

Village of Monroe Board of Trustees Meeting May 21, 2024

VILLAGE OF MONROE
BOARD OF TRUSTEES MEETING
TUESDAY, MAY 21, 2024
(www.villageofmonroe.org)

The second of the bi-monthly meetings of the Board of Trustees was held on Tuesday, May 21, 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, and O'Connor
Also present: Attorney Terhune and Clerk Zahra
Absent: Trustee Karl

MINUTE APPROVAL: MAY 7, 2024 BOARD MEETING:

On a motion by Trustee O'Connor, seconded by Trustee Ferraro, the Minutes of the May 7, 2024 Board Meeting were approved.

Ayes: Trustees Behringer, Ferraro, 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 Transfers					
From :	Description	To:	Description	Amount	Notes
A.2709	Employee Contributions	A.9060.8000	Health Insurance	\$ 216.85	Raise Rev/Exp accounts RE Debroah Proulx Health Insurance Contribution
A.2680	Insurance Recoveries	A.5182.4370	Street Lighting Street	\$ 4,428.90	Raise Rev/Exp accounts RE Traffic Light repair
A.3389	Other Public Safety	A.3120.4530	PD Auto Maintenance	\$ 7,550.00	Raise Rev/Exp accounts RE Auctioned PD Vehicles
A.2770	Misc Rev	A.1940	Purchase of Land	\$ 1,268.58	Raise Rev/Exp accounts RE Elizabeth Cassidy purchase of 150 Franklin Ave unused funds

On a motion by Trustee Behringer, seconded by Trustee Ferraro

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

APPOINTMENT – DPW SEASONAL LABORER – R. FARLEY:

RESOLVED, the Board of Trustees approves the appointment of Ryan Farley, 49 Wedgewood Drive, Goshen, New York 10924 to the position of Seasonal Laborer. Pre-approval of his appointment has been received from Orange County Department of Civil Service and his appointment is effective June 26, 2024 at \$20.00/hour.

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

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

APPOINTMENT – VILLAGE HALL SEASONAL INTERN – J. BALESKA:

Resolved, the Board of Trustees approves the appointment of Jayleen Balseca, 18 DeAngelis Drive, Monroe, NY 10950 to the position of seasonal intern. Pre-approval has been received from the Orange County Department of Civil Service. Ms. Balesca will be paid at an hourly rate of \$18.00/hour.

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

Ayes: Trustees Behringer, Ferraro, and O'Connor

Nays: None

APPOINTMENT – VILLAGE HALL SEASONAL INTERN – E. EZRATTY:

Resolved, the Board of Trustees approves the appointment of Emily Ezratty, 30 Prestwick Drive, Monroe, NY 10950 to the position of seasonal intern. Pre-approval has been received from the Orange County Department of Civil Service. Ms. Ezratty will be paid at an hourly rate of \$18.00/hour.

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

Ayes: Trustees Behringer, Ferraro, and O'Connor

Nays: None

COMPLETION OF PROBATION – PD P/T DISPATCHER – N. WELSH:

RESOLVED, the following Police Department Part-Time Dispatcher Natalie Welsh hereby completes her probationary period:

Natalie Welsh – P/T Dispatcher – effective May 17, 2024

The necessary MSD-426B will be submitted to OC Department of Human Resources.

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

Ayes: Trustees Behringer, Ferraro, and O'Connor

Nays: None

RESIGNATION – L. HERNANDEZ – P/T DISPATCHER:

RESOLVED, the Board of Trustees accepts the resignation of Llaney Hernandez from Part-Time Dispatcher for the Police Department effective May 19, 2024. Mr Hernandez is employed with the Town of Wallkill as a Full-Time Police Officer. The Board wishes Llaney well in his future endeavors.

