

**BOARD OF TRUSTEES MEETING
TUESDAY, FEBRUARY 18, 2014**

6:30 PM Workshop with the Village's Engineer, John O'Rourke, Lanc & Tully, PC regarding Crane Park Projects.

**Present: Mayor Purcell; Trustees Gormley, Chan, Wright and Conklin
Also present: DPW Supt. Smith**

The second of the bi-monthly meetings of the Board of Trustees was held on Tuesday, February 18, 2014 at 7:15 PM in the Boardroom of the Village Hall, 7 Stage Road, Monroe, NY. Mayor James Purcell called the meeting to order and led in the pledge to the flag. Emergency exits were announced.

**Present: Mayor Purcell; Trustees Gormley, Chan, Wright and Conklin
Also present: Attorney Bonacic, Treasurer Murray, DPW Supt. Smith, Building Inspector Wilkins, Police Lt. Conklin and Village Clerk Carey**

BUDGETARY TRANSFERS:

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

RESOLVED, the Board of Trustees authorized the Treasurer to make the following budget modifications to balance the budget:

FROM:	TO:	
A7110.250 Parks Equipment	A9785.600 Install Purchase Debt	\$23,153.00
Transfer VO Reno		
A9950.920 Rsv	A1620.200 VH Capital Outlay	10,000.00
BUDGET MODIFICATIONS		
A1560 Safety Insp Fees	A1440.450 Eng Contractual	114.50
A4910 CDBG	A5410.410 Sidewalk Exp	22,631.00
A1789 Other Trans Expense	A5110.410 St Maint Gen'l Exp	185,008.07
A2260 PD Services	A3120.135 PD OT/Grants	1,415.30
A3501 CHIPS	A5112.200 CHIPS	28,030.29
CAPITAL RESERVE		
	A9950.920 VH Renovation Rsv	6,746.82

VILLAGE ELECTION: DATE / TIME / PLACE / OFFICES TO BE FILLED:

Pursuant to Section 15-104, subparagraph 3 (b) and 4 of the Election Law, the Board of Trustees adopted the following resolution: On a motion by Trustee Chan seconded by Trustee Wright, with all in favor, it was:

RESOLVED, Village Election will be held on Tuesday, March 18, 2014 in the Boardroom of the Village Hall, 7 Stage Road, Monroe, NY, between the hours of 9 AM and 9 PM. The following candidates have submitted satisfactory petitions to the Village Clerk and will appear on the ballot:

**Mayor 4 year term:
James C. Purcell
Irene Conklin**

**Trustee 2 positions 4 year term each:
Wayne Chan
Teddy Wright
Joseph Umberto
Paulette D. Browne
Neil S. Dwyer**

FY/2015 BUDGET PUBLIC HEARING DATE:

On a motion by Trustee Wright seconded by Trustee Gormley, and carried, it was:

RESOLVED, the Board of Trustees authorized a Public Hearing to be scheduled on March 20, 2014 at 6 PM on the proposed June 1, 2014 to May 31, 2015 Tentative Budget.

PLANNING BOARD APPOINTMENTS: KARLICH / CONVERS / GRAZIANO

On a motion by Trustee Chan seconded by Trustee Conklin, with all in favor, on the recommendation of Planning Board Chairman Gary Parise the following appointments were made:

Marilyn Karlich, 18 Cunningham Drive, Monroe, NY to fill the vacancy of David Niemotko. Term to expire 12/2015.

In accordance with Village Code 200-85.1 Alternate Members, Emily Convers, 22 Sunset Heights, Monroe, NY and John Graziano, 6 Brooks Avenue, Monroe, NY for a 4 year term each 2/19/14 – 6/1/2018.

ZONING BOARD OF APPEALS ALTERNATE MEMBER:

On a motion by Trustee Conklin seconded by Trustee Wright, on recommendation of ZBA Chairman Paul Baum the following resident was appointed as an Alternate Member of the Zoning Board of Appeals in accordance with the Village Code 200-85.1 Alternate Members:

Howard M. Zuckerman, 341 North Main Street, Monroe, NY for a 4-year term, 2/19/14 – 6/1/2018.

