

**VILLAGE OF MONROE  
BOARD OF TRUSTEES MEETING  
TUESDAY, JANUARY 17, 2023  
([www.villageofmonroe.org](http://www.villageofmonroe.org))**

The meeting of the Board of Trustees was held on Tuesday, January 17, 2023 at 7:00 PM in the Boardroom of the Village Hall, 7 Stage Road, Monroe, New York. Mayor Neil Dwyer called the meeting to order and led in the pledge to the flag. Emergency exits were announced.

Present: Mayor Dwyer, Trustees Ferraro, Karl and O'Connor  
Also present: Attorney Terhune and Clerk Zahra  
Absent: Trustee Behringer

**MINUTE APPROVAL: JANUARY 3, 2023 BOARD MEETING:**

On a motion by Trustee Karl, seconded by Trustee O'Connor, the Minutes of the January 3, 2023 Board Meeting were approved.

Ayes: Trustees Ferraro, Karl and O'Connor  
Nays: None

**BUDGETARY TRANSFERS / MODIFICATIONS:**

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

From:	Description	To:	Description	Amount	
	None				
Budget Modifications					
A.2260	Public Safety Svcs	A.3120.123	PD OT Officers	1,465.20	Raise Revenue/Expense lines re grant
A.2260.100	Public Safety Svcs SRO	A.3989.410	SRO General Expense	435.75	Raise Revenue/Expense lines re SRO reimbursement MWCSO
A.2260.100	Public Safety Svcs SRO	A.3989.412	SRO Uniform	1,075.43	Raise Revenue/Expense lines re SRO reimbursement MWCSO

On a motion by Trustee Karl, seconded by Trustee O'Connor, and carried.

**INTRODUCTION OF LOCAL LAW #1 OF 2023 – OVERRIDE TAX LEVY LIMIT ESTABLISHED BY GENERAL MUNICIPAL LAW 3-C & SCHEDULING OF PUBLIC HEARING:**

On a motion by Trustee Karl, seconded by Trustee O'Connor, it was:

**BE IT RESOLVED** that an introductory Local Law, titled "A LOCAL LAW TO OVERRIDE THE TAX LEVY LIMIT ESTABLISHED BY GENERAL MUNICIPAL LAW 3-C" is hereby introduced by Mayor Dwyer before the Board of Trustees of the Village of Monroe, County of Orange, State of New York; and

**BE IT FURTHER RESOLVED** that copies of the aforesaid proposed Local Law be laid upon the desk of each member of the Board of Trustees; and

**BE IT FURTHER RESOLVED** that the Board of Trustees shall hold a public hearing on said proposed local law at the Village Hall, 7 Stage Road, Monroe, New York at 7:00 PM on February 7, 2023; and

**BE IT FURTHER RESOLVED** that the Village Clerk shall publish or cause to be published a public notice in the official newspaper of the Village of Monroe no later than five (5) days prior thereto.

Ayes: Trustees Ferraro, Karl, and O'Connor

Nays: None

**RESIGNATION – J. CZERWINSKI – ZONING BOARD OF APPEALS MEMBER:**

RESOLVED, the Board of Trustees accepts the resignation of Zoning Board of Appeals Member Jason Czerwinski effective January 10, 2023. The Board of Trustees wish Jason well in his future endeavors.

On a motion by Trustee Karl, seconded by Trustee Ferraro

Ayes: Trustees Ferraro, Karl and O'Connor

Nays: None

**APPOINTMENT – ELIZABETH DOHERTY – ZONING BOARD OF APPEALS MEMBER:**

RESOLVED, the Board of Trustees accepts the recommendation of Zoning Board of Appeals Chairman Paul Baum and appoints Elizabeth Doherty, 23 Bridge Street, Monroe, NY to Zoning Board of Appeals Member to fill the vacant position created by the resignation of Jason Czerwinski fulfilling his unexpired term expiring 3/31/2026.

