

Village of Monroe Board of Trustees Meeting October 21, 2025

**VILLAGE OF MONROE
BOARD OF TRUSTEES MEETING
TUESDAY, OCTOBER 21, 2025
(www.villageofmonroe.org)**

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

MINUTE APPROVAL: OCTOBER 7, 2025 BOARD MEETING:

On a motion by Trustee Karl, seconded by Trustee O'Connor, the Minutes of the October 7, 2025 Board Meeting were approved.

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

RESIGNATION – RYAN KING – P/T DISPATCHER:

RESOLVED, the Board of Trustees accepts the resignation of Dispatcher Ryan King, effective October 4, 2025. The Board wishes Ryan well in his future endeavors.

On a motion by Trustee Behringer, seconded by Trustee Ferraro

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

**CRANE PARK STREETSCAPE IMPROVEMENT PROJECT -KIMLEY HORN –
CONSTRUCTION PHASE SERVICE AMENDMENT:**
(10/07/2025 Meeting)

RESOLVED, the Board of Trustees authorize Mayor Dwyer to sign the revised contract with Kimley Horn that includes additional services in an amount not to exceed \$5,000.00, to be allocated from budget line A.1440.4510, Crane Park, Engineer Contractual.

On a motion by Trustee Ferraro, seconded by Trustee Behringer

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

**PAYMENT AUTHORIZATION #2 – VAN KEUREN BOOSTER PUMP STATION
PROJECT – GENERAL CONSTRUCTION:**

RESOLVED, the Board of Trustees accepts the recommendation of Village Engineer, David Higgins P.E., and approves Payment No. 2 submitted by TAM Enterprises, Inc., for the Van Keuren Booster Pump Station project, general construction, in the amount of \$47,443.00, to be allocated from budget line F.8340.4500, Distribution Contractual. 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

**TRI-COUNTY NYSBOC TRAINING – BUILDING / CODE ENFORCEMENT
DEPARTMENT – BRYAN BERBERENA:**

RESOLVED, the Board of Trustees approves the attendance of Bryan Berberena to the Tri-County NYSBOC training class, to be held November 11th through November 14th, 2025, at the Best Western located at 503 Washington Avenue, Kingston, New York. The total cost of this training is \$450.00 including meals and will be allocated from budget line A.3620.4720, Building Department Education. A Village vehicle will be utilized for his transportation to the training daily.

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

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

Nays: None

BOND ACCEPTANCE – COST ESTIMATE – 30 CARPENTER PLACE – SBL #212-6-3

RESOLVED, the Board of Trustees approves the bond for the cost estimate as prepared by David Niemotko, P.C. and is found acceptable by the Village's Engineer, Lanc & Tully, P.C., David Higgins, P.E. for 30 Carpenter Place, SBL #212-6-3. The total estimated construction cost is \$34,975.00. It is recommended that the bond amount and corresponding 5% engineering inspection fee of \$1,748.75 be accepted by the Board.

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

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

Nays: None

**PROPOSAL FROM N.A.S. SECURITY SYSTEMS FOR FIRE AND
SECURITY SYSTEM INSTALLATION AT HISTORICAL SOCIETY:**

WHEREAS, the Village of Monroe recognizes the importance of protecting and preserving the Village of Monroe Historical Society building, its assets, and historical artifacts; and

WHEREAS, a proposal has been submitted by N.A.S. Security Systems for the installation of a comprehensive fire and security alarm system at the Historical Society building, located at 150 Franklin Avenue, in the total amount of \$14,440.00; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees hereby approves the proposal submitted by N.A.S. Security Systems in the amount of \$14,440.00 to be allocated from budget line F.8320.4510 Source Village Owned Property General Expense, for the installation of the fire and security system at the Village of Monroe Historical Society.

On a motion by Trustee Ferraro, seconded by Trustee Behringer

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

Nays: None

SACRED HEART CHURCH HOLY NAME SOCIETY CHRISTMAS NATIVITY:

RESOLVED, the Board of Trustees approves the request of Sacred Heart Church Holy Name Society to provide a Christmas Nativity display in Crane Park for the Christmas holiday. Coordination will be made with DPW Working Leader Chiappetta.

On a motion by Trustee Ferraro, seconded by Trustee Behringer

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

Nays: None

**PROPOSAL - B & B ENGINEERS & GEOLOGIST OF NEW YORK, PC. – SEDIMENT
INVESTIGATION SERVICES – POND DREDGING PROJECT:**

RESOLVED, the Board of Trustees authorizes Mayor Dwyer to sign the proposal with B & B Engineers & Geologist of New York, PC., for the purpose of Sediment Investigation Services to be conducted for the Pond Dredging Project in the amount of \$66,244.53, allocated from budget line A.7110.2010, Parks Crane Park Improvements.