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

Ayes: Trustees Behringer, Ferraro, and O'Connor

Nays: None

DISCUSSION – CHAPTER 155A.10 - PROPERTY MAINTENANCE – PENALTIES FOR OFFENSES; JUSTICE COURT:

(05/07/2024 Mtg)

Currently in Village Code:

- A. The Code Enforcement Officer is hereby authorized to issue an appearance ticket pursuant to Criminal Procedure Law § 150.10 of the State of New York to secure the enforcement of this chapter. Said appearance ticket shall be issued with the third notice of violation issued to the same property owner within a twelve-month period and shall include a copy of the prior two notices and all supporting documentation and this chapter.**

- B. Civil penalty. In addition to and not in lieu of any other remedy, any person failing to comply with a lawful order pursuant to this chapter or committing an offense against any provision of this chapter in addition to the cost of remedy imposed by**

the Village Board, shall be issued an appearance ticket to appear before the Village Magistrate and be subject to a civil penalty enforceable and collectible by the Village not exceeding \$250 upon conviction for a first offense, \$350 upon conviction for a second offense committed within any twelve-month period after a first offense has been committed, \$500 upon conviction for any further subsequent offense committed within any twelve-month period after a first offense has been committed. A copy of the appearance ticket accompanied by an affidavit of service shall be delivered to the Justice Court Clerk prior to the appearance date.

C. Criminal penalty. Any person who shall violate any of the provisions of this chapter, in addition to the civil penalties contained herein, shall, upon conviction, be guilty of a misdemeanor subject to a fine not exceeding \$1,000 and up to 15 days in prison.

D. Nothing contained herein shall limit the Village's remedies under the law.

Modified Options:

§ 155A-10 Penalties for offenses; Justice Court.

A. The Code Enforcement Officer is hereby authorized to issue an appearance ticket pursuant to Criminal Procedure Law § 150.10 of the State of New York to secure the enforcement of this chapter. ~~Said appearance ticket shall be issued with the third notice of violation issued to the same property owner within a twelve-month period and shall include a copy of the prior two notices and all supporting documentation and this chapter.~~

B. Civil penalty. In addition to and not in lieu of any other remedy, any person failing to comply with a lawful order pursuant to this chapter or committing an offense against any provision of this chapter in addition to the cost of remedy imposed by the Village Board, shall be issued an appearance ticket to appear before the Village Magistrate and be subject to a civil penalty enforceable and collectible by the Village in an amount not less than ~~not exceeding~~ \$250 upon conviction for a first offense, \$500 ~~350~~ upon conviction for a second offense committed within any twelve-month period after a first offense has been committed, \$1000 ~~500~~ upon conviction for any further subsequent offense committed within any twelve-month period after a first offense has been committed. A copy of the appearance ticket accompanied by an affidavit of service and all supporting documentation shall be delivered to the Justice Court Clerk prior to the appearance date.

C. Criminal penalty. In addition to and not in lieu of any other remedy, Any person who shall violate any of the provisions of this chapter, in addition to the civil penalties contained herein, shall, upon conviction, be guilty of an unclassified misdemeanor subject to a fine not exceeding \$1,000 and up to 15 days in prison.

D. The continuation of an offense against the provisions of this chapter shall constitute, for each week the offense is continued, a separate and distinct offence hereunder.

~~E~~D. Nothing contained herein shall limit the Village's remedies under the law.

Alternative language to replace sections B and C:

Penalty. In addition to and not in lieu of any other remedy, any person who violates any provision of this chapter or who violates or fails to comply with any lawful order promulgated hereunder shall be guilty of a violation and, for a first conviction thereof, shall be subject to a fine in an amount not less than \$500 per day of violation or a maximum of 15 days imprisonment, or both; for conviction of a second violation committed within 12 months of the first violation, such person shall be subject to a fine in an amount not less than \$800 per day of violation or a maximum of 15 days imprisonment, or both; for conviction of a third violation committed within 12 months of the first violation, such

person shall be subject to a fine in an amount not less than \$1,500 per day of violation or a maximum of 15 days imprisonment, or both; for conviction of a fourth violation and for each subsequent violation committed within 12 months of any prior violation, such person shall be subject to a fine in an amount not less than \$2,500 per day of violation or a maximum of 15 days imprisonment, or both.

