

**PUBLIC HEARING
2015 COMMUNITY DEVELOPMENT PROGRAM FY/2016
PHYSICAL IMPROVEMENT PROJECT**

A Public Hearing was held on Tuesday, April 5, 2016 at 6:40 PM in the boardroom of the Village Hall, 7 Stage Road, Monroe, NY. The purpose of the Public Hearing was to invite public comment and suggestions regarding projects to be considered for funding under the Orange County Community Development Program FY/2017 for improvements as follows:

- 1] Acquisition & Disposition of Real Property.
- 2] Public Works, public facilities or site improvements.
- 3] Code Enforcement (Housing & Health Codes).
- 4] Clearance, Demolition & Rehabilitation for Public Use or Economic Development
- 5] Housing Rehabilitation Loan and Grants.
- 6] Special Projects for Elderly and Handicapped.
- 7] Provision of Public Services (Shelters, Clinics, Senior Nutrition, etc.).
- 8] Payment of Non-federal Shares of Other Grant Programs.
- 9] Relocation Payments and Assistance.

Present: Mayor Purcell; Trustees Conklin, Chan, Dwyer and Behringer
Also present: DPW Supt. Smith, Lieutenant Conklin and Village Clerk Carey

There were two people present. Mayor Purcell read the Public Hearing Notice. There was no written correspondence received.

Public Works Supt. Smith said he received two suggestions from the Board for projects. Trustee Chan suggested putting the traffic control devices in and buying the speed and school zone signs on North Main Street. That is an eligible project. Trustee Dwyer suggested the sidewalk be continued from Elm Street to Route 208. The Police Department is already working on the North Main Street traffic control, Supt. Smith said. Trustee Chan asked how are will we pay for the school zone requirements? He doesn't want to wait until the CDBG 2017 money is received to do it. This has been an on-going topic for 3+ years, he said. Trustee Dwyer spoke to the principal at North Main Street School as Police liaison. The projected cost is between \$4,500 and \$6,000. Trustee Conklin suggested taking money from the DPW and Police sign budget line. Trustee Chan reminded the Board that the FY/2017 budget is tight and now you want to add things that weren't budgeted. Trustee Dwyer said he thinks there is money in the current budget that can be used. Supt Smith commented that he needs to know if the money needs to be encumbered. Trustee Dwyer wants to see sidewalk and curbs installed. People use sidewalks on North Main Street as part of their driveway. He wants to end that habit by delineating where cars can park. The curbing will stop that because they won't jump the curb without damaging their vehicles. Trustee Chan asked the cost for the curbing. Supt. Smith said the curb would be bid as an alternate. We won't know the curb cost until then. Trustee Chan asked where is that money coming from? Supt. Smith said money was budgeted next year for sidewalk. Trustee Dwyer suggested saving the extra money we have for the sidewalks and take that money and put it toward the curbs. Use the same amount of money and go as far as you can. Next year you would continue. Trustee Chan asked where that money is coming from when next year's budget is tight. He is concerned about that. Supt. Smith said that money would be budgeted in the FY/2018 budget cycle. Discussion continued. If there are no curbs, sidewalks can be completed to Route 208 instead of stopping at Elm Street. But, there is no way to stop people from parking on the sidewalks. The Police Department issues tickets all the time and people still park on the sidewalks. Mayor Purcell said if federal money is cut back next year, there is no guarantee that we will get funding. We'd have to budget more to finish the project. Trustee Chan asked what the cost is for the school zone designation. Lt. Conklin said soup to nuts for Pine Tree School and North Main Street is \$6,000. That includes a flashing beacon on North Main St. Mayor Purcell suggested funding that project with proceeds from this year's Carnival.

Trustee Chan asked, what are we doing with the crumbling wall at the ponds? Mayor Purcell said we are going to re-evaluate and go for other grant money for that. It is a big dollar amount.

Trustee Chan clarified his understanding of what we are doing. We are doing the sidewalks with the elevation and curbing. Doing as much as we can with the money we receive this year. Next year we will resubmit for funding and finish the sidewalk and curbing. Trustee Conklin said she feel parking on the street is a privilege. From November 1st to April 1st there is no overnight parking allowed. People make other arrangements. If we consider sidewalks without curbs the privilege is thrown out the door because people will park on the sidewalk and the sidewalk will be destroyed.

