

BOARD OF TRUSTEES

FEBRUARY 21, 2012

A G E N D A

6:30 PM – Public Hearing on proposed Local Law to override Tax Levy Limit Est. by GML 3-c

MEETING AGENDA:

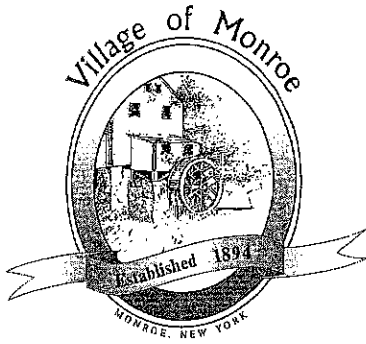
- 1] Call to Order, pledge; roll call
- 2] Monthly Reports
- 3] Resolutions:
 - a] Budget Modifications
 - b] Village Election: Date / Time / Place / Offices to be filled
 - c] Sidewalk / Outdoor Café – Yogurt Bar – 711-2 Rt 17M
 - d] NY Section AWWA Annual Water Event & Expo 2012 4/17-19 Saratoga Springs – Jaime Prince
 - e] PD Annual Maint Live Scan System - Comnetix
 - f] PD Maint Agreement w/Lexis Nexis for Accurint Plan (online investigative tool) Jan – Dec 2012
 - g] PD Annual Website Maintenance –Webair Internet Development
 - i] Tri-County Building Department Educational Seminar
- 4] Old Business:
 - a] Continued: Refund – Water Account 1533
 - b] PH Action – LL to override Tax Levy Limit established by GML 3-c
- 6] New Business:
 - a] NYS Office of Gen'l Svcs Contract Purchase Card Program Implementation authorization
 - b] New Accounting Software Program Purchase
 - c] Delaware Engineering PC Water System Fiscal Analysis and Planning for Water System
 - d] Water Payment Plan Request – Water Account 10114
 - e] Liberty Collision Site Plan & SUP Application – Performance Bond
- 7] Mayor's Report 8] Attorney's Report 9] Public Comment
- 10] Executive Session/Adjournment

DATES TO NOTE: March Meeting Dates: March 6th (Tuesday) and 22nd (Thursday)

Letter of Credit Expiration: Village Gate 9/1/12 / Woodroe Estates (B V Bldrs) 9/1/14 / Hidden Creek 1/18/2014 / Alexander Smith – until released / Chabad – *have not filed*

Village Election: March 20, 2012 / Office to be filled: Trustee (2) positions 4 year term each
Village Justice (1) 1 position 4 year term

REMINDERS: *No Parking on all Village Streets between 10 PM and 6 AM November 1st to April 1st
*Snow Removal – Village Ordinance 170-1 requires everyone to keep public sidewalks clear of snow or ice. Failure to do so will result in a fine.
*Residents are urged to voluntarily keep fire hydrants near their home clear of snow.



VILLAGE OF MONROE

7 STAGE ROAD, MONROE, NY 10950

(845) 782-8341

**VILLAGE OF MONROE
NOTICE OF PUBLIC HEARING
PROPOSED LOCAL LAW TO OVERRIDE THE TAX
LEVY LIMIT ESTABLISHED IN GENERAL MUNICIPAL LAW 3-c**

PLEASE TAKE NOTICE that the Village of Monroe Board of Trustees will hold a Public Hearing on a proposed local law entitled "A Local Law Authorizing a property tax levy in excess of the limit established by General Municipal Law S. 3-c". The purpose of this proposed Local Law is to allow the Village to override the limit on the amount of real property taxes that may be levied by the Village of Monroe pursuant to General Municipal Law S.3-c, and to allow the Village of Monroe to adopt a village budget for (a) village purposes and (b) any other special or improvement district governed by the Board of Trustees for the fiscal year 2013 that requires a real property tax levy in excess of the "tax levy limit" as defined by General Municipal Law S. 3-c. Public Hearing will be held on Tuesday, February 21, 2012 at 6:30 PM in the Boardroom of the Village Hall, 7 Stage Road, Monroe, NY.