Ayes: Trustees Gormley, Chan, Wright and Conklin

Nays: None

BOND- THE PETS I LOVE, 200 SPRING STREET (TM# 213-1-6):

On a motion by Trustee Chan seconded by Trustee Wright, it was:

RESOLVED, following review of the construction cost estimated for “The Pets I Love”, 200 Spring Street, Village Engineer John O’Rourke, PE recommendation that a bond in the amount of \$10,140 be posted. The Board accepted the recommendation.

Ayes: Trustees Gormley, Chan, Wright and Conklin

Nays: None

RESOLUTION REQUESTING INTERESTED AGENCY STATUS IN CONNECTION WITH THE ANNEXATION OF LAND WITHIN THE TOWN OF MONROE TO THE VILLAGE OF KIRYAS JOEL

WHEREAS, the Village of Kiryas Joel is seeking to annex 507 acres from the Town of Monroe; and

WHEREAS, the residential densities and building coverage permitted by the Village of Kiryas Joel are far in excess of those permitted by the Town of Monroe; and

WHEREAS, the significant additional population in the annexation area has the potential to overwhelm the regional transportation network including Route 6/17-Future I-86 and its interchange with Route 208, from which the Village of Monroe also gains access to the regional transportation network; and

WHEREAS, significant additional population in the annexation area has the potential to overwhelm the Village's street system, public recreational facilities and infrastructure; and

WHEREAS, significant additional population in the annexation area has the potential to overwhelm utilities and natural resources such as water and sewer, that are shared among the region; and

WHEREAS, significant additional impervious surfaces on the annexation area has the potential to impact groundwater elevations, erosion and flooding in the vicinity of the Village of Monroe; and

WHEREAS, the significant added density in the vicinity of one of the Village of Monroe's gateways has the potential to alter the community character of the Village of Monroe; and

WHEREAS, the significant additional households in the annexation area will demand significant services and service personnel, which has the potential to induce growth in the surrounding area including within the Village of Monroe; and

WHEREAS, the annexation will affect the allowable uses on 507 acres, thereby constituting a Type 1 action under SEQRA, requiring coordinated review.

NOW, THEREFORE, BE IT RESOLVED, that the Village of Monroe formally requests interested agency status in connection with the STATE ENVIRONMENTAL QUALITY REVIEW of the proposed annexation of 507 acres from the Town of Monroe to the Village of Kiryas Joel; and

BE IT FURTHER RESOLVED that copies of this resolution requesting interested agency status along with a formal letter requesting said interested agency status be mailed certified letter return receipt requested to the Clerks of the Village of Kiryas Joel and Town of Monroe, as well as the Commissioner of the New York State Department of Environmental Conservation.

Motion made by Trustee Conklin seconded by Trustee Chan.

Votes recorded:

Ayes: Trustees Gormley, Chan, Wright and Conklin

Nays: None

NEW COMPREHENSIVE PLAN ADOPTION:

On a motion by Trustee Wright seconded by Trustee Chan, a 5-minute recess followed while the Clerk provided a copy of the SEQRA findings statement.

On a motion by Trustee Conklin seconded by Trustee Wright, and carried, the open meeting resumed at 7:50 PM.

SEQRA FINDINGS STATEMENT:

On a motion by Trustee Wright seconded by Trustee Chan, it was:

WHEREAS, the Village Board of Trustees as Lead Agency has given due and thorough consideration to the Draft and Final Generic Environmental Impact Statements, the transcripts of the public hearings, all written agency and public comments received, all comments submitted by the Village Planning Board and the County of Orange, all background studies compiled during preparation of the Draft Comprehensive Plan; and

WHEREAS, the Lead Agency considered all of the above-mentioned information with regard to the potentially significant adverse environmental impacts that may be expected from the adoption of the Draft Comprehensive Plan, related zoning amendments and proposed zoning; and

NOW THEREFORE BE IT DETERMINED that the Lead Agency, consistent with the requirements of 6 NYCRR Part 617, makes the following findings:

