

**BOARD OF TRUSTEES MEETING
TUESDAY, SEPTEMBER 20, 2016 @ 7 PM**

The second of the bi-monthly meetings of the Board of Trustees was held on Tuesday, September 20, 2016 at 7 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 Behringer, Dwyer and Conklin
Also present: Attorney Bonacic, Building Inspector Wilkins, Police Chief Conklin, Treasurer Murray, Deputy Clerk Baxter and Village Clerk Carey

Trustee Chan arrived at 7:10 PM

BUDGETARY TRANSFER:

On a motion by Trustee Conklin seconded by Trustee Dwyer, with all in favor, the following budgetary transfer was approved:

FROM:	TO:
A2680 Insurance Recovery	A3120.230 Police Vehicles \$28,432.00

RESIGNATION: FRANK VITARELLI, ZBA MEMBER 25+ YEARS

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

RESOLVED, the Board accepted, with deep regret, the resignation of Frank Vitarelli, from the Zoning Board of Appeals effective 9/19/16. The Board expressed their appreciation for his long and dedicated service. Frank made a valuable contribution and the Board commended him for a job well done. The Board wished Frank well in his move from Monroe.

Ayes: Trustees Behringer, Dwyer and Conklin

Nays: None

ZBA VACANCY ADVERTISING AUTHORIZATION:

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

RESOLVED, the Village Clerk is hereby authorized to advertise for the open position on the Zoning Board of Appeals. Interested residents should submit their letter of interest to Mayor Purcell no later than October 7, 2016.

Ayes: Trustees Behringer, Dwyer and Conklin

Nays: None

ZBA APPLICATION SUBMISSION DEADLINE AMENDMENT:

ZBA Chairman Baum on behalf of his Board is requesting to change the application submission deadline from twenty (20) days to 35 days prior to hearing date to allow the Orange County Department of Planning sufficient time to review the application to GML. On a motion by Trustee Conklin seconded by Trustee Dwyer, it was:

RESOLVED, in order to allow the 30 days for review of certain land use action that must be referred to the Orange county Department of Planning by the Zoning Board of Appeals and their recommendation back in accordance with General Municipal Law (GML), in accordance with Village Code Section 200-98 Procedures Section (A) the Village Board approved a change in the Zoning Board of Appeals procedure effective with the November submittal applications must be submitted at least 35 days prior to the hearing date.

Ayes: Trustees Behringer, Dwyer and Conklin

Nays: None

ORANGE COUNTY MUNICIPAL PLANNING FEDERATION ANNUAL DINNER – ZBA ATTENDEE APPROVAL:

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

RESOLVED, the Board approved ZBA members McCarthy, Margotta and Zuckerman's attendance at the September 29, 2016 Orange County Municipal Planning Federation Annual Dinner at Colden Manor at Spruce Lodge, Montgomery, NY. The cost is \$75 each to be charged to budget line A8010.410.

Ayes: Trustees Behringer, Dwyer and Conklin

Nays: None

Trustee Chan arrived (7:10 PM).

P/T DISPATCHER HALEY ANNIVERSARY SALARY INCREASE:

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

RESOLVED, having completed one (1) year of service as a P/T Dispatcher on 9/15/16, and in accordance with the June 21, 2016 minutes pertaining to part-time pay rates, the Board approved a salary increase for Richard J. Haley to \$20.81/hr.

Ayes: Trustees Chan, Behringer, Dwyer and Conklin

Nays: None

P/T DISPATCHER APPOINTMENT: WILLIAM P. BOESE

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

RESOLVED, the Board of Trustees accepted the recommendation of Police Chief Conklin and appointed William P. Boese, Warwick, NY as a part-time dispatcher effective 9/21/16 at the hourly rate of \$18.73/hour. Mr. Boese replaces Laura Gannon who resigned.

Ayes: Trustees Chan, Behringer, Dwyer and Conklin

Nays: None

PUBLIC HEARING SCHEDULING – 10-4-16 @ 6:45 PM CHAPTER 43-4(E) – COMMERCIAL MOTOR VEHICLES PROHIBITED ON DESIGNATED STREETS UNLESS MAKING LOCAL DELIVERIES ON SAID STREETS:

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

RESOLVED, the Board of Trustees authorized a Public Hearing to be held on Tuesday, October 4, 2016 at 6:45 PM with respect to traffic regulations, to allow commercial vehicles to make deliveries to local residents on certain streets. The proposed Local Law amends Chapter 43-4 Commercial motor vehicles prohibited on designated streets subsection E.

