

**PUBLIC HEARING 03.21.23 – 7:00 PM  
RESOLUTION EXTENDING THE TEMPORARY MORATORIUM ON  
DEVELOPMENT APPROVALS FOR AN ADDITIONAL THREE (3) MONTHS**

A Public Hearing was held on Tuesday, March 21, 2023 in the boardroom of the Village Hall, 7 Stage Road, Monroe, NY at 7:00 PM to review a resolution, “Extending the Temporary Moratorium on Development Approvals for an Additional Three (3) Months.” This resolution is to continue the temporary suspension of certain land use development approvals while the Village considers changes to its comprehensive plan and considers and adopts changes to its land use regulations.

**Present:** Mayor Dwyer, Trustees Behringer, Ferraro, Karl, and O’Connor  
**Also present:** Attorney Terhune, Clerk Zahra

On a motion by Trustee Karl, seconded by Trustee O’Connor, and carried, the public hearing was opened at 7:00 PM.

There were 6 people from the public present for the public hearing. There was no written correspondence received. The public hearing was left open for 5 minutes.

With no further comments or questions, on a motion by Trustee O’Connor, seconded by Trustee Behringer and carried, the public hearing was closed at 7:05 PM.

**VILLAGE OF MONROE  
BOARD OF TRUSTEES MEETING  
TUESDAY, MARCH 21, 2023  
([www.villageofmonroe.org](http://www.villageofmonroe.org))**

The meeting of the Board of Trustees was held on Tuesday, March 21, 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 Behringer, Ferraro, Karl and O’Connor  
**Also present:** Attorney Terhune and Clerk Zahra

**MINUTE APPROVAL: MARCH 7, 2023 BOARD MEETING:**

On a motion by Trustee Behringer, seconded by Trustee Ferraro, the Minutes of the March 7, 2023 Board Meeting were approved.

**Ayes:** Trustees Behringer, Ferraro, Karl and O’Connor  
**Nays:** None

**MINUTE APPROVAL: MARCH 16, 2023 SPECIAL BOARD MEETING:**

On a motion by Trustee Karl, seconded by Trustee O’Connor, the Minutes of the March 16, 2023 Special Board Meeting were approved.

**Ayes:** Trustees Ferraro, Karl and O’Connor  
**Nays:** None  
**Abstain:** Trustee Behringer

**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	
A.9950.930	Transfers PD Auto Rsv	A.3120.230	PD Motor Vehicles	40,000.00	Re new police vehicle purchase
Budget Modifications					
A.2260.100	Public Safety Svcs SRO	A.3989.412	SRO Uniform	284.50	Raise Revenue/Expense lines re SRO reimbursement MWCSO
A.2260	Police Services	A.3120.135	PD Grants OT	1,145.55	Raise Revenue/Expense lines re OT Grants
A.2705	Gifts & Donations	A.7550.410	Celebrations General Exp	25.00	Raise Revenue/Expense lines re Haniman contribution to fireworks
A.2770.100	Misc Revenue - Banners	A.7550.411	Celebration Military Banners	555.00	Raise Revenue/Expense lines re Banners
Capital Reserve					
		A.3120.230	PD Motor Vehicles	53,988.00	From PD Auto Reserve re new vehicle purchase

**Discussion followed: Trustee Karl confirmed that the budget transfer only included one vehicle for the Police Department.**

**On a motion by Trustee Karl, seconded by Trustee Ferraro, and carried.**

**ADOPTION OF RESOLUTION – EXTENDING THE TEMPORARY MORATORIUM ON DEVELOPMENT APPROVALS FOR AN ADDITIONAL THREE (3) MONTHS:**

**VILLAGE OF MONROE  
RESOLUTION EXTENDING THE  
TEMPORARY MORATORIUM ON DEVELOPMENT APPROVALS FOR AN  
ADDITIONAL THREE (3) MONTHS**

