

**VILLAGE OF MONROE
ANNUAL RE-ORGANIZATIONAL MEETING
TUESDAY, APRIL 7, 2026**

The Annual Organizational Meeting of the Board of Trustees of the Village of Monroe, Orange County, New York was held at 7:00 PM in the Board Room of the Village Hall, 7 Stage Road, Monroe, NY, on Tuesday, April 7, 2026. Mayor Alex Melchiorre led in the pledge to the flag and called the meeting to order. Exit signs were announced.

Present: Mayor Melchiorre, Trustees Behringer, Karl, Mancuso and Peifer
Also present: Attorney Nugent and Village Clerk Zahra

MONTHLY MEETING SCHEDULE:

<u>2026</u>	<u>2027</u>
April 7 - 21	January 5 - 19
May 5 - 19	February 2 - 16
June 2 - 16	March 2 - 16
July 14	April 6 - 20 (6 th Organizational Mtg followed by Regular Mtg)
August 18	
September 1 - 15	
October 6 - 20	
November 2 - 17 (2 nd is a Monday due to Election Day)	
December 1 - 15	

Meetings will begin at 7:00 PM unless otherwise posted.

On a motion by Trustee Mancuso, seconded by Trustee Peifer, and carried, the following meeting schedule was adopted.

RULES OF PROCEDURE:

RESOLVED, that the Board of Trustees shall conduct itself according to “Robert’s Rules of Order” to the extent that Robert’s Rules of Order are consistent with Village Law of the State of New York.

On a motion by Trustee Behringer, seconded by Trustee Karl, with all in favor.

EMPLOYEE COMPENSATION:

RESOLVED, that compensation for FY/2026-2027 for Village employees shall be paid bi-weekly with the payroll period ending on Wednesday, and checks being disbursed on the following Thursday.

On a motion by Trustee Karl, seconded by Trustee Mancuso, with all in favor.

OFFICIAL NEWSPAPER:

RESOLVED, that the official newspaper of the Village Board shall be the *Middletown Times Herald Record*; and

BE IT FURTHER RESOLVED, that the alternative newspaper of the Village Board shall be the *PHOTO NEWS* for such matters that do not require legal notice.

On a motion by Trustee Behringer, seconded by Trustee Karl, with all in favor.

OFFICIAL DEPOSITORIES:

RESOLVED, that the official depository for the Village of Monroe shall be Webster Bank, 591 Route 17M, Monroe, NY 10950.

On a motion by Trustee Mancuso, seconded by Trustee Peifer, with all in favor.

BOARD APPOINTMENTS BY THE MAYOR:

Mayor Melchiorre made the following appointments:

Mayor Melchiorre is appointed to liaison for the Highway Department.

Mayor Melchiorre is appointed to liaison to Building Maintenance of Village Hall.

Mayor Melchiorre is appointed liaison for the Building Department and Justice Court.

Trustee Behringer is appointed as liaison to the Police Department.

Trustee Karl is appointed liaison to the Water Department.

Trustee Karl is appointed liaison to the Orange County Sewer District #1.

Trustee Karl is appointed to liaison for Street Lighting.

Trustee Mancuso is appointed to act as Deputy Mayor, effective until March 31, 2027.

Trustee Mancuso is appointed to liaison for the Treasurer.

Trustee Peifer is appointed to liaison to the Clerk's Office.

Trustee Peifer is appointed to liaison for the Village Insurance.

STAFF APPOINTMENT:

RESOLVED, that Elizabeth Doherty is hereby appointed Village Treasurer as per job description on file in the Village Clerk's Office for a period of (2) years 4/1/2026 to 3/31/2028.

On a motion by Trustee Karl, seconded by Trustee Mancuso, with all in favor, the following Village Hall Staff appointment was made.

RESOLVED, that Kimberly Zahra is hereby appointed Village Clerk as per job description on file in the Village Clerk's Office for a period of (2) years 4/1/2026 to 3/31/2028.

On a motion by Trustee Behringer, seconded by Trustee Karl, with all in favor, the following Village Hall Staff appointment was made.

RESOLVED, that Aileen Ryan is hereby appointed Deputy Village Clerk as per job description on file in the Village Clerk's Office for a period of (1) year 4/1/2026 to 3/31/2027 and renewable on an annual basis.