Ayes: Trustees Chan, Behringer, Dwyer and Conklin

Nays: None

CHANGE ORDER: ADDITIONAL DRAINAGE CULVERT REPLACEMENT WORK / NANNINI & CALLAHAN EXCAVATING:

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

RESOLVED, the Board approved a Change Order to the Clarke Street Culvert Replacement for additional drainage culvert replacement work on Gilbert Street (adaptive reuse of culvert pipe from Clarke Street installed on Gilbert Street) in the amount of \$14,307.

Trustee Dwyer asked for clarification before the Mayor signed off on additional money. Is this across the road or across Mr. Week's driveway? Mayor Purcell will check with Lanc & Tully. Motion was withdrawn and tabled to the October 4th Agenda.

NEW BUILDING DEPARTMENT SOFTWARE PROGRAM THRU MUNICIPALITY BY GENERAL CODE:

The Building Department's current software IPS does not meet the needs of the department and the product has not advanced since its inception in 2009. Issues include:

Tracking: IPS only provides for one deadline per permit making it very limited and dates slip by.

Rental permits, processing and tracking: IPS has proven to be problematic.

Complaints, violations, appearance tickets and title searches: Modules are primitive and full of glitches which routinely crash the system, and have not been improved since inception of the program making it problematic and time consuming.

Synchronization and Scheduling: Program runs 6 months behind on updates from the County for property sales. There is no current calendar portion to IPS. New Windsor IT created a shared calendar for the department through the Outlook mail program. This is not connected to IPS and all scheduled inspections have to be entered multiple times in order for the information to be included into the IPS program as well as the calendar.

The Building Department is doing duplicate work and making adjustments and tinkering with the system instead of having the system work for them. They have reached out to BAS (IPS Management) to try to get help adapting to the department's needs, their answer is this is the way the program works, work with it. The department sought other options as a result. They have reviewed several software packages (Williamson Law Co., Accela Land Mgt., Comcate, Fundview and Citizenserve), and attending online and in person demos, and are recommending a change in programs to Municipality by General Code. Their program is fully customizable web based system and offers everything the department is looking for including being full mobile so the tablet used by the department can be used in the field. No new computer equipment will be necessary. All data on our current system can be fully migrated into the new system.

Treasurer Murray was consulted as to affordability. Payment would be due in next year's budget year. To finance there would be for financial impact through this fiscal year. Payment plan would begin in October 2017. Trustee Chan asked if we budget for the full amount can we pay it off in one shot without any interest. Treasurer Murray will ask the bank and let the Board know. The annual maintenance fee for our current software would be due in January. There would be no impact to this year's budget. The Village has been doing business with General Code for many years or our Village Code and E-code. We contacted a few municipalities using Municipality (Town of E. Fishkill, Village of Port Chester and City of Beacon) all were very satisfied with the program. The Building Department would like to move ahead with the implementation of the Municipality Program prior to the end of the year based on the financing option and ask that the Board approve this upgrade. The Board was given 2 options to consider: General Code has agreed to 2 installments over 2 fiscal years or Sterling National Bank financing over 3 years at 3.75% (\$2031). On a motion by Trustee Chan seconded by Trustee Conklin it was:

RESOLVED, the Board of approved the purchase of General Code's Municipality 5-GIS/Web-Based Municipality Software as follows:

Base Software	\$12,000.00
Setup, installation and training	<u>14,750.00</u>
	\$26,750.00

Annual Maintenance, Support and Hosting \$2,900 to be billed separately (Budget line A3620.410) same as we do now.

It is further **RESOLVED**, that Mayor Purcell is authorized to sign an agreement with General Code for the Municipality 5 Program.

Ayes: Trustees Chan, Behringer, Dwyer and Conklin

Nays: None

Treasurer Murray will find out about the financing through Sterling National Bank and if way it off next October when the first payment is due if there would be interest to pay. Financing option will be voted on at the October 4, 2016 Meeting.

Attorney Bonacic left for another commitment.

TRANSPORTATION ALTERNATIVE PROGRAM (TAP) APPLICATION
(PROJECT # 16-267):

At the 9/6/16 Meeting On a motion by Trustee Conklin seconded by Trustee Behringer, the following resolution vote was to be emailed to the Clerk upon the Board's receipt of Creighton Manning Engineering's breakdown of the Scope of Work for Phase II of the Lake Street Rehab Project. That vote had to be unanimous approved by the Board to proceed with submittal for the TAP Grant Application submittal. On 9/7/16 the following Scope of Work was emailed to the Board by Doug Teator, PE, Project Manager, Creighton Manning: Description: Stage Road/Carpenter Place road narrowing pedestrian crossings and signal removal.