This local law, if adopted, will relieve the Village of the prohibition against increasing a tax levy by more than 2% as imposed by General Municipal Law S. 3-c. As the Village relies upon the assessments of the Town of Monroe and therefore cannot anticipate the impact of resolutions of tax certiorari matters or other unanticipated expenses the restrictions of General Municipal Law would potentially impose a great hardship upon the Village or require borrowing otherwise deemed unnecessary.

All person interested in the proposed Local Law may appear in person or by agent. All written communications should be addressed to Mayor James C. Purcell and received prior to the Public Hearing.

**BY ORDER OF THE BOARD OF TRUSTEES
VILLAGE OF MONROE
VIRGINIA CAREY, VILLAGE CLERK**

DATED: February 10, 2012

TREASURER'S DEPARTMENT

MEMORANDUM

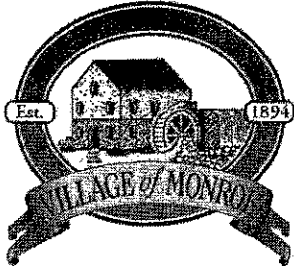
Date: February 21, 2012

To: Mayor Purcell and the Village Board of Trustees

From: Catherine Murray

Re: Budget Transfers

From:	Description	To:	Description	Amount
A1560	Safety Inspection Fees	A1440.450	Budget Modifications Engineering Contractual	90.50
F2706	Grants from Local Govts	F8330.450	Purif Contractual	37,724.33
			Raise Revenue/Expense lines re safety inspection fees collected re engineering	
			Raise Revenue/Expense lines re Energy Efficiency Grant towards related expenses	



Village of Monroe

7 Stage Road, Monroe, NY 10950

Tel: (845) 782-8341 • Fax (845) 782-3006

PUBLIC NOTICE VILLAGE OF MONROE ELECTION 2012

Mayor

James C. Purcell

Trustees

Wayne Chan

Frank Eppinger

Melinda Gormley

Theodore E. Wright

Clerk

Virginia Carey

Treasurer

Catherine M. Murray

Attorney

J. Scott Bonacic

Building Department

Jay Wilkins, Inspector

783-8656

Police Department

Dominic W. Giudice, Chief

782-8644

Department of Public Works

Brian T. Smith, Supt.

783-4440

Water Department

783-4440

Planning Board

Gary Parise, Ch.

Arch. Appearance Review Bd.

Joseph C. Mancuso, Ch.

Zoning Board of Appeals

Paul S. Baum, Ch.

Village Historian

Linda Burroughs

Pursuant to Section 15-104, General Village Law, the Board of Trustees, at their Regular Meeting, held on February 21, 2012, unanimously adopted the following resolution:

A General Election of the Village of Monroe will be held on March 20, 2012 between the hours of 12 PM to 9 PM, in the Village Hall Boardroom, 7 Stage Road, Monroe, NY.

The following candidates have submitted satisfactory petitions to the Village Clerk and will appear on the ballot:

Trustee – (2 Positions) 4 years each

Melinda McDonald-Gormley

Frank Eppinger

Irene Conklin

Village Justice – (1 Position) 4 year term

Forrest Strauss

The Village of Monroe uses the Orange County Board of Election's registered voter listing. The last day individuals may register with the County Board of Elections to be eligible to vote in this election is Friday, March 9, 2012.

Virginia Carey

Village Clerk

Dated: February 24, 2012

VILLAGE OF MONROE



Water Treatment Plant
76 Woodcok Road
Monroe, New York 10950

Office # (845)-783-5162
Fax# (845)-783-6967

Date: 2/14/2012

Memo

Virginia

Board Approval To Send Jaime Prince To New York Section AWWA Conference,
April 17th - April 19th, @ Saratoga Springs, NY. For Interaction And Contact Hours
For License Renewal. Cost Not To Exceed \$1,030.00.

