

**PUBLIC HEARING
INTRODUCTORY LOCAL LAW
NEW CHAPTER 2, ADMINISTRATIVE POLICIES AND PROCEDURES
ARTICLE I – BEST VALUE PROCUREMENT
TUESDAY, MAY 6, 2014 – 6:45 PM**

A Public Hearing was held on Tuesday, May 6, 2014 at 6:45 PM in the Boardroom of the Village Hall, 7 Stage Road, Monroe, NY to consider adoption of a Local Law creating a new Chapter 2, Administrative Policies and Procedures, Article I, and Best Value Procurement. This proposed Local Law provides for the Village Board of Trustees to exercise their local option from Section 103, Subdivision 1 of the Laws of 2012. This amendment authorizes the Village of Monroe to award purchase and service contracts subject to competitive bidding under General Municipal Law Section 103 based on either lowest responsible bidder or “best value” as defined in Section 163 of the NYS Finance Law. This “best value” option may be, but is not required to be, used to award an applicable purchase contract to optimize quality, cost, and efficiency among responsive and responsible offers instead of the lowest responsible bidder.

Present: Mayor Purcell; Trustees Gormley, Dwyer and Chan
Also present: Attorney Bonacic and Village Clerk Carey

Absent: Trustee Conklin

Two people were present at the Public Hearing. Mayor Purcell opened the Public Hearing for comment or questions. No written correspondence was received. No comment was received.

On a motion by Trustee Dwyer seconded by Trustee Chan, and carried, no comment, the hearing was closed at 6:55 PM.

**BOARD OF TRUSTEES MEETING
TUESDAY, MAY 6, 2014 – 7 PM**

The first of the bi-monthly meetings of the Board of Trustees was held on Tuesday, May 6, 2014 in the Boardroom of the Village Hall, 7 Stage Road, Monroe, NY. Mayor James Purcell led in the pledge to the flag and called the meeting to order. Emergency exits were announced.

Present: Mayor Purcell; Trustees Gormley, Dwyer and Chan
Also present: Attorney Bonacic, DPW Supt. Smith and Village Clerk Carey

Trustee Conklin arrived at 7:30 PM.

MINUTE APPROVAL: APRIL 3RD AND APRIL 15TH

On a motion by Trustee Gormley seconded by Trustee Dwyer, and carried, the Village Board Minutes of the April 3rd Meeting that included the Organizational Meeting and the Meeting of April 15, 2014 were approved.

BUDGETARY TRANSFERS:

On a motion by Trustee Gormley seconded by Trustee Chan, with all in favor, the following fund transfers / modifications were approved:

| FROM: | TO: | |
|-----------------------------|-----------------------------|-----------------|
| A9015.800 Police Retirement | A5110.400 St Maint Asphalt | \$100,000.00 |
| Budget Modification | | |
| A2115 Planning Board Fees | A8025.450 Pl Bd Eng Cont | 9,256.32 |
| A2705 Donations | A3120.410 PD Gen'l Exp | 600.00 |
| A4960 FEMA | A3120.230 PD Motor Vehicles | 24,543.82 |
| Capital Reserve | | |
| A9040.800 | \$34,500 take from Ins Rsv | –re-tail claims |

A9950.500 \$60,000 FY 2014 budgeted transfer to Reserve Account
F8330.250 \$14,462.75 take from Purification Rsv for equipment

SEI CASE TRACKING PROGRAM SEMINAR: COURT CLERKS DULGERIAN & SZKODINSKY 5/8/14

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

RESOLVED, the Board approved Village Justice Strauss request for Court Clerks Dulgerian and Szkodinsky to attend the 9th Judicial District Town and Village Court Clerk's Advanced SEI Training Program at the Westchester County Courthouse on May 8, 2014 from 9:30 AM to 2:30 PM. Seminar is free. Cost of tolls and lunch to be allocated from budget A1110.472 Court Education.

Ayes: Trustees Gormley, Dwyer and Chan
Nays: None

NYS ASSOCIATION OF CHIEFS OF POLICE ANNUAL TRAINING CONFERENCE 7/13/14 – 7/16/14:

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

RESOLVED, the Board approved Police Chief Melchiorre's attendance at the New York State Association of Chiefs of Police Annual Training Conference on Sunday July 13th through Wednesday, July 16th at the High Peaks Resort in Lake Placid, NY. Two night's accommodations at \$159/night, advanced registration \$150 to be charged to budget line A3120.472 Education.

