

**VILLAGE OF MONROE  
ANNUAL RE-ORGANIZATIONAL MEETING  
TUESDAY, SEPTEMBER 29, 2020**

Due to the COVID-19 pandemic and the postponement of the March 2020 Village Elections to September 15, 2020, the Annual Organizational Meeting of the Board of Trustees of the Village of Monroe, Orange County, New York was rescheduled and held at 7:00 PM on September 29, 2020 via ZOOM videoconferencing. Although there was no physical meeting location, the meeting was deemed to be conducted in the Boardroom of the Village Hall, 7 Stage Road Monroe NY. 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, Behringer, Houle and newly elected Trustee, John Karl  
Also present: Village Clerk Baxter, Deputy Clerk Zahra, Attorney Terhune, Treasurer Murray and Water Plant Operator Mabee

**MONTHLY MEETING SCHEDULE:**

On a motion by Trustee Behringer seconded by Trustee Houle, and carried, the following meeting schedule was adopted:

<u>2020</u>	<u>2021</u>
October 6-20	January 5-19
November 2-17 (Tuesday Nov. 3, General Election)	February 2-16
December 1-15	March 2-16
	April 5 (Organizational Meeting)
	April 6-22

Meetings will begin at 7:00 PM unless otherwise posted.

**RULES OF PROCEDURE:**

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

**RESOLVED**, that the Board of Trustees shall conduct itself according to “Robert’s Rules of Order” to the extent that Robert’s Rules of Order are consistent with Village Law of the State of New York.

**EMPLOYEE COMPENSATION:**

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

**RESOLVED**, that compensation for FY/2021 for village employees shall be paid bi-weekly with the payroll period ending on Wednesday, and checks being disbursed on Thursday.

**OFFICIAL NEWSPAPER:**

On a motion by Trustee Houle seconded by Trustee Karl, with all in favor it was:

**RESOLVED**, that the official newspaper of the Village Board shall be the *Middletown Times Herald Record*; and

**BE IT FURTHER RESOLVED**, that the alternative newspaper of the Village Board shall be the *PHOTO NEWS* for such matters that do not require legal notice.

**OFFICIAL DEPOSITORIES:**

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

**RESOLVED**, that the official depository for the Village Board shall be Sterling Bank, 591 Route 17M, Monroe, NY 10950.

**INDEPENDENT AUDITOR DESIGNATION:**

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

**RESOLVED**, that RBT CPA's LLP, 11 Racquet Road, Newburgh, NY 12550 is hereby designated as Independent Auditor for the Village of Monroe's fiscal year June 1, 2020 to May 31, 2021 in an amount not to exceed \$25,000.

**BOARD APPOINTMENTS BY THE MAYOR:**

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

**RESOLVED**, the Board of Trustees appointed Trustee Alley to act as Deputy Mayor, effective until April 4, 2021, liaison for the Monroe Joint Park and Recreation Commission, liaison for Crane Park and the Downtown Revitalization Committee and liaison for the Highway Department.

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

**RESOLVED**, the Board of Trustees appointed Trustee Behringer as liaison for Cable TV and liaison for the Police Department.

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

**RESOLVED**, the Board of Trustees appointed Trustee Houle as liaison for the Greater Monroe Chamber of Commerce, act as liaison for the Building Department, Village Clerk Staff, Justice Court, Treasurer and Building Maintenance of Village Hall, liaison for the Monroe Volunteer Ambulance Corp., and liaison for the Village Insurance.

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

**RESOLVED**, the Board of Trustees appointed Trustee Karl as liaison to the Water Department, liaison to the Orange County Sewer District #1, liaison for Street Lighting and liaison for the Monroe Joint Fire District.

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

**RESOLVED**, the Board of Trustees appointed Mayor Dwyer as liaison for the Village Historian.

**STAFF APPOINTMENT:**

On a motion by Trustee Houle, seconded by Trustee Behringer, with all in favor, the following Village Hall Staff appointment was made:

**RESOLVED**, that KIM ZAHRA is hereby appointed DEPUTY VILLAGE CLERK as per job description on file in the Village Clerk's Office for a period of (1) year and renewable on an annual basis.

