

Village of Monroe Board of Trustees Meeting April 16, 2024

PUBLIC HEARING 04.16.2024 – 7:00 PM  
TENTATIVE BUDGET FY2024/2025

A Public Hearing was held on Tuesday, April 16, 2024 in the boardroom of the Village Hall, 7 Stage Road, Monroe, NY at 7:00 PM to hear comment on the proposed tentative budget for fiscal year 2024/2025 (06/01/202 – 05/31/2025). The tentative budget includes maximum compensation for the Mayor of \$80,000.00 per annum and for the trustees \$15,450.00 per annum each. The budget is summarized as follows:

GENERAL FUND: \$12,077,590.00  
WATER FUND: \$ 2,840,337.00

The proposed tax rate per thousand of assessed valuation is \$44.15. A tax rate increase of 1.35%. The increase from last year on a \$50,000 home valuation \$29.50 and for \$100,000 home valuation \$59.00.

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

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

There were 3 people from the public present for the public hearing. There was no written correspondence received. The public hearing was left open for 6 minutes.

Paulette Browne feels that we need a competitive position to lead the DPW, as the competitive title comes with the background and experience for the leader position.

With no further comments or questions, on a motion by Trustee Karl, seconded by Trustee O'Connor and carried, the public hearing was closed at 7:06 PM.

VILLAGE OF MONROE  
BOARD OF TRUSTEES MEETING  
MONDAY, APRIL 16, 2024  
([www.villageofmonroe.org](http://www.villageofmonroe.org))

The second of the bi-monthly meetings of the Board of Trustees was held on Tuesday, April 16, 2024 at 7:00 PM in the Boardroom of the Village Hall, 7 Stage Road, Monroe, New York. Deputy Mayor Andrew Ferraro called the meeting to order and led in the pledge to the flag. Emergency exits were announced.

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

**MINUTE APPROVAL: APRIL 2, 2024 ORGANIZATIONAL BOARD OF TRUSTEE MEETING:**

On a motion by Trustee Karl, seconded by Trustee Behringer, the Organizational Minutes of the April 2, 2024 Board Meeting were approved.

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

**MINUTE APPROVAL: APRIL 2, 2024 BOARD MEETING:**

On a motion by Trustee Karl, seconded by Trustee O'Connor, the Minutes of the April 2, 2024 Board Meeting were approved.



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

**Nays: None**

**WATER PAYMENT PLAN REQUEST – TOWN ACCOUNT #10241:**

The Water Department received a letter from Town Water Customer #10241. He is requesting a 12-month payment plan for the delinquent water account totaling \$2,459.97. The owner would be responsible for monthly installments of \$205.00, payable the last day of the month.

**RESOLVED**, the Board of Trustees approves the payment plan for Town Water Account #10241, giving him the opportunity to pay his outstanding balance of \$2,459.97 over a period of 12 months, with equal monthly payments of \$205.00 due on the last day of each month, with the balance to be paid in full by April 30, 2025. 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 Behringer, Ferraro, Karl and O'Connor**

**Nays: None**

**REQUEST TO TRAVEL – NY RURAL WATER ASSOCIATION – M. PASCULLO:**

**RESOLVED**, the Board of Trustees approves the attendance of Matt Pascullo at the 45<sup>th</sup> Annual Technical Training Workshop & Exhibition 2024 at Turning Stone Resort in Verona, New York from May 20<sup>th</sup> through May 22, 2024. Topics discussed include surface water supplies – managing risks, Drinking Water Source Protection Programs, deep dive into polymer, and funding resources for municipal infrastructure. The cost of the attendance is \$370.00 for the three (3) day seminar and an additional \$348.00 for the two (2) night hotel accommodation, for a total cost of \$718.00, to be allocated from budget line F.8330.472, Purification Education. Matt will be driving a Village of Monroe vehicle and therefore mileage reimbursement will not be necessary.

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

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

**Nays: None**

**PAYMENT AUTHORIZATION #2 – KALVIN TERRACE WATER MAIN REPLACEMENT PROJECT:**

**RESOLVED**, the Board of Trustees accepts the recommendation of Village Engineer, John O'Rourke P.E., and approves Payment No. 2 submitted by Tam Enterprises, for the Calvin Terrace Water Main Replacement project in the amount of \$17,619.37. 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 O'Connor**

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

**Nays: None**

**MAYOR & TRUSTEE'S REPORT:**

Trustee Behringer reminded everyone that Clean Sweep is this Saturday, April 20, 2024 from 8am to noon beginning at the St. Anastasia Church parking lot including free shredding services, tire recycling, and electronics disposal. Please come join us, there's lots of garbage to clean up!

Trustee Karl commented on the Building Department March monthly report, there were no rental inspections completed this month due to the vacant Assistant Building Inspector

position created by the retirement of Debbie Proulx, who was responsible for completing the rental inspections. Once the list is available, we need to zero in and get someone in that seat.

**ATTORNEY'S REPORT:**

Nothing to report.

**PUBLIC COMMENT: # PRESENT 3 TIME: 7:25PM**

Paulette Browne has had an issue with dead trees at the end of her cul-de-sac. She is concerned about kids getting hurt. Several years ago, the Highway Department was cutting trees. Unfortunately, they were cutting live trees and Mrs. Browne spoke with them only to be told, in not so many words, to mind her own business. The Highway Department then left and never came back to clear the mess they had made. She feels the way she was addressed was unacceptable. The area filled with dead trees and wood debris is dangerous and needs to be taken care of. Trustee Karl will be meeting Working Leader Chiappetta on-site tomorrow morning to get the clean-up process started.

