

Board of Trustees Meeting November 21, 2023

**VILLAGE OF MONROE
BOARD OF TRUSTEES MEETING
TUESDAY, NOVEMBER 21, 2023
(www.villageofmonroe.org)**

The second of the bi-monthly meetings of the Board of Trustees was held on Tuesday, November 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, and Karl
Also present: Attorney Terhune and Clerk Zahra
Absent: Trustee O'Connor

**PRESENTATION – MONROE-WOODBURY CENTRAL SCHOOL DISTRICT -
CAPITAL PROJECT:**

Patrick Cahill, Assistant Superintendent for Business and Management Services at Monroe-Woodbury Central School District presented the Capital Project for the school district.

**MW Capital Project Proposition – Vote – Tuesday, December 5, 2023,
Total Cost \$98 million
6am to 9pm
Central Valley Elementary
45 Route 32, Central Valley**

Project Goals:

- To preserve and improve M-W schools for current and future generation and their families
- To maintain the health, safety and well-being of students and staff, while enhancing the learning environment and energy efficiencies
- To preserve the community's long-term investment into out district's facilities

Priorities & Scope of Work

- Improve health, safety & security measures districtwide – security vestibules, public address systems, fire alarms & carbon monoxide detectors
- Maintain building systems – upgrade / replace building systems: replace boilers, heating systems & roofs, brick repointing & building façade maintenance
- Upgrade MS instructional space – refurbish science labs, upgrade technology classrooms
- Complete athletic complex – replace tennis courts & line for pickleball, construct structure to house permanent accessible restrooms, concession & storage

Upgrade bus garage fuel storage system

**PUBLIC HEARING – INTRODUCTORY DRAFT LOCAL LAW – AMENDMENT TO
CHAPTER 182, TAXICABS:**

**PUBLIC HEARING 11.21.23 – 7:00 PM
INTRODUCTORY DRAFT LOCAL LAW OF 2023, “AMENDMENT TO CHAPTER 182,
TAXICABS”**

A Public Hearing was held on Tuesday, November 21, 2023 in the boardroom of the Village Hall, 7 Stage Road, Monroe, NY at 7:00PM to review a proposed Local Law, titled

“Amendment to Chapter 182, Taxicabs.” The Village Board of Trustees finds that it is appropriate to conform its local regulations of taxicabs to insurance requirements set forth in the New York State Vehicle and Traffic Law 370.

Present: Mayor Dwyer, Trustees Behringer, Ferraro, and Karl

Also present: Attorney Terhune and Clerk Zahra

Absent: Trustee O'Connor

On a motion by Trustee Behringer, seconded by Trustee Ferraro, and carried, the public hearing was opened at 7:40PM.

Alexis and Randi Gomez, taxi company owners that are registered with New York State expressed concerns for illegal companies and ride share (Uber & Lift). They feel more police checkpoints and higher fines should be in place. All companies need to be insured and registered properly. At one point she thought stickers would be given to registered taxi companies from the Village in order to keep illegal taxi companies off the streets. They notice a decrease in their business due to illegal companies charging less due to their overhead being less.

There were 11 people from the public present for the public hearing. There was no written correspondence received. The public hearing was left open for 8 minutes.

With no further comments or questions, on a motion by Trustee Karl, seconded by Trustee Behringer and carried, the public hearing was adjourned at 7:48PM until the December 5, 2023 meeting at 7:00PM.