On a motion by Trustee Karl, seconded by Trustee Mancuso, with all in favor, the following Village Hall Staff appointment was made.

ACTING VILLAGE JUSTICE:

RESOLVED, that pursuant to Section 3-302 of Village Law, that Yvette Rosario is hereby appointed to serve as Associate Village Justice for the Village of Monroe, 4/1/2026 to 3/31/2027 and until such time as further appointment or re-appointment is made.

On a motion by Trustee Behringer, seconded by Trustee Mancuso, with all in favor.

LICENSING AUTHORITY:

RESOLVED, that pursuant to Village Code, Chapter 115 – Bingo and games of Chance, permitting Bingo / Games of Chance pursuant to General Municipal Law, authorizing the Board of Trustees to delegate an officer of the Village authority in relation to issuance of a license, amendment and cancellation of licenses, to conduct investigations and hearings and the supervision of the operation of games, the VILLAGE CLERK is hereby designated to exercise such authority.

On a motion by Trustee Karl, seconded by Trustee Mancuso, with all in favor, the following resolution was adopted.

MISCELLANEOUS APPOINTMENTS:

RESOLVED, that John Gilstrap is hereby appointed Chairperson of the Zoning Board of Appeals for a period of one year, ending March 31, 2027.

On a motion by Trustee Behringer, seconded by Trustee Karl, and carried, the following appointment was approved.

**School Crossing Guards: Anita M Zelenoy – North Main St.
Eileen Lynch – Pine Tree**

On a motion by Trustee Mancuso, seconded by Trustee Peifer, and carried, the following appointment was approved.

RESOLVED, that Paul Ellis-Graham is hereby appointed Village Historian for a period of one year, ending March 31, 2027.

On a motion by Trustee Behringer, seconded by Trustee Karl, and carried, the following appointment was approved.

ATTORNEY APPOINTMENT:

RESOLVED, the Board approved the contractual position of Village Attorney held by Feerick Nugent MacCartney PLLC, 96 South Broadway, South Nyack, New York 10960, as per job description outlined in the Agreement on file with the Village Clerk as per fee schedule provided.

On a motion on Trustee Mancuso, seconded by Trustee Peifer, with all in favor.

RESOLVED, the Board of Trustees designates the law firm of Feerick Nugent MacCartney PLLC, 96 South Broadway, South Nyack, New York 10960, to the contractual position of Planning Board Attorney as per job description on file with the Village Clerk for fiscal year 2026-2027.

On a motion on Trustee Behringer, seconded by Trustee Peifer, with all in favor

RESOLVED, the Board of Trustees designated The Blanchard Law Group, PLLC, 35 East Grassy Sprain Road, Suite 400, Yonkers, New York 10710, to the contractual position of Zoning Board of Appeals Attorney per job description on file with the Village Clerk for fiscal year 2026-2027.

On a motion on Trustee Behringer, seconded by Trustee Peifer, with all in favor.

RESOLVED, the Board designated the law firm of Rametta & Rametta, 30 Matthews St., Suite 104, Goshen, NY as special prosecutor for all aspects of Vehicle and Traffic prosecutions and Village Code Enforcement in the Village of Monroe Justice Court for fiscal year 2026-2027.

On a motion on Trustee Karl, seconded by Trustee Mancuso, with all in favor.

RESOLVED, the Board of Trustees designate Hawkins, Delafield & Wood, One Chase Manhattan Plaza, New York, NY 10005, to represent the Village of Monroe as Bond Counsel for matters requiring bonding services for fiscal year 2026-2027.

On a motion on Trustee Karl, seconded by Trustee Behringer, with all in favor.

RESOLVED, the Board of Trustees designate Munistat Services Inc., 12 Roosevelt Ave., Port Jefferson Station, New York, 11776, as Financial Advisor of Record for fiscal year 2026-2027.

On a motion on Trustee Mancuso, seconded by Trustee Karl, with all in favor.

RESOLVED, the Board designate Lanc & Tully, PC, P O Box 687, Goshen, NY 10924 to serve as Village Engineer on a contractual basis for fiscal year 2026-2027.

On a motion on Trustee Behringer, seconded by Trustee Karl, with all in favor.