On a motion by Trustee Ferraro, seconded by Trustee Karl

Ayes: Trustees Ferraro, Karl and O'Connor

Nays: None

**AUTHORIZATION TO ADVERTISE - ZONING BOARD OF APPEALS VACANCY – TWO (2) ALTERNATE MEMBERS:**

VILLAGE OF MONROE  
ZBA VACANCY

The Village of Monroe Board of Trustees  
is currently seeking applicants to fill two (2) vacancies  
on the Zoning Board of Appeals for Alternate Members.

The ZBA meets on the second Tuesday of the month at 8 PM.

Interested Village of Monroe residents should  
send their resume no later February 17, 2023 to:

Mayor Neil Dwyer  
c/o Village Clerk  
7 Stage Road  
Monroe, NY 10950

RESOLVED, the Board of Trustees authorizes the Village Clerk to advertise via electronic media to fill two (2) vacancies in the Zoning Board of Appeals for Alternate Members.

On a motion by Trustee Ferraro, seconded by Trustee Karl

Ayes: Trustees Ferraro, Karl and O'Connor

Nays: None

**WATER PENALTY WAIVER & PAYMENT PLAN REQUEST – TOWN ACCOUNT #10033:**

The Water Department received an email from Town Water Customer #10033. He is asking for consideration for the penalties, which amount to \$969.42, to be waived due to a tragic death in the family. Along with asking for the penalties to be waived, he is requesting a payment plan.

**RESOLVED**, the Board of Trustees waives the request of customer #10033 for penalties assessed to the Town Water Account #10033 in the amount of \$969.42 due to a tragic death in the family.

On a motion by Trustee Karl, seconded by Trustee O'Connor

Ayes: Trustees Ferraro, Karl and O'Connor  
Nays: None

**BE IT FURTHER RESOLVED**, the Board of Trustees approves the payment plan for Town Water Account #10033, giving him the opportunity to pay his outstanding balance of \$1,448.69 over a period of 4 months, with equal monthly payments of \$362.17 due on the last day of each month, with the balance to be paid in full by May 31, 2023. The regular, quarterly bill must also be paid by its due date, otherwise the installment agreement will be in default and the full payment, plus all ceased penalties will be due at that time and water service will be terminated immediately.

On a motion by Trustee Karl, seconded by Trustee O'Connor

Ayes: Trustees Ferraro, Karl and O'Connor  
Nays: None

**ORANGE COUNTY TOURSIM GRANT 2023 APPLICATION AUTHORIZATION:**

**RESOLVED**, the Board of Trustees authorizes Mayor Dwyer to submit the application for funding through the Orange County Tourism Grant Program 2023, to be applied towards the fees paid to the musicians who perform at the Village of Monroe Summer Concert Series in Crane Park.

On a motion by Trustee Ferraro, seconded by Trustee Karl

Ayes: Trustees Ferraro, Karl and O'Connor  
Nays: None

**AGREEMENT - INDEPENDENT AUDITOR - RBT CPA'S LLP:**

**RESOLVED**, the Board of Trustees authorize Mayor Dwyer to sign the agreement with RBT CPA's LLP, 11 Racquet Road, Newburgh, NY 12550 as Independent Auditor for the Village of Monroe's fiscal year ending May 31, 2022 in an amount not to exceed \$24,000.00.

On a motion by Trustee Karl, seconded by Trustee O'Connor

Ayes: Trustees Ferraro, Karl and O'Connor  
Nays: None

**BE IT FURTHER RESOLVED**, the Board of Trustees authorize Mayor Dwyer to sign the agreement with RBT CPA's LLP, 11 Racquet Road, Newburgh, NY 12550 for any additional service fees required pertaining to the audit.

On a motion by Trustee Karl, seconded by Trustee O'Connor

Ayes: Trustees Ferraro, Karl and O'Connor  
Nays: None

**VILLAGE OF MONROE WATER RESTRICTIONS LIFTED:**

**RESOLVED**, the Board of Trustees lift the mandatory water restriction placed on August 23, 2022 based upon the recommendation of the Chief Water Plant Operator and the increased levels in our reservoir and wells.

