramp.
30. Used Weed0 and moved weeds.

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

Building Permits Issued:	33
Rental Inspections Completed:	22
Title Searches Completed:	25
Violations Issued:	6
Warnings Issued:	24
Building Permit Inspections Performed:	94
C.O's Issued:	30

<b>Complaint Inspections:</b>	<b>36</b>
<b>Fire Inspections:</b>	<b>1</b>
<b>Open, active building permits:</b>	<b>411</b>
<b>FOIL Requests:</b>	<b>7</b>
<b>Building Permit Fees:</b>	<b>\$ 26,765.72</b>
<b>Rental Permit Fees:</b>	<b>750.00</b>
<b>Fire Inspection Fees:</b>	<b>0.00</b>
<b>Title Search Fees:</b>	<b><u>3,150.00</u></b>
<b>Total Collected Fees:</b>	<b>\$ 30,665.72</b>

**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**

**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 Rich Lenahan, 1<sup>st</sup> Ass't Chief Jon Dolch**

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

Treasurer's Report Village of Monroe August 2021
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**SIGNIFICANT ACTIVITY (REVENUES)**

Bank interest	846
Utility Gross Receipts Tax	34,511
Recreation Concessions	30,080
Building Permits	30,891
Fines & Forfeited Bail	22,643
Fed Aid - Capital Projects	27,919

**SIGNIFICANT ACTIVITY (EXPENDITURES)**

VH Contractual	12,610
PD Uniform Allowance	10,443
PD Building Maintenance	7,410
Celebrations General Expense	12,115
Purchase of Land - water fund	799,654
Purification Electricity - water fund	8,347
Distribution Contractual - water fund	9,403
Liability Insurance - General Fund	37,169
- Water Fund	10,388
	47,557
WC Insurance - General Fund	44,534
- Water Fund	11,061
	55,594
Health Insurance - General Fund	125,982
- Water Fund	16,102
	142,084

**STATUS OF FY2021 CONTINGENCY ACCOUNTS**

**CURRENT BALANCE**

General Fund Appropriation -budgeted	\$133,239	133,239
Water Fund Appropriation -budgeted	\$25,000	25,000

**COMMENTS:**

We have completed 3 months of the fiscal year and expenses should be at 25.0%. The expenses are at 19.4% for the General Fund and 50.0% for the Water Fund.

We will be financing the land purchase in November regarding the Water Fund.

Respectfully submitted,

Catherine Murray  
Treasurer