**WHEREAS**, on June 21, 2022, the Village Board of the Village of Monroe adopted a six (6) month temporary moratorium on certain land use development approvals, which moratorium was intended to allow the Village to maintain the land use status quo while it amended its comprehensive plan and land use regulations to provide for controlled growth that will not unduly impact the public welfare, community services, schools and infrastructure, to preserve open space, protect historic buildings and scenic features important to the Village’s character, and to plan for a proper mix of residential and commercial development; and

**WHEREAS**, the moratorium local law permitted the moratorium to be extended by two (2) additional periods of up to three (3) months each by resolution of the Village Board upon a finding of need for such extension; and

**WHEREAS**, said moratorium shall expire on December 21, 2022, unless extended by Resolution of the Village Board; and

**WHEREAS**, on December 20, 2022, the Village Board extended the moratorium for an additional 3 months; and

**WHEREAS**, the Village Board has diligently pursued the process necessary to amend its comprehensive plan, including multiple open meetings with the Village Board and has gathered input from its consultants, the Board members and member of the public regarding said

comprehensive plan; and

**WHEREAS**, the Village Board finds and determines that additional time is needed to complete the input process and amend the comprehensive plan.

**NOW, THEREFORE, BE IT RESOLVED**, that the Village Board of the Village of Monroe, Orange County, New York, hereby extends the moratorium by an additional three (3) months from the date of this resolution to June 20, 2023.

**On a motion by Trustee Karl, seconded by Ferraro**

**Ayes: Trustees Behringer, Ferraro, Karl and O'Connor**

**Nays: None**

**MEMORANDUM OF AGREEMENT (MOA) – MONROE-WOODBURY CENTRAL SCHOOL DISTRICT - WATER CUSTOMER #358 – 27 MINE ROAD – MONROE-WOODBURY BUS GARAGE – BILLING ERROR:**

(Continued Minutes 01-03-2023)

While reviewing the November 2022 water bill for account #358, Monroe-Woodbury Bus Garage, a billing error was discovered dating back to May 2014. The billing clerk at the time, made the error while inputting the consumption data after the water meter was replaced. Instead of recording the consumption data from the meter as a 7-digit number, it was recorded as an 8-digit number. This extra digit resulted in bills being calculated at 10x the actual dollar amount. The error was not detected by Village of Monroe or Monroe-Woodbury and bills have been sent (and paid in full) since August 2014. During this period, we billed the account a total of \$91,930.30, but should have billed \$9,193.03. This leaves an over billed amount of \$82,737.27.

**RESOLVED**, the Board of Trustees authorize Mayor Dwyer to sign the Memorandum of Agreement (MOA) with the Monroe-Woodbury Central School District for the purposes of repayment from a billing error made in May of 2014. The installments will be made quarterly to the School District beginning March 31, 2023 ending December 31, 2025.

**On a motion by Trustee Karl, seconded by Ferraro**

**Ayes: Trustees Behringer, Ferraro, Karl and O'Connor**

**Nays: None**

**AGREEMENT - WILDLIFE SERVICES FOR MANAGEMENT OF CANADIAN GEESE:**

**RESOLVED**, the Board of Trustees approved an agreement with USDA-APHIS – Wildlife Services, 572 Third Avenue Extension, Suite 2, Rensselaer, NY 12144 to cooperate in wildlife damage management control of the Canadian Geese in Crane Park. The cost of the program is \$6,054.00 allocated from budget line A7110.450 Park Contractual.

**BE IT FURTHER RESOLVED**, Mayor Dwyer is hereby authorized to sign the cooperative service agreement.

**On a motion by Trustee Karl, seconded by Trustee Behringer**

**Ayes: Trustees Behringer, Ferraro, Karl, and O'Connor**

**Nays: None**

**WEBSTER BANK – SIGNATURE AUTHORIZATIONS:**

**RESOLVED**, the Board of Trustees authorize the change of signatories and maintenance of on-line banking on the Webster bank account numbers adding Donna Combee, Deputy

Treasurer immediately and removing Catherine Murray, Village Treasurer as of March 24, 2023.