Cost To Include Conference, Hotel & Milage.

Monies Budgeted Under: 8330.4720F Purification Education

Respectfully,

Jim Kennedy

James Kennedy

Chief Operator

Jimny

MONROE POLICE DEPARTMENT



Dominic W. Giudice, Jr.
Chief of Police

104 Stage Road
Monroe, New York 10950

845-782-8644
Fax 845-782-1817
www.monroepd.org

February 14, 2012

MEMORANDUM

TO: Mayor Purcell and the Board of Trustees

COPY TO: Virginia Carey/Ellen Conover/Catherine

FROM: Chief Dominic W. Giudice, Jr.

SUBJECT: Annual Maintenance – Live Scan System

I am requesting the Board's authorization to approve the attached voucher for our Live Scan system. The total cost is \$3,822 for the time period of February 1, 2012 through January 31, 2013 and will be charged to Line A3120.450, Contractual.

Thank you in advance for your consideration of this request.

Respectfully submitted,

A handwritten signature in cursive script that reads "Chief D.W. Giudice, Jr." with a stylized flourish at the end.

Dominic W. Giudice, Jr.
Chief of Police

MONROE POLICE DEPARTMENT



Dominic W. Giudice, Jr.
Chief of Police

104 Stage Road
Monroe, New York 10950

845-782-8644
Fax 845-782-1817
www.monroepd.org

February 15, 2012

MEMORANDUM

TO: Mayor Purcell and the Board of Trustees

COPY TO: Virginia Carey/Ellen Conover/Catherine Murray

FROM: Chief Dominic W. Giudice, Jr.

SUBJECT: Annual Contract - Accurint

I am requesting the Board's authorization to approve the attached invoice from Lexis Nexis. This contract will cover service provided for our Accurint plan, an online investigative tool. The cost of \$420 for the period of January 1, 2012 through December 31, 2012 will be charged to Line A3120.450, Contractual.

Thank you in advance for your consideration of this request.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Chief W. Giudice, Jr.", written over a horizontal line.

Chief Dominic W. Giudice, Jr.
DWG/dm

MONROE POLICE DEPARTMENT



Dominic W. Giudice, Jr.
Chief of Police

104 Stage Road
Monroe, New York 10950

845-782-8644
Fax 845-782-1817
www.monroepd.org

February 13, 2012

MEMORANDUM

TO: Mayor Purcell and the Board of Trustees

COPY TO: Virginia Carey/Ellen Conover/Catherine Murray

FROM: Chief Dominic W. Giudice, Jr.

SUBJECT: Annual Website Maintenance

I am requesting the Board's authorization to approval the attached voucher for Webair in the amount of \$419.40 to be charged to Line A3120.450. This upgrade to our web hosting includes a dedicated ISP, phone support and email server.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Chief Dominic W. Giudice, Jr.", is written over the typed name.

Chief Dominic W. Giudice, Jr.
DWG/dm

BUILDING DEPARTMENT
VILLAGE OF MONROE
7 STAGE ROAD
MONROE, NY 10950

MEMO

TO: Mayor Jim Purcell & Village Trustees
FROM: Jay Wilkins, Building Inspector
DATE: February 16, 2012
SUBJECT: Tri County Chapter -- Hudson Valley Educational Conference

I request Village Board approval for Jim and I to attend the three day 18 hour credit Building Officials Conference training April 18, 19 and 20th at the Poughkeepsie Grand Hotel and Civic Center.

The educational conference will provide 18 credits toward our annual required hours to maintain our certification with the State of New York.

The cost is \$ 285.00 each for a total of \$ 570.00 and is a 2010-2011 budgeted item under 3620.4720-A.

I am enclosing a copy of the notice with proposed agenda.

Upon completion, I will provide a full written report to the board.

During the time Jim and I are at the conference the Town of Monroe Building Inspectors will be making our inspections.