Mayor Purcell agrees it has to be done but we have to work within the parameters we have. It will just take longer to get the project done.

Consensus of the Board was to submit for sidewalk and curbing from Elm Street to Route 208.

On a motion by Trustee Conklin seconded by Trustee Behringer, and carried, no further comment, the hearing was closed at 7:10 PM.

BOARD OF TRUSTEES MEETING
TUESDAY, APRIL 5, 2016
www.villageofmonroe.org

The first of the Bi-monthly meetings of the Board of Trustees was held on Tuesday, April 5, 2016 at 7:10 PM in the Boardroom of the Village Hall, 7 Stage Road, Monroe, NY. Mayor Purcell led in the pledge to the flag and called the meeting to order. Emergency exits were announced.

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

RESOLUTION OF RESPECT IN MEMORY OF FORMER POLICE CHIEF ANDREW J. MARGILLO:

*Resolution of Respect
In Memoriam to
Andrew J. Margillo
November 22, 1929 – March 22, 2016*

It is with sadness that we report the passing of our former Chief of Police Andrew J. Margillo. For those who knew him, Andy was a dedicated public servant who displayed professionalism and dedication to the community he served. His commitment to the safety and welfare of the people of the Village of Monroe was exemplary, and a source of pride to us all.

Andy served the Village of Monroe as Police Chief from March 22, 1978 to May 25, 1990. His tenure was characterized by a period of peace and tranquility. He fostered an environment of respect for the department he so capably led.

Now Therefore, Be it RESOLVED, that the Village of Monroe Board of Trustees expresses their most sincere sympathy at the passing of Andrew "Andy" Margillo on March 22, 2016, and extends their condolences to his family and friends; and, in respect to his memory cause this Memorial Resolution to become a part of the official minutes of the Village Board.

Dated: April 5, 2016

Mayor James C. Purcell
Trustee Irene Conklin
Trustee Wayne Chan
Trustee Neil Dwyer
Trustee Debra Behringer

MINUTE APPROVAL: MARCH 1ST AND 17TH

On a motion by Trustee Dwyer seconded by Trustee Conklin, the Minutes of the March 1, 2016 Meeting and March 17th Meeting were approved.

Ayes: Trustee Conklin, Dwyer and Chan

Nays: None

Abstain: Trustee Behringer

BUDGETARY TRANSFERS:

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

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

FROM: _____ **TO:** _____

A1990.410 Contingency A1420.451 Law Contractual other Atty \$48,505.00

Modifications

| | | |
|------------------------------|---------------------------------------|-------------|
| A1560 Safety Inspection Fees | A1440.450 Engineering Contractual | \$ 7,154.85 |
| A2665 Sale of Equipment | A9950.500 Transfers Hwy Equip Reserve | 39,800.00 |
| A2260 Police Services | A3120.135 PD OT/Grants | 1,651.52 |
| A2115 Planning Board Fees | A8025.450 Pl Bd Engineer Contract | 1,436.25 |

Capital Reserve

A9950.200 Reserve VH Renovation

1,220.00

DEPARTMENT OF STATE TRAINING SEMINAR FOR PLANNING & ZONING SECRETARIES:

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

RESOLVED, the Board approved the attendance of Planning Board Secretary Deborah Proulx and Zoning Board of Appeals Secretary Elizabeth Doherty at the training seminar given by the Department of State for Planning and Zoning Secretaries on April 6th, 2016 from 4-8:30 PM at the DuTchess County Farm and Home Center in Millbrook, NY. Cost of the seminar is \$5 each plus mileage reimbursement at \$.54/mile. Money to be allocated from Zoning Education A8010.472 - \$5 and Planning Board A8025.472 Education \$5 plus mileage.