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

Ayes: Trustees Behringer, Ferraro, Karl, and O'Connor

Nays: None

**LETTER OF INTENT (LOI) – WIRELESS PROPCO, LLC – 133 SPRING STREET, MONROE, NY:**

This matter has been tabled for further review.

**INTER-MUNICIPAL AGREEMENT / VILLAGE OF MONROE & VILLAGE OF HARRIMAN – INDEPENDENCE DAY CELEBRATION:**

RESOLVED, the Board of Trustees authorizes the Mayor to enter into an Inter-Municipal Agreement with the Village of Harriman for the purposes of the Village of Harriman expenditure for the annual Independence Day celebration located in the Village of Monroe which includes a firework display for Town and Village residents as well as the public at large.

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

Ayes: Trustees Behringer, Ferraro, Karl, and O'Connor

Nays: None

**MEMORANDUM OF AGREEMENT – RATIFICATION 2019-2024 PBA AGREEMENT:**

RESOLVED, the Board of Trustees hereby ratify the Police Contract between the Village of Monroe and the Monroe Police Benevolent Association for the 2019-2024 Agreement. Mayor Dwyer is authorized to sign the agreement.

On a motion by Trustee Behringer, seconded by Trustee Ferraro

Ayes: Trustees Behringer, Ferraro, Karl, and O'Connor

Nays: None

**APPOINTMENT – D. LAWRENCE – P/T COURT ATTENDANT:**

RESOLVED, the Board of Trustees accepts the recommendation of Village Justice Strauss and appoints Danny Lawrence as part-time Court Attendant. Mr. Lawrence has been preapproved by the OC Department of Human Resources with an effective date of March 22, 2023 at an hourly rate of \$21.00 to be allocated from budget line A.1620.4500, Court Security.

Judge Strauss wanted it noted, let the record reflect that the candidate is here in attendance.

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

Ayes: Trustees Behringer, Ferraro, Karl, and O'Connor

Nays: None

**AGREEMENT – VISIONS HUMAN RESOURCE SERVICES, LLC:**

RESOLVED, the Board of Trustees authorize Mayor Dwyer to sign an agreement with Visions Human Resource Services, LLC for the purpose of updating the employee handbook for \$1,800.00 with a deposit of \$900.00, human resource compliance audit for \$2,500.00 with a \$1,250.00 deposit, and ethics policy for \$278.00. This will be allocated from budget line A.1620.4500, VH Contractual.

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

**Ayes: Trustees Behringer, Ferraro, Karl, and O'Connor**

**Nays: None**

**AUTHORIZATION TO ADVERTISE – PART-TIME CODE ENFORCEMENT OFFICER:**

**RESOLVED, the Board of Trustees authorize the Village Clerk to advertise for the position of part-time Code Enforcement.**

**On a motion by Trustee Ferraro, seconded by Trustee Behringer**

**Ayes: Trustees Behringer, Ferraro, Karl, and O'Connor**

**Nays: None**

**DISCUSSION – VILLAGE OF MONROE LANDMARKS PRESERVATION LOCAL LAW:**

Attorney Terhune noted that the Board of Trustees has been diligently pursuing the revisions of the Comprehensive Plan. It is recommended that the historic district in the Village needs to be somewhat protected by updating the Comprehensive Plan along with new zoning laws. This local law is the first law that Nelson Pope has been asked to draft and present to the Board. Attorney Terhune circulated a copy to the Board, Village of Monroe Landmarks Preservation Local Law. This local law goes hand in hand with the moratorium and demolitions in the historic district. Attorney Terhune recommends this be the first law the Board adopts for the Comprehensive Plan. This local law has not been introduced to set a public hearing so that comments from the Board can be shared with Attorney Terhune and Nelson Pope and appropriate changes to the law can be made before presenting it to the public.