On a motion by Trustee Karl, seconded by Trustee O'Connor

Ayes: Trustees Ferraro, Karl and O'Connor  
Nays: None

**MAYOR & TRUSTEE'S REPORT:**

Mayor Dwyer reported to the Board and the public about his meeting with local municipalities, Police Chief Guzman, Monroe-Woodbury School District, and owners of several private bus companies. They all agreed that the safety of the children is their top priority. Mayor Dwyer suggested a portal for concerns be created to log in all calls and create a case. Mayor Dwyer felt it was a good meeting and believes the private bus companies will cooperate with the local municipalities.

Mayor Dwyer gave an updated status on 80 Winchester Drive. Michelle Hieronymi had safety concerns about this property that she wanted addressed. The DPW has secured the fence and locked the gate surrounding the pool area. The condition of the pool is also being dealt with and OC Dept of Health will be notified by the Village.

Mayor Dwyer informed the public, Kimley Horn will be doing a traffic study identifying areas for additional stop signs and stop bars, including studying problematic intersections around the Village.

Trustee Karl is working on the Independence Day Celebration and firework display. The date he is "shooting" for is Sunday, July 2, 2023 with a rain date of Monday, July 3, 2023. He has reached out to two (2) vendors and is also reaching out for donations. Stay tuned.

Trustee O'Connor expressed his concerns for illegally parked cars in front of Stop & Shop creating a very unsafe situation.

**ATTORNEY'S REPORT:**

Nothing to report.

**PUBLIC COMMENT:** \_\_\_\_\_ **# PRESENT 2** **TIME: 7:20PM**

Brendan Lynch, 40 Freeland Street, owns property adjacent to Village owned property. He questioned the Village about a chain link fence with poles attached and was it located on Village property. Mayor Dwyer said there will be a site visit to the property.

**EXECUTIVE SESSION:**

On a motion by Trustee Ferraro, seconded by Trustee O'Connor, and carried, following a 5-minute recess, the Board convened in Executive Session at 7:35 PM for discussion of Attorney / Client.

**OPEN SESSION:**

On a motion by Trustee Ferraro, seconded by Trustee O'Connor and carried, the Open Meeting resumed at 8:17 PM.

**AGREEMENT – BARTON & LOGUIDICE ENVIRONMENTAL ENGINEERING & GEOLOGY, P.L.L.C.:**

RESOLVED, the Board of Trustees authorize Mayor Dwyer to sign the agreement with Barton & Loguidice Environmental Engineering & Geology, P.L.L.C. for the purposes of an environmental assessment and characterization of the imported fill material encroaching the eastern boundary of Parcel ID: 202-3-3.22; a 37.7 acre parcel owned by the Village of Monroe. The scope of services includes fill material assessment, soil sampling, slope stability assessment, environmental desktop review, and letter report. The proposal to perform the described scope of services is a lump sum fee of \$3,500.00 to be allocated from budget line A.1440.450, Engineering Services.

On a motion by Trustee Karl, seconded by Trustee O'Connor

Ayes: Trustees Ferraro, Karl and O'Connor  
Nays: None

**ADJOURNMENT:**

On a motion by Trustee Ferraro, seconded by Trustee O'Connor and carried, no further business, the meeting was adjourned at 8:20 PM.

**MONTHLY REPORTS:**

On a motion by Trustee Karl, seconded by Trustee O'Connor, with all in favor, the department monthly reports were accepted and filed.

Trustee Karl would like the DPW monthly report to include salt tonnage used during snow events.

**DECEMBER 2022 VILLAGE CLERK'S REPORT SUBMITTED BY KIMBERLY ZAHRA, VILLAGE CLERK:**

1. Minutes prepared, processed associated correspondence and Legal Notices completed for the December 6<sup>th</sup> and December 20<sup>th</sup> Board of Trustee's Meeting.
2. Permits issued: Handicap Parking: 11 Garage Sale: 0 Solicitor/Peddling: 0  
Road Opening: 0 Blasting Permit: 0 Liquor License: 0 Towing Permits: 0
3. Processed 0 Event Application.
4. Public Hearings Held: 2 Due Process Hearing: 2
5. Bi-Weekly payroll worksheets completed and submitted.
6. Collected November water rents.
7. Required paperwork filed with O.C. Department of Human Resources.
8. Processed FOIL requests.
9. Oversee updates and maintenance, of Village Website and Constant Contact. (24 sent)
10. Daily retrieval of messages left during the day and after hours. Forwarded messages and responded as required.
11. Vouchers completed as required. Transmittal of money collected completed and bank deposits done.
12. Scan and email pertinent information to Board and Attorney.
13. Closed out mailing machine for month 12/30.
14. Attended ZOOM call for TextMyGov, alert system.
15. Collected towing applications.
16. Issued Snow / Ice Violations.
17. Issued Property Maintenance Violations.

