

Village of Monroe Board of Trustees Meeting May 20, 2025

VILLAGE OF MONROE  
BOARD OF TRUSTEES MEETING  
TUESDAY, MAY 20, 2025  
([www.villageofmonroe.org](http://www.villageofmonroe.org))

The second of the bi-monthly meetings of the Board of Trustees was held on Tuesday, May 20, 2025 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 6, 2025 BOARD MEETING:**

On a motion by Trustee O’Connor, seconded by Trustee Behringer, the Minutes of the May 6, 2025 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:

From :	Description	To:	Description	Amount	Notes
A.2706	Grants from Local Governments	A.7110.4500	Parks Contractual	\$565,000.00	Raise Revenue and Expense accounts RE: DASNY grant for pond dredging

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

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

**APPOINTMENT – M. COHN – P/T COURT ATTENDANT – JUSTICE COURT:**

RESOLVED, the Board of Trustees accepts the recommendation of Village Justice Strauss and appoints Michael Cohn as part-time Court Attendant. Mr. Cohn has been preapproved by the OC Department of Human Resources with an effective date of May 21, 2025 at an hourly rate of \$25.00 to be allocated from budget line A.1110.1120, Court Security.

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

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

**MONROE WOODBURY ISLAMIC CENTER PROJECT – REQUEST FOR A CONSTRUCTION PERFORMANCE BOND WAIVER:**

Monroe Woodbury Islamic Center has requested a construction bond waiver for their project located at 1431 Orange Turnpike in the Village of Monroe. They are committed to building a community mosque that will serve as a place of worship and community engagement for local residents. The project intends to be completed in phases over the next 2 to 5 years, funded primarily through ongoing community fundraising from the congregation. Given the non-profit nature of the project and financial constraints faced by the Monroe Woodbury Islamic Center, they are kindly asking for the Board to consider a waiver of the performance bond requirement.

This has been tabled for further discussion.

**INTER-MUNICIPAL AGREEMENT – VILLAGE OF MONROE & MWCSD  
RESOURCE OFFICER (SRO):**

**RESOLVED**, the Board of Trustees authorize Mayor Dwyer to enter into an Inter-Municipal Agreement with the Monroe-Woodbury Central School District to provide a School Resource Officer Program in the school's that are within the Village's geographical boundaries, which include North Main Elementary, Pine Tree Elementary and by agreement, Sapphire Elementary. The term of the agreement is from July 1, 2025 to June 30, 2026 and is renewed each year upon mutual consent.

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

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

**Nays:** None

**PROPOSAL – ADP - PAYROLL SERVICES:**

**RESOLVED**, the Board of Trustees authorizes Mayor Dwyer to execute the proposal with ADP for payroll services, which includes a one-time implementation fee of \$3,800.00, to be allocated from budget lines A0.1325.4000, Treasurer Contractual (87%) and F0.8310.4500, Admin Contractual (13%). The proposal also includes Workforce Now Payroll Solutions (Essential Plus Payroll, Enhanced HR, Benefits Administration, Essential Time), monthly processing via the ADP Time Kiosk App, and annual processing for Year-End Forms (W-2s or 1099s), at an annual cost of \$11,924.25, which will be allocated in the same manner listed above. This annual cost includes a three-year promotional credit of \$5,178.00. This cost may vary slightly based on the number of employees during the monthly payroll process.

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

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

**Nays:** None

**WATER PAYMENT PLAN REQUEST – VILLAGE WATER CUSTOMER ACCOUNT  
#1308:**

The Water Department received a letter from Village Water Customer #1308. The property owner is requesting a 3-month payment plan for her Village water customer account totaling \$500.82 due to a leak.

**RESOLVED**, the Board of Trustees denies the payment plan for Village Water Customer Account #1308.

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

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

**Nays:** None

**FIRE ALARM & SECURITY SYSTEMS FOR WELL #4, WATER PLANT, MAPLE  
AVENUE OFFICE, MAPLE AVENUE GARAGE & MAPLE AVENUE REPAIR SHOP:**

Proposals for fire alarms and security systems for Well #4, Water Plant, Maple Avenue Office, Maple Avenue Garage, and the Maple Avenue Repair Shop were given from Everon, formerly ADT, and N.A.S. Security Systems, Inc. Everon's proposal was a total amount of \$86,321.00 and the proposal from N.A.S. Security Systems, Inc totaled \$86,870.00. N.A.S. Security Systems Inc. was within \$550.00 of the lowest bid and provides the added benefit of continuity, as N.A.S. is the Village's current security provider for Village Hall and has demonstrated reliable performance.

**RESOLVED**, the Board of Trustees authorizes Mayor Dwyer to sign the proposal with

N.A.S. Security Systems, Inc. for fire alarms and security systems for Well #4, Water Plant, Maple Avenue Office, Maple Avenue Garage, and the Maple Avenue Repair Shop in the amount of \$86,870.00 to be allocated from budget lines F0.8310.4500, Admin Contract (Well #4 and Water Plant), A0.5110.4520, St Mtnc Bldg Mtnc (Maple Avenue Office, Garage, and Repair Shop).

