

Village of Monroe Board of Trustees Meeting April 15, 2025

VILLAGE OF MONROE
BOARD OF TRUSTEES MEETING
TUESDAY, APRIL 15, 2025
(www.villageofmonroe.org)

The second of the bi-monthly meetings of the Board of Trustees was held on Tuesday, April 15, 2025 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 1, 2025 ORGANIZATIONAL MEETING:

On a motion by Trustee Karl, seconded by Trustee O’Connor, the Minutes of the April 1, 2025 Organizational Meeting were approved.

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

MINUTE APPROVAL: APRIL 1, 2025 BOARD MEETING:

On a motion by Trustee Karl, seconded by Trustee O’Connor, the Minutes of the April 1, 2025 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
F.0909	Fund Balance Unreserved	F.8320.4550	Source Asphalt	\$ 19,000.00	Raise Expense account RE: Gatehouse Paving
F.0909	Fund Balance Unreserved	F.8340.4500	Distribution Contractual	\$135,000.00	Raise Expense account RE: Communication Equipment & Control Upgrades Pine Tree, Briarcliff, Well 4, and Plant Operation
F.0909	Fund Balance Unreserved	F.8330.4520	Purification Building Maint	\$118,000.00	Raise Expense account RE: Heater for water plant & Guard Rail & Windows and doors at water plant
F.0909	Fund Balance Unreserved	F.8330.4500	Purification Contractual	\$ 59,000.00	Raise Expense account Re: Pump Galley Pipe work
A.3389	Other Public Safety	A.3120.4350	PD Grant Expense	\$ 313.00	Raise Revenue/Expense accounts RE: DCJS Livescan Grant
A.3389	Other Public Safety	A.3120.1350	PD Grant OT Personnel	\$ 2,533.10	Raise Revenue/Expense accounts RE: Stop DWI
A.3389	Other Public Safety	A.3120.1230	PD Officers OT	\$ 2,276.56	Raise Revenue/Expense accounts RE: FBI Task Force reimbursement
A.0231.5000	PD Bldg Reserve	A.3120.4500	PD Contractual	\$ 1,000.00	Transfer from Reserve account to Expense RE: HVAC for PD building
A.3389	Other Public Safety	A.3120.4350	PD Grant Expense	\$ 12,000.00	Raise Revenue/Expense accounts RE: DCJS Livescan Grant

On a motion by Trustee Behringer, seconded by Trustee Karl

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

COMPLETION OF PROBATION – D. PARADA – POLICE OFFICER – POLICE DEPARTMENT:

RESOLVED, the following employee hereby completes their probationary period:

Daniel Parada – effective April 3, 2025

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

On a motion by Trustee Behringer, seconded by Trustee Karl

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

Nays: None

**APPOINTMENT – C. WATSON – PROVISIONAL FULL-TIME ASSISTANT
BUILDING INSPECTOR III – BUILDING DEPARTMENT:**

RESOLVED, the Board of Trustees appoints Christopher Watson to the position of provisional full-time Assistant Building Inspector III, effective May 1, 2025 with a salary of \$70,000.00/yr. The necessary MSD 426-B will be submitted to Orange County Department of Human Resources.

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

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

Nays: None

BUDGET ADOPTION FY2025/2026:

RESOLVED, the Board of Trustees adopts the Budget for Fiscal Year 2025/2026 as follows:

General Fund: \$12,724,536

Water Fund: \$3,035,922

Amount to be raised by Taxes: \$7,920,358

Tax Rate per thousand of assessed valuation: \$45.95

**Increase \$58.00 on a \$50,000 assessed valuation and on a \$100,000 assessed valuation
\$116.00**

Tax Rate increase rate: 2.59%

Revenues: \$4,604,179

Appropriated Fund Balance: \$100,000

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

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

Nays: None

REQUEST TO TRAVEL – NYCOM ANNUAL MEETING / MAYOR DWYER:

Resolved, the Board of Trustees approves the attendance of Mayor Neil Dwyer at the New York Mayors and Municipal Officials Annual Meeting at Bolton Landing, New York from May 28th through May 30th, 2025. The approximate total cost for the conference, including program fees and hotel stay is \$435.00 and shall be allocated from budget line A.1210.4100, Mayor General Expense. A personal vehicle will be used and a voucher will be submitted for mileage reimbursement.

On a motion by Trustee Ferraro, seconded by Trustee Behringer

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

Nays: None

**BID AWARD – VAN KEUREN BOOSTER PUMP STATION – CONTRACT 1 –
GENERAL CONSTRUCTION:**

On Tuesday, April 8, 2025, a bid opening was held at 10am. A total of three (3) bids were submitted for the Van Keuren Booster Pump Station project, contract 1, general construction. TAM Enterprises, Goshen, New York, was the lowest bidder on the project, submitting a bid in the amount of \$380,408.00. Village Engineer, David Higgins, P.E. of Lanc & Tully Engineering and Surveying P.C. reviewed all bids and submitted a letter of recommendation to the Board to award the bid to TAM Enterprises, the lowest responsible bidder.