Ayes: Trustees Gormley, Dwyer and Chan
Nays: None

TABLET COMPUTER USE POLICY AND AGREEMENT:

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

RESOLVED, the Village Board hereby approved the following computer tablet policy for tablets provided to the Village Planning Board for the purpose of increasing work performance and efficiency:

PURPOSE

The Village of Monroe recognizes the need for Village-owned tablets and establishes this policy for their authorization, deployment, and use to contain certain costs, ensure departmental accountability and personal responsibility, and identify improper use.

EFFECTIVE DATE

This policy is effective upon distribution / receipt of the computer tablet.

POLICY

It is the policy of the Village of Monroe to provide tablets to the members of the Village of Monroe Planning Board for the purpose of increasing work performance and efficiency. Such provision is done pursuant to the discretion and authority of the Village Board of Trustees and within the budget allocation for the Village of Monroe.

The Village of Monroe provides tablets to the members of the Planning Board for conducting business efficiently and effectively. The Village of Monroe may discipline employees and members of the Planning Board for using these devices in a manner that is not consistent with Village of Monroe business or for any use or purpose which is improper. Rules which should be followed and/or uses which are improper include, but are not limited to, the following:

- Employees of the Village and members of the Planning Board are not to use said tablets while driving.
- Employees of the Village and members of the Planning Board are not to use said tablets for any illegal activity.
- Employees of the Village and members of the Planning Board are not to use said tablets for personal internet use or communication on any personal or social networking site.
- Employees of the Village and members of the Planning Board using said tablets should be aware of online airtime usage and will be held accountable for any and all overage and usage charges resulting from personal use outside of authorized connection plans.
- Employees of the Village and members of the Planning Board should be aware that the use of such tablets is conditioned upon their employment with the Village of Monroe. At such time as the employee or Planning Board member shall cease their position in the Village of Monroe, the tablet must be immediately returned to the Village of Monroe Clerk.

TABLET USER RESPONSIBILITY

Employees of the Village and members of the Planning Board are responsible for the following:

- Ensuring that the tablet is used for Village business only. The Village recognizes that incidental use not initiated by the employee or board member is possible, but under any circumstances it should be both infrequent and non-routine. The Village recognizes that there may be an emergency or extenuating circumstances under which the tablet may be needed for personal use. Those occasions must also be infrequent and non-routine. Reimbursement to the Village for incidental and personal use should be made when appropriate.
- Knowledge and compliance with the Village's policy for proper tablet use.
- Ensuring the physical protection of the Village-owned tablets from damage and unauthorized use.
- Ensuring that the Village-owned tablets are returned to the Village when such tablet is no longer needed or when the employee or board member terminates their employment or board membership with the Village.

An Agreement outlining the guideline policy regarding tablet usage shall be signed by each member upon receipt of the tablet and a copy filed with the Village Treasurer.

Ayes: Trustees Gormley, Dwyer and Chan

Nays: None

PROBATION COMPLETION: MICHAEL HIPSMAN, JAIME PRINCE & ALDO CHIAPETTA

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

RESOLVED, the following employees have completed their probation and in accordance with Orange County Civil Service Rules the Board approved their permanent appointments effective 5/6/14:

Jaime R Prince, Water Plant Assistant
 Michael D. Hipsman, Heavy Equipment Operator
 Aldo V Chiappetta, Heavy Equipment Operator

Ayes: Trustees Gomley, Dwyer and Chan

Nays: None

UNPAID CHARGES LEVIED TO THE TAX ROLL:

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

RESOLVED, per requirement of Real Property Tax Service, the preparer of the June Village Tax Bills, the Board of Trustees authorized the Village Clerk to forward the following amounts to be levied to fiscal year 2015 June Village Taxes:

| | |
|-------------------------------|-----------------------|
| Amount to be raised by taxes: | \$6,087,694.00 |
| Unpaid Water Charges (UW001) | 175,707.06 |
| Public Works Charges (PW010) | 932.20 |
| Other Charges (OC010) | <u>248.55</u> |
| | \$6,264,581.81 |