Civil penalties and injunction. In addition to and not in lieu of any other remedies, the Village Board may also maintain an action or proceeding in the name of the Village in a court of competent jurisdiction to obtain civil monetary penalties and compel compliance with or to restrain, by injunction, the violation of this chapter or any order promulgated hereunder. The civil monetary penalties shall be in accordance with and not exceed the monetary penalties set forth in § [alternative above] of this chapter.

The proposed options will be given to code enforcement for their input so that this local law can be reviewed and a local law can be drafted.

AMENDED TAX ROLL FY2024/2025:

RESOLVED, the Board of Trustees accept the adjustment made to the FY2024/2025 Tax Roll reducing the amount to be raised by taxes from \$7,610,780.00 to \$7,609,725.02 due to the pro-rated/omits and unpaid water charges (WR010) by \$357.39. The amended Unpaid Water Charges (WR010) is now \$466,532.43.

Amount to be raised by taxes	\$7,609,725.02
Unpaid Water Charges (WR010)	\$466,532.43
Other Charges – Unpaid Fire Inspections (OC10)	\$600.00
Property Maintenance Charges (DM001)	\$18,019.98
Pro-rated/omitted	\$1,054.29

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

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

AMENDMENT – FEE SCHEDULE – CHAPTER 98, FEES CONSULTANT:

The Board of Trustees has added a \$50.00 application fee to the Planning Board Fees for the Architectural Review Board.

WHEREAS, The Village Board of Trustees does hereby declare that, pursuant to Village Code 98-1C, the municipal schedule of fees paid to the Village of Monroe upon the filing of certain applications for permits or other certificates for activities taken or approved by the Village Board of Trustees, Village Architectural Appearance Review Board, Planning Board, Building Department and Building Inspector, and Zoning Board of Appeals or Village Engineer shall be established by resolution of the Village Board of Trustees.

WHEREAS, The Village of Monroe Board of Trustees has reviewed the fees assessed under Chapter 98 and recommends the adoption of the Fees Schedule attached.

NOW THEREFORE, BE IT RESOLVED, the Board of Trustees approves the fee schedule attached and on file in the Village Clerk’s Office effective immediately.

On a motion by Trustee O’Connor seconded by Trustee Ferraro

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

AUTHORIZATION – PLAY BY DESIGN PLAYGROUNDS:

RESOLVED, the Board of Trustees authorizes Mayor Dwyer to enter into an agreement with Play by Design Playgrounds for the travel expense and lodging, interviews with school principals, students and head of the special education department, and the preliminary design of play equipment for Airplane Park in an amount not to exceed \$3,000.00 to be allocated from budget line A.7110.2000, Parks Crane Park Improvements.

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

Ayes: Trustees Behringer, Ferraro, and O'Connor

Nays: None

PENALTY WAIVER REQUEST – WATER DEPARTMENT – TOWN WATER CUSTOMER #10027:

Town water customer account #10027 requests to have the \$17.40 penalty fee waived from her water account. The February 2024 Water Bill was accidentally overlooked and payment was not made on time.

RESOLVED, the Board of Trustees denies the request of town water customer #10027 for waiver of penalties totaling \$17.40.

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

Ayes: Trustees Behringer, Ferraro, and O'Connor

Nays: None

PURCHASE – CRANE PARK SHED:

RESOLVED, the Board of Trustees authorizes the purchase of a shed for Crane Park in an amount not to exceed \$6,000.00 to be allocated from budget line A.7110.2000, Parks Crane Park Improvements.