RESOLVED, the Board of Trustees accepts the engineer’s recommendation and awards the bid for the Van Keuren Booster Pump Station project, contract 1, general construction, to TAM Enterprises, Goshen, New York in the amount of \$380,408.00.

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

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

Nays: None

BID AWARD – VAN KEUREN BOOSTER PUMP STATION – CONTRACT 2 – ELECTRICAL CONSTRUCTION:

On Tuesday, April 8, 2025, a bid opening was held at 10am. A total of one (1) bid were submitted for the Van Keuren Booster Pump Station project, contract 2, electrical construction. TAM Enterprises, Goshen, New York, submitted a bid in the amount of \$210,408.00. Village Engineer, David Higgins, P.E. of Lanc & Tully Engineering and Surveying P.C. reviewed the bid and submitted a letter of recommendation to the Board to award the bid to TAM Enterprises.

RESOLVED, the Board of Trustees accepts the engineer’s recommendation and awards the bid for the Van Keuren Booster Pump Station project, contract 2, electrical construction, to TAM Enterprises, Goshen, New York in the amount of \$210,408.00.

On a motion by Trustee Karl, seconded by Trustee Behringer

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

Nays: None

AUTHORIZATION FOR RAMETTA & RAMETTA, LLC TO FILE MOTION – 99 SPRING STREET:

BE IT RESOLVED that the Village Board of Trustees hereby appoints Rametta & Rametta, LLC to intervene and appear in Golden Bridge R2 LLC vs. 99 Spring YMNY Dev LLC, et al, Index No EF009308-2025 for the purposes of maintaining and enforcing the Village’s judgment claim.

BE IT FURTHER RESOLVED, that Elizabeth Cassidy, Esq., shall provide assistance as may be necessary and proper to effectuate the above authorization.

On a motion by Trustee Ferraro, seconded by Trustee Behringer

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

Nays: None

POLICE DEPARTMENT – INVENTORY – REQUEST TO REMOVE:

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

Printer: Canon Maxify MB5420 (S/N: AENB19445)

Printer: Canon Maxify MB5420 (S/N: AENB05607)

Computer Monitor: Dell Monitor Stag (S/N: 8BJHTK2)

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

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

Nays: None

WATER DEPARTMENT – INVENTORY SURPLUS / WATER METERS – REQUEST TO DISPOSE/ SCRAPPED:

RESOLVED, the Board of Trustees declares the following Water Department non-working water meters surplus and of no value and authorize its removal from inventory to be scrapped.

Meter #1852688819	Serial #67712981
Meter #1420272138	Serial #45851702
Meter #1420218520	Serial #45851711
Meter #1461310846	Serial #79760505

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

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

Nays: None

LEEDS (MID-ATLANTIC LAW ENFORCEMENT EXECUTIVE DEVELOPMENT SEMINAR) – PD:

RESOLVED, the Board of Trustees approves Sergeant James Malgieri to attend the Mid-Atlantic Law Enforcement Executive Development Seminar (LEEDS) that will be held June 8, 2025 through June 13, 2025 in Princeton, New Jersey. The seminar registration is \$900.00, and five-night's accommodations at a cost of \$800.00, for a total cost of \$1700.00, to be allocated from budget line A.3120.4720, Education.

On a motion by Trustee Behringer, seconded by Trustee Karl

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

Nays: None

PROPOSAL – LABELLA ASSOCIATES – NY FORWARD GRANT SUPPORT:

RESOLVED, the Board of Trustees authorize Mayor Dwyer to sign the proposal for LaBella Associates, Glens Falls, New York, to assist the Village of Monroe with the 2025 NY Forward grant application and provide grant support throughout in an amount not to exceed \$25,000.00 to be allocated from budget line A.1620.4500, VH Contractual.

BE IT FURTHER RESOLVED, LaBella Associates will assist the Village of Monroe with any future grant applications in 2025 in an amount not to exceed \$19,000.00 to be allocated from budget line A.1620.4500, VH Contractual.

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

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

Nays: None

WATER DEPT – PURCHASE OF WINDOWS AT WATER PLANT – 76 WOODCOCK ROAD:

The Water Department received three bids for the purchase of windows for the Water Plant located at 76 Woodcock Road, Monroe. Lakes Road Glass, Monroe, NY, put a bid in for \$24,000.00; Northern Windows, Goshen, NY, put a bid in for \$30,772.00; and V. Fini Custom Construction, Inc., Monroe, NY for \$28,500.00.