Ayes: Trustees Gormley, Dwyer and Chan

Nays: None

TRANSPORTATION ALTERNATIVE PROGRAM GRANT – VILLAGE APPROPRIATION TOWARD PROJECT:

On a motion by Trustee Chan seconded by Trustee Gormley, the following resolution was adopted:

WHEREAS, the Village of Monroe is desirous of applying for federal funding under the Transportation Alternatives Program (“TAP”) administered by the New York State Department of Transportation for the purpose of improvements to pedestrian accommodations and intersection safety along Lake Street in the Village of Monroe; and

WHEREAS, if such application is selected for funding, the project is eligible for funding under Title 23 U.S. Code, as amended, that calls for the apportionment of the costs of such program to be borne at the ratio of 80% Federal funds and 20% non-Federal funds; and

WHEREAS, the Village of Monroe desires to advance the Project by making a commitment to fund 100% of the non-Federal share of the costs of the Project and provide for the first instance costs for any federal aid received for the Project; and

WHEREAS, the Village will commit additional funding, as needed, beyond the required 20% non-Federal matching share to supplement available federal funds to provide for the necessary improvements as outlined in the TAP proposal and application submitted to the New York State Department of Transportation; and

WHEREAS, it is understood that, upon notice of a successful application for federal funding, the Village will have up to five (5) years to complete the project as outlined in the Village’s application, pursuant to applicable State and Federal laws, rules and regulations;

NOW, THEREFORE, the Village Board, duly convened does hereby

RESOLVE, that the Monroe Board of Trustees hereby supports the above-subject project funding application; and it is hereby further

RESOLVED, that the Monroe Village Board hereby authorizes the Village of Monroe to pay in the first instance 100% of the Federal and non-Federal share of the cost of the Project or portions thereof; and it is further

RESOLVED, that the sum of up to \$825,000 shall be appropriated pursuant to the provisions of New York Local Finance Law and made available to finance the cost of participation in the above phase of the Project, pending its selection and approval by the New York State Department of Transportation; it is further

RESOLVED, that the Mayor of the Village of Monroe be and is hereby authorized to approve all necessary applications and communication with the New York State Department of Transportation in connection with the advancement or approval of this funding request.

RESOLVED, this Resolution shall take effect immediately.

Ayes: Trustees Gormley, Dwyer and Chan

Nays: None

SALE OF SURPLUS VEHICLE THROUGH AUCTIONS INTERNATIONAL – BLDG DEPT 2007 JEEP LIBERTY:

On a motion by Trustee Gormley seconded by Trustee Chan, the following resolution was duly adopted:

WHEREAS, in accordance with State Law requiring that equipment no longer needed by the municipality be sold at fair market value; and

WHEREAS, the following Building Department Vehicle is hereby declared SURPLUS to the needs of the Village. It is

RESOLVED, the Board directs that the 2007 Jeep Liberty (Vin# 1J4GL48K97W623928) be placed for sale through Auctions International and sold to the highest bidder. Upon its sale, the vehicle shall be removed from inventory and Marshall and Sterling advised. It is further

RESOLVED, funds received from the sale shall be placed in the Highway Equipment Reserve Account.

Ayes: Trustees Gormley, Dwyer and Chan

Nays: None

VEHICLE TRANSFER 2011 FORD ESCAPE XLT FROM WATER DEPT. TO BUILDING DEPT.

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

RESOLVED, the Board approved the vehicle Transfer from the Water Department to the Building Department of the 2011 Ford Escape, 4 WD Vehicle Vin#1FMCU9D79BKB38295.

DONATION TOWARD K9 PROGRAM – LOUISA LITTLE

The family of the late David Little, brother of past Police Sergeant George Little, donated \$600 to the Monroe Police Department in support of their K9 Program. On a motion by Trustee Dwyer seconded by Trustee Chan, and carried, the Board accepted the donation and authorized the treasurer to deposit the funds in budget line A3120.410 General Expense to assist in purchasing items needed for the program.

EPILEPSY AND TRAUMATIC BRAIN INJURY AWARENESS WALK 9/21/14 :

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

RESOLVED, contingent upon filing a Certificate of Insurance, the Board of Trustees approved the request of the Epilepsy Society of South New York, Inc. to hold a walk to support Epilepsy and TBI Awareness. Area to be used for walk are the Mill Ponds and Commuter Parking Lot. Event date is Sunday, September 21, 2014 from 8:30 AM to 11:30 AM. Event to be coordinated with Police Chief Melchiorre.