**DISCUSSION – AMENDMENT TO VILLAGE OF MONROE SUMMER CARNIVAL:**

The Village of Monroe Summer Carnival is scheduled for Thursday, July 27, 2023 through Sunday, July 30, 2023. The Village has the opportunity for an additional weekend utilizing the same contract on file in the Clerk's Office. The additional dates would be Friday, July 21, 2023 through Sunday, July 23, 2023.

**This matter has been tabled until a contract is available for review.**

**MAYOR & TRUSTEE'S REPORT:**

Trustee Karl went to check on the property maintenance violation for Federal Plaza. He feels the cleanup to the property is unsatisfactory. The Building Department has closed out the violation as the property has been cleaned to satisfy the violation. Attorney Terhune suggests talking to the Building Department again with the concerns of the back of the building with the pavement and curbs being covered in debris. Attorney Terhune also suggests looking at a site plan for the property. Trustee Karl said he was told a site plan does not exist as the property was built in the 1960's. Attorney Terhune suggested taking pictures and presenting them to the Building Department again.

Trustee Karl also stated the garbage bags were not removed from 7 Robyn Drive, a property with a property maintenance violation from the March 7, 2023 meeting. Clerk Zahra then explained that more bags must have been placed on the property as an invoice was created and sent after Working Leader Chiappetta had the garbage bags removed.

**ATTORNEY'S REPORT:**

**Nothing to report.**

Isac Karpfen, owner of the 1 Stage Road property asked the Board if they were interested in selling Village Hall. Mayor Dwyer stated that we have outgrown Village Hall and more office space is needed. Mayor Dwyer stated that in 1984 there were 2,000 residents in the Village of Monroe, today we have over 10,000 residents. Mayor Dwyer advised Mr. Karpfen that the Village is considering an addition of 15 feet to the side of Village Hall which would make his portion of the parking lot parallel parking. Mr. Karpfen questioned why the Village would want to open a building up for remodel when it was built in the 1800's. You never know what you will encounter. He suggested we sell the building and look for a new location. Mayor Dwyer went back to the original question to Mr. Karpfen, when will you be removing the shrubbery and placing the wooden guardrail in the Parking area located next to Village Hall? Mr. Karpfen said he will have his Attorney John Furst reach out to the Village. As the discussion continued, Mayor Dwyer is holding Mr. Karpfen to the date of Monday, April 17, 2023 to start the work with the parking area next to Village Hall located at 1 Stage Road.

**EXECUTIVE SESSION:**

On a motion by Trustee Behringer, seconded by Trustee Karl, and carried, following a 5-minute recess, the Board convened in Executive Session at 8:05 PM for discussion of Attorney Client / Personnel.

**OPEN SESSION:**

On a motion by Trustee O'Connor, seconded by Trustee Ferraro and carried, the Open Meeting resumed at 9:40 PM.

**AGREEMENT – RBT CERTIFIED PUBLIC ACCOUNTANTS, LLP:**

**RESOLVED**, the Board of Trustees appoints RBT Certified Public Accountants, LLP as a consultant for the finance department to be allocated from budget line A.1320.4500, Auditor Contractual.

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

Ayes: Trustees Behringer, Ferraro, Karl, and O'Connor

Nays: None

**ADJOURNMENT:**

On a motion by Trustee O'Connor, seconded by Trustee Ferraro and carried, no further business, the meeting was adjourned at 9:42 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.