**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 7:30 PM for discussion of Pending Litigation.

**OPEN SESSION:**

On a motion by Trustee Karl, seconded by Trustee O'Connor and carried, the Open Meeting resumed at 8:05 PM.

**ADJOURNMENT:**

On a motion by Trustee Behringer, seconded by Trustee Karl and carried, no further business, the meeting was adjourned at 8:05 PM.

**MONTHLY REPORTS:**

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

Respectfully submitted,

Kimberly Zahra  
Village Clerk

**MARCH 2024 VILLAGE CLERK'S REPORT SUBMITTED BY KIMBERLY ZAHRA, VILLAGE CLERK:**

1. Minutes prepared, processed associated correspondence and Legal Notices completed for the March 5<sup>th</sup> and March 18<sup>th</sup> Board of Trustee Meeting.
2. Permits issued: Handicap Parking: 10 Garage Sale: 0 Solicitor/Peddling: 0  
Road Opening: 1 Blasting Permit: 0 Liquor License: 1 Towing Permits: 0
3. Processed 4 Event Applications.
4. Public Hearings Held: 0 Due Process Hearing: 0
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. (18 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 3/29.
18. Property Maintenance Violation processing.
19. Assisted in Water Bill Control Clerk training.
20. Village of Monroe General Election – March 19, 2024

**MARCH 2024 JUSTICE COURT REPORT:**

Total Fines: \$35,512.00 Total Surcharges: \$10,818.00 Total Parking: \$10,165.00  
 Total Civil Fees: \$4,417.00 Bail Poundage Collected: \$30.00 Total Bail Forfeited: \$00.00  
*Total for March: \$60,942.00*

Vehicle & Traffic Tickets: 447 Disposed: 263  
 Criminal Cases: 49 Disposed: 23 Civil Cases: 0 Disposed: 0  
 Paid Parking Tickets: 131 Dismissed Traffic Tickets: 5

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

**CALLS FOR SERVICE**

TOTAL CALLS – 2,141  
 CASES/CRIMINAL OFFENSE – 140  
 ARRESTS - 68

**TRAFFIC REPORT**

TRAFFIC TICKETS – 415  
 PARKING TICKETS – 152  
 GAS – N/A  
 MVA'S – 29

**TRAINING**

ACTIVE SHOOTER – GROSSO/MALGIERI/GAYLER/PAYTON/ROMER  
 LINDELL/BERKE/HANSEN/MUNOZMINUTOLO/EIGHMEY/PARADA  
 TRU – ROMER/BEACH  
 OFFICER SURVIVAL TACTICS – BERKE/EIGHMEY  
 K9 – BERKE  
 DISABILITY AWARENESS – MUNOZ/MINUTOLO/LUISI/PARADA

**MARCH 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**

**MARCH 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

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

<b>Building Permits Issued:</b>	<b>32</b>
<b>Rental Inspections Completed:</b>	<b>0</b>
<b>Title Searches Completed:</b>	<b>9</b>
<b>Violations Issued:</b>	<b>97</b>
<b>Building Permit Inspections Performed:</b>	<b>45</b>
<b>C.O's Issued:</b>	<b>13</b>
<b>Complaint Inspections:</b>	<b>60</b>
<b>Fire Inspections:</b>	<b>13</b>
<b>Open, active building permits:</b>	<b>408</b>

**FOIL Requests:** 3

<b>Building Permit Fees:</b>	<b>\$ 10,489.13</b>
<b>Rental Permit Fees:</b>	<b>250.00</b>
<b>Fire Inspection Fees:</b>	<b>100.00</b>
<b>Title Search Fees:</b>	<b><u>1,350.00</u></b>
<b>Total Collected Fees:</b>	<b>\$ 12,189.13</b>

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

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

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

Planning Board Fees	9,947
Int & Earnings General	19,579
Building Permits	12,189
Sale Scrap & Excess Material	22,374
Insurance Recoveries	37,326
Int Penalty Water Rents	32,604

**SIGNIFICANT ACTIVITY (EXPENDITURES)**

Law Contractual	6,389
Law Contractual/Other Atty	13,944
VH Contractual	\$11,833
VH Renovations	\$8,711
Unallocated Insurance	\$12,948
PD Motor Vechicles	\$14,512
Snow Removal Equipment	\$6,165
Planning Engineer Contractual	\$15,991
Distribution Contractual Transmission	489,737
Distribution Transmission Engineering	12,181
Distribution Equipment Maint.	28,807
Distribution Equipment Rental	7,050
Health Insurance - General Fund	165,816
- Water Fund	18,045
	<hr/> 183,861
Workers Comp. - General Fund	3,996
- Water Fund	2,912
	<hr/> 6,908
Liability Insurance - General Fund	41,426
- Water Fund	11,643
	<hr/> 53,068

**STATUS OF FY2024 CONTINGENCY ACCOUNTS**

	<b>CURRENT BALANCE</b>
General Fund Appropriation -budgeted \$100,000	83,198
Water Fund Appropriation -budgeted \$51,500	51,500

**COMMENTS:**

We have completed 10 months of the fiscal year and expenses should be at 83.3%. The expenses are at 75.8% for the General Fund and 148.6% for the Water Fund inclusive of budget adjustments to be approved by the board.

Respectfully submitted,

Anthony Feliz

Treasurer