DUE PROCESS HEARING 11.21.2023 – 7:00PM - CODE VIOLATIONS AGAINST THE VILLAGE OF MONROE'S PROPERTY MAINTENANCE LAW – 401 ST ROUTE 208 – SBL #201-3-4:

**DUE PROCESS HEARING 11.21.2023 – 7:00PM
CODE VIOLATIONS AGAINST THE VILLAGE OF MONROE'S PROPERTY
MAINTENANCE LAW – 401 ST ROUTE 208 – SBL #201-3-4**

A Due Process Hearing was held on Tuesday, November 21, 2023 at 7:00PM in the Boardroom of the Village Hall, 7 Stage Road, Monroe, NY. The hearing was held to review the violation issued by the Village of Monroe Building Department on the following property within the Village of Monroe: 401 St Route 208 (TM #201-3-4), as per Village Code Section 155A-6E – General Requirements. All land must be kept free of dead or dying trees and accumulations of brush, shrubs, weeds, grass, stumps, roots, excessive and/or noxious growths, garbage, refuse, or debris which would either tend to start a fire or increase the intensity of a fire already started or cause poisoning or irritation to people or animals or cause or tend to cause or enhance an unhealthy or dangerous or obnoxious condition on said property or any adjacent or neighboring property. The specific violation is garbage debris on all sides of the building and throughout the lawn.

Present: Mayor Dwyer, Trustees Behringer, Ferraro, and Karl

Also present: Attorney Terhune and Clerk Zahra

Absent: Trustee O'Connor

On a motion by Trustee Karl, seconded by Trustee Ferraro, and carried, the hearing was opened at 7:49PM.

The reason for the “due process” hearing is that only the owner of the property that has been issued this violation is allowed to speak. No public comment is allowed. No one appeared to speak on behalf of the property owner.

With no further comments or questions, on a motion by Trustee Karl, seconded by Trustee Ferraro and carried, the due process hearing was closed at 7:50PM.

MINUTE APPROVAL: NOVEMBER 6, 2023 BOARD MEETING:

On a motion by Trustee Karl, seconded by Trustee Ferraro, the Minutes of the November 6, 2023 Board Meeting were approved.

Ayes: Mayor Dwyer, Trustees Ferraro, and Karl
Nays: None
Abstain: Trustees Behringer

BUDGETARY TRANSFERS / MODIFICATIONS:

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

Budget Modifications					
From :	Description	To:	Description	Amount	Notes
A.3389	Other Public Safety	A.3120.453	PD Auto. Maint.	\$ 2,252.99	Raise Revenue/Expense Lines re NYMIR reimbursement
A.9950.930	Automotive Reserve	A.3120.230	PD Motor Vehicles	\$68,348.27	Purchase of Police Vehicles/Reimbursement from Reserve account
A.3389	Other Public Safety	A.3120.135	Grant Personnel Overtime	\$ 5,706.05	Raise Revenue/Expense Lines re NYS GTSC Police Traffic Safety Grant

On a motion by Trustee Behringer, seconded by Trustee Ferraro

Ayes: Trustees Behringer, Ferraro, and Karl
Nays: None

PAYMENT AUTHORIZATION #3 – FORSHEE STREET WATER MAIN REPLACEMENT PROJECT:

RESOLVED, the Board of Trustees accepts the recommendation of Village Engineer, John O'Rourke P.E., and approves Payment No. 3 submitted by Regal Utility Services, Inc, 731 Warwick Tpke, Hewitt, NJ 07421, for the Forshee Street Water Main Replacement project in the amount of \$90,171.06. All documentation has been reviewed and found complete. Mayor Dwyer is hereby authorized to sign the voucher for payment.

On a motion by Trustee Karl, seconded by Trustee Behringer

Ayes: Trustees Behringer, Ferraro, and Karl
Nays: None

PENALTY WAIVER REQUEST – WATER DEPARTMENT – TOWN WATER CUSTOMER #1525:

Town water customer account #1525 requests to have \$37.86 in penalty fees waived from his water account. He explained he had surgery and was bed bound for an extended period of time. He is able to provide medical proof if needed. The customer states he made attempts to pay online but received error messages and was not able to pay his bill. He also states he made one attempt to contact us but never received a call back. The office staff at Village Hall do not have any record of the call or message customer said he made. Customer has paid his account in full and requests a credit memo be applied to his account in the amount of \$37.86.

