

**BOARD OF TRUSTEES MEETING**  
**THURSDAY JANUARY 3, 2019**  
[www.villageofmonroe.org](http://www.villageofmonroe.org)

Due to the holiday, the first of the bi-monthly meetings of the Board of Trustees was held on Thursday January 3, 2019 at 7:00 PM in the Boardroom of the Village Hall, 7 Stage Road, Monroe, New York. 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, Conklin, Behringer and Houle  
**Also present:** Village Clerk Baxter and Deputy Clerk Zahra  
**Absent:** Attorney Terhune (conflict)

**MINUTE APPROVAL: MEETINGS OF DECEMBER 4<sup>th</sup> & 18<sup>th</sup> :**

On a motion by Trustee Conklin seconded by Trustee Houle, the Minutes of the December 4<sup>th</sup> 2018 Meeting were approved.

**Ayes:** Trustees Conklin, Behringer and Houle  
**Nays:** None  
**Abstain:** Trustee Alley (absent from 12/4/18 meeting)

On a motion by Trustee Houle seconded by Trustee Conklin, the Minutes of the December 18<sup>th</sup> 2018 Meeting were approved.

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

**RESIGNATION: MATTHEW GAMB, P/T DISPATCHER:**

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

**RESOLVED**, the Board accepted the resignation of Matthew Gamb, P/T Dispatcher, of the Monroe Police Department effective 1/7/19. Mr. Gamb will be attending the NYS Police Academy to pursue a position as a New York State Trooper. The Board wished Matthew the best in his pursuit with the New York State Police.

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

**NEW LEASE AGREEMENT – COPIERS FOR VILLAGE HALL CONTINUED:**

(See Minutes 12/18/18)

At the December 18, 2018 Board Meeting, Mayor Dwyer requested that this matter be tabled to allow additional time to research some last minutes questions that had arisen prior to the last Board meeting.

Mayor Dwyer explained that due to the expiration of the current lease through Aztec Office Technology, the Board directed Mayor Dwyer and Village Clerk Baxter to circulate RFP's for the two copiers located in Village Hall. Three proposals were received: Xerox/Complete Documents Solutions, DEC Solutions and Toshiba Business Solutions.

Based on their cost and how they presented their product, it was recommended that the two new copiers for Village Hall be awarded to Toshiba Business Solutions. In addition to price, the additional features such as 45 copies per minute and a dual document scanner, Toshiba Business Solutions is partnered with Docuware, a document management and workflow automation digital platform which can provide long term solution for archiving and going paperless. Discussion followed. Mayor Dwyer added that Toshiba offered a 60 month lease opportunity through New York State Contract Deferred Payment Plan and that after the 60 months are up the Village will own the machines. Mayor Dwyer also stated that once approved, there should be about a 7 to 10 day turnaround to have the new equipment installed.

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

**RESOLVED**, the Board of Trustees approved a lease agreement with Toshiba Business Solutions, 230 North Plank Road, Newburgh, NY 12550, for two copiers for Village Hall, through NYS Contract Deferred Payment Plan, Contract #PT66615 for a 60 month lease. The maintenance contract includes all parts, labor and toner, and maintenance pricing is fixed for the term of the lease. There is no additional charge for shipment of supplies. The copiers will be Model 4515AC and cost is \$441.00/per month for both units. The lease payment will be allocated from budget line A1620.452 VH Maintenance.

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

**Nays:** None

**2019 VILLAGE OF MONROE SPECIAL EVENTS PERMIT APPLICATION CONTINUED:**

(See Minutes 12/18/18)

At the December 18, 2018 Board Meeting Mayor Dwyer presented the proposed new events application for the Village that the Building Department developed. Mayor Dwyer requested that the Board review the application and submit any questions or comments through the Village Clerk so they could be addressed at the next Board meeting. Attorney Terhune also requested an opportunity to review the application in greater detail as well. Discussion followed.

Mayor Dwyer stated that due to Attorney Terhune's absence, this matter would be tabled till the January 15, 2019 Board Meeting.