Ayes: Trustees Conklin, Dwyer, Behringer and Chan

Nays: None

PD EQUIPMENT SURPLUS DISPOSAL: COMPUTER EQUIPMENT

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

RESOLVED, the Board declared the following Police Department non-working computer equipment surplus and of no value and authorize its removal from inventory and disposal as junk:

Dell Optiplex 3010 Computer, Service Tag 7M7HPW1

Dell Optiplex G620 Computer, Service Tag 7Y51W81

Dell Monitor CN0T6116-71618-593-AAWY

Ayes: Trustees Conklin, Dwyer, Behringer and Chan

Nays: None

PD SHARP COPIER MAINTENANCE RENEWAL (MX-MN450B):

On a motion by Trustee Dwyer seconded by Trustee Behringer, and carried, it was:

RESOLVED, in accordance with the Village Procurement Policy, the Board of Trustees approved the following maintenance agreement with Aztec Office Technology, Brattleboro, VT, for the Police Department's communication room copier for the period March 1, 2016 thru February 28, 2017 to be charged to line item A3120.450 in the amount of \$578.24:

SHARP MX-MN450B (S/N 85039357)

Ayes: Trustees Conklin, Dwyer, Behringer and Chan

Nays: None

ORANGE COUNTY MUNICIPAL PLANNING FEDERATION WORKSHOP:

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

RESOLVED, the Board approved the attendance of ZBA member Howard Zuckerman and Acting Village Justice Larry Lezak at the Orange County Municipal Planning Federation Workshop – "Case Law Updates" on Wednesday, May 11, 2016, O C Emergency Services Center, Goshen, NY from 7 PM to 10 PM at a cost of \$15/person. Money will be allocated as follows: A8010.472 ZBA Education and A1110.472 Court Education.

Ayes: Trustees Conklin, Dwyer, Behringer and Chan

Nays: None

NYS DEC PESTICIDE TRAINING FOR 5A WATER LICENSE CERTIFICATION:

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

RESOLVED, the Board approved the attendance to William Ostrowski and Mike Hipsman at the NYS Dept. of Environmental Conservation training in Syracuse, NY from April 24th to April 28th, 2016 at a total cost of \$2,160 (course and accommodations) allocated from budget line F8330.472 Education. Training is required for their Water License 5A certification.

HUDSON VALLEY WATERWORKS SEMINAR APRIL 6TH, MONTGOMERY, NY:

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

RESOLVED, the Board approved sending Ernie Mabee, Jamie Prince and Mike Hipsman to the Hudson Valley Water Works Conference in Montgomery, NY on April 6, 2016 from 8 AM to 2:30 PM. Total cost is \$90 to be allocated from budget line F8330.472 Education. 5 contact hours each to be received toward water license yearly certification.

Ayes: Trustees Conklin, Dwyer, Behringer and Chan

Nays: None

BID AWARD CLARKE STREET CULVERT REPLACEMENT:

12 bids were received and opened on Wednesday, March 30, 2016 at 10 AM for the Clarke Street Culvert Replacement. Bids ranged from \$49,293 to \$179,111. Village Engineer, Lanc & Tully Engineering, John O'Rourke, P.E. reviewed the itemized bid forms and bid packages received by the three apparent low bidders. Upon review Nannini & Callahan, Inc., from Cornwall, NY is the lowest responsible bidder for the general construction of the Clarke Street Culvert Replacement Project. Reference checks were made and all those contacted stated Nannini & Callahan were equipped and the performance records were satisfactory for completion of this type of project. Engineer O'Rourke finds no objection to awarding the bid to them. On a motion by Trustee Behringer seconded by Trustee Conklin, it was unanimously:

RESOLVED, the Board accepted the recommendation of the Village's Engineer (John O'Rourke, P.E.) and award the bid for the Clarke Street Culvert Replacement Project to the low bidder, Nannini & Callahan, Inc., P O Box 163, Cornwall, NY 12518 in the amount of \$49,293.00.

PLANNING BOARD REAPPOINTMENT: JOHN GRAZIANO - 5 YEAR TERM

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

RESOLVED, the Board reappointed John Graziano to a 5 year term on the Planning Board retro to 1/1/16 to 1/2021.