RESOLVED, the Board of Trustees denies the request of town water customer #1525 for waiver of penalties totaling \$37.86.

On a motion by Trustee Karl, seconded by Trustee Ferraro

Ayes: Trustees Behringer, Ferraro, and Karl
Nays: None

COMPLIMENTARY HOLIDAY PARKING IN THE METERED CENTRAL BUSINESS DISTRICT:

Trustee Karl has noticed in prior years during the holiday season during complimentary parking merchants park in front of their own stores. It only hurts themselves. The merchants need to leave those spots for customers.

RESOLVED, the Board of Trustees declared "Complimentary Holiday Parking" from December 1, 2023 through January 2, 2024 in the Central Business District of the Village.

On a motion by Trustee Ferraro, seconded by Trustee Behringer

Ayes: Trustees Behringer, Ferraro, and Karl

Nays: None

ADOPTION OF LOCAL LAW #BLANK OF 2023 – "VILLAGE OF MONROE PLACE OF WORSHIP AND SCHOOLS":

This matter has been tabled.

ADOPTION OF LOCAL LAW #BLANK OF 2023 – AMENDMENT TO CHAPTER 182, TAXICABS:

This matter has been tabled.

EVENT APPLICATION – SACRED HEART CHURCH ROSARY PROCESSION FEAST OF OUR LADY OF GUADALUPE (12/12/2023):

Sacred Heart Church submitted an event application for their annual Rosary Procession in honor of the Feast of Our Lady of Guadalupe for Tuesday, December 12, 2023 beginning at 3:30 PM, contingent on their approval of the NYS DOT 33-B permit. The purpose of this event is to reach the spiritual needs of the parish community in both English and Spanish. The following roads will be used: beginning at the Chapel on Stage Road, left onto Route 17M, right on to Still Road, finishing at Sacred Heart Church. Sign-off has been completed by the Building Department, and the Highway and Police Departments. The Police Department will provide police officers to escort the event participants from Stage Road to Still Road. All necessary insurance documents have been submitted. Rev. David Rider has requested the application fee be waived since this is a Roman Catholic Church and have tax exempt status as a not-for-profit institution.

RESOLVED, the Board of Trustees approved the request of Sacred Heart Church for their annual rosary in honor of the Feast of Our Lady of Guadalupe on Tuesday, December 12, 2023 beginning at 3:30 PM.

On a motion by Trustee Ferraro, seconded by Trustee Karl

Ayes: Trustees Behringer, Ferraro, and Karl

Nays: None

RESOLVED, the Board of Trustees approves the waiver of the \$50.00 application fee.

On a motion by Trustee Behringer, seconded by Trustee Karl

Ayes: Trustees Behringer, Ferraro, and Karl

Nays: None

EVENT APPLICATION – VILLAGE OF MONROE WINTER FESTIVAL 2023:

RESOLVED, the Board of Trustees approves the event application submitted by Mayor Dwyer to hold the 2023 Winter Festival, an outdoor community gathering with music, activities, sleigh rides, Santa and Mrs. Claus. The event will be held on Saturday, December 9, 2023 from 3PM to 6PM on Lake Street between ponds. Approval and sign-off

have been done by the DPW, Building Department, and the Police Department. The Monroe Police will provide two (2) police officers on three (3) hours of overtime to assist with road closures and security at the event. The estimated cost of additional police services is \$420.00. The Village's insurance carrier, Marshall & Sterling will be notified.

On a motion by Trustee Behringer, seconded by Trustee Karl

Ayes: Trustees Behringer, Ferraro, and Karl

Nays: None

RETIREMENT – D. PROULX – F/T ASSISTANT BUILDING INSPECTOR:

RESOLVED, notification has been received from the NYS Retirement System that Deborah Proulx, Fulltime Assistant Building Inspector, will be retiring with an effective date of December 21, 2023. The Board accepts her resignation and wishes Debbie well in her retirement.