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

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

Nays: None

WATER TREATMENT PLANT – REPLACEMENT OF TWO BUTTERFLY EFFLUENT VALVES:

RESOLVED, the Board of Trustees approves the replacement of two butterfly effluent valves on Filter One at the Treatment Plant. The work will be performed by TAM Enterprises in the amount of \$11,618.00, allocated from budget line F.8330.4500, Purification Contractual.

On a motion by Trustee Karl, seconded by Trustee Behringer

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

Nays: None

MAYOR & TRUSTEE'S REPORT:

Trustee Ferraro said the picket fence posts are coming. It has taken longer than expected, but will be in place soon.

Trustee Karl said the Fall Festival, hosted by Smith's Clove Park, will be held on November 1st from 1:00 PM to 4:00 PM. The event will feature live music, Apex Brewery, food vendors, and a variety of family-friendly activities.

He also reminded Village of Monroe residents that, beginning November 1st, overnight parking is prohibited from 10:00 PM to 6:00 AM.

Trustee Karl informed the Board that the water filtration plant produced 37,505,427 gallons of water this September, compared to 28,593,271 gallons in September 2024. This represents an increase of approximately 297,000 gallons per day, due to the increase in population.

Additionally, he noted that the reservoir level is currently down 19.5 inches. If it reaches a 24-inch deficit, the Village will enter into a voluntary water restriction.

Mayor Dwyer announced that a NY Forward Public Workshop will be held on Monday, October 27th, from 6:00 PM to 8:00 PM at Village Hall. This state program is designed to support small communities like Monroe by investing in vibrant, walkable downtowns that promote local businesses, housing, the arts, and recreational opportunities.

ATTORNEY'S REPORT:

Nothing to report.

PUBLIC COMMENT: **# PRESENT 0** **TIME: 7:25 PM**

No public comment.

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 7:25 PM for discussion of pending litigation and property acquisition.

OPEN SESSION:

On a motion by Trustee Karl, seconded by Trustee Ferraro and carried, the Open Meeting resumed at 8:35 PM.

AUTHORIZATION TO NEGOTIATE PROPERTY PURCHASE:

RESOLVED, the Board of Trustees authorize the Board to negotiate the purchase of a particular property for a public use.

On a motion by Trustee Karl, seconded by Trustee Ferraro

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

Nays: None

SALARY INCREASE – BRANDI LANARI – P/T BILLING CONTROL CLERK – WATER DEPARTMENT:

RESOLVED, the Board of Trustees approves a salary increase of \$3.00/hr for Brandi Lanari, part-time Billing Control Clerk, effective October 30, 2025.

On a motion by Trustee Karl, seconded by Trustee Ferraro

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

Nays: None

ADJOURNMENT:

On a motion by Trustee Karl, seconded by Trustee Ferraro and carried, no further business, the meeting was adjourned at 8:40 PM.

MONTHLY REPORTS:

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

Respectfully submitted,

Kimberly Zahra
Village Clerk

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

1. Minutes prepared, processed associated correspondence and Legal Notices completed for the September 2nd and September 16th Board of Trustee meetings.
2. Permits issued: Handicap Parking: 19 Garage Sale: 7 Solicitor/Peddling: 0
Road Opening: 0 Blasting Permit: 0 Liquor License: 0 Towing Permits: 0
3. Processed 2 Event Applications.
4. Public Hearings Held: 6 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 August 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 09/30/2025.
18. Processed Village Tax Payments FY2025/2026.
19. Processed and recorded picket fence post sales for Airplane Park.
20. Processed and recorded Cheese Festival vendor payments.
21. Prepared 9/11 Ceremony program.

SEPTEMBER 2025 JUSTICE COURT REPORT:

Total Fines: \$30,231.00 Total Surcharges: \$7,049.00 Total Parking: \$2,395.00
Total Civil Fees: \$2,480.000 Bail Poundage Collected: \$00.00
Total Bail Forfeited: \$00.00
Total for September: \$42,155.00

Vehicle & Traffic Tickets: 281 Disposed: 281
Criminal Cases: 53 Disposed: 44 Civil Cases: 0 Disposed: 0
Paid Parking Tickets: 50 Dismissed Traffic Tickets: 57

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

CALLS FOR SERVICE

TOTAL CALLS – 1,150
ARRESTS – 39

TRAFFIC REPORT

TRAFFIC TICKETS - 291
PARKING TICKETS – 96
GAS – \$3,009.67 / 1,181 GALLONS
MVA'S - 40

TRAINING

SGT. BERKE – K9 TRAINING
LT. YOUNG – NICHE USER GROUP
DET. PAYTON – NICHE USER GROUP
ROMER – PATRO; RIFLE INSTRUCTOR
FARNINGHAM – EXPLOSIVE DETECTION K9 SCHOOL
SGT. MALGIERI – SUPERVISOR LIABILITY
ROMER – TRU
BEACH – TRU
LT. YOUNG – BACKGROUND INVESTIGATIONS
DET. PAYTON – BACKGROUND INVESTIGATIONS