Ayes: Trustees Conklin, Behringer, Dwyer and Chan

Nays: None

BUDGET ADOPTION FY/2017:

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

RESOLVED, the Board of Trustees adopted the Budget for Fiscal Year 2017 as follows:

General Fund: \$9,496,623

Water Fund: \$1,916,508

Amount to be raised by Taxes: \$6,591,333

Tax Rate per thousand of assessed valuation: \$40.37

Increase - \$33.50 on a \$50,000 assessed valuation and on a \$100,000 assessed valuation \$66.

Tax Rate increase rate: 1.66%

Revenues: \$2,670,290

Appropriated Fund Balance: \$235,000

Adjustments made since the preliminary budget hearing:

Non-Union Wages: General Fund: \$5,407

Water Fund: (\$1,191)

Ayes: Trustees Conklin, Dwyer, Behringer and Chan

Nays: None

A copy of the budget is available for review at the Village Clerk's Office or online at www.villageofmonroe.org.

**ORANGE COUNTY COMMUNITY DEVELOPMENT PROGRAM FUNDING
APPLICATION 2017:**

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

RESOLVED, the Village of Monroe Board of Trustees authorize Mayor Purcell, the Chief elected official of the Village of Monroe, to submit its application for consideration under the FY/2017 Orange County Urban Consortium Community Development Program. They further certify that they have read and understood the Orange County Urban County Consortium Community Development Guidelines for they FY/2017 program year, and have met all of its applicable requirements and the information contained in the application is accurate and true to the best of their knowledge. We are submitting for Curbs and sidewalks on North Main Street from Elm Street to 208.

Ayes: Trustees Conklin, Dwyer, Behringer and Chan

Nays: None

OPERATION CLEAN SWEEP / EARTH DAY CELEBRATION:

The Board unanimously endorsed the following proclamation:

**PROCLAMATION
MONROE CLEAN SWEEP
SATURDAY, APRIL 30, 2016**

WHEREAS, on April 30, 2016, the Chamber of Commerce of Monroe, is supporting, along with the Village of Monroe, Town of Monroe and Village of Harriman, an effort to clean up our environment. This endeavor known as “Operation Clean Sweep” has reached out to all neighboring communities as a joint effort in beautification of an area from the intersection of Route 17M in Harriman to the Chase Bank building and Wally’s Ice Cream Parlor in the village of Monroe; and

WHEREAS, as residents of the community, we have the opportunity to demonstrate our commitment to the responsibility of preserving our environment by keeping it clean, environmentally healthy and attractive.

NOW, THEREFORE, BE IT RESOLVED, that April 30, 2016 from 8 AM to 12 Noon is hereby proclaimed as Village of Monroe “Operation Clean Sweep” and we urge all organizations and residents to volunteer their full cooperation in this community beautification project.

CLEAN SWEEP APPROVAL: On a motion by Trustee Conklin seconded by Trustee Behringer, with all in favor it was:

RESOLVED, contingent upon approval of the NYS DOT’s Application for Special Use, to pick up trash on the sides of Route 17M, the Board of Trustees approved the Greater Monroe Chamber of Commerce’s joint effort to clean up our environment, “Clean Sweep” by picking up garbage along roads in the Village of Monroe. Start and end point will be at the Commuter Parking Lot on Mill Pond Parkway on Saturday, April 30, 2015. Certificate of Insurance has been filed. Event’s Application sign-off was received from department heads.

SOUTH ORANGE FAMILY YMCA 5K COLOR RUN JULY 16, 2016 9-10 AM:

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

RESOLVED, the Board of Trustees approved the Event’s Application of the South Orange Family YMCA’s 5K Color Run that incorporates the Heritage Trail and the walking path in Crane Park on Saturday, July 16, 2016 from 9 AM to 10 AM. The purpose of this fundraising event is to raise money for the expansion of their pool. Sign-off on the Event’s Application has been made by the Building Department and Police Department. Police Dept. will oversee the event (4 Offices on OT to stop and direct traffic at major intersections to protect participants). Insurance has been filed. Proof that the Application contains a waiver of liability must be filed with the Village Clerk.