On a motion by Trustee Ferraro, seconded by Trustee Behringer

Ayes: Trustees Behringer, Ferraro, and O'Connor

Nays: None

PURCHASE – FLOCK FREE BIRD CONTROL:

RESOLVED, the Board of Trustees authorizes the purchase of a one-year supply of Flock Free Tank Mix Bird Repellent for the purpose of geese control on the North Pond in Crane Park in an amount not to exceed \$3,000.00 to be allocated from budget line A.7110.2000, Parks Crane Park Improvements.

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

Ayes: Trustees Behringer, Ferraro, and O'Connor

Nays: None

MAYOR & TRUSTEE'S REPORT:

Trustee Behringer commented the Police Department got a grant from the NYS Division of Criminal Justice Services in the amount of \$157,000.00 to enhance their technology and equipment.

Mayor Dwyer reminded the public there is a Memorial Day Parade scheduled for Sunday, May 26, 2024 at 1:30pm and the importance of folks coming out to remember those that gave their lives and the sacrifices they made for the freedoms we have today.

ATTORNEY'S REPORT:

Nothing to report.

No public comment.

EXECUTIVE SESSION:

On a motion by Trustee Behringer, seconded by Trustee Ferraro, and carried, following a 5-minute recess, the Board convened in Executive Session at 7:50 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 8:55 PM.

AGREEMENT – APPRAISAL SERVICES CONTRACT – ACKERLY & HUBBELL APPRAISAL CORP:

RESOLVED, the Board of Trustees authorize Mayor Dwyer to sign an agreement with Ackerly & Hubbell Appraisal Corp, 1072 Main Street, Fishkill, NY 12524 for the purposes of an appraisal for 19.80-acre property with structures in disrepair; identified by SBL #211-1-11 in an amount not to exceed \$5,500.00. These services will be allocated from budget line A.1440.450, Engineering Services.

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

Ayes: Trustees Behringer, Ferraro, and O'Connor

Nays: None

ADJOURNMENT:

On a motion by Trustee Behringer, seconded by Trustee Ferraro and carried, no further business, the meeting was adjourned at 8:55 PM.

MONTHLY REPORTS:

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

Respectfully submitted,

Kimberly Zahra
Village Clerk

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

1. Minutes prepared, processed associated correspondence and Legal Notices completed for the April 2nd Organizational Meeting, April 2nd and April 16th Board of Trustee Meeting, along with a Special Executive Session on April 19th.
2. Permits issued: Handicap Parking: 10 Garage Sale: 6 Solicitor/Peddling: 0
Road Opening: 0 Blasting Permit: 0 Liquor License: 0 Towing Permits: 0
3. Processed 1 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. (38 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 4/30.
18. Assisted in Water Bill Control Clerk training.
19. Water Re-levy processing for Village Taxes.
20. Edmunds virtual meeting to discuss data discovery.

APRIL 2024 JUSTICE COURT REPORT:

Total Fines: \$23,752.00 Total Surcharges: \$7,950.00 Total Parking: \$6,440.00
 Total Civil Fees: \$4,140.00 Bail Poundage Collected: \$00.00 Total Bail Forfeited: \$00.00
Total for April: \$42,282.00

Vehicle & Traffic Tickets: 456 Disposed: 283
 Criminal Cases: 42 Disposed: 71 Civil Cases: 1 Disposed: 0
 Paid Parking Tickets: 71 Dismissed Traffic Tickets: 49

APRIL 2024 POLICE DEPARTMENT REPORT SUBMITTED BY DARWIN GUZMAN, CHIEF:

CALLS FOR SERVICE

TOTAL CALLS – 2,032
 CASES/CRIMINAL OFFENSE – 146
 ARRESTS – 63

TRAFFIC REPORT

TRAFFIC TICKETS – 420
 PARKING TICKETS – 89
 GAS – \$3,250.55/1,267G
 MVA'S – 27

TRAINING

ICAT TRAIN TRAINER – GROSSO/ROMER
 STOP DWI – YOUNG/MALGIERI/HANSEN/MINUTOLO
 TRU – ROMER
 NYTOA- ROMER
 INSTRUCTOR DEVELOPMENT – BERKE
 K9 – BERKE
 RAD – BERKE
 CRISIS COMMUNICATION – YOUNG/BERKE
 DCJS CRIME SCENE – HANSEN
 BEACH – TRU
 CPS REFRESHER – MUNOZ
 EMT – MAHONEY
 HVCAC GHOST GUNS – FARNINGHAM/PAYTON