On a motion by Trustee Behringer, seconded by Trustee Karl

Ayes: Trustees Behringer, Ferraro, and Karl

Nays: None

VILLAGE OF MONROE BOARD OF TRUSTEES RESOLUTION CONCERNING VIOLATION OF PROPERTY MAINTENANCE – 401 ST ROUTE 208 SBL #201-3-4:

Property Location: 401 St Route 208 / SBL #201-3-4 / Monroe, NY 10950

As per Village Code Article 1, Section 155A-6E, Failure to Control Trash and Rubbish, all land must be kept free of dead dying trees and accumulations of brush, shrubs, weeds, grass, stumps, roots, excessive and / or noxious growths, garbage, refuse or debris which would either tend to start a fire or increase the intensity of a fire already started or cause poisoning or irritation to people or animals or cause or tend to cause or enhance an unhealthy or dangerous or obnoxious condition on said property or on any adjacent or neighboring property. The specific violation is garbage debris on all sides of the building and throughout the lawn. There has been failure to remedy.

WHEREAS, long standing violations of the Village's Property Maintenance Law, Chapter 155A-6E of the Village of Monroe Code, have existed at 401 St Route 208, Village of Monroe, 10950, designated as Tax Map No. SBL 201-3-4; and

WHEREAS, the property owner has been given proper and lawful notice of said violation and have been directed to correct the violation; and

WHEREAS, the property owner was given due notice of a due-process hearing to be held by the Board of Trustees on November 21, 2023, at 7:00PM; and

WHEREAS, the owner did not appear; and

WHEREAS, the owner has not taken steps to correct the violation, and the violation still exists; and

WHEREAS, the Board of Trustees is authorized pursuant to Section 155-A8 of the Property Maintenance Law to authorize that the Village undertake to remedy such violation at the property owner's cost and expense.

BE IT FURTHER RESOLVED, that the Village Clerk mail a certified copy of this resolution be mailed to the property owner via certified mail.

BE IT FURTHER RESOLVED, any violation that remains uncorrected on the property as of today, November 21, 2023, the Board of Trustees hereby authorizes the Village, its contractors or agents to enter upon the property to correct the aforesaid violation and that all costs incurred by the Village, including administrative, legal and corrective costs, be

charged to the property owner and such charge shall be added to the tax bill of the property owner if not paid within thirty (30) days of notification to the last known address of the property owner as shown on the Village tax records.

On a motion by Trustee Karl, seconded by Trustee Ferraro

Ayes: Trustees Behringer, Ferraro, and Karl
Nays: None

MAYOR & TRUSTEE'S REPORT:

Trustee Behringer reminds everyone to shop local for the holidays. Support our local restaurants. She was also very proud of the Boys Cross Country Champions two years in a row.

Trustee Karl asked if there had been any response since a meeting with the owners of 1 Stage Road. Mayor Dwyer said they are working with a contractor.

Trustee Karl commented on the Garbage District contract. There is conflicting information on the refuse flyer and the contract. He feels the Village of Monroe and Village of Harriman should be more involved with this agreement. Trustee Karl will contact the Town of Monroe to discuss the contract.

Trustee Karl asked about the status of the parking kiosks. Mayor Dwyer says they will be delivered within the next two weeks and installed after January 1st.

Trustee Karl asked about the pond dredging. Mayor Dwyer said the first contractor did not sign the contract. They have moved onto the second bidder and are reviewing with the contractor and engineer alternate ways of doing the project hoping to bring the numbers down. This project may have to go out for bid again.

Trustee Ferraro commented on the Village Hall renovations set to begin on or about January 1st. The mobile unit will be delivered December 1st taking up four parking spaces behind Village Hall. All cars will be given notice of no parking. Only Village employees will be permitted to park behind Village Hall in the white and yellow marked spots.

Mayor Dwyer along with the Board of Trustees wishes everyone a Happy Thanksgiving.

ATTORNEY'S REPORT:

Nothing to report.