Respectfully submitted,

Kimberly Zahra  
Village Clerk

**FEBRUARY 2023 VILLAGE CLERK'S REPORT SUBMITTED BY KIMBERLY ZAHRA, VILLAGE CLERK:**

1. Minutes prepared, processed associated correspondence and Legal Notices completed for the February 7<sup>th</sup> and February 21<sup>st</sup> Board of Trustee's Meeting.
2. Permits issued: Handicap Parking: 7 Garage Sale: 2 Solicitor/Peddling: 0

**Road Opening: 1 Blasting Permit: 0 Liquor License: 0 Towing Permits: 0**

- 3. Processed 4 Event Application.**
- 4. Public Hearings Held: 1 Due Process Hearing: 6**
- 5. Bi-Weekly payroll worksheets completed and submitted.**
- 6. Collected February water rents.**
- 7. Required paperwork filed with O.C. Department of Human Resources.**
- 8. Processed FOIL requests.**
- 9. Provided Notary Services.**
- 10. Oversee updates and maintenance, of Village Website and Constant Contact. (22 sent)**
- 11. Daily retrieval of messages left during the day and after hours. Forwarded messages and responded as required.**
- 12. Vouchers completed as required. Transmittal of money collected completed and bank deposits done.**
- 13. Scan and email pertinent information to Board and Attorney.**
- 14. Maintain calendar for Mayor Dwyer.**
- 15. Closed out mailing machine for month 2/28.**
- 16. Issued Property Maintenance Violations.**
- 17. Filled out event applications for Independence Day Celebration, Summer Concert Series, and Summer Carnival.**
- 18. Sent out Farmers' Market 2023 applications to vendors.**
- 19. Prepared concert contracts for Summer Concert Series.**

**FEBRUARY 2023 JUSTICE COURT REPORT:**

**Total Fines: \$31,318.00 Total Surcharges: \$7,774.00 Total Parking: \$2,940.00**  
**Total Civil Fees: \$2,275.00 Bail Poundage Collected: \$0.00 Total Bail Forfeited: \$0.00**  
***Total for February: \$44,757.00***

**Vehicle & Traffic Tickets: 451 Disposed: 362**  
**Criminal Cases: 46 Disposed: 15 Civil Cases: 3 Disposed: 3**  
**Paid Parking Tickets: 68 Dismissed Traffic Tickets: 53**

**FEBRUARY 2023 POLICE DEPARTMENT REPORT SUBMITTED BY DARWIN GUZMAN, CHIEF:**

**CALLS FOR SERVICE**

**TOTAL CALLS – 2,238**  
**CASES/CRIMINAL OFFENSE – 155**  
**ARRESTS – 82**

**TRAFFIC REPORT**

**TRAFFIC TICKETS - 371**  
**PARKING TICKETS – 132**  
**GAS – \$2,863.51 / 1,020G**  
**MVA'S – 24**

**TRAINING**

**Family Reunification Center Seminar – Guzman / Young / Grosso**  
**TRU – Romer**  
**K9 – Berke**  
**Criminal Investigation – Farningham / Payton**

**FEBRUARY 2023 FILTRATION PLANT REPORT SUBMITTED BY ERNEST MABEE, CHIEF OPERATOR:**

<b>Production: Lake Mombasha:</b>	<b>26,169,700</b>	<b>29,824,251 Gallons LY 2022</b>
<b>Well #4:</b>	<b>4,478,278</b>	<b>2,301,349 Gallons LY 2022</b>

**Consumption: 30,647,978 Gallons / 32,125,600 Gallons LY 2022**

**Water Samples / Testing: Passed**

**Rainfall: 4.67"**

**Reservoir: full**

**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**

**Repaired a Watermain Break on Clarke Street**

**Installed a New 12 Inch Valve on Mine Road**

**Read Meters**

**Repaired a Watermain Break on Mine Road**

**Replaced Chlorine Bulk Tank Fitting and Lines to Day Tank**

**FEBRUARY 2023 DPW SUBMITTED BY ALDO CHIAPPETTA, WORKING LEADER:**

Cleaned Freeland St and Spring St – Trim all through guard rails and cut back any trees and branches into roadway, picked all garbage, cleaned all sediment on road

Archer field – mowed back all - over grown brush and cut and chipped trees, picked garbage and prepared for spring time