Note: Engineering costs cover preparing a Design Approval document & completing NEPA/SEQR. Design plans are complete. F/T construction inspection required by NYSDOT for federally administered grants.

The motion on the floor:

RESOLVED, the Village Board of Trustees authorized Mayor Purcell to sign the scope of services with Creighton Manning Engineering, LLP for submittal of an application for consideration under the Transportation Alternative Program Application for Lake Street Rehab Project Phase II. It is further

RESOLVED, the Board approved lump sum payment of \$2,000 to Creighton Manning Engineering for preparation and submittal of the Transportation Alternative Program Application for the Downtown Lake Street Improvement Phase II – Lake Street Rehab. Cost to be allocated from budget line A1990.490 Contingency.

Discussion followed. Trustee Conklin commented that the Board sent out an inquiry post card to residents and their response on moving forward with the downtown project was “no” because of cost. It was high. We have two projects we haven't even started. We need to complete what we've started before moving ahead.

Trustee Chan commented, if we don't get the grant are we are still committed for Phase II? Mayor Purcell said the Board did approve 1.4 million dollars for the downtown and \$380,000 for the Mill Pond Dam which will begin once the paperwork is signed. The Dam will take 2-3 months to get done. Mayor Purcell said the pre-application for the TAP Grant must be submitted by 9/30/16. We would have an answer by November if we receive funding. It will take a year to get the TAP Grant money. It is an 80/20 reimbursable Grant. We could get awarded the whole amount or a portion. We have the money that we borrowed for two year now and we could pay cash for the project. The impact has been absorbed by the taxpayers already. We could not move forward, return the money and not apply for the grant. Do we want to continue revitalizing the downtown or put it on hold and wait for other opportunities. We've invested a lot already with the engineer and design of the project.

Trustee Chan would like to see the intersection done. We have a plan, it needs to be fixed. It is like a blind curve. We have a chance here to offset the cost of the work. We had people ask about the intersection and they were critical on the dangers.

Chief Conklin was asked his opinion on the intersection and he concurred that it is a dangerous intersection.

Trustee Dwyer said Phase I has to be done, we all agreed and signed off on it. Phase II, Trustee Dwyer said he is not for it. He feels the Dam and Lake Street Phase I need to be done prior to committing ourselves to anything else at this time. The intersection, Phase II, wasn't even part of the original project. Trustee Dwyer said he brought it up. We had the Carpenter Place sidewalk project, North Main Street sidewalk project is reaching completion, the Dam Rehab Project will begin soon as will Lake Street Phase I. Let's finish those projects before we take on more. We need to invest a little time and our resources and see Lake Street Phase I completed. We don't know what we'll find with the bulk head walls at the ponds. Trustee Dwyer votes no at this time.

Trustee Behringer commented that Mayor Purcell said if we get the grant it takes a year to get the funding. Trustee Behringer said she tries to avoid the intersection feeling it is dangerous and needs to be addressed.

Ayes: Trustees Chan, Behringer and Mayor Purcell

Nays: Trustees Dwyer and Conklin

AUTHORIZATION FOR MAYOR TO SIGN AGREEMENT FOR LAKE STREET REHAB PROJECT PHASE I: see Minutes page 35

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

WHEREAS, on August 16, 2016 the Board of Trustees awarded the Lake Street Rehabilitation Project Phase I to low bidder, Boyce Excavating Co., Slate Hill, NY, and

WHEREAS, per contract agreement, a public body must provide evidence of authority to sign and resolution by the Board authorizing execution of said agreement.

NOW, THEREFORE, BE IT RESOLVED, the Board of Trustees does hereby authorize Mayor Purcell to execute an agreement with the contractor, Boyce Excavating, Co., for the Lake Street Rehabilitation Project Phase I in the amount of \$699,413.

Ayes: Trustees Chan, Behringer, Dwyer and Conklin

Nays: None

AUTHORIZATION FOR MAYOR TO SIGN AGREEMENT FOR MILL POND DAM REHABILITATION (CDBG-DR PROGRAM / FED CONTRACT # B-12 UT-36-0001:

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

WHEREAS, on August 16, 2016 the Village Board award the Mill Pond Dam Rehabilitation Project to the low bidder, Boyce Excavating Co., Slate Hill, NY, and

WHEREAS, per contract agreement a public body must provide evidence of authority to sign and provide a resolution by the Board authorizing executive of said agreement.