- 1. The procedural requirements of Article 8 of the Environmental Conservation Law of New York State, and the rules and regulations promulgated thereunder (6 NYCRR, Section 617) have been met and complied with in full;**
- 2. Consistent with social, economic, and other essential considerations under SEQRA and from among the reasonable alternatives thereto, the Proposed Action is one that minimizes or avoids significant adverse environmental impacts to the maximum extent practicable;**
- 3. The Proposed Action is one that appropriately balances potential adverse impacts against potential beneficial impacts against potential beneficial impacts in the forms of creation of**

additional housing opportunities, promotion of opportunities for economic development and the generation of tax revenue as well as lessening of the tax burden and the protection of natural resources as well as the quality of life of Village residents.

These findings, and all actions set forth herein, shall be incorporated in any further approvals related to the Proposed Action and shall be deemed a part of any related approvals;

These findings shall be filed with the Clerk of the Village of Monroe; all Involved Agencies as identified in the EIS; and any person who has requests a copy;

A Copy of the Findings shall be maintained in the office of the Village Clerk so that they are readily accessible to the public and made available on request.

Ayes: Trustees Gormley, Chan, Wright and Conklin

Nays: None

RESOLUTION ADOPTING VILLAGE 2.1 - A NEW COMPREHENSIVE PLAN FOR MONROE IN THE 21ST CENTURY:

WHEREAS, the Village of Monroe (“Village”) last adopted a Comprehensive Plan in 1960; and

WHEREAS, commencing in early 2012, the Board of Trustees of the Village of Monroe (the “Board of Trustees”) explored the necessity of amending the 1960 Comprehensive Plan and, appointed an advisory Steering Committee to provide input to the Board of Trustees and its retained Planning Consultant; and

WHEREAS, the Steering Committee held public meetings for the purpose of gathering public input on April 19, 2012, September 13th 2012, and October 18, 2012; and

WHEREAS, on May 21, 2013 the Steering Committee recommended adoption of the draft Village 2.1 - A New Comprehensive Plan for Monroe in the 21st Century ("Comprehensive Plan")

WHEREAS, on May 21, 2013, the Board of Trustees declared itself Lead Agency in connection with all processing, procedures, determinations and findings to be made or conducted with respect to the proposed Comprehensive Plan and Implementing Code Amendments (the “Proposed Action”); and

WHEREAS, the Board of Trustees found the proposed action to be a Type I Action pursuant to the State Environmental Quality Review Act (“SEQRA”), and adopted a Positive Declaration requiring preparation of a Draft Generic Environmental Impact Statement (“DGEIS”); and

WHEREAS, the Board of Trustees issued a Notice of Completion of the DGEIS on May 21, 2013, and

WHEREAS, the Board of Trustees held a Public Hearing on the DGEIS and Comprehensive Plan on June 18, 2013 and requested written comments by July 3, 2013; and

WHEREAS, THE Board of Trustees considered all public and agency comments on the DGEIS; and

WHEREAS, the Board of Trustees reviewed a preliminary Final Generic Environmental Impact Statement (“FGEIS”) received for review by the Board on October 24, 2013; and

WHEREAS, pursuant to SEQRA, the Board of Trustees filed a Final Generic Environmental Impact Statement on December 19, 2013; and

WHEREAS, pursuant to SEQRA, the Board of Trustees issued its SEQRA Findings Statement concluding that, the procedural requirements of Article 8 of the Environmental Conservation Law of New York State, and the rules and regulations promulgated thereunder (6 NYCRR, Section 617) had been met and complied with in full; that consistent with social, economic, and other essential considerations under SEQRA and from among the reasonable alternatives thereto, the Proposed Action is one that minimizes or avoids significant adverse environmental impacts to the maximum extent practicable; and that the Proposed Action is one that appropriately balances potential adverse impacts against potential beneficial impacts against potential beneficial impacts in the forms of creation of additional housing opportunities, promotion of opportunities for economic development and the generation of tax revenue as well

as lessening of the tax burden and the protection of natural resources as well as the quality of life of Village residents; and

WHEREAS, the Board of Trustees finds that the Comprehensive Plan will serve the general purpose of guiding and accomplishing a coordinated, adjusted, and harmonious development of the Village and its environs which will, in accordance with present and future needs, best promote health, safety, order, convenience, prosperity, and general welfare, as well as efficiency and economy in the process of development.