MILEAGE REIMBURSEMENT ALLOWANCE:

WHEREAS, the Village Board of Trustees determines to pay a fixed rate for mileage as reimbursement to officers and employees of the Village who use their personal automobiles while performing their official duties on behalf of the Village. NOW, THEREFORE, BE IT RESOLVED:

Section 1. That the Village Board shall approve reimbursement to such officers and employees at the rate of seventy cents per mile (\$0.72.5 / mile) per 2026 IRS schedule.

Section 2. That this resolution shall take effect immediately.

On a motion by Trustee Behringer, seconded by Trustee Peifer, with all in favor.

FIREWORKS DISPLAY PERMIT DESIGNEE:

RESOLVED, upon approval of the Village Board, the Village Clerk be appointed permit authority for issuance of permits for the public display of fireworks under and pursuant to the conditions and restrictions set forth in Penal Law, Section 189-2, but such permit shall be issued only after application shall have been filed together with an insurance policy in the amount of \$5,000,000 naming the Village of Monroe as additional insured on the certificate. Village has the right to refuse any insurance company that is not “A” or above and licensed in the State of New York.

On a motion by Trustee Karl, seconded by Trustee Mancuso, the following was duly adopted.

ATTENDANCE AT SCHOOLS AND CONFERENCES:

WHEREAS, there is to be held during the coming fiscal year

- A. The Annual Meeting conducted by the NYS Conference of Mayors and other Municipal Officials for municipal officials and NYCOM’S Main Street Meeting including webinar seminars and classes;
- B. The Training School for Fiscal Officers and Municipal Clerk’s conducted by The NYS Conference of Mayors and other Municipal Officials;
- C. The following County Association Meetings: O.C. Clerks Association, O. C. Association of Town and Villages, Tri-County Chapter NYS Building Officials Conference, Hudson Valley Water Works Associates; and Safe Roads Program.
- D. Planning and Zoning Seminars, Police Department Seminars and Training Schools and Parks and Recreation Schools.

WHEREAS, it is determined by the Board of Trustees that attendance by certain municipal officials and employees at one or more of these meetings, conferences or schools benefit the municipality:

NOW, THEREFORE, BE IT RESOLVED:

Section 1. That the following officers and employees are hereby authorized to attend the schools above mentioned upon approval of the Board of Trustees at least 30 days prior to registration:

Mayor and Trustees, Village Clerk, Deputy Clerk, Treasurer, Deputy Treasurer, Building Inspector, Assistant Building Inspector, Code Enforcement, Fire Inspector, Water Plant Operators, DPW Working Leader, Planning Board Members, Zoning Board Members, Police Department Personnel, Planning Board Secretary, Village Attorney and all union and non-union personnel.

Section 2. This resolution shall take effect immediately.

On a motion by Trustee Behringer, seconded by Trustee Peifer, the following resolution was duly adopted.

PAYMENT AUTHORIZATION FOR CERTAIN RECURRING EXPENSES:

RESOLVED, pursuant to Section 5-524 (6) of Village Law, the Board of Trustees does hereby authorize the Treasurer to make payments in advance of audit on claims for recurring expenses for public utility services, postage, freight and express charges, Advertising in Times Herald Record and workers compensation tail claims.

On a motion by Trustee Mancuso, seconded by Trustee Peifer, with all in favor.

HOLIDAY SCHEDULE 2026 - 2027

2026

Memorial Day	Monday	May 25, 2026
Juneteenth	Friday	June 19, 2026
Independence Day	Friday	July 03, 2026
Labor Day	Monday	Sept. 07, 2026
Columbus Day	Monday	Oct. 12, 2026
Veteran’s Day	Wednesday	Nov. 11, 2026

½ day Thanksgiving Eve	Wednesday	Nov. 25, 2026
Thanksgiving	Thurs/Fri	Nov. 26 & 27, 2026
½ day Christmas Eve	Thursday	Dec. 24, 2026
Christmas Holiday	Friday	Dec. 25, 2026

2027

New Year’s Holiday	Friday	Jan. 01, 2027
Martin Luther King Jr.	Monday	Jan. 18, 2027
President’s Day	Monday	Feb. 15, 2027

On a motion by Trustee Mancuso, seconded by Trustee Peifer, and carried, the following Holiday Schedule for the Village non-contract staff will be as follows.