NOW, THEREFORE, BE IT RESOLVED, the Board does hereby authorize Mayor Purcell to execute an agreement with the contractor, Boyce Excavating, Co., for the Mill Pond Dam (CDBG-DR Program / FED Contract #B-12 UT-36-001) in the amount of \$254,576.00.

Ayes: Trustees Chan, Behringer, Dwyer and Conklin

Nays: None

**CUMBERLAND FARMS SITE PLAN – ALTERNATE TRAFFIC ENGINEER:
502 Route 17M / TM 215-1-13**

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

WHEREAS, the Cumberland Farms project is currently before the Planning Board for its new 4800 square foot store plus gas pumps on the site at 502 Route 17M, and

WHEREAS, the traffic study done was prepared by Creighton Manning, and

WHEREAS, the Planning Board requires review of this traffic study and the Village's traffic consultant has caused a conflict of interest.

NOW, THEREFORE, BE IT RESOLVED, the Board approved the Planning Board's using an alternate traffic engineer to review the traffic and transportation studies for the Cumberland Farms Project and engage the services of Katherine Craig of WSP Parsons Brinkerhoff, Briarcliff Manor, NY. Work to be billed on a time and material basis with expenses being reimbursed at cost and labor per hourly rate schedule submitted.

Ayes: Trustees Chan, Behringer, Dwyer and Conklin

Nays: None

MAYOR'S COMMENTS:

9/11 Memorial Service: Mayor Purcell thanked all those who came out and participated in the 9/11 Memorial Service and showed respect for a solemn day. This year marks the 15th Anniversary of the terrorist attack. For their help the following supporters were recognized: Monroe Police Dept., Monroe Fire District, Monroe Volunteer Ambulance Corp, Dept. of Public Works, Smith Seaman & Quackenbush, DJ George Carney, the Girl Scouts, the Boy Scouts, the Garden Club who planted the flowers. Special thanks to the clergy who worked closely with Chief Conklin putting the program together. Thank you Detective Lee for a great job leading the honor guard.

POLICE VEHICLE 455 MVA / DECLARED TOTAL LOSS BY NYMIR (VIN# 1FM5K8AR1FGB51405):

Trustee Dwyer commented that we lost a police car due to a motor vehicle accident. The insurance company totaled the vehicle and paid minus the thousand dollar deductible (\$29,282) toward a new vehicle. The insurance company asked if we wanted the vehicle to go for scrap. NYMIR allowed us to acquire the vehicle for \$900. An analysis of the parts was done. The vehicle that went out of service was one of 4 in a fleet. We reached out to our in-house service person who does work on the Police Department vehicles. They determined the value of \$4,500 in parts that we could retain by acquiring the vehicle. There is less than 10,000 miles on the vehicle. On a motion by Trustee Dwyer seconded by Trustee Behringer it was:

RESOLVED, the Board of Trustees approved acceptance of the 2015 Ford XPL Suburban VIN# 1FM5K8AR1FGB51405 as salvage and the expenditure of \$900 to NYMIR to buy it back (from budget line A3120.230).

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

PUBLIC COMMENT # PRESENT 5 TIME: 8 PM

EXECUTIVE SESSION / ADJOURNMENT:

On a motion by Trustee Conklin seconded by Trustee Chan, and carried, following a 5-minute recess Executive Session followed at 8:10 PM for discussion of personnel.

On a motion by Trustee Dwyer seconded by Trustee Conklin and carried Open Session resumed at 9:45 PM.

Respectfully submitted,

Virginia Carey
Village Clerk

Executive Session Minutes compiled by Mayor Purcell.

RATE OF PAY INCREASE: PUBLIC WORKS SUPERVISOR, JOHN LINDERMAN

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

RESOLVED, the Board approves a salary increase of \$5/hour (\$40.86/hr.) for John Linderman, Public Works Supervisor for additional daily duties resulting from the resignation of Brian Smith, Village DPW Superintendent. Salary increase effective 9/21/16.

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

On a motion by Trustee Conklin seconded by Trustee Dwyer, with all in favor, no further business the meeting was adjourned at 9:55 PM.