NOW, THEREFORE, BE IT RESOLVED, that

1. All of the above “Whereas” statements are incorporated by reference herein as if they were fully set forth herein; and
2. That the Comprehensive Plan annexed is hereby adopted as the Comprehensive Plan of the Village of Monroe;
3. The Village Clerk shall maintain a copy of the Comprehensive Plan and is hereby authorized to file and circulate the Comprehensive Plan and associated Zoning Amendments and to post, publish and circulate any and all required notices and actions as required by law; and
4. The Mayor is hereby authorized to execute any and all necessary documents and take necessary actions required to carry out any of the above provisions of this Resolution.

Motion made by Trustee Wright seconded by Trustee Chan.

Votes recorded:

Ayes: Trustee Gormley, Chan, Wright and Conklin

Nays: None

MAYOR’S REPORT:

Mayor Purcell recognized the DPW Superintendent and crew, the Police Chief and officers, the MOVAC volunteer and the Monroe Fire District Volunteers for the great job they did during the snow marathon last week. Thank you for a great job! We had no reported incidents.

COMPREHENSIVE PLAN COMMENT: Mayor Purcell thanked Planning Board Chairman Parise, ZBA Chairman Baum, Assistant Building Inspector Cocks, AARP Chairman Mancuso, business owner volunteers, John O’Rourke, PE Lanc & Tully, resident volunteers for being part of the steering committee for the Comprehensive Plan. Also thank you to our consultant, the Turner Miller Group for their guidance. The process took 2 years. The committee met once a month consistently on Thursday nights. The last plan was done in 1960. This plan looks to the future of the Village of Monroe. Two Public Hearings were held. The information received was put into the plan. During the fact finding process areas of concern or interest included housing, traffic, parking, zoning, parks and bikes and trails, historic areas, water, code book, recreation, etc. The biggest area of discussion was the downtown. The village runs from Quick Chek to Chase Bank on Route 17M, out Freeland Street and Lake Street / Stage Road. The Village is 6.54 square miles with 3.5 miles of roads and 8,500 people. We found the Village has the highest income medium in Orange County. Downtown streets, sidewalks, lighting, signage, landscaping and pedestrian walkways were brought into the plan and how they will be addressed. The Comprehensive Plan, because we are addressing zoning, will help to streamline processes for applicants that come before various boards. Because issues with the code book are being addressed, it will streamline the process with the Building Department, Planning Board, Planning Board, ZBA or AARB for applicants as well as lower costs for applicants.

Now that we’ve adopted the Comprehensive Plan we can apply for the TEP Grant, a grant through NYS DOT for streetscapes and landscapes for the downtown. We will be applying for a million dollar grant. Without the Comprehensive Plan we would not qualify.

We have started to address some of the issues as the plan was being prepared. We were able to do work in house, the commuter lot for parking, roadways and sidewalks throughout the Village. This plan is critical to the future development of the Village and its quality of life we all enjoy.

Mayor Purcell thanked the Village Board for their total support throughout the process. It was a team effort. The Comprehensive Plan is the biggest undertaking this Village has addressed in 50 years for its future.

BOARD COMMENT:

Trustee Conklin asked to have the Open Meetings Law clarified regarding making available certain records which will be the subject of discussion at a meeting. Mayor Purcell had left information in Trustee Conklin's mailbox concerning this subject. Mayor Purcell stated that at a recent Budget Workshop Joe Umberto asked to have paperwork for budget workshops to follow along during the budget process. Mayor Purcell spoke to NYCOM and Attorney Bonacic and it is up to the Board as to whether there is enough time to have extra paperwork available. Trustee Conklin said she had also spoken to Wade Beltramo, Esq. and an email reply from John Mancini, Esq. from NYCOM. Any foil able records must be made available to the public upon request. Trustee Conklin asked if the public can request paperwork before the budget workshop. Mayor Purcell said it can be requested and as long as the paperwork can be put together in time, they can have it. Mayor Purcell said the information he received from John Mancini, Esq. at NYCOM says "as long as it is practicable." Trustee Conklin gave the Board copies of Open Meetings Law as it pertains to making information available to the public. Trustee Chan said he has no problem giving the information out as long as Treasurer Murray has the time to make the copies. The worksheet should be marked "tentative", Trustee Chan said. Trustee Wright clarified what should be made available by the Treasurer during budget workshop sessions.