Ayes: Trustees Gormley, Conklin, Dwyer and Chan

Nays: None

MAYOR'S REPORT:

Mayor Purcell publically recognized Village Clerk, Virginia Carey, for her 35 years of service to the Village of Monroe on April 26th. A Certificate of Service was given to her in April recognizing her dedication and commitment and congratulating her on this milestone of service.

Activities Committee: The committee last met on Tuesday, April 29th. Thank you Co-chairs Trustees Conklin and Gormley for spearheading the committee. The concert dates are set and July 4th Street Festival is planned once again. Other events are still being explored. Once approved they will be placed on the Village website.

Trustee Gormley thanked all those who came out for the Earth Day Activities. Thanks to all who participated in the Great Cloth Diaper Change. We didn't get enough volunteers for a record but it was fun for all and there is always next year!

Clean Sweep / Earth Day April 26th: Mayor Purcell thanked all the volunteers who participated. This year's event recognized Charlie Finnerty who has been dedicated to Clean Sweep for many, many years.

Mill Pond Dam & Pond Project: Mayor Purcell reminded everyone that the second Public Workshop on the Mill Pond Dam and Pond Project will be held on Saturday, May 10th at 10 AM at Sapphire School Theater, 159 Harriman Heights Road to inform residents on the projected costs and options for the required repairs for the Mill Pond Dam and Ponds. The Village Board, DPW Supt. and engineers will be present to answer questions.

PUBLIC COMMENT: #PRESENT 5 TIME: 7:25 PM

Mary Lou Garew asked if the Cheese Festival is listed on the Village's Upcoming Events Calendar. Mayor Purcell said it is.

Mrs. Garew asked if Solar City sales people have permits to solicit in the Village. Mayor Purcell answered they do. Three were issued.

Dan Burke commented he was present at the April 3rd Meeting and brought to the Board's attention that a member of the Village's Planning Board, Emily Convers, has a suit against the Town and also against the Planning Board. It is a "conflict of interest" to have a Planning Board member with access to the Planning Board Attorney. Mr. Burke also thought the Board should suspend Mrs. Convers until the suit is completed. Mayor Purcell responded that he consulted with the Village Attorney and everyone is within their legal purview. Attorney Bonacic said he did some research and also spoke to NYCOM to verify if his findings were consistent with theirs. The response he received was that from a legal standpoint on general terms there is no conflict. Should a conflict of interest arise, Mrs. Convers must recuse herself.

Matt Hoenninger commented, with the revitalization of the downtown, is that just replacing existing infrastructure? Mayor Purcell said it is making it handicap accessible, redoing the intersections, replacing old light poles, new electric and new traffic light. Mr. Hoenninger asked if there are any plans in place to change the traffic flow/ traffic pattern in the Village. To open the old railroad bed from Stage Road to North Main St.? It would relieve traffic congestion on the bridge from Route 208.

Trustee Conklin arrived (7:30 PM)

Mr. Hoenninger asked if it has been considered closing a section of Lake Street on the weekend at certain hours of the day. Closing the street to through traffic like you do for the Cheese Festival, to draw people into the downtown where certain businesses can have outdoor cafes, whatever, on a limited basis. Mayor Purcell said it has been discussed during the Comprehensive Plan discussions. The North Main corridor coming straight through, discussions in that regard have been going on since 1994. The County owns the road on North Main Street and has not been receptive to opening the road. But, it has been discussed. Roundabouts have been discussed. Closing down Lake Street perhaps 4 times a year to have outdoor festivals with the businesses has been discussed. It has come down to keep the traffic flow and change the traffic – bump outs to slow the traffic down. Less parking, change the pedestrian cross-walks to make them friendly. Those have all been put in the design process. Eventually we would like to get North Main Street into the Village's hands from the County.

ADJOURNMENT:

On a motion by Trustee Chan seconded by Trustee Dwyer, and carried, no further business, the meeting was adjourned at 7:31 PM.

Respectfully submitted,

**Virginia Carey
Village Clerk**