BUILDING DEPARTMENT FEE SCHEDULE AMENDMENT:

After researching fees in other neighboring municipalities in Orange County the Building Department found that our fees were significantly lower than most and were not always a fair method of calculation. They are proposing increasing the Application Fee from \$50 to \$75; the Municipal Search Fee from \$100 to \$150; and adjust the work done without a permit to 3 times the permit fee, as opposed to 3% of the proposed cost. In addition the current process used for basing the Permit Fee on cost of a project was unfair to most homeowners and therefore propose switching the fees to be based on square footage rather than cost to keep things fair and even. For projects that don't rely on square footage, such as pools, HVAC and signs, a flat fee has been set. The Building Department also proposes a 90 day amnesty program to begin the day the new fee schedule takes effect for anyone who has expired open permits, or has done work without a permit and would like to come in compliance without penalty. On a motion by Trustee Dwyer seconded by Trustee Behringer, with all in favor, it was:
RESOLVED, the Board of Trustees approved the following Building Department Fee Schedule effective June 1, 2016.

**VILLAGE OF MONROE BUILDING DEPARTMENT FEE SCHEDULE
EFFECTIVE 6/1/16**

| | <u>Application Fee</u> | <u>Fee</u> |
|--|------------------------|---------------------------------|
| Residential: | | |
| 1 or 2 Family House* | \$75.00 | \$1.00/sq. ft. |
| Additions* | \$75.00 | \$0.75/sq. ft. |
| Alterations & Renovations* | \$75.00 | \$0.75/sq. ft. |
| Detached Garage/Pole Barn* | \$75.00 | \$0.75/sq. ft. |
| Sheds* | \$75.00 | \$0.50/sq. ft. |
| Decks* | \$75.00 | \$0.75/sq. ft. |
| In ground swimming pool* | \$75.00 | \$375.00 |
| Above ground swimming pool* | \$75.00 | \$125.00 |
| Electric extension or upgrade | | \$ 75.00 |
| Solar | \$75.00 | \$ 50.00/kw |
| Wood Stoves/Chimneys | \$75.00 | \$ 75.00 |
| Hot Tub* | \$75.00 | \$125.00 |
| Commercial: | | |
| New construction* | \$75.00 | \$1.00/sq. ft. |
| Additions* | \$75.00 | \$0.75/sq. ft. |
| Alterations & Renovations* | \$75.00 | \$0.75/sq. ft. |
| Accessory Building/Structure* | \$75.00 | \$0.50/sq. ft. |
| Electric extension or upgrade | | \$75.00 |
| Multi Family Dwellings* | \$75.00 | \$1.00/sq. ft. |
| General Fees: | | |
| Fire Suppression/Alarm System* | \$75.00 | \$150.00 |
| HVAC/Generator* | | \$150.00 |
| Roof/Siding | | \$100.00 |
| Fence | | \$ 75.00 |
| Demolition permit up to 150 sq. ft | \$75.00 | \$75.00 |
| Demolition permit over 150 sq. ft. | \$75.00 | \$0.25/sq. ft. |
| Site work/site clearing | \$75.00 | 1.5% of cost of Construction |
| Signs – non illuminated | | \$100.00 |
| Signs – illuminated | \$100 | + electrical permit |
| Oil Tank Removal | | \$100.00 |
| Municipal Records/Title Search - residential | | \$150.00 |
| Municipal records/Title Search – commercial | \$150.00 | \$25.00/unit |
| Extension of active permit (one 6 month extension) | | \$75.00 |
| Application for CO – Expired Permit | | \$100.00 |

Work done without a permit – 3 times the cost of the permit

| | |
|---------------------------------|------------------|
| Fire Inspection – Commercial | \$25.00 per unit |
| Rental Inspection – Residential | \$25.00 per unit |

*Electrical Permit required if electric work being done.

STORMWATER MANAGEMENT REPORT FY/2015:

DPW Supt. Smith was present to give an overview on the 2015 Stormwater Management Program pursuant to DEC MS-4 Regulations and answer questions and receive comment. 2015 Projects included on-going protection of Stormwater system, street sweeping, retention pond maintenance (King Street and Fitzgerald court), catch basin repair and maintenance and outfall monitoring. There were no questions from the public. All the information will be on the Stormwater Report filed with the NYS DEC this month and online once published.