RESOLVED, the Board of Trustees accepts the lowest bid to purchase windows for 76 Woodcock Road, Monroe, NY, from Lakes Road Glass, Monroe, NY, in the amount of \$24,000.00 to be allocated from budget line F.8330.4520, Purification Building Maintenance.

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

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

Nays: None

WATER DEPT – PURCHASE OF HEATING SYSTEM AT WATER PLANT – 76 WOODCOCK ROAD:

The Water Department received three bids for the purchase of a heating system for the Water Plant located at 76 Woodcock Road, Monroe. Bottini Fuel, Wappingers Falls, NY put a bid in for \$63,890.00; Nebraska Plumbing, Monroe, NY, put a bid in for \$84,454.92; and Westar Tech Services Corp., Middletown, NY, for \$74,200.00.

RESOLVED, the Board of Trustees accepts the lowest bid to purchase of a heating system for 76 Woodcock Road, Monroe, NY, from Bottini Fuel, Wappingers Falls, NY, in the amount of \$63,890.00 to be allocated from budget line F.8330.4520, Purification Building Maintenance.

On a motion by Trustee Karl, seconded by Trustee Behringer

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

Nays: None

AUTHORIZATION TO ADVERTISE – INVITATION TO BID – ORANGE TURNPIKE, PINE TREE ROAD, STILL ROAD, AND STAGE ROAD TRAFFIC SIGNAL INSTALLATION PROJECT:

RESOLVED, the Board of Trustees authorizes an invitation to bid to be placed in the legal section of the Times Herald Record and the NYS Contract Reporter advertising the Orange Turnpike, Pine Tree Road, Still Road, and Stage Road Traffic Signal Installation Project provided by Barton & Loguidice, DPC., Albany, New York, with a bid opening scheduled for May 8, 2025 at 11:00AM at Village Hall, 7 Stage Road, Monroe, New York.

On a motion by Trustee Ferraro, seconded by Trustee Karl

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

Nays: None

WATER PAYMENT PLAN REQUEST – TOWN ACCOUNT #10251:

The Water Department received a letter from Town Water Customer #10251. The property owner is requesting a 3-month payment plan for his delinquent Town water account totaling \$2,210.86 due to financial hardships.

RESOLVED, the Board of Trustees denies the payment plan for Town Water Account #10251, giving him the opportunity to pay his outstanding balance of \$2,210.86 over a period of 3-months.

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 Ferraro thanked all of the volunteers and sponsors for their help with the rebuild at Airplane Park. Although the weather did not cooperate and the rebuild was not completed, a lot of fun was had. Play By Design is planning on returning the last week of April or the first week of May to complete the project, which will take about three days. Be on the lookout for the scheduling and come volunteer!

Trustee Behringer enjoyed volunteering for the playground rebuild and getting to use the router, she is ready to build a deck.

Trustee Karl thanked all of the restaurants and delis for all of the food donations. Trustee Karl commented to Trustee Ferraro, "great job, let's finish this up!"

Trustee Karl also reminded the community to come out and participate in Clean Sweep to clean up all the garbage in the community. Get involved, meet at Town Hall at 8am on Saturday, April 26, 2025.

Trustee O'Connor said congratulations and great job on the playground project.

ATTORNEY'S REPORT:

Nothing to report.

PUBLIC COMMENT: **# PRESENT 1** **TIME: 7:20PM**

Patrick O'Keeffe, Village resident, asked where he could dispose his twigs and sticks. This is a topic that will have to be discussed with the Highway Department.

ADJOURNMENT:

On a motion by Trustee Karl, seconded by Trustee O'Connor and carried, no further business, the meeting was adjourned at 7:25 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.

MARCH 2025 VILLAGE CLERK'S REPORT SUBMITTED BY KIMBERLY ZAHRA, VILLAGE CLERK:

1. Minutes prepared, processed associated correspondence and Legal Notices completed for the March 4th and March 18th Board of Trustee meeting.
2. Permits issued: Handicap Parking: 3 Garage Sale: 0 Solicitor/Peddling: 0
Road Opening: 0 Blasting Permit: 0 Liquor License: 0 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.
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 03/31/25.
18. Prepared contracts and vouchers for Summer Concert Series.
19. Applied for Orange County Municipal Grant
20. Attended online meeting for updates with Edmunds online 03/25/25.