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

Production: Lake Mombasha:	37,505,427	28,593,271 Gallons LY 2024
Well #4:	2,913,003	2,176,092 Gallons LY 2024

Consumption: 40,418,430 Gallons / 34,380,789 Gallons LY 2024
Water Samples / Testing: Passed
Rainfall: 2.04”
Reservoir: -18”

Miscellaneous:
2 Reservoir Inspections
Final Water Reads
Mark Outs
24 Water Meters Changed
Painting Fire Hydrants
Fascia Board Replaced and Entire Exterior Painted and Sealed at Water Treatment Plant
Cleaned Tank Level Sensor at Briarcliff Pump Station
TAM Enterprise Cleaned entire Lagoon for 1-year Inspection of Concrete Installation
JTJ Tapping came to Install 2 Inserta Valves (16” and 6”) Freeland Street
Annual (DOH) Department of Health Compliance Inspection
Annual (DEC) Department of Environmental Conservation Compliance Inspection
Fire and Security Alarm Installed at Water Plant by N.A.S.
Rapid Pump Came to Remove Lift Pump #3 at Water Treatment Plant
Weed Harvesting Season Report: -57 Days Cutting -297 Loads Removed -371 Tons of Weeds Removed

SEPTEMBER 2025 DPW SUBMITTED BY ALDO CHIAPPETTA, WORKING LEADER:

Repaired basins along Village roads

Maintained Village equipment

Check and clean basins

Picked garbage throughout Crane Park

Maintain Lake View property

Street sweeping throughout Village

Work on ms4 report

Maintained all Village owned property

Change out garbage cans around park area

Blacktop repairs

Wee doo Millponds

Worked at Airplane Park

Cleaned up the dredging project and prepped area for restoration

Weeds from Gate House and removed boats and dock

Mowed retention ponds

Help prep and pave Stage Road

Road striping throughout Village

Orange County Fireman’s Parade prep and cleaned up

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

Building Permits Issued:	15
Title Searches Completed:	12
Building Permit Inspections performed:	57
C.O’s Issued:	1
Complaint Inspection	64
Violations Found	130
Rental Inspection	76
Fire Inspection	7

Open, active building permits	636
FOIL Requests	
Building Permit Fees:	\$ 9,575.25
Title Search Fees	\$ 750.00
Fire Inspections	\$ 440.00
Rental Permit	<u>\$ 2,050.00</u>
Total Fees Collected (Building Dept.)	\$12,815.25
Monthly mailing for expired permits and rentals	

SEPTEMBER 2025 TREASURER’S REPORT SUBMITTED BY ANTHONY FELIZ:

Treasurer's Report Village of Monroe September 2025	
Real Property Taxes	75,664
Int & Penalty Real Property Taxes	5,160
Building Permits	\$12,040
Gifts & Donations	\$7,500
Misc. Rev	\$7,056
<u>SIGNIFICANT ACTIVITY (EXPENDITURES)</u>	
Law Contractual	\$5,951
Law Contractual Other Attorney	\$5,960
Property Taxes	\$7,342
PD Motor Vehicles	\$174,040
PD Grant Expense	\$14,896
PD Contractual	\$7,603
Traffic Control General Expense	\$5,620
St Maint Asphalt	\$42,312
St Maint Oiling	\$94,214
St. Maint Gas Car & Truck	\$7,861
St Maint Equipment Maint	\$6,630
Street Lighting Street	\$9,090
Off Street Parking Striping	\$19,692
Parks Crane Park Improvement	\$26,335
Celebrations General Exp	\$9,691
Street Cleaning Equipment Maint.	\$8,880
Judgements & Claims Water	\$ 6,895
Purification Chemicals	\$ 10,158
Purification Building Maint.	\$ 40,285
Purification Waste Removal	\$ 22,080
Purification Building Maintenance	\$ 65,751
Distribution Contractual	\$ 51,207
Distribution General Maint	\$ 12,536
Distribution Equipment Rental	\$ 7,050
Radio Reads	\$ 38,945
Health Insurance - General Fund	172,833
- Water Fund	13,839
	186,672
Workers Comp. - General Fund	2,396
- Water Fund	2,831
	5,227
Liability Insurance - General Fund	41,426
- Water Fund	11,643

		53,068
<u>STATUS OF FY2024 CONTINGENCY ACCOUNTS</u>		CURRENT BALANCE
General Fund Appropriation	-budgeted \$160,000	160,000
Water Fund Appropriation	-budgeted \$51,500	51,500
<u>COMMENTS:</u>		
We have completed 4 months of the fiscal year and expenses should be at 33.3%. The General fund has expended 20.5% and the Water fund has expended 23.8% inclusive of any budget adjustments made by the board.		
Respectfully submitted, Anthony Feliz Treasurer		