Thank You.



TM
233-2-20

Village of Monroe
7 Stage Road, Monroe, NY 10950
Tel: (845) 782-8341 Fax (845) 782-3006

- Mayor**
James C. Purcell
- Trustees**
Wayne Chan
Frank Eppinger
Melinda Gormley
Theodore E. Wright
- Clerk**
Virginia Carey
- Treasurer**
Catherine M. Murray
- Attorney**
Scott Bonacic
- Building Department**
Jay Wilkins, inspector
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- Police Department**
Dominic W. Giudice, Chief
782-8644
- Department of Public Works**
Brian T. Smith, Supt.
783-4440
- Water Department**
783-4440
- Monroe Fire Department**
Vini Tankasali, Chief
- Planning Board**
Gary Parise, Ch.
- Arch. Appearance Review Bd.**
Joseph Mancuso, Ch.
- Zoning Board of Appeals**
Paul S. Baum, Ch.
- Village Historian**
Linda Burroughs

TO: Mayor Purcell and Village Board of Trustees

FROM: DPW Superintendent Brian T. Smith

RE: Refund Account# 1533

DATE: February 1st, 2012

This memo is to request that the Board approve to give a refund check back to Bruce Bryant Account number 1533 in the amount of \$6814.25. This account was overbilled as a result of prior meter equipment malfunction.

Thank you,

Brian T. Smith

Village of Monroe Treasurer

From: Village of Monroe Treasurer [VOMTreasurer@frontiernet.net]
Sent: Thursday, February 16, 2012 1:10 PM
To: Frank Eppinger; Mayor Purcell; Melinda Gormley; Teddy Wright ; Wayne Chan
Cc: Virginia Carey; Courtney Budrow
Subject: Purchase Card program
Attachments: P-card overview.pdf

2/16/12

The Mayor would like to the Village to implement a Purchase Card Program. This program is under NYS contract and is available to the Village as one of its agencies. An added benefit is that the Village could earn upwards to a 2% rebate on all purchases it would typically make regardless. For example, if we were to pay our all of our utility bills that ran approximately \$200,000 in FY 2011, we could earn \$4,000.

Attached please find a detailed overview for your information.

Also attached is an application to the Office of Government Services of the State of New York which I will need signed by the Mayor. I estimate that we would spend \$300,000 the first year and estimate a total of 12 cards.

I would like to have this placed on the February 21st agenda for signature in order to the process started. In the meantime I am working to establish a Procurement Card policy that will also be subject to Board approval.

Catherine Murray
Treasurer
Village of Monroe
phone (845) 782-8341, extension 24
fax (845) 782-8607

Notice of Confidentiality - Village of Monroe

This E-mail message and its attachments (if any) are intended solely for the use of the addressee hereof. In addition, this message and the attachments may contain information that is confidential, privileged, and exempt from disclosure under applicable law. If you are not the intended recipient of this message, you are prohibited from reading, disclosing, reproducing, distributing, disseminating, or otherwise using this transmission. Delivery of this message to any person other than the intended recipient is not intended to waive any right or privilege. If you have received this message in error, please notify the sender by reply E-mail and immediately delete this message from your system.

MEMORANDUM

To: Board
From: Catherine Murray
Date: 2/17/12
Re: New Accounting Software

The EOS accounting software currently in use will no longer be supported by KVS who bought out EOS a couple of years ago. The reasoning is that the 'TOM' database that EOS utilizes is unable to serve the functions needed to report Employer Health Contributions and Cost of Employer Sponsored Health Insurance (2012 Mandate) or any other changes that occur from 12/31/12 and beyond.

I have obtained quotes from both KVS and BAS, both companies who are on the NYS bid list.

After reviewing the information and software demonstrations, I found KVS to offer a superior program. Furthermore, this software would enable the Village to run its reports in an excel format which would be a tremendous benefit for our accountants.