MARCH 2025 JUSTICE COURT REPORT:

Total Fines: \$35,164.00 Total Surcharges: \$8,206.00 Total Parking: \$5,675.00
Total Civil Fees: \$3,435.00 Bail Poundage Collected: \$0.00

Total Bail Forfeited: \$1,500.00
Total for March: \$53,980.00

Vehicle & Traffic Tickets: 248 Disposed: 273
Criminal Cases: 24 Disposed: 43 Civil Cases: 0 Disposed: 3
Paid Parking Tickets: 159 Dismissed Traffic Tickets: 53

MARCH 2025 POLICE DEPARTMENT REPORT SUBMITTED BY DARWIN GUZMAN, CHIEF:

CALLS FOR SERVICE
TOTAL CALLS – 942
ARRESTS – 35

TRAFFIC REPORT
TRAFFIC TICKETS - 201
PARKING TICKETS – 260
GAS – N/A
MVA’S - 34

TRAINING
Det. Payton – CAST
P.O. Romer – Tactical EMS Response
Sgt. Berke – K9 Training
Sgt. Berke – RAD

MARCH 2025 FILTRATION PLANT REPORT SUBMITTED BY WILL OSTROWSKI, WATER TREATMENT PLANT OPERATOR:

Production: Lake Mombasha:	30,427,859	30,222,378 Gallons LY 2024
Well #4:	4,156,146	410,320 Gallons LY 2024

Consumption: 34,584,005 Gallons / 30,632,698 Gallons LY 2024
Water Samples / Testing: Passed
Rainfall: 4.5”
Reservoir: FULL

Miscellaneous:
3 Reservoir Inspections
Final Water Reads
Mark Outs
12 Water Meters Changed
Fueled up all the Backup Generators
Well #4 Chlorine Injector Quill Cleaned and Rebuilt
2017 Chevrolet Silverado 2500 Dropped off to Robert Greene Truck for Utility Body Installation
2025 Chevrolet Silverado 3500 Plow Installed, Safety Lights Installed, and Rhino Lining Installed
Purchased and Picked-up new Trash Pumps
Rebuilt both Chlorine Pumps at Water Filtration Plant
Camera Inspected Freeland Street Valve

MARCH 2025 DPW SUBMITTED BY ALDO CHIAPPETTA, WORKING LEADER:

Repaired basins along Village roads
Maintain Village equipment
Check and clean basins
Picked garbage throughout Crane Park

Maintain Lake View property

Street sweeping throughout village

Work on ms4 report

Maintain all Village owned property

Picked garbage along Stage Road, Freeland Street, Rye Hill Road, and Reynolds Road

Change out garbage cans around park area

Blacktop repairs

Cleaned piles of brush along streets

Working on Airplane Park project (site work – building material – prep work)

Took Dig Safe class in Wallkill (Chiappetta, Battiato, Staiano, Miller, & Federici)

Cleared trees along rail trail and stump ground

Took trees down on Freeland Street along roadway

Cleaned up end of Forshee Street (tree damage)

Interviews for Laborer positions

MARCH 2025 BUILDING / CODE ENFORCEMENT DEPARTMENT SUBMITTED BY RONALD SVRCHEK, CODE ENFORCEMENT OFFICER:

Building Permits Issued:	11
Title Searches Completed:	12
Building Permit Inspections performed:	23
C.O's Issued:	6
Complaint Inspection	57
Violations Found	97
Rental Inspection	53
Fire Inspection	5
Open, active building permits	733
FOIL Requests	5
Building Permit Fees:	\$3,608.00
Title Search Fees	\$1,500.00
Fire Inspections	\$ 0.00
Rental Permit	<u>\$ 300.00</u>
Total Fees Collected (Building Dept.)	\$5,408.00

Monthly Assessor's report filed

Daily cash deposits to Clerk

Bi Monthly mailing for expired permits

MARCH 2025 TREASURER'S REPORT SUBMITTED BY ANTHONY FELIZ:

Treasurer's Report Village of Monroe March 2025

SIGNIFICANT ACTIVITY (REVENUES)

Utilitly Gross Tax Receipts	42,709
Int & Earnings General	20,486
Gifts & Donations	\$8,219
Int & Penalty Water Rents	33,677

SIGNIFICANT ACTIVITY (EXPENDITURES)

Law Contractual	23,424
Engineer Study Contractual	6,712
VH Renovations	\$8,220
PD Motor Vehicles	\$55,484
On Street Parking Equipment	\$16,146
St Maint Equipment Maintenance	\$9,136
Snow Removal Salt	\$28,645
Street Lighting Street	\$9,481
Parks Crane Park Improvement	\$46,360
Distribution Equipment Rental	7,050
Health Insurance - General Fund	173,097
- Water Fund	13,883
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	186,980
Workers Comp. - General Fund	3,996
- Water Fund	2,831
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	6,827
Liability Insurance - General Fund	41,426
- Water Fund	11,643
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	53,068

STATUS OF FY2024 CONTINGENCY ACCOUNTS

CURRENT BALANCE

General Fund Appropriation -budgeted	\$200,000	200,000
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 96.6% for the General Fund and 62.3% for the Water Fund inclusive of budget adjustments to be approved by the board.

Respectfully submitted,
Anthony Feliz
Treasurer