PUBLIC COMMENT

#PRESENT: 4

TIME: 8:10 PM

Joe Umberto commented on past practice regarding paperwork available during budget workshop sessions. Copies of the Department Head's budget worksheets were available to those present. Mayor Purcell said the information will be made available.

EXECUTIVE SESSION / ADJOURNMENT:

On a motion by Trustee Wright seconded by Trustee Conklin, and carried, following a five minute recess the Board convened in Executive Session at 8:14 PM for discussion of Police Department and Department of Public Works personnel.

On a motion by Trustee Chan seconded by Trustee Wright and carried, the Board came out of Executive Session at 8:30 PM. No further business, the meeting was adjourned.

Respectfully submitted,
Virginia Carey
Village Clerk

MONTHLY REPORTS:

Department reports were accepted as file on a motion by Trustee Chan seconded by Trustee Wright, with all in favor, the department monthly reports were accepted and filed.

JANUARY 2014 VILLAGE CLERK'S REPORT:

- 1] Legal Notices advertised in the Times Herald Record: Tax Levy Override Levy Limit; Pavement Preservation Performance Additives bid
- 2] Minutes prepared, associated correspondence completed for January 7th Meeting and Budget Workshop Meeting of January 22nd. Confirmed Poll Workers, Inspectors, and Voting Machine Field Technician for March 18, 2014 Village Election
- 3] Permits issued: Handicap: 10 Garage Sale: 1
Towing Permits Issued: 4 (Freeman's Service Station, J.A.V. Auto Center, Loyal Tire and Auto Center; Apple Automotive
- 4] November Water Rents collected in January (Cash & money orders): \$647.72
- 5] Closed-out mailing machine for monthly department's postage amounts on 1/31.
- 6] 1 Health Insurance Transaction for month.

7 1/22 attended O.C. Board of Election Workshop for 2014 Village Election

8] Bi-Weekly payroll worksheets completed and submitted.

9] Daily retrieval of messages left after hours and respond as required.

10] Scan and e-mail pertinent information to Board and Attorney.

11] Miscellaneous correspondence completed.

JANUARY 2014 BUILDING DEPARTMENT REPORT AS SUBMITTED BY B.I. WILKINS:

Permits Issued: 13

Fees Collected: Permits - \$2,549.30 Title - \$1,800 Rental Fees: \$450

Certificate of Occupancy or Construction Issued: 22

Inspections: Construction: 18 C.O.'s: 22 Title: 16 Rentals: 20

Code Enforcement: Violations: 10 Complaints: 6

Fuel Consumption: 31.497 Gallons (\$86.94)

***Hidden Creek (214-7,8,9, & 11.1) 137 Townhouses Freeland St. Under Construction.**

***Smith Farm (203-1-1.1 & 1.2) 250 Patio Homes, Gilbert Street. Town & Village Planning Board**

reviewing project.

***Village Gate (206-5-1) 18 lots Quaker Hill & High St – Last 2 single family house under construction**

***Woodroe Estates (231-1-1.21) 60 lots Reynolds / Rye Hill – Next phase site work started.**

Status:

***Bridges at Lake Park (Roscoe Property) – before Planning Board**

***Congregation Eitz Chaim – Site work incomplete. Village Board granted 1 year extension to complete blacktop.**

*** Crystal Run Healthcare – Planning Board review**

*** Lenza Property 411 Route 17M (TM# 223-1-4) Planning Board site plan approved**

***Former Village Café: Building Permit for a Mavis Tire Store reissued. Construction started.**

***Former Smith Clove Deli – Planning Board approved for a Veterinarian's Office**

*** Monroe Free Library – Planning Board Site Plan approved. Construction Spring '14.**

*** Mavis Tire – (former Village Café) Building Permit re-issued. Construction started.**

JANUARY 2014 DPW REPORT SUBMITTED BY BRIAN SMITH, SUPERINTENDENT:

Street Maintenance

1. Snow and Ice events – 6
2. Christmas Tree Pickup
3. Street Sweeping
4. Catch Basin repair
5. Retention Basin clearing

Park Maintenance

1. Weekly Garbage pickup
2. Removed Holiday Decorations

Water Distribution Maintenance/Filter Plant Maintenance

1. Water line mark outs
2. Meter repairs/inspections
3. Monthly maintenance scheduled at Filter Plant
4. Monthly, quarterly and daily sampling of water
5. Water Meter Reading and Billing
6. Hydrant Repair on Smithfield Court and Clark Street
7. Hydrant Installed on Newbury Street

JANUARY 2014 POLICE DEPARTMENT REPORT SUBMITTED BY ALEX MELCHIORRE, CHIEF:

Calls for Service: 891 Criminal Offense 161 Non-criminal Offenses 44 Arrests TOTAL: 1,052

Traffic Reports: 298 Traffic Tickets 35 Parking Tickets DWI/DWAI: 3 MVA: 25

Gasoline: \$2,963.50 (1133.02 gallons) MVA Accident Reports: \$90

OVERTIME: Shift Coverage -72 Court - 11

OTHER: 263 Holiday /33 Dept. Mtg / 26 Probation Detail / 9 Cases / 56 CVE / 32 EMT / 5 STOP DWI / 16 Active Shooter / 5 207C

**TRAINING: Active Shooter - Deluca, Dunn, Gayler, Young, Grosso, Farningham, Fremgen
Hazmat - Amatetti / Record Mgmt - Gatto**

JANUARY 2014 JUSTICE COURT REPORT:

Total Fines: \$25,342 Total Surcharges: \$10,062.50 Total Parking: \$1,460

Total Civil Fees: \$2,263 Bail Poundage Collected: \$60 Total Bail Forfeited: \$-0-

Total for January \$39,187.50

Traffic Tickets: 306 Disposed: 441

New Criminal Cases: 55 Disposed: 67

NEW Civil Cases: 7 Disposed: 4

Paid Parking Tickets: 32 Dismissed Traffic Tickets: 113

MONROE FIRE DISTRICT OFFICERS 2013:

Commissioners: Thomas Smith, Peter Scrobe, John Centafonti, Thomas P Sullivan; Thomas Carton

Secretary: Mary Ellen Beams

Treasurer: Richard Goldstein

Chief: George Linderman 1st Asst.: Timothy W. Carr 2ND Asst. Jonathan Dolch

JANUARY 2014 TREASURER'S REPORT FROM TREASURER CATHERINE MURRAY:

SIGNIFICANT ACTIVITY (REVENUES):

Bank Interest	\$ 780
Sales Tax	313,347
Franchises	6,000
Other Transportation Income	185,008
Rental Inc.	13,803
Building Permits	5,584
Court Fees	24,238

SIGNIFICANT ACTIVITY (EXPENDITURES)

PD Contractual	18,614
St Maint General Exp	20,243
St Maint Equip Maint	9,947
Snow Removal General Exp	39,332
Distribution General Exp	100,086
EFC Bond Principal & Interest - Water Fund	157,274

Health Insurance - General Fund	\$87,422
- Water Fund	<u>10,726</u>
	\$ 98,148

STATUS OF FY 2014 CONTINGENCY ACCOUNTS:

General Fund Appropriation - budgeted / current balance	\$103,805
Water Fund Appropriation - budgeted / current balance	\$ 23,934

COMMENTS:

We have completed 8 months of the fiscal year and expenses should be at 66.7%. The expenses are at 77% for the General Fund, and the expenses are at 73.9% for the Water Fund.

