

Village of Monroe Board of Trustees Meeting March 18, 2024

VILLAGE OF MONROE  
BOARD OF TRUSTEES MEETING  
MONDAY, MARCH 18, 2024  
([www.villageofmonroe.org](http://www.villageofmonroe.org))

The second of the bi-monthly meetings of the Board of Trustees was held on Monday, March 18, 2024 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: Clerk Zahra  
Absent: Attorney Terhune

**MINUTE APPROVAL: MARCH 5, 2024 BOARD MEETING:**

On a motion by Trustee Karl, seconded by Trustee O'Connor, the Minutes of the March 5, 2024 Board Meeting were approved.

Ayes: Trustees Behringer, 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:

Budget Modifications					
From :	Description	To:	Description	Amount	Notes
A.2709	Employee Contributions	A.9060.8000	Health Insurance	\$ 100.88	Raise Rev/Exp accounts RE Debroah Proulx Health Insurance Contribution
A.2680	Insurance Recoveries	A.3120.4530	PD Automotive Mntc	\$ 1,000.00	Raise Rev/Exp accounts RE PD Vehicle Insurance Recovery

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

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

**DEPARTMENT OF PUBLIC WORKS SURPLUS – AUCTIONS INTERNATIONAL:**

WHEREAS, State Law requires equipment no longer needed by a municipality be sold at fair market value after declaring it surplus and no longer needed.

NOW, THEREFORE, BE IT RESOLVED, the Board of Trustees accepts the recommendation of Working Leader Chiappetta and declares the following equipment surplus to the needs of the Village and authorizes it to be auctioned through Auctions International, to the highest bidder. Equipment to be auctioned is as follows:

Two (2) Boss 9ft Snow Plows – Unknown Model Number  
Large Generator on Trailer – Unknown Model Number  
Exmark Mower – Model LZ5902DKU725A1 – Serial Number 400100523

On a motion by Trustee Behringer, seconded by Trustee Karl

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

**WATER PAYMENT PLAN REQUEST – WATER ACCOUNT #4205:**

The Water Department received a letter from Water Customer #4205. He is requesting a 12-month payment plan for the delinquent water account totaling \$3,114.52. The owner would be responsible for monthly installments of \$259.55, payable the last day of the month.

After a discussion, the Board as a whole has decided to deny the request.

**RESOLVED**, the Board of Trustees denies the payment plan for Water Account #4205.

On a motion by Trustee Ferraro, seconded by Trustee Karl

Ayes: Trustees Behringer, Karl and O'Connor

Nays: None

**RESIGNATION – F. BARONE – COURT ATTENDANT – JUSTICE COURT:**

**RESOLVED**, the Board of Trustees accepts with regret the resignation of Court Attendant Frederic Barone from the Justice Court effective May 8, 2024.

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

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

Nays: None

**APPOINTMENT – A. MORENO – F/T CLERK TO VILLAGE JUSTICE – JUSTICE COURT:**

**RESOLVED**, the Board of Trustees accepts the recommendation of Judge Strauss and hereby appoints Amanda Moreno, 37 Schunnemunk Road, Highland Mills, NY 10930 to the position of F/T Clerk to Village Justice effective March 21, 2024 at a salary of \$45,000.00/year.

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

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

Nays: None

**AUTHORIZATION – AGREEMENT FOR PURCHASING AND SALE OF STREET LIGHTING FACILITIES - ORANGE & ROCKLAND UTILITIES, INC AND THE VILLAGE OF MONROE:**

**RESOLVED**, the Board of Trustees authorize Mayor Dwyer to sign an agreement between Orange & Rockland Utilities, Inc., a New York corporation, One Blue Hill Plaza, Pearl River, New York 10965, party of the first part and Village of Monroe, a New York municipal corporation, 7 Stage Road, Monroe, New York 10950, party of the second part for the Purchase and Sale of Street Lighting Facilities.

On a motion by Trustee Behringer, seconded by Trustee Ferraro

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

Nays: None

**POLICE DEPARTMENT – INVENTORY – REQUEST TO DISPOSE:**

**RESOLVED**, the Board of Trustees declares the following Police Department non-working equipment surplus and of no value and authorize its removal from inventory and disposal:

-Pitney Bowes K7MO Mail Station meter, S/N 6943120 – this machine is outdated and is being decommissioned by U.S. Postal Service

**-Taser X26P – the following tasers are expired and not usable for department operations**

**Serial #'s  
X12007WVF  
X12002AM8  
X120069M9  
X1200695K  
X12008TXW  
X12002AM6  
X12007WK6  
X1200242D**

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

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

**Nays: None**

**AUTHORIZATION – LANC & TULLY – FIRE INSPECTION & CODE ENFORCEMENT SERVICES:**

**Trustee Karl confirmed with Mayor Dwyer that we would not be locked in and that the Village would only use the fire inspection and code enforcement services on as needed basis.**