On a motion by Trustee Karl, seconded by Trustee Houle, with all in favor, the following Village Hall Staff appointment was made:

**RESOLVED**, that CATHERINE MURRAY is hereby appointed VILLAGE TREASURER as per the job description on file in the Village Clerk's Office for a period of two years, 4/1/20 to 3/31/2022.

**LICENSING AUTHORITY:**

On a motion by Trustee Behringer seconded by Trustee Houle and carried, the following resolution was adopted:

**RESOLVED**, that pursuant to Village Code, Chapter 115 – Bingo and games of Chance, permitting Bingo / Games of Chance pursuant to General Municipal Law, authorizing the Board of Trustees to delegate an officer of the Village authority in relation to issuance of a license, amendment and cancellation of licenses, to conduct investigations and hearings and the supervision of the operation of games, the VILLAGE CLERK is hereby designated to exercise such authority.

**MISCELLANEOUS APPOINTMENTS:**

Trustee Karl stated that he was emailed this information to review late and while he was participating in a webinar and was disappointed that he wasn't given the opportunity to look at any of it ahead of time. Trustee Karl continued that there were certain things that he couldn't vote on this evening because he didn't have the information to digest.

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

**RESOLVED**, that **Jeff Boucher** is hereby appointed Chairperson of the Planning Board for a period of one year, ending on March 31, 2021.

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

**Nays:** None

**Abstain:** Trustee Karl

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

**RESOLVED**, that **Paul S. Baum** is hereby appointed Chairperson of the Zoning Board of Appeals for a period of one year.

The following appointments were made on a motion by Trustee Behringer seconded by Trustee Houle and carried:

**School Crossing Guards:** Anita M Zelenoy – North Main St.  
Eileen Lynch – Pine Tree

On a motion by Trustee Houle seconded by Trustee Alley, and carried, the following designation was made:

**Registrar of Vital Statistics:** Town Clerk, Mary Ellen Beams  
Deputy Town Clerk, Patricia Kasch

On a motion by Trustee Behringer seconded by Trustee Alley, the following appointment was approved:

**Village Historian:** Linda Burroughs

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

**Nays:** Trustee Karl

The following Attorney and Consultant Appointments shall be on a contractual basis at the current fees and current terms and conditions as they have been followed in the prior years.

Trustee Karl asked if the Village of Monroe had current contracts on file in the Village Clerk's Office and Village Clerk Baxter replied that she has various contracts on file in the Clerk's Office for the individuals that are listed in tonight's meeting. She has not received anything on a year to year basis from any of these individuals and stated that something more current would be needed for Mr. Fink, as what she had on file pertained to the proposal that he submitted to the Board of Trustees to work on a specific project for them. Attorney Terhune stated that unless the Village of Monroe has received something recently that stated that they were looking to increase their fees, then they would be hired under the same terms and conditions as they are now. Attorney Terhune added that when she says contractual basis, that simply means you are not an employee. Mayor Dwyer directed Village Clerk Baxter to pull all agreements or letters of engagement on file for all the Attorneys and Consultants to ensure that they are up to date. Village Clerk Baxter replied that she would pull everything together as a packet and give it to the Board for review the following business day.

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

**RESOLVED**, the Board approved the extension of the contractual position of Village Attorney held by **Alyse D. Terhune, Esq., 2 Patterson Hill Tuxedo, NY 10987**, as per job description outlined in the Agreement on file with the Village Clerk as per fee schedule provided.

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

**Nays:** Trustee Karl

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

**RESOLVED**, the Board of Trustees designated the following law firms to serve as Alternate Village Attorney with regard to specific matters in accordance with the fee schedule listed in the current retainer agreement for FY/2020-2021:

**Elizabeth Cassidy PLLC, 7 Grand Street, Warwick, NY  
Burke, Miele & Golden, LLP, P O Box 216, Goshen, NY**

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

**Nays: None**

**Abstain: Trustee Karl**

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

**RESOLVED**, the Board of Trustees designated the law firm of Elizabeth K. Cassidey PLLC, 7 Grand Street Warwick, NY, to the contractual position of Planning Board Attorney as per job description on file with the Village Clerk for fiscal year 2020-2021.