**REQUEST FOR ASSISTANCE / TOWN WATER ACCOUNT #10017 CONTINUED:**

(See Minutes 12/18/18)

At the December 18, 2018 Board Meeting Trustee Conklin requested that this matter be tabled to allow her the opportunity to speak with the property owner to get a better understanding as to what type of assistance they were looking for. Trustee Conklin explained that the Water Department received a letter from town water account #10017 requesting assistance with their November 2018 water bill in the amount of \$962.97. The property owner stated in her letter that she had been hospitalized for the duration of the billing period and no one was in the home. She also stated that she was a disabled senior citizen living on disability and has requested some assistance. Water Plant Operator Mabee reviewed the account and its history and determined that it was a matter for the Board of Trustees to review. Discussion followed. Trustee Conklin reiterated that the Village cannot gift water to residents. After reviewing the situation further, Trustee Conklin recommended offering the resident a payment plan, similar to what they have offered in the past to other residents. Trustee Conklin added that the resident would have to maintain their current water bill in addition to the monthly installment that would be set up or the agreement would become void and balance would become due immediately, including all penalties that would be waived. Village Clerk Baxter added that penalty had already been posted for December and January and stated that the resolution should include the reversal of those penalties. Trustee Conklin agreed. On a motion by Trustee Conklin, seconded by Trustee Houle, it was:

**RESOLVED**, the Board of Trustees authorized a 12 month payment plan to town water account #10017, allowing the rate payer to make 12, equal monthly payments to pay off the outstanding balance of \$962.97. The December and January penalties in the amount of \$192.60 that have already been assessed to the account will be reversed, and the regular, quarterly bill must also be paid by its due date otherwise the agreement will become null and void and the entire balance, including all penalties, will be due immediately.

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

**Nays:** None

**AUTHORIZATION FOR THE LAW OFFICE OF BURKE, MIELE, GOLDEN & NAUGHTON, LLP. TO REPRESENT THE VILLAGE OF MONROE ZONING BOARD OF APPEALS AND THE BUILDING INSPECTOR IN PENDING LITIGATION:**

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

**WHEREAS**, an Article 78 proceeding has been commenced by BMG Monroe I, LLC naming the Village of Monroe Zoning Board of Appeals, its individual members and the Village of Monroe Building Inspector as Respondents; and

**WHEREAS, the Village Board of Trustees has determined to defend the Zoning Board, its members and the Building Inspector in said litigation; and**

**WHEREAS, the law firm of Burke, Miele, Golden & Naughton, LLP (“BMG&N”) is counsel to the Zoning Board and represented and advised the Zoning Board during BMG’s appeal of the Building Inspector’s interpretation of the zoning law and is, therefore, knowledgeable of the facts and law at issue.**

**NOW, THEREFORE, BE IT RESOLVED, that the Village Board of Trustees hereby retain the law firm of Burke, Miele, Golden & Naughton, LLP to represent the Village of Monroe Zoning Board, its individual members and the Building Inspector in this matter at the hourly rate set forth in their retainer agreement plus costs and disbursements.**

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

**Nays: None**

**MAYOR’S REPORT:**

**Trustee Houle wished everyone a healthy and prosperous New Year.**

**PUBLIC COMMENT: # PRESENT 3 TIME: 7:15 PM**

**Resident John Karl asked if the Article 78 lawsuit had been turned over to the Village’s insurance carrier, and Mayor Dwyer responded that it had.**

**Mr. Karl continued and asked for an update on the water transmission line at the water filtration plant. Mayor Dwyer responded that their goal is to reach out for grants to assist in the repair costs. The Village applied for a WIIA Grant but was denied for this year, but will be re-applying again. Mayor Dwyer stated that the project itself is prohibitive to the rate payers and a meeting with Delaware Engineering has been set up for 1/18/19 for them to present different options on how to move forward with the repairs, as well as a site visit.**

**Mr. Karl stated that when Virginia Carey retired in 2016 the previous Mayor mentioned that there would be a street sign put up on Franklin Avenue, a similar sign that was put up in honor of Marie Coleman. Mr. Karl continued that he wanted to make sure that it hadn’t been forgotten. Village Clerk Baxter responded that the signs had been made and Trustee Conklin added that she had been told that Mrs. Carey wasn’t thrilled about that idea. Village Clerk Baxter agreed. Trustee Conklin stated that she understood her reasoning and wanted to respect her wishes. Trustee Conklin added that should Virginia change her mind, the signs are ready to go. Mayor Dwyer agreed that it was the right thing to do, but agreed with honoring her wishes.**

**ADJOURNMENT:**

**On a motion by Trustee Houle, seconded by Trustee Conklin and carried, with no further business, the meeting was adjourned at 7:18 PM.**

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

**Nays: None**

**Respectfully Submitted,**

**Ann-Margret Baxter  
Village Clerk**