On a motion by Trustee Ferraro, seconded by Trustee Behringer

Ayes: Trustees Behringer, Ferraro, 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 # 1482038461	Serial # 41904513	Meter # 1481684654	Serial # 87544487
Meter # 1832123757	Serial # 91072384	Meter #1577644688	Serial # N/A
Meter # 1831068981	Serial # 89374507	Meter # 1481497078	Serial # 87544462
Meter # 1482509790	Serial # 45851538	Meter # 1830706477	Serial # 88882423
Meter # 1830732861	Serial # 88959927	Meter # 1831201047	Serial # 89585109
Meter # 1000715073	Serial # 82156047	Meter # 148168430	Serial # 87544533
Meter # 1482502768	Serial # 40031910	Meter # 1480174020	Serial # 35704274
Meter # 1830728673	Serial # 52007940	Meter # 1831172347	Serial # 89585146
Meter # 1420260454	Serial # 27713132	Meter # 1480204172	Serial # 85633276
Meter # 1480784740	Serial # N/A	Meter # 1480173472	Serial # 85633242
Meter # 1831139551	Serial # 89585168	Meter # 1830741088	Serial # 88955474
Meter # 1831093229	Serial # 89430024	Meter # 1440072906	Serial # 49015629
Meter # 1000722014	Serial # 73488410		

On a motion by Trustee Ferraro, seconded by Trustee Behringer

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

**CLIMATE SMART COMMUNITY PLEDGE RESOLUTION:**

WHEREAS, the Village of Monroe (hereinafter “local government”) believes that climate change poses a real and increasing threat to our local and global environments and is primarily due to the burning of fossil fuels; and

WHEREAS, the effects of climate change will endanger our infrastructure, economy and livelihoods; harm our farms, orchards, and ecological communities, including native fish and wildlife populations; spread invasive species and exotic diseases; reduce drinking water supplies and recreational opportunities; and pose health threats to our citizens; and

WHEREAS, we believe that our response to climate change provides us with an unprecedented opportunity to save money, and to build livable, energy-independent and secure communities, vibrant innovation economies, healthy and safe schools, and resilient infrastructures; and

WHEREAS, we believe the scale of greenhouse gas (GHG) emissions reductions required for climate stabilization will require sustained and substantial efforts; and

WHEREAS, we believe that even if emissions were dramatically reduced today, communities would still be required to adapt to the effects of climate change for decades to come,

IT IS HEREBY RESOLVED that the Village of Monroe, in order to reduce greenhouse gas emissions and adapt to a changing climate, *adopts the New York State Climate Smart Communities pledge, which comprises the following ten elements:*

- 1) Build a climate-smart community.
- 2) Inventory emissions, set goals, and plan for climate action.
- 3) Decrease energy use.
- 4) Shift to clean, renewable energy.
- 5) Use climate-smart materials management.
- 6) Implement climate-smart land use.
- 7) Enhance community resilience to climate change.
- 8) Support a green innovation economy.
- 9) Inform and inspire the public.
- 10) Engage in an evolving process of climate action.

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

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

**Nays: None**

**PRO HOUSING COMMUNITIES PLEDGE RESOLUTION:**

WHEREAS, the Village of Monroe believes that the lack of housing for New York residents of all ages and income levels negatively impacts the future of New York State's economic growth and community well-being;

WHEREAS, the housing crisis has negative effects at both regional and local levels, and we believe that every community must do their part to contribute to housing growth and benefit from the positive impacts a healthy housing market brings to communities;

WHEREAS, we believe that supporting housing production of all types in our community will bring multiple benefits, providing integrated accessible housing options that meet the needs of people with sensory and mobility disabilities, bringing economic opportunities and vitality to our communities, and allowing workers at all levels to improve their quality of life through living closer to their employment opportunities;

WHEREAS, we believe that evidence shows that infill development that reduces sprawl and supports walkable communities has significant environmental and public health benefits, and;

WHEREAS, we believe that affirmatively furthering fair housing and reducing segregation is not only required by law, but is essential for keeping our community strong and vibrant;

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Village of Monroe, in order to take positive steps to alleviate the housing crisis, adopts the Pro Housing Communities pledge, which will have us endeavor to take the following important steps:

1. Streamlining permitting for multifamily housing, affordable housing, accessible housing, accessory dwelling units, and supporting housing.

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

1. Minutes prepared, processed associated correspondence and Legal Notices completed for the April 1<sup>st</sup> and April 15<sup>th</sup> Board of Trustee meeting along with the Organizational meeting on April 1<sup>st</sup>.
2. Permits issued: Handicap Parking: 12 Garage Sale: 2 Solicitor/Peddling: 0  
Road Opening: 0 Blasting Permit: 0 Liquor License: 0 Towing Permits: 0
3. Processed 2 Event Applications.
4. Public Hearings Held: 2 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 04/30/25.
18. Prepared contracts and vouchers for Summer Concert Series.
19. Attended online meeting for updates with Edmunds online April 21, 22, and 30.
20. Bid Opening – Van Keuren Pump Station – Lanc & Tully – April 8<sup>th</sup> @ 10am.
21. Bid Opening – Millpond Parkway Sidewalk Project – Kimley Horn – April 29 @ 10am.
22. Water Re-levy processing for Village Taxes.
23. Airplane Park rebuild planning.