**RESOLVED, the Board of Trustees authorize Mayor Dwyer to sign an agreement with Lanc & Tully Engineering and Surveying, P.C., Goshen, New York 10924 for the purpose of providing Fire Inspection and Code Enforcement services for the Village.**

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

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

**Nays: None**

**AUTHORIZATION – ANTHONY DONATO – THREE VILLAGE SIGNS:**

**The Board of Trustees had several concerns with the signs. Is there a warranty**

**RESOLVED, the Board of Trustees authorizes Mayor Dwyer to sign the proposal, contingent upon satisfaction of a warranty with Anthony Donato, Warwick, NY, for three (3) Village signs, 1.5" 20lb high density urethane insert backed with .5" MDO (same sizes as existing signs) and primed and painted in urethane paint (just like on automobile finish). The signs design will be true to the existing signs (bus will be updated). The costs per sign is \$1,800.00 totaling \$5,400.00. The project rebate is \$1,000.00. The total for three (3) new signs installed is \$4,400.00.**

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

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

**Nays: None**

**DISCUSSION -STAGE ROAD FROM ORANGE TURNPIKE TO STATE ROUTE 17M - VEHICLE WEIGHT LIMITS:**

**The Village of Monroe has had continuous complaints about trucks on Stage Road. Trustee Behringer says trucks use Orange Turnpike right through to Stage Road and it is an issue to be dealt with. She worries about enforcement if a vehicle weight limit is instated. Trustee Ferraro feels that length and weight should be addressed, as secondary roads don't need this wear and tear. Trustee Karl says Stage Road has no shoulders. He feels a small box truck should only be allowed. Trustee Karl says that North Main Street needs some serious work and it's only a matter of time before Freeland Street is in the same condition. He**

thinks this is another road that needs to have vehicle weight limits. Mayor Dwyer feels that there should be no commercial traffic other than local delivery. He would like to see a complete prohibition.

Mayor Dwyer is seeking to set a meeting with Lieutenant Young to discuss vehicle weight limits on Stage Road from Orange Turnpike to State Route 17M.

**MAYOR & TRUSTEE'S REPORT:**

Trustee Karl asked where we are at with Village Hall Renovations. Mayor Dwyer said there was a low bid around \$466,000.00. The Board will now need to make a decision on how to proceed considering once the project starts, the cost of the project will increase due to the age of Village Hall.

Trustee Karl also questioned the garbage bags on the outside of the dumpster by Plum House on Village owned property. What is the Village going to do about this? Mayor Dwyer says he will have the Police Department pull the video to see who is dropping the bags. He will then fine them.

**PUBLIC COMMENT:** # PRESENT 0 TIME: 7:55PM

No public comment.

**ADJOURNMENT:**

On a motion by Trustee Karl, seconded by Trustee O'Connor and carried, no further business, the meeting was adjourned at 7:55 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 2024 VILLAGE CLERK'S REPORT SUBMITTED BY KIMBERLY ZAHRA, VILLAGE CLERK:**

1. Minutes prepared, processed associated correspondence and Legal Notices completed for the February 6<sup>th</sup> and February 20<sup>th</sup> Board of Trustee Meeting.
2. Permits issued: Handicap Parking: 8 Garage Sale: 0 Solicitor/Peddling: 0  
Road Opening: 0 Blasting Permit: 0 Liquor License: 0 Towing Permits: 0
3. Processed 3 Event Applications.
4. Public Hearings Held: 4 Due Process Hearing: 4
5. Bi-Weekly payroll worksheets completed and submitted.
6. Bi-Weekly payroll worksheets for Highway and Water Departments completed and submitted.
7. Collected February water rents.
8. Required paperwork filed with O.C. Department of Human Resources.
9. Processed FOIL requests.
10. Provided Notary Services.
11. Oversee updates and maintenance, of Village Website and Constant Contact. (19 sent)
12. Daily retrieval of messages left during the day and after hours. Forwarded messages and responded as required.
13. Vouchers completed as required. Transmittal of money collected completed and bank deposits done.

14. Scan and email pertinent information to Board and Attorney.
15. Scan documents into DOCUWARE.
16. Maintain calendar for Mayor Dwyer.
17. Closed out mailing machine for month 2/29.
18. Property Maintenance Violation processing.
19. Attended Board of Elections Meeting at OCBOE in Goshen.
20. Participated in Harassment and Discrimination webinar.
21. Participated in Workplace Violence webinar.