Cleaned garbage throughout the Millponds

Picked up garbage on Schunnemunk St

Cleaned Roscoe Smith Property due to Property Maintenance Violation

Helped paint and remove board from PD

Picked up garbage at Air Plane Park

Fix and adjust street signs throughout Village

Extend drainage pipe on Lakes Rd to prevent road washing out anymore

Prep for water main project on Still Rd

Painted and scraped plow

Installed new hydrant and 8 in valve on Still Rd

Boarded up house fire on 44 Highland Avenue

Water main repair on Forge Rd

Maintain/clean equipment

Milled and Black topped water main jobs and did potholes

Rebuilt two fire hydrants on Schunnemunk St and Smithfield

Stump grinding in park area

Replace curb for hydrant on Still Rd

Worked on MS4 report

Ice/Snow event(s) used around 300 tons of salt throughout storms

Uptown clean was complete following morning 3/1/23

Swept pond path twice



**FEBRUARY 2023 BUILDING DEPARTMENT AS SUBMITTED BY ASSISTANT BUILDING INSPECTOR PROULX:**

Building Permits Issued:	25
Rental Inspections Completed:	4
Title Searches Completed:	19
Violations Issued:	14
Warnings Issued:	0*
Building Permit Inspections Performed:	77
C.O's Issued:	17
Complaint Inspections:	8*
Fire Inspections:	11

Open, active building permits:	462
FOIL Requests:	8

Building Permit Fees:	\$ 8,174.00
Rental Permit Fees:	250.00
Fire Inspection Fees:	175.00
Title Search Fees:	<u>2,400.00</u>
Total Collected Fees:	\$ 10,999.00

- 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

\*\*\*NOTE - No report from Frank Pace due to family medical issue

**MONROE FIRE DISTRICT OFFICERS 2023:**

- Commissioners: Thomas Sullivan – Chairman, Jason Kalter – Vice Chairman, Pat Patterson, Tom Lowe
- Secretary: Kathleen Aherne
- Treasurer: Richard Goldstein
- Chief Rich Lenahan, 1<sup>st</sup> Asst. Chief Jon Dolch, 2<sup>nd</sup> Asst. Chief Nick Gordon

**FEBRUARY 2023 TREASURER’S REPORT SUBMITTED BY CATHERINE MURRAY:**

Treasurer's Report Village of Monroe February 2023
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**SIGNIFICANT ACTIVITY (REVENUES)**

Bank interest	15,194
Sales Tax	303,151
Rental Real Property	7,573
Building Permits	13,657
Fines & Forfeited Bail	30,445

**SIGNIFICANT ACTIVITY (EXPENDITURES)**

Auditor Contractual	18,000
Law Contractual	10,203
Law Contractual/ Other Atty	22,568
PD Contractual	7,936
St Maint Equip Maint	10,642
P.D Uniform Allowance	10,233
On-Street Parking Equipment	76,636
P.D Motor Vechicles	\$ 93,988
Street Lighting Street	10,008
Parks Contractual	10,553
Celebrations Gen Exp	10,050
Workers Compensation	46,013
Purification PS	20,730
Purification Chemicals (water)	9,281
Radio Reads	17,852

Health Insurance - General Fund	155,054
- Water Fund	17,449
	<hr/> 172,503

Workers Comp. - General Fund	46,013
- Water Fund	9,809
	<hr/> 55,822

Liability Insurance - General Fund	41,426
- Water Fund	11,643
	<hr/> 53,068

<b><u>STATUS OF FY2023 CONTINGENCY ACCOUNTS</u></b>	<b>CURRENT BALANCE</b>
General Fund Appropriation -budgeted \$101,775	101,775
Water Fund Appropriation -budgeted \$51,500	51,500

**COMMENTS:**  
We have completed 9 months of the fiscal year and expenses should be at 75%. The expenses are at 76.5% for the General Fund and 63.2% for the Water Fund insclusive of budget adjustments to be approved by the board.

Respectfully submitted,  
Catherine Murray  
Treasurer