PUBLIC COMMENT: _____ # PRESENT 11 _____ TIME: 8:10PM

Avrohom Flohr, 283 Spring Street, recognized the Monroe Police Department for their response to an emergency situation this past weekend. The Village of Monroe has the best EMS, Fire Department, and Police Department due to a good Village Board that supports them. He thanked the Board for tabling the Place of Worship and Schools proposed local law. He is very open to sitting down with the Board of Trustees to discuss this proposed law.

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 8:25 PM for discussion of Attorney Client, litigation and personnel.

OPEN SESSION:

On a motion by Trustee Ferraro, seconded by Trustee Karl and carried, the Open Meeting resumed at 9:55 PM.

RESOLVED, the Board of Trustees authorize the Clerk to publish a notice informing the public that structures located within a Village street right-of-way must be removed within 30-days of the notice or apply to the Board for a temporary license.

On a motion by Trustee Ferraro, seconded by Trustee Behringer

Ayes: Trustees Behringer, Ferraro, and Karl

Nays: None

ADJOURNMENT:

On a motion by Trustee Karl, seconded by Trustee Ferraro and carried, no further business, the meeting was adjourned at 9:57 PM.

MONTHLY REPORTS:

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

Trustee Karl commented the water transmission line is half way done pipe bursting, they are out the wetlands, it's now open ditch to the filtration plant. He encourages everyone to check out the work being done for the transmission line. Mayor Dwyer says a video will be coming out and will be posted on the website of the progress being made.

Trustee Karl also confirmed the balance in the General Fund from the Treasurer's report.

Respectfully submitted,

Kimberly Zahra
Village Clerk

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

1. Minutes prepared, processed associated correspondence and Legal Notices completed for the October 3rd and October 17th Board of Trustee Meeting along with the October 9th Special Board of Trustee Meeting.
2. Permits issued: Handicap Parking: 11 Garage Sale: 11 Solicitor/Peddling: 0 Road Opening: 4 Blasting Permit: 0 Liquor License: 0 Towing Permits: 0
3. Processed 2 Event Applications.
4. Public Hearings Held: 6 Due Process Hearing: 3
5. Bi-Weekly payroll worksheets completed and submitted.
6. Bi-Weekly payroll worksheets for Highway and Water Departments completed and submitted.
7. Collected August water rents.
8. Collected June Village Tax bills.
9. Required paperwork filed with O.C. Department of Human Resources.
10. Processed FOIL requests.
11. Provided Notary Services.
12. Oversee updates and maintenance, of Village Website and Constant Contact. (47 sent)
13. Daily retrieval of messages left during the day and after hours. Forwarded messages and responded as required.
14. Vouchers completed as required. Transmittal of money collected completed and bank deposits done.
15. Scan and email pertinent information to Board and Attorney.
16. Scan documents into DOCUWARE.
17. Maintain calendar for Mayor Dwyer.
18. Closed out mailing machine for month 10/31.
19. Lawn Maintenance – Property Maintenance Violation processing.

OCTOBER 2023 JUSTICE COURT REPORT:

Total Fines: \$24,832.00 Total Surcharges: \$6,931.00 Total Parking: \$500.00
Total Civil Fees: \$2,632.00 Bail Poundage Collected: \$0.00 Total Bail Forfeited:
\$1,000.00
Total for October: \$35,895.00

Vehicle & Traffic Tickets: 416 Disposed: 215
Criminal Cases: 32 Disposed: 28 Civil Cases: 2 Disposed:1
Paid Parking Tickets: 13 Dismissed Traffic Tickets: 16

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

CALLS FOR SERVICE

TOTAL CALLS – 2,225
CASES/CRIMINAL OFFENSE - 189
ARRESTS – 69

TRAFFIC REPORT

TRAFFIC TICKETS - 417
GAS – 3,506.22/1,167g
MVA'S – 21

TRAINING

HATE CRIME – MALGIERI
TRU – ROMER/BEACH
STREET COP – BERKE
RAD – BERKE
K9 – BERKE
CAR SEAT FIT – MUNOZ
FIELD TRAINING – LUISI/PARADA