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

**Nays: None**

**Abstain: Trustee Karl**

**Mayor Dwyer stated that Trustee Karl may be able to vote on the appointment of this consultant because Trustee Karl appointed him when he was Mayor. Trustee Karl confirmed that he had but stated that he would like to see the job description. On a motion by Trustee Behringer seconded by Trustee Alley, it was:**

**RESOLVED**, the Board of Trustees designated J. Theodore Fink, AICP, principal of GREENPLAN INC., 302 Pells Road Rhinebeck, NY to the contractual position of Planner for the Board of Trustees and Planning Board per job description on file with the Village Clerk for fiscal year 2020 – 2021.

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

**Nays: None**

**Abstain: Trustee Karl**

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

**RESOLVED**, the Board of Trustees designated Kelly M. Naughton, Burke, Miele & Golden, LLP, P O Box 216, Goshen, NY 10924, to the contractual position of Zoning Board of Appeals Attorney per job description on file with the Village Clerk for fiscal year 2020-2021.

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

**Nays: None**

**Abstain: Trustee Karl**

**On a motion by Trustee Houle seconded by Trustee Alley, it was:**

**RESOLVED**, the Board of Trustees designated the law firm of Thomas, Drohan, Waxman, Petigrow & Mayle, LLP, 2517 Route 52, Hopewell Junction, NY 12533 to the contractual position of Labor & Employment Counsel for fiscal year 2020-2021.

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

**Nays: None**

**Abstain: Trustee Karl**

**On a motion by Trustee Behringer seconded by Trustee Alley, it was:**

**RESOLVED**, the Board designated the law firm of Rametta & Rametta, 30 Matthews St., Suite 104, Goshen, NY as special prosecutor for all aspects of Vehicle and Traffic prosecutions in the Village of Monroe Justice Court for fiscal year 2020-2021.

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

**Nays: None**

**Abstain: Trustee Karl**

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

**RESOLVED**, the Board of Trustees designated Hawkins, Delafield & Wood, One Chase Manhattan Plaza, New York, NY 10005, to represent the Village of Monroe as Bond Counsel for matters requiring bonding services for fiscal year 2020-2021.

Ayes: Trustees Alley, Behringer, Houle and Karl

Nays: None

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

**RESOLVED**, the Board of Trustees designated Munistat Services Inc., 12 Roosevelt Ave., Port Jefferson Station, New York, 11776, as Financial Advisor of Record for fiscal year 2020-2021.

Ayes: Trustees Alley, Behringer, Houle and Karl

Nays: None

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

**RESOLVED**, the Board designated Lanc & Tully, PC, PO Box 687, Goshen, NY 10924 to serve as Village Engineer on a contractual basis for fiscal year 2020 – 2021.

Ayes: Trustees Alley, Behringer and Houle

Nays: None

Abstain: Trustee Karl

**MILEAGE REIMBURSEMENT ALLOWANCE:**

On a motion by Trustee Karl seconded by Trustee Behringer it was unanimously:

WHEREAS, the Village Board of Trustees has determined to pay a fixed rate for mileage as reimbursement to officers and employees of the Village who use their personal automobiles while performing their official duties on behalf of the Village. NOW, THEREFORE, BE IT RESOLVED:

Section 1. That the Village Board shall approve reimbursement to such officers and employees at the rate of fifty-seven point five cents per mile (\$0.57.5 / mile) per 2020 IRS schedule.

Section 2. That this resolution shall take effect immediately.

**FIREWORKS DISPLAY PERMIT DESIGNEE:**

On a motion by Trustee Karl seconded by Trustee Behringer the following was duly adopted:

**RESOLVED**, upon approval of the Village Board, the Village Clerk is hereby appointed permit authority for issuance of permits for the public display of fireworks under and pursuant to the conditions and restrictions set forth in Penal Law, Section 189-2, but such permit shall be issued only after application shall have been filed together with an insurance policy in the amount of \$ 1,000,000 naming the Village of Monroe as additional insured on the certificate. Village has the right to refuse any insurance company that is not “A” or above and licensed in the State of New York.