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

Production: Lake Mombasha: 28,664,956 27,127,671 Gallons LY 2023
Well #4: 2,797,067 4,996,531 Gallons LY 2023

Consumption: 31,462,023 Gallons / 32,124,202 Gallons LY 2023

Water Samples / Testing: Passed

Rainfall: 5.86"

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

Read Meters

Flushed Hydrants

Aqua Logics at Plant to Calibrate all Meters

TAM here to Clean out Lagoon

Adjusted PRV by Stop & Shop

APRIL 2024 DPW SUBMITTED BY ALDO CHIAPPETTA, WORKING LEADER:

Repaired basins along Village roads

Swept Village streets

Trim brush back on Lakes Road

Picked garbage along Rt 17m

Picked garbage on Stage Road and Rye Hill Road

Junction box repair on Peter Bush Drive

Painted various stop bars

Mowed in park weekly

Cleaned up and mulched Airplane Park

Painted various parking spots

Barnett Road East drainage addressed (ground water)

Replaced and repaired signs

Mid Oaks drain fixed and clean up

Mowed the out skirts area around Village

Timber Hills drainage fixed with 15in pipe

Started putting away snow equipment

Cleaned brush area in common area along Windgate Court

Helped with Monroe clean sweep

Water main repair on Marc Terrace

Rip Rapped Gilbert Street stream near the Post Office

Prepped boats for summer season

Swept bike path

Worked on 9-11 monument

Maintained Village equipment

Checked and cleaned basins
 Picked garbage throughout Crane Park
 Maintained Lake View property
 Work on ms4 report
 Changed out garbage cans around park area

APRIL 2024 BUILDING DEPARTMENT SUBMITTED BY BUILDING DEPARTMENT CLERK NINA MORRIS:

Building Permits Issued: 49
Rental Inspections Completed: 1
Title Searches Completed: 14
Violations Issued: 102
Building Permit Inspections Performed: 57
C.O's Issued: 24
Complaint Inspections: 90
Fire Inspections: 5

Open, active building permits: 410
FOIL Requests: 7

Building Permit Fees: \$ 9,592.50
Rental Permit Fees: 375.00
Fire Inspection Fees: 100.00
Title Search Fees: 1,650.00
Total Collected Fees: \$ 11,717.50

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

APRIL 2024 TREASURER'S REPORT SUBMITTED BY ANTHONY FELIZ:

Treasurer's Report Village of Monroe April 2024

SIGNIFICANT ACTIVITY (REVENUES)

Planning Board Fees	9,226
Int & Earnings General	18,705
Building Permits	9,727
Int Penalty Water Rents	28,234

SIGNIFICANT ACTIVITY (EXPENDITURES)

Law Contractual/Other Atty	16,608
PD Gas & Oil Vehicle	\$6,199
St Maint Gas Car & Truck	\$6,910
St Maint Equipment Maint	\$12,432
Snow Removal General Exp Salt	\$21,583
Street Lighting Street	\$28,196
Parks Equipment	\$5,415
Source Contractual	\$70,000
Purification Chemicals	\$9,543
Distribution Contractual Transmission	279,101
Distribution Contractual	\$18,334

Health Insurance - General Fund	165,816
- Water Fund	18,190
	<hr/>
	184,006
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

<u>STATUS OF FY2024 CONTINGENCY ACCOUNTS</u>	CURRENT BALANCE
General Fund Appropriation -budgeted \$100,000	83,198
Water Fund Appropriation -budgeted \$51,500	51,500

COMMENTS:

We have completed 11 months of the fiscal year and expenses should be at 91.7%. The expenses are at 84.6% for the General Fund and 162.8% for the Water Fund inclusive of budget adjustments to be approved by the board.