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

Production: Lake Mombasha:	30,511,767	26,979,796 Gallons LY 2022
Well #4:	5,547,549	3,586,813 Gallons LY 2022

Consumption: 36,059,316 Gallons / 30,566,609 Gallons LY 2022
Water Samples / Testing: Passed
Rainfall: 4.20"
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
Flushed Hydrants
Read Water Meters
Repaired Watermain Break on Dorothy Drive
Changed Pump Sequence
Rotork here for Filter 2

OCTOBER 2023 DPW SUBMITTED BY ALDO CHIAPPETTA, WORKING LEADER:

Repaired basins along Village roads
 Leaf removal throughout Village streets
 Sweeping Village streets
 Mowing of common grass areas throughout Village
 Check and clean basins
 Mill and pave Still Rd
 Mill and pave High St area
 Dig small trench at pump station
 Clear behind bus garage
 Install drainage on Cregan Place
 Clean out Ironworks Road culvert pipe
 Picked garbage throughout Crane Park
 Paint road lines yellow and white
 Fix traffic light sensor
 Storm damage clean up
 Bring down snow equipment
 Installed salters and plows on most of fleet for snow season
 Mow Cregan Place right away
 Water main repair on Dorothy Drive
 Maintain Lake View property
 Road mow
 Work on ms4 report
 Change out garbage cans around park area
 Watering of flowers and plants

SEPTEMBER 2023 BUILDING DEPARTMENT AS SUBMITTED BY ASSISTANT BUILDING INSPECTOR PROULX:

Building Permits Issued:	24
Rental Inspections Completed:	19
Title Searches Completed:	16
Violations Issued:	29
Building Permit Inspections Performed:	64
C.O's Issued:	20
Complaint Inspections:	29
Fire Inspections:	32
Open, active building permits:	438
FOIL Requests:	3
Building Permit Fees:	\$ 15,596.50
Rental Permit Fees:	275.00
Fire Inspection Fees:	175.00
Title Search Fees:	<u>1,050.00</u>
Total Collected Fees:	\$ 17,096.50

Monthly Assessor's Report
Daily cash deposits to Clerk
Bi Monthly mailing for expired permits

OCTOBER 2023 TREASURER'S REPORT SUBMITTED BY ANTHONY FELIZ:

Treasurer's Report Village of Monroe October 2023

SIGNIFICANT ACTIVITY (REVENUES)

Sales of Equipment	12,900
Int Penalty Water Rents	17,448

SIGNIFICANT ACTIVITY (EXPENDITURES)

Law Contractual		7,316
Law Contractual/Other Atty		10,810
VH Contractual		\$22,621
PD Contractual		\$5,666
ST. Maint. Hwy Equipment		296,221
ST Maint Equipment Maintenance		8,851
ST Maint. Education		11,570
Parks Contractual		10,064
Celebrations General Expense	\$	8,026
Planning Contractual		13,538
Source Equipment Maintenance	\$	5,457
Purification Contractual		17,654
Distribution Contractual		288,257

Health Insurance - General Fund		139,869
- Water Fund		17,004
		156,873
Workers Comp. - General Fund		4,371
- Water Fund		2,843
		7,214
Liability Insurance - General Fund		41,426
- Water Fund		11,643
		53,068

STATUS OF FY2024 CONTINGENCY ACCOUNTS

		CURRENT BALANCE	
General Fund Appropriation -budgeted	\$100,000	83,198	PD
Water Fund Appropriation -budgeted	\$51,500	51,500	Chief

COMMENTS:

We have completed 5 months of the fiscal year and expenses should be at 41.7%. The expenses are at 31% for the General Fund and 24.9% for the Water Fund inclusive of budget adjustments to be approved by the board.

Respectfully submitted,

Anthony Feliz

Treasurer