The total cost of the software is \$20,028 that KVS has offered us a 3 year payment plan at 4% interest.

It is my recommendation that we move forward to obtain this software prior to the May 31st year end to take advantage of the reports in excel format during our fiscal year 2012 audit. This would place the first installment in the amount of \$1,779.46 as well as travel costs not to exceed \$4,000 associated with the training in our current budget. Further, KVS will defer the annual maintenance fee in the amount of \$3,047 until the next budget year.

I am requesting the Board authorize the Mayor to sign the attached contract. A copy of the 3 year payment plan is also attached.



Village of Monroe
7 Stage Road, Monroe, NY 10950
Tel: (845) 782-8341 Fax (845) 782-3006

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Paul S. Baum, Ch.

Village Historian

Linda Burroughs

Memorandum

TO: Mayor Purcell and Village Board of Trustees

FROM: DPW Superintendent Brian T. Smith

RE: Delaware Engineering, PC

DATE: February 17, 2012

This memo is to request that the Board approve the Village of Monroe to enter into an agreement with Delaware Engineering, PC for a Village Water System Fiscal Analysis and Planning for the Village water system. Please find attached the proposal to be signed by the Mayor.

If you have any questions please call my office.

Thank you,

**Brian T. Smith
DPW Superintendent**



Village of Monroe
7 Stage Road, Monroe, NY 10950
Tel: (845) 782-8341 Fax (845) 782-3006

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Zoning Board of Appeals

Paul S. Baum, Ch.

Village Historian

Linda Burroughs

Memorandum

TO: Mayor Purcell and Village Board of Trustees

FROM: DPW Superintendent Brian T. Smith

RE: Water Account Number 10114

DATE: February 17, 2012

This is a memo to request that water account number 10114 be put on a payment plan as per the home-owners request. There were plumbing issues at this location and the bills became too high for the homeowner to keep up with. The only payment made on this account since the September 1st 2011 billing period was on February 10th 2012 in the amount of \$300.00. This brings her current balance to \$333.65. She would also like her penalties waived in the amount of \$107.65.

Sincerely,

Brian T. Smith
Public Works Superintendent

BLUSTEIN, SHAPIRO, RICH & BARONE, LLP

ATTORNEYS AT LAW

BURT J. BLUSTEIN
MICHAEL S. BLUSTEIN
RICHARD J. SHAPIRO ♦
GARDINER S. BARONE
RITA G. RICH
JAY R. MYROW

10 MATTHEWS STREET
GOSHEN, NEW YORK 10924
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DAVID S. RITTER
OF COUNSEL

ALSO ADMITTED IN PA*
ALSO ADMITTED IN NJ^
ADMITTED ONLY IN PA and NJ*
MASTER OF LAWS IN TAXATION†

VIA FACSIMILE (845) 782-3006
EMAIL and REGULAR MAIL

February 17, 2012

Mayor James C. Purcell
Village of Monroe
7 Stage Road
Monroe, New York 10950

Re: Liberty Collision Site Plan and SUP application
Performance Bond Approval

Dear Mayor Purcell:

I represent Liberty Collision with respect to its applications before the Planning Board. As part of any approval the Planning Board may grant, a performance bond will be required pursuant to Village 200-86(H)(10). Attached is the February 17, 2012 Review Comment letter of Planning Board Engineer John O'Rourke; the last page of the letter sets forth the proposed bond amount.

This matter is on the Planning Board work session calendar on February 22, 2012 and the regular meeting calendar on February 27, 2012. Based on time constraints, it is requested that this matter be placed on the Village Board agenda for February 21, 2012 for approval and acceptance of the proposed bond, subject to any approvals for site plan and special use permit that may be subsequently granted by the Planning Board. By a copy of this letter to David Levinson, Planning Board attorney, I request that he confirm with Planning Board Chairman Gary Parise that there is no object to our proceeding in this manner. Please advise.