**FEBRUARY 2024 JUSTICE COURT REPORT:**

Total Fines: \$19,531.00 Total Surcharges: \$8,573.00 Total Parking: \$9,060.00  
 Total Civil Fees: \$2,855.00 Bail Poundage Collected: \$00.00 Total Bail Forfeited:  
 \$2,000.00  
*Total for February: \$42,199.00*

Vehicle & Traffic Tickets: 409 Disposed: 349  
 Criminal Cases: 29 Disposed: 44 Civil Cases: 0 Disposed: 1  
 Paid Parking Tickets: 108 Dismissed Traffic Tickets: 45

**FEBRUARY 2024 POLICE DEPARTMENT REPORT SUBMITTED BY DARWIN  
 GUZMAN, CHIEF:**

**CALLS FOR SERVICE**

TOTAL CALLS – 2,099  
 CASES/CRIMINAL OFFENSE – 101  
 ARRESTS - 59

**TRAFFIC REPORT**

TRAFFIC TICKETS – 406  
 PARKING TICKETS – 274  
 GAS – N/A  
 MVA'S – 23

**TRAINING**

ICS 5.A – Mahoney  
 TRU – Romer / Beach  
 K9 – Berke  
 TEMS (Advanced Medical / Tactical) - Payton

**FEBRUARY 2024 FILTRATION PLANT REPORT SUBMITTED BY ERNEST MABEE,  
 CHIEF OPERATOR:**

Production: Lake Mombasha:	24,973,869	25,351,097 Gallons LY 2023
Well #4:	5,116,628	3,013,630 Gallons LY 2023

Consumption: 30,090,497 Gallons / 28,364,727 Gallons LY 2023  
 Water Samples / Testing: Passed  
 Rainfall: 2.14”  
 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

**TAM serviced PRV 17M by Stop & Shop  
 TAM at Plant to fix Filter #2 Effluent Valve  
 Layne at Well #4 Redevelopment  
 Fixed Hydrant on Oakland Avenue**

**FEBRUARY 2024 DPW SUBMITTED BY ALDO CHIAPPETTA, WORKING LEADER:**

Repaired Basins along Village roads  
 Sweeping Village streets  
 2 snow/ice events  
 Salted icy spots a few mornings  
 Cut brush back in Mid Oaks area  
 Trimmed back Pine Tree Road  
 Pour sidewalk on Cregan Place  
 Trimmed trees on Stage Rd  
 Pick garbage Stage Rd  
 Pick Schunnemunk for garbage  
 Used hot box few days for pot holes  
 Replace and repair signs  
 Maintain Village equipment  
 Three (3) guys took man lift class through United Rental  
 Fixed shoulder on Pine Rd and swale  
 Mowed Orange Turnpike retention pond  
 Check and clean basins  
 Picked garbage throughout Crane Park  
 Maintain Lake View property  
 Work on ms4 report  
 Change out garbage cans around park area

**FEBRUARY 2024 BUILDING DEPARTMENT SUBMITTED BY BUILDING DEPARTMENT CLERK NINA MORRIS:**

<b>Building Permits Issued:</b>	<b>22</b>
<b>Rental Inspections Completed:</b>	<b>8</b>
<b>Title Searches Completed:</b>	<b>15</b>
<b>Violations Issued:</b>	<b>46</b>
<b>Building Permit Inspections Performed:</b>	<b>41</b>
<b>C.O's Issued:</b>	<b>13</b>
<b>Complaint Inspections:</b>	<b>2</b>
<b>Fire Inspections:</b>	<b>13</b>
<b>Open, active building permits:</b>	<b>389</b>
<b>FOIL Requests:</b>	<b>3</b>
<b>Building Permit Fees:</b>	<b>\$ 7,628.25</b>
<b>Rental Permit Fees:</b>	<b>75.00</b>
<b>Fire Inspection Fees:</b>	<b>125.00</b>

Title Search Fees:	<u>1,950.00</u>
Total Collected Fees:	\$ 9,778.25

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

**FEBRUARY 2024 TREASURER'S REPORT SUBMITTED BY ANTHONY FELIZ:**

Treasurer's Report Village of Monroe February 2024
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**SIGNIFICANT ACTIVITY (REVENUES)**

Franchises	29,275
Planning Board Fees	10,189
Building Permits	9,386
Metered Water Sales	447,727
Int Penalty Water Rents	23,801

**SIGNIFICANT ACTIVITY (EXPENDITURES)**

Law Contractual	5,405
Law Contractual/Other Atty	15,221
VH Renovations	\$28,806
Unallocated Insurance	\$12,948
PD Uniform Allowance	\$7,911
PD Insurance	\$18,045
St. Maint. Highway Equipment	\$81,576
St. Maint. Insurance	\$10,405
Snow Removal General Exp. Salt	\$24,339
Admin Legal	\$7,069
Purification Chemicals	11,392
Distribution Contractual Transmission	641,706
Distribution Transmission Engineering	12,538
Distribution Insurance	12,385
Distribution Contractual	\$ 17,288
Radio Reads	\$ 12,713

Health Insurance - General Fund	165,263
- Water Fund	18,015
	183,278

Workers Comp. - General Fund	6,196
- Water Fund	3,955
	10,151

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
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 72.8% for the General Fund and 129.3% for the Water Fund inclusive of budget adjustments to be approved by the board.

Respectfully submitted,

Anthony Feliz

Treasurer