**DECEMBER 2022 JUSTICE COURT REPORT:**

Total Fines: \$31,585.50 Total Surcharges: \$9,722.75 Total Parking: \$3,080.00  
Total Civil Fees: \$2,625.00 Bail Poundage Collected: \$0.00 Total Bail Forfeited: \$0.00  
*Total for December: \$47,013.25*

Vehicle & Traffic Tickets: 267 Disposed: 380  
Criminal Cases: 17 Disposed: 49 Civil Cases: 2 Disposed: 2  
Paid Parking Tickets: 82 Dismissed Traffic Tickets: 41

**DECEMBER 2022 POLICE DEPARTMENT REPORT SUBMITTED BY DARWIN GUZMAN, CHIEF:**

**CALLS FOR SERVICE**

TOTAL CALLS - 1717  
CASES/CRIMINAL OFFENSE - 132

ARRESTS – 64

**TRAFFIC REPORT**

TRAFFIC TICKETS - 296  
PARKING TICKETS – 50  
GAS – \$3,170.09 / 985G  
MVA'S – 29

**TRAINING**

LINDELL – HONOR GUARD  
BERKE – K9  
INSERVICE – MALGIERI, K.  
FBI DEVICES – FARNINGHAM/PAYTON  
RAISE THE AGE – PAYTON  
LEGALUPDATES – GUZMAN  
ARTICLE 35/USE OF FORCE - GUZMAN  
WORKPLACE VIOLENCE- GUZMAN/YOUNG/GROSSO/MALGIERI, J/GAYLER  
FARNINGHAM/PAYTON/GATTO/ROMER/BERKE/HANSEN/FREEMAN  
BEACH/MINUTOLO/ROWE/COMPASSO/AMATETTI/LEE/ARMSTRONG  
HOUSEKEEPER/TROVATO/KING/DELESIO/MARTINI  
HARASSMENT – GUZMAN/YOUNG/GROSSO/MALGIERI, J/GAYLER  
FARNINGHAM/PAYTON/GATTO./ROMER/BERKE/HANSEN/FREEMAN  
BEACH/MINUTOLO/ROWE/COMPASSO/AMATETTI/LEE/ARMSTRONG  
HOUSEKEEPER/TROVATO/KING/DELESIO/MARTINI  
BTO RECERT – GROSSO/MALGIERI/GAYLER/GATTO/MAHONEY/FREEMAN  
BLOODBORNE PATHOGEN – DELESIO  
HAZARDOUS CHEMICALS - DELESIO

**DECEMBER 2022 FILTRATION PLANT REPORT SUBMITTED BY ERNEST MABEE,  
CHIEF OPERATOR:**

Production: Lake Mombasha: 25,468,938                      33,847,372 Gallons LY 2021  
Well #4: 4,549,056    4,765,119 Gallons LY 2021

Consumption: 30,017,994 Gallons / 38,612,491 Gallons LY 2021  
Water Samples / Testing: Passed  
Rainfall: 4.61”  
Reservoir: -10

**Miscellaneous:**

Mark Outs  
2 Reservoir Inspections  
Final Water Reads  
Daily Equipment Maintenance at Plant and Well  
Weekly and Monthly Water Testing to Lab, All Results Good  
Updated Diamond Maps  
TAM Started Cleaning the Left Side of the Lagoon  
Replaced Chlorine Lines at Well #4  
Dug Curb Box up on Lakes Road to Shut Water off to Vacant House  
Replaced Check Valve at Pine Tree Pump Station

**DECEMBER 2022 DPW SUBMITTED BY ALDO CHIAPPETTA, HEO:**

1. Finished leaf pickup.
2. Garbage cans around ponds emptied throughout month.
3. Milled and paved High Street area.
4. Paved temporary driveway ramps for driveways in High Street area.
5. Repaired few catch basins.
6. Picked up garbage on Lake Street and green area.