Respectfully submitted,

Anthony Feliz
Treasurer

FEE SCHEDULE – Chapter 98 Fees, Consultant

PLANNING BOARD FEES

FEES DUE UPON APPLICATION:

If you are uncertain of the exact fee for your project please contact the Planning Board Secretary 845-782-8341 ext. 145.

Pursuant to Chapter 98 of the Village of Monroe Code, all land use application and escrow fees may be set by resolution of the Village Board of Trustees.

Applications to the Planning Board	
Informal Review/Request for Work session	\$ 250
Site Plan Application	
Non-Residential	\$ 250 plus \$0.10 per sq ft of building floor area
Residential	\$ 500 if less than 5 lots/dwelling units \$ 100 per lot/dwelling unit over 5 lots/dwelling units
Senior Housing (Initial Submission) - 200-63.1	\$ 500
Senior Housing (Full Submission)	\$ 500 if less than 5 lots/dwelling units \$ 100 per lot/dwelling unit over 5 lots/dwelling units
Special Permit Use	
New Application	\$ 300 (plus Site Plan fees, if applicable), plus \$ 25 per occupancy/dwelling unit over

	2 units
Renewal	\$ 150 plus \$ 25 per occupancy/dwelling unit over 2 units
Subdivision	
Less than 5 lots	\$ 500
5 or more lots	\$ 100 per lot
Escrow Deposit for Consultant Review	
Residential Uses	\$250 per unit for the first 10 units, \$50 per unit over 10 units plus SEQR, plus SWPPP
Non-residential uses	\$1000.00, plus the greater of \$50 per acre, \$50 per lot, \$50 per unit or \$50 per 1000 sq. feet of building floor area, plus SEQR, plus SWPPP
SEQR	\$600 - Short Environmental Assessment Form \$1200 - Long Environmental Assessment Form Environmental Impact Statement – as recommended by consultants, payable within 15 days of a positive declaration.
SWPPP (if applicable)	\$1000 for the first 1-5 acres of disturbance, plus \$250 per acre of 5 acres disturbed.
Miscellaneous Planning Board Fees	
Appearance Fee (for all appears after the first appearance)	\$ 100.00 per appearance.
Engineering Inspection Fees	6% of the estimate cost of public improvements as determined by the Village Engineer and approved by the Village Board
Professional Fees	As billed by Village Consultants.
Fee in Lieu of Parkland	\$ 2,500 per dwelling unit
Fee in Lieu of Parking – CB District	\$ 625 per parking space

1. All site plan, special permit, and subdivision applications shall require an escrow deposit as set forth in the fee schedule. When the required escrow deposit amount falls below 40% of the initial deposit, the applicant shall replenish the deposited amount to the full initial value prior to any further review of the application.
2. The Planning Board may, in their discretion, waive a portion of the escrow deposit for applications that do not involve any construction.
3. The Village reserves the right to require bonding or other surety to ensure that offsite or onsite improvements are constructed and maintained in accordance with approved plans. The amount of such surety is to be determined by the Village Engineer.
4. The cost of public notice shall be paid for by the applicant.

Architectural Review Board – Application Fee \$50.00

ZONING BOARD OF APPEALS FEES

These fees are payable to the Village Clerk at the time of application for hearing.

- a. Appeals: \$350.00.**
- b. Interpretation: \$350.00.**
- c. Area Variance for accessory structures under 250 square feet to single-family dwellings and above-ground swimming pools: \$200.00.**
- d. All Other Area Variances: \$450.00.**

e. Use Variance: \$500.00.

If an application consists of alternate requests for relief, the fee shall be the higher of the two fees.