MONTHLY REPORTS:

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

AUGUST 2016 VILLAGE CLERK'S REPORT SUBMITTED BY VIRIGNIA CAREY, VILLAGE CLERK:

- 1] Minutes prepared, associated correspondence completed for the August 16th 2016 Village Board Meetings.
- 2] Permits issued: Handicap Parking 12 15 Garage Sale
- 3] Collection of August Water Rents
- 4] Closed out mailing machine for month on 8/31.
- 5] June past due Village Tax Collections
- 6] Bi-Weekly payroll worksheets completed and submitted.
- 7] Daily retrieval of messages left after hours and responded as required.
- 8] Health Insurance transactions completed
- 9] Required paperwork filed with O.C. Department of Human Resources
- 10] Employee Milestone Anniversaries 2016: 25 years 9/9 Dianne Martini, 10 year 10/14 Ernest Mabee, 10 years 10/14 Raymond Burke, 20 years 11/4 Larry Giudice; 5 years 11/15 Carin Szkodzinsky
- 11] Vouchers completed as required.

AUGUST 2016 BUILDING DEPARTMENT REPORT AS SUBMITTED BY SECRETARY PROULX:

Building Permits Issued: 32 Rental Inspections Completed: 17 Title Searches Completed: 22
Violations Issued: 36 Building Permit Inspections Performed: 37 C,O.'s Issued: 29
Fire Inspections: 12
Open, active building permits: 220
Building Permit Fees \$11,222.75
BP Renewals 175.00
Rental Permit Fees 800.00
Title Search Fees 2,400.00
Fire Zone #1 150.00

Code Enforcement: 75 Violations issued 5 closed out

AUGUST 2016 POLICE DEPARTMENT REPORT SUBMITTED BY DAVID CONKLIN, CHIEF:

Calls for Service: 1,341 Criminal Offense 247 Non-criminal Offenses 1,094 Arrests 64
Traffic Reports: 287 Traffic Tickets 8 Parking Tickets DWI/DWAI: 2 MVA: 31
Gasoline: \$1407.25 (937.57 gal) MVA Accident reports – N/A Foil Requests: \$4.75
Overtime: Shift Coverage: 216 Court –6
 5 KJ Detail / 18 Cases / 3 Occupy Monroe Detail / 3 TRACS UPD / 24 CVE Detail /
 3 Car Show / 12 STOP DWI / 6 Concert
Training: Less Lethal – Mahoney / Grosso
Patrol Survival – Mahoney / Young
Intro to Fugitive Investigation – Tenaglia / Lee

AUGUST 2016 JUSTICE COURT REPORT:

Total Fines: \$32,460 Total Surcharges: \$9,300 Total Parking: \$790
Total Civil Fees: \$1,025 Bail Poundage Collected: \$42 Total Bail Forfeited: \$750
Total for August: \$44,367

Vehicle & Traffic Tickets: 341 Disposed: 318
New Criminal Cases: 69 Disposed: 64 Civil Cases: 3 Disposed: 3
Paid Parking Tickets: 24 Dismissed Traffic Tickets: 40

MONROE FIRE DISTRICT OFFICERS 2016:

Commissions: Thomas M Smith, Peter Scrobe, John Centafonti; Thomas P Sullivan, Ch.
Secretary: Mary Ellen Beams
Treasurer: Richard Goldstein
Chief Daniel Bennet, 1st Ass't Chief John Scherme

AUGUST 2016 TREASURER'S REPORT SUBMITTED BY CATHERINE MURRAY:

SIGNIFICANT ACTIVITY (REVENUES)

Bank Interest	\$2,655
Rental	7,200
Planning Board Fees	5,825
Building Permits	16,758
Fines & Forfeited Bail	26,017
Gifts & Donations	8,000
Misc Revenue	9,701

SIGNIFICANT ACTIVITY (EXPENDITURES)

PD Uniform Allowance	8,232
Traffic Control General Exp.	6,630
St. Maint Equip	8,110
St Lighting Street	11,887
Parks Contractual	6,679
Celebrations Gen'l Expense	7,604
Storm Sewers Gen'l Expense	9,259
Purification Electricity – Water	5,218
Purification Equipment Maint – Water	5,003
Health Insurance – General Fund	105,628
Water Fund	<u>15,089</u>
	\$120,716

STATUS OF FY2016 CONTINGENCY ACCOUNTS

	CURRENT
BALANCE	
General Fund Appropriation – budgeted \$162,653	162,653
Water Fund Appropriation – budgeted \$ 25,000	25,000