7. Installed audio equipment on Lake Street area.
8. Set up hayride for Winter Festival.
9. Cleaned and check basins / streams.
10. Replace bulbs at Village Hall.
11. Organized / clean shop area.
12. Cleaned / maintained heavy equipment (loaders, backhoe, etc.)
13. Repaired / maintain salters and plows.
14. Picked up three (3) dead deer.
15. Checked and treated ice spots.
16. Had three (3) snow / ice events.
17. Removed down tree from Half Hallow green area.
18. Prospect drainage job completed.
19. Picked garbage around ponds.
20. Painted stop bars.
21. Trimmed grass in flower beds.

**DECEMBER 2022 BUILDING DEPARTMENT AS SUBMITTED BY ASSISTANT BUILDING INSPECTOR PROULX:**

Building Permits Issued:	22
Rental Inspections Completed:	7
Title Searches Completed:	29
Violations Issued:	11
Warnings Issued:	5
Building Permit Inspections Performed:	66
C.O's Issued:	27
Complaint Inspections:	26
Fire Inspections:	13
Open, active building permits:	481
FOIL Requests:	5
Building Permit Fees:	\$ 10,028.25
Rental Permit Fees:	200.00
Fire Inspection Fees:	100.00
Title Search Fees:	<u>3,450.00</u>
Total Collected Fees:	\$ 13,778.25

Monthly Assessor's Report  
 Monthly report to FD for Solar  
 Daily cash deposits to Clerk  
 Bi Monthly mailing for expired permits  
 Attendance at Planning Board Meetings, Village Board, and ZBA Meetings

**MONROE FIRE DISTRICT OFFICERS 2022:**

Commissioners: Thomas Sullivan – Chairman, Jason Kalter – Vice Chairman, John Centofanti, Pat Patterson, Tom Lowe  
 Secretary: Kathleen Aherne  
 Treasurer: Richard Goldstein  
 Chief Rich Lenahan, 1<sup>st</sup> Ass't Chief Jon Dolch, 2<sup>nd</sup> Asst. Chief John Scherne

**DECEMBER 2022 TREASURER'S REPORT SUBMITTED BY CATHERINE MURRAY:**

Treasurer's Report  
Village of Monroe  
December 2022

**SIGNIFICANT ACTIVITY (REVENUES)**

Bank interest	18,399
Utilities Gross Receipts Tax	28,309
Rental Real Property	7,573
Building Permits	14,078
Fines & Forfeited Bail	25,003
Mortgage Tax	210,767

**SIGNIFICANT ACTIVITY (EXPENDITURES)**

Law Contractual/ Other Atty	11,985
General Govt Support Contribution	9,450
PD Contractual	11,598
St Maint Asphalt	100,204
St Maint Gas Car/Truck	6,157
St Maint Equip Maint	5,263
Sno Removal Salt	28,249
Street Lighting Street	10,008
Celebrations Equipment	6,328
Police Retirement	542,211
Purification Fuel (water)	5,681
Purification Chemicals (water)	9,751
Distribution Contractual (water)	20,430
Water System Improvements	111,727
State Retirement - General Fund	216,601
- Water Fund	48,133
	<hr/> 264,734
Health Insurance - General Fund	185,951
- Water Fund	16,625
	<hr/> 202,576

**STATUS OF FY2023 CONTINGENCY ACCOUNTS**

	<b>CURRENT BALANCE</b>
General Fund Appropriation -budgeted \$101,775	101,775
Water Fund Appropriation -budgeted \$51,500	51,500

**COMMENTS:**

We have completed 7 months of the fiscal year and expenses should be at 58.3%. The expenses are at 63.2% for the General Fund and 55.9% for the Water Fund inclusive of budget adjustments to be approved by the board.

Respectfully submitted,  
Catherine Murray  
Treasurer

Respectfully submitted,

Kimberly Zahra  
Village Clerk