Applications that are withdrawn before the date of the hearing shall receive a refund of 50% of the application fee.

Zoning Change Before Village Board

a. Request for zoning change

Application Fee Five Hundred (\$500) dollars

Architectural Appearance Review Board. The minimum fee for the Architectural Appearance Review Board is Twenty dollars (\$20) plus Five dollars (\$5) per thousand dollars (\$1,000) of estimated project cost. The maximum fee will not exceed Two hundred fifty dollars (\$250).

BUILDING DEPARTMENT FEES

Village of Monroe Building Department Fee Schedule Rev. 6/6/17

Effective 6/1/16

	<u>Application Fee</u>	<u>Fee</u>
<u>Residential:</u>		
1 or 2 Family House*	\$75.00	\$1.00/sq. ft.
Additions*	\$75.00	\$0.75/sq. ft.
Alterations & Renovations*	\$75.00	\$0.75/sq. ft.
Detached Garage/Pole Barn*	\$75.00	\$0.75/sq. ft.
Sheds*	\$75.00	\$0.50/sq. ft.
Decks*	\$75.00	\$0.75/sq. ft.
In ground swimming pool*	\$75.00	\$375.00
Above ground swimming pool*	\$75.00	\$125.00
Electric extension or upgrade		\$ 75.00
Solar	\$75.00	\$ 50.00/kw
Wood Stoves/Chimneys	\$75.00	\$ 75.00
Hot Tub*	\$75.00	\$125.00
<u>Commercial:</u>		
New construction*	\$75.00	\$1.00/sq. ft.
Additions*	\$75.00	\$0.75/sq. ft.
Alterations & Renovations*	\$75.00	\$0.75/sq. ft.
Accessory Building/Structure*	\$75.00	\$0.50/sq. ft.
Electric extension or upgrade		\$75.00
Multi Family Dwellings*	\$75.00	\$1.00/sq. ft.
<u>General Fees:</u>		
Minor Renovation (no sq. ft.)		\$100.00
Fire Suppression/Alarm System*	\$75.00	\$150.00
HVAC/Generator*		\$150.00
Roof/Siding/Window		\$100.00
Fence		\$ 75.00
Demolition permit up to 150 sq. ft	\$75.00	\$ 75.00
Demolition permit over 150 sq. ft.	\$75.00	\$0.25/sq. ft.
Site work/site clearing	\$75.00	1.5% cost of

construction		
Signs – non-illuminated		\$100.00
Signs – illuminated	Electrical Permit +	\$100.00
Oil Tank Removal/Replacement		\$100.00

Work done without a permit – 3 times the cost of the permit

Municipal Records/Title Search - residential		\$150.00
Municipal records/Title Search – commercial units	\$150.00 +	\$ 25.00/unit over 2
Zoning Verification Letter		\$350.00
Extension of expired permit (one 6-month extension)		\$ 75.00
Application for CO – Expired Permit		\$100.00
Change of Occupancy		\$100.00
Fire Inspection – Commercial		\$ 25.00 per unit
Rental Inspection – Residential		\$ 25.00 per unit
Sidewalk Sale \$10.00 / Outdoor Café \$50.00		

*Electrical Permit required if electric work being done.

1. Certificate of Occupancy.

- a. Pursuant to building permit, no charge
- b. Application for duplicate certificate of occupancy or letter stating no certificate of occupancy or street/road letter or violation search, or any combination of the above Seventy-Five (\$75) dollars.
- c. Application for a certificate of occupancy for a structure pre-existing prior to zoning: Seventy-Five (\$75) dollars.
- d. Application for permission to build in a floodway or floodway fringe under Section 19-12 (floodway damage prevention): (\$75 Seventy-Five dollars)

2. Septic System within the Village or Watershed Area

- A. Permit for, and engineering review of private septic system within village watershed area: \$500 (Five Hundred dollars)