**ATTENDANCE AT SCHOOLS AND CONFERENCES:**

On a motion by Trustee Karl seconded by Trustee Houle, the following resolution was duly adopted:

WHEREAS, there is to be held during the coming fiscal year

- A. The Annual Meeting conducted by the NYS Conference of Mayors and other Municipal Officials for municipal officials and NYCOM’S Main Street Meeting including webinar seminars and classes;
- B. The Training School for Fiscal Officers and Municipal Clerk’s conducted by The NYS Conference of Mayors and other Municipal Officials;
- C. The following County Association Meetings: O.C. Clerks Association, O. C. Association of Town and Villages, Tri-County Chapter NYS Building Officials Conference, Hudson Valley Water Works Associates; and Safe Roads Program.

**D. Planning and Zoning Seminars, Police Department Seminars and Training Schools and Parks and Recreation Schools.**

WHEREAS, it is determined by the Board of Trustees that attendance by certain municipal officials and employees at one or more of these meetings, conferences or schools benefit the municipality:

NOW, THEREFORE, BE IT RESOLVED:

Section 1. That the following officers and employees are hereby authorized to attend the schools above mentioned upon approval of the Board of Trustees at least 30 days prior to registration:

Mayor and Trustees, Village Clerk, Deputy Clerk, Treasurer, Building Inspector, Assistant Building Inspector, Water Plant Operator, DPW Supervisor, Planning Board Members, Zoning Board Members, Police Department personnel, Planning Board Secretary, Village Attorney and all union and non-union personnel.

Section 2. This resolution shall take effect immediately.

**PAYMENT AUTHORIZATION FOR CERTAIN RECURRING EXPENSES:**

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

RESOLVED, pursuant to Section 5-524 (6) of Village Law, the Board of Trustees does hereby authorize the Treasurer to make payments in advance of audit on claims for recurring expenses for public utility services, postage, freight and express charges, advertising in Times Herald Record and workers compensation tail claims.

**HOLIDAY SCHEDULE 2020-2021:**

On a motion by Trustee Houle seconded by Trustee Behringer and carried, the following Holiday Schedule for the Village non-contract staff will be as follows:

**2020**

Columbus Day	Monday	Oct. 12, 2020
Veteran's Day	Wednesday	Nov. 11, 2020
½ day Thanksgiving Eve	Wednesday	Nov. 25, 2020
Thanksgiving	Thurs/Fri	Nov. 26, 27, 2020
½ day Christmas Eve	Thursday	Dec. 24, 2020
Christmas Holiday	Friday	Dec. 25, 2020

**2021**

New Year's Holiday	Friday	Jan. 01, 2021
Martin Luther King Jr.	Monday	Jan. 18, 2021
Lincoln's Birthday	Friday	Feb. 12, 2021
President's Day	Monday	Feb. 15, 2021

**PROCUREMENT POLICY:**

On a motion by Trustee Houle seconded by Trustee Karl and carried, the Procurement Policy on file was reviewed and is attached. Purchase Contract limit is \$20,000 and Public Works contracts limit is \$35,000. Estimated Amount of Purchase Contracts requires 3 written / fax quotations for RFP \$3,000 to \$20,000; Estimated Amount of Public Works Contract Method \$5,000 to \$35,000. It is further:

RESOLVED, due to the COVID-19 Pandemic and Governor Cuomo's Executive Order No. 202 Section 163, the Village of Monroe's Procurement Policy is hereby suspended until said State of Emergency and Executive Order has been lifted.

**ORGANIZATIONAL MEETING 2021:**

On a motion by Trustee Houle seconded by Trustee Karl, and carried, the next Organizational Meeting of the Village is hereby scheduled for Monday, April 5, 2021, at 7 PM.

Trustee Karl asked Mayor Dwyer if he missed the appointment for Village Clerk Baxter and Mayor Dwyer responded that Village Clerk Baxter was a carry over until March 31, 2021 and was not being appointed at this time. Trustee Karl stated that it is personnel and he would have liked to have had this

**information beforehand and Mayor Dwyer replied that he doesn't want anyone to think that there is a lack of transparency with this administration. Mayor Dwyer continued that just today he sat with Village Clerk Baxter and had a very fruitful and good conversation with her that resulted in them coming out of that with a plan going forward. Out of respect for her and this Board that is all he is going to say at this time.**

**ADJOURNMENT:**

**On a motion by Trustee Karl seconded by Trustee Houle and carried, the meeting was adjourned at 8:01 PM.**

**Respectfully submitted,**

**Ann-Margret Baxter  
Village Clerk**