#### **APRIL 2025 JUSTICE COURT REPORT:**

Total Fines: \$37,334.00 Total Surcharges: \$11,477.00 Total Parking: \$6,305.00  
Total Civil Fees: \$5,997.00 Bail Poundage Collected: \$75.00  
Total Bail Forfeited: \$00.00  
*Total for April: \$61,188.00*

Vehicle & Traffic Tickets: 292 Disposed: 397  
Criminal Cases: 32 Disposed: 55 Civil Cases: 4 Disposed: 2  
Paid Parking Tickets: 150 Dismissed Traffic Tickets: 49

#### **APRIL 2025 POLICE DEPARTMENT REPORT SUBMITTED BY DARWIN GUZMAN, CHIEF:**

##### **CALLS FOR SERVICE**

TOTAL CALLS – 1,154  
ARRESTS – 38

##### **TRAFFIC REPORT**

TRAFFIC TICKETS - 257  
PARKING TICKETS – 188  
GAS – \$2,534.88 / 1,125.64 GALLONS  
MVA'S - 20

**TRAINING**

SGT GROSSO – LEADERSHIP TRAINING  
SGT GAYLER – LEADERSHIP TRAINING  
ALL DISPATCHERS – ORANGE COUNTY CAD TRAINING  
SGT BERKE – K9 TRAINING  
SRO COMPASSO – IN-SERVICE TRAINING  
SRO AMATETTI – IN-SERVICE TRAINING

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

<b>Production: Lake Mombasha:</b>	<b>30,504,230</b>	<b>28,664,956 Gallons LY 2024</b>
<b>Well #4:</b>	<b>4,230,564</b>	<b>2,121,091 Gallons LY 2024</b>

**Consumption: 34,734,794 Gallons / 31,462,023 Gallons LY 2024**  
**Water Samples / Testing: Passed**  
**Rainfall: 2.69”**  
**Reservoir: FULL**

**Miscellaneous:**

**3 Reservoir Inspections**  
**Final Water Reads**  
**Mark Outs**  
**10 Water Meters Changed**  
**Pre-Construction Meeting with TAM for Pipe Galley Issue (Materials on order)**  
**Airplane Park Playground Build**  
**Quarterly Water Billing Meter Readings**  
**Hydrant Flushing for Entire Distribution System**  
**Rebuilt Chlorine Pump at Well #4**  
**Town Shut-Offs for Non-Payment**  
**Continued Cleaning Entire Water Plant**

**APRIL 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  
Change out garbage cans around park area  
Black top repairs  
Started cleaning up flower beds along park area  
Working on Airplane Park project (site work – building material – prep work)  
Drainage in Timber Hills fixed and restored  
Installed 3 phase power along Millpond Parkway  
Assisted with Monroe clean sweep

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

Building Permits Issued:	19
Title Searches Completed:	9
Building Permit Inspections performed:	43
C.O's Issued:	17
Complaint Inspection	44
Violations Found	64
Rental Inspection	17
Fire Inspection	13
Open, active building permits	698
FOIL Requests	2

Building Permit Fees:	\$7,782.00
Title Search Fees	\$1,050.00
Fire Inspections	\$ 125.00
Rental Permit	<u>\$ 350.00</u>
Total Fees Collected (Building Dept.)	\$9,307.00

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

**APRIL 2025 TREASURER’S REPORT SUBMITTED BY ANTHONY FELIZ:**

Treasurer's Report Village of Monroe April 2025
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Non-Property Tax District & County	468,209
Fines & Forfeited Bail	20,486
Gifts & Donations	\$16,677
Int & Penalty Water Rents	28,564

**SIGNIFICANT ACTIVITY (EXPENDITURES)**

Law Contractual Other		11,553
VH Contractual		6,592
VH Renovations		\$8,220
PD Uniform Allowance		\$6,057
PD Auto Maintenance		\$5,346
Street Lighting Street		\$9,424
Parks Crane Park Improvement		\$506,724
Planning Engineer Contractual		\$11,266
Purification Chemicals		18,901
Purification Contractual	\$	18,408
Purification Building Maintenance	\$	12,129
Distribution General Expense	\$	7,506
Distribution Contractual	\$	16,499
Radio Reads	\$	33,818
Health Insurance - General Fund		177,711
- Water Fund		13,883
		<hr/> 191,594
Workers Comp. - General Fund		2,846
- Water Fund		2,831
		<hr/> 5,677
Liability Insurance - General Fund		41,426



- Water Fund	11,643
	53,068

<u>STATUS OF FY2024 CONTINGENCY ACCOUNTS</u>	<u>CURRENT BALANCE</u>
General Fund Appropriation -budgeted \$200,000	200,000
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 105.6% for the General Fund and 61.1% for the Water Fund inclusive of budget adjustments to be approved by the board.

Respectfully submitted,  
Anthony Feliz  
Treasurer