CLERK’S FEES

- Blasting Operations (Chapter 76)-\$150 for each 6-month period
- Garage Sale: \$2.50 up to 3 days. Two per year allowed.
- Peddling & Soliciting: \$500 per person, per year (permit is good for 1 year from date of issuance)
- Records, public access: Photocopies \$.25/page not exceeding 9"x14" / Exceeding 9"X14" to be determined at time of request based on size and number of copies needed.
- Administrative Fees / Property Maintenance: \$100.00

DEPARTMENT OF PUBLIC WORKS

- Street Opening – \$500.00 Non-refundable Application Fee
- \$500.00 Curb Cut
- \$2,000.00 One (1) Lane
- \$3,000.00 Two (2) Lanes

WATER DEPARTMENT FEES

- Frozen Meter: \$150 fee and cost of a new meter

Final Reading: \$25
Water Shut Off: \$25
Meter Flow Test: \$7
Restoration Charge for interrupted service due to nonpayment: (10/17/06) \$25
Outside Village restoration charge for interrupted service due to non-payment (10/17/06) \$25

***Where restoration is requested during non-business hours a fee equal to 3 hours at time and half the Water Department employee's hourly rate on weekdays and twice the hourly rate on holidays in addition to any and all other charges due for restoration.**

Service Fee for delinquent account re-levied to Village Tax: \$75 (10/17/06) - Revised 6/1/10 - \$10 or less – fee waived

Return check fee: \$30

Tax/Water Search Fee (2/6/07) \$20

Water Rates – Quarterly Water Use – effective August 2014

Village - \$ 4.35 per thousand gallons
Town - \$10.88 per thousand gallons
Commercial- \$ 6.53 per thousand gallons

Tapping Fees:

<u>Inside Village</u>	<u>Outside Village</u>
3/4" - \$200	\$500
1" - \$375	\$1,000
2" - \$3,600	\$10,000
4" - \$4,600	\$12,500
6" - \$5,400	\$15,000
8" - \$7,200	\$20,000
10"- \$9,000	\$25,500
12"- \$10,700	\$30,500

POLICE DEPARTMENT FEES

ANNUAL TOWING LICENSE FEE AND MAXIMUM TOWING AND IMPOUND RATES APPLICABLE TO ALL TOWING COMPANIES LICENSED BY THE VILLAGE OF MONROE FOR THE YEAR 2018.

ANNUAL TOWING LICENSE:

The annual towing license to operate a tow truck or tow wrecker in the Village of Monroe shall be \$1,100.00. Licenses shall become effective the first day of the month following issuance. The term of the license shall be January 1 through December 31 and the fee shall be prorated depending on the month said license takes effect.

Towing/impound rates applying to all tow-call list services.

Towing businesses licensed in the Village of Monroe will be subject to the following rates:

Day rate (8am to 6pm): \$115.00
Night rate (6pm to 8am): \$130.00
Weekend/holiday (all hours): \$130.00

Road service calls (non-towing)

Day Rate (8am to 6pm): \$115.00
Night Rate (6pm to 8am): \$130.00
Weekend/Holiday: \$ 90.00

Lock-out rate: \$ 50.00

Snow Ordinance Towing: \$125.00

Motor Vehicle Accident (including all accidents at any time of day or night, weekend or holiday): \$200.00 Flat Rate per Vehicle Towed

Winch-out Fees: \$100.00 first 30-minutes, \$40.00 each additional 15-minutes, \$50.00 per hour if additional truck or person is needed. (*Winching is defined Chapter 185, Section 185-2 of the Village Code)

Motor Vehicle Accident Storage Fees:

Outside: \$50.00

Inside: \$60.00

All impound Storage Fees

Outside: \$50.00

Inside: \$60.00

Towing to other locations at customer's request at applicable rate above, plus a per mile charge agreed to by licensee and the customer before the tow is commenced.

***NOTE: No storage fees will be charged for vehicles released within the first 24-hours from time of tow.**