WATER ACCOUNT 396 CREDIT:

DPW Supt. Smith in a memo to the Board reported that Water Account 396 was incorrectly installed into the SCA billing software in 2012 as a result of incorrect data entry by the Village. As a result, the account was overbilled. The customer's consumption history for the last converted record had a previous reading of 1990 with a multiplier of 1000. The first history record of a bill from the SCA system, the reading is the same, 1990000, with a multiplier of 1. The first SCA reading on that account, as well as the next several readings, all have the same number of digits. The billing history does go from a \$610.00 bill in the old system to a \$8,847.80 bill for the first calculated bill in the SCA billing software, but if you do the math based on the consumption numbers, they do match the old system, the charged amount does come to the \$8,847.80 which means the SCA Billing Software worked as it should have based on the data provided. Following discussion, on a motion by Trustee Chan seconded by Trustee Behringer, the following resolution was adopted:

WHEREAS, as a result of incorrect data entry into the billing software when the account was established for Water Account 396 was overbilled. That overbilling has recently been discovered with the installation of sub-meters.

NOW, THEREFORE, BE IT RESOLVED, the Board of Trustees approved a refund for Water Account 396 in the amount of \$76,125.65. (Check to be sent to Commons on the Lake LLC, P O Box 40-544, Brooklyn, NY 11204)

Ayes: Trustees Conklin, Dwyer, Behringer and Chan
Nays: None

MAYOR'S REPORT:

Mayor Purcell reported there is an Activities Committee this Thursday, April 7th. The contract for the Carnival has been signed. The date is July 28, 29, 30 and 31st.

PUBLIC COMMENT: #PRESENT: 6 TIME: 7:45 PM

Lorraine Loening questioned the new Building Department Fee Schedule for things like siding and windows, have you raises the fees for those? Mayor Purcell responded, yes. Mrs. Loening asked if the fees went up or down. Mayor Purcell said down and gave an example. Going forward most projects will be based on square footage rather than the cost of the project.

Mrs. Loening commented, high speed internet in this village is inadequate! Is there anything you can do to get FIOS here? Mayor Purcell said Optimum has such a large market. They don't feel sharing the area is worth their while to come here. Mrs. Loening asked Mayor Purcell to try again by making a phone call.

Mrs. Loening said she heard the Chief is retiring. Mrs. Loening asked when you recruit, please try to find someone who isn't a dude!

Jack Farrell asked, if the Town of Monroe institutes the Building Moratorium does that affect the village portion of Smith Farm? Mayor Purcell responded no. They can still proceed in the village.

Liz Walsh asked if a date had been decided for the forum on the Smith Farm Project. Mayor Purcell said the Town of Monroe has asked us to wait until the end of the month. They have some issues to resolve.

Tammy Rao commented the Board did agree to go forward with the safe school zone. Mayor Purcell said, yes we are moving forward. Mrs. Rao said there is no price tag on children going to and from school. It is a necessity to move forward not a luxury. Two kids were hit there in the past three years.

Mrs. Rao asked the Board to consider bringing new people to the Planning Board not just keeping people because they have been there. Mayor Purcell said the only reason the Board has been able to expedite the crossing area for children on a North Main Street is by taking over the road from the County. If we didn't take over the roads this year, we wouldn't be able to do anything. It is an added expense to the budget to maintain it, but the Board felt for the public's safety and wellbeing it was needed, thereby controlling our own destiny.

Susan McCosker questioned the Building Department's fee schedule and costs. It has gone to square footage from cost of project. People will be given an extra 90 days to come into compliance. If someone makes a complaint about a house, you're giving extra time to remediate the problem . That might be a problem for everyone involved.

EXECUTIVE SESSION / ADJOURNMENT:

On a motion by Trustee Chan seconded by Trustee Behringer, and carried, following a 5-minute recess, Executive Session followed at 8:00 PM for discussion of attorney client privilege.

On a motion by Trustee Conklin seconded by Trustee Dwyer, with all in favor, the Board came out of Executive Session at 9 PM, no further business, the meeting was adjourned.

Respectfully submitted,

**Virginia Carey
Village Clerk**