Respectfully,

BLUSTEIN, SHAPIRO, RICH & BARONE, LLP

JAY R. MYROW

cc: Scott Bonacic, Town Attorney (via email)
David L. Levinson, PLB attorney (via email)
Virginia Carey, Village Clerk (via email)
John O'Rourke, PLB engineer (via email)
Michael Sandor, PE (via email)
Liberty Collision (via email)

Lanc & Tully Engineering and Surveying, P.C.

Goshen, NY 10924

Phone: (845) 294-3700 Fax: (845) 294-8609 E-mail: eng@lancully.com

Village of Monroe Planning Board Review

Project: Liberty Collision Group—Amended Site Plan/Monroe Ford
Tax Lot No. 217-2-5.2
Reviewed by: John O'Rourke, P.E.
Date of Review: February 17, 2012

Materials Reviewed: Plans as prepared by MJS Engineering & Land Surveying, last revised dated of 02/01/12, consisting of 2 sheets, cover letter dated January 30, 2012 including construction cost estimate and correspondence from NYSDOT dated February 09, 2012

The following items are listed to assist you in completing your submission to the Board. It is only a guide; other items may be listed at future meetings. If you need further assistance, please contact this office.

Project Description:

A request for an Expansion of use/Amended Site Plan for an "Automotive Equipment Establishment" in the GB Zoning District, where that use is permitted as a Conditional Use, however this is a pre-existing use on the site and the PB and its Attorney have determine that the existing Conditional Use is still valid however as a condition of the original approval any changes require a new Public Hearing. It should be noted that the operations will permit auto body and vehicle repair to the general public.

Items to be Addressed:

1. The Dumpster detail, location and gate have been updated and appear to be in compliance with Village regulations.
2. As discussed with the applicant at the last meeting, additional landscaping has been added along with a plan note stating that the chain link fencing is to be black vinyl coated. In addition the gate along the access drive has now been eliminated and therefore has addressed the concerns voiced by the Board relating to the possible backing up of traffic onto Route 17M.
3. A Lighting Plan has been provided and appears to be in conformance with Village regulations.
4. As suggested by the Planning Board the proposed bollards have been removed and replaced with an ornamental aluminum fence.

5. The plans have been revised to eliminate the curb island and to install two "No Stopping" signs located along Route 17M. NYSDOT has provided documentation that these are acceptable to their office.
6. The applicant in their correspondence has now addressed both the Town's and the Orange County Department of Planning's concerns as it relates to traffic impacts, it should be noted that although the discussion refers to gates these gates have in fact been removed from the application, in addition they have also addressed the suggestion/concerns that "car carriers" could not enter the project site.
7. The applicant's attorney has previously submitted correspondence relating to definitions and usage of the site and we would defer to the Planning Board Attorney for his comments regarding this matter.
8. A construction estimate has been provide and found to be acceptable to this office, we have attached a copy to this review for the Boards consideration.

We have attempted to make this review as complete as possible. It must be appreciated, however, that the submission of any revised plans may necessitate additional review.

**Liberty Collision Group, Inc. 2/1/12
Bond Estimate**

<u>Description</u>	<u>Unit</u>	<u>Unit Cost</u>	<u>QTY</u>	<u>Total Cost</u>	<u>Notes</u>
Dumpster Enclosures	EA	\$3,000.00	2	\$6,000.00	1
Chain Link Fence & Gates	EA	\$45,000.00	1	\$45,000.00	2
Light Poles & Fixtures	EA	\$7,000.00	8	\$56,000.00	1
Alumi-guard Fence	EA	\$16,000.00	1	\$16,000.00	2
Landscaping/Shrubs	EA	\$25.00	51	\$1,275.00	1
"No Stopping Any Time" Signs	EA	\$200.00	3	\$600.00	3
TOTAL				\$124,875.00	

Notes

1. Based on YMCA bond estimate, Monroe, New York
2. Bilt Well Fence Company estimate
3. RS Means, 2011, Site Work Cost Estimate