PROCUREMENT POLICY:

RESOLVED, the Procurement Policy on file was reviewed and is attached. Purchase Contract limit is \$20,000 and Public Works on contracts limit is \$35,000. Estimated Amount of Purchase Contracts requires 3 written / fax quotations for RFP \$3,000 to \$20,000; Estimated Amount of Public Works Contract Method \$5,000 to \$35,000.

On a motion by Trustee Karl, seconded by Trustee Behringer, with all in favor.

ORGANIZATIONAL MEETING 2027:

RESOLVED, the next Organizational Meeting of the Village is hereby scheduled for Tuesday, April 6, 2027 at 7 PM.

On a motion on Trustee Behringer, seconded by Trustee Mancuso, with all in favor.

ADJOURNMENT:

On a motion by Trustee Peifer, seconded by Trustee Behringer, and carried, the meeting was adjourned at 7:23 PM.

Respectfully submitted,

Kimberly Zahra
Village Clerk

VILLAGE POSITION ROSTER TERMS

<u>ELECTED OFFICERS</u>	<u>POSITION</u>	<u>TERM(YEARS)</u>	<u>TERM(START/EXP)</u>
Alex Melchiorre	Mayor	(4) years	04/01/2026 - 03/31/2030
Debra Behringer	Trustee	(4) years	04/01/2024 – 03/31/2028
John Karl III	Trustee	(4) years	04/01/2024 – 03/31/2028
Joseph Mancuso	Trustee	(4) years	04/01/2026 – 03/31/2030
Nancy Peifer	Trustee	(4) years	04/01/2026 – 03/31/2030
Forrest Strauss	Village Justice	(4) years	04/01/2024 – 03/31/2028

<u>APPOINTED OFFICERS</u>	<u>TERM(YEARS)</u>	<u>START/EXP.</u>
Kimberly Zahra, Village Clerk	(2) years	4/1/2026 – 3/31/2028
Elizabeth Doherty, Treasurer	(2) years	4/1/2026 – 3/31/2028
Aileen Ryan, Deputy Village Clerk	(1) year	4/1/2026 – 3/31/2027
Yvette Rosario, Associate Village Justice	(1) year	4/1/2026 - 3/31/2027

PLANNING BOARD:

Keith Allen	(5) years	04/01/2024 – 03/31/2029
Gary Parise	(5) years	04/01/2026 – 03/31/2031
Paul Hafenecker	(5) years	04/01/2025 – 03/31/2030
Barbara Iannucci	(5) years	03/31/2024 – 03/31/2029
Marilyn Karlich	(5) years	04/01/2026 – 03/31/2031
Fred Kelly	(5) years	04/01/2025 – 03/31/2030
Vacant	(5) years	04/01/2022 – 03/31/2027

(*fulfilling unexpired term of J. Umberto))

ZONING BOARD OF APPEALS:

Elizabeth Doherty	(5) years	12/01/2020 – 03/31/2026 (Holdover)
(*current term ends 12/31/2025, per LL #2 of 2021, will holdover until 03/31/2026 & get reappointed fulfilling unexpired term of J. Czerwinski)		
John Gilstrap	(5) years	04/01/2022 – 03/31/2027
R. Daniel Margotta	(5) years	04/03/2023 – 03/31/2028
James Lanari	(5) years	04/01/2024 – 03/31/2029
John Benros	(5) years	04/01/2026 – 03/31/2031
Larry Hearn - Alternate	(5) years	08/19/2025 – 03/31/2028
(*fulfilling unexpired term of J. Lanari)		
Alternate	(5) years	
(*Vacancy created by John Benros)		

MONROE JOINT PARK RECREATION COMMISSION MEMBER (Village):

Robert Cordisco	(5) years	01/01/2022 – 12/31/2027
Joe Chiosie	(5) years	01/01/2025 – 12/31/2030
Erika Schudde	(5) years	01/01/2026 – 12/31/2031
Salvatore Matera	(5) years	02/08/2023 – 12/31/2028
(*fulfilling unexpired term of Uba Ogbuehi until 12/31/28)		
Charles Cicchetti	(5) years	04/01/2025 – 12/31/2028
(*fulfilling unexpired term of Clarence Bell until 12/31/28)		

PROCUREMENT POLICY

Section 104-b of the General Municipal Law, effective January 1, 1992, requires all municipalities and districts therein to adopt procurement policies for goods and services which are not required by law to be publicly bid. The procurement policy must be adopted by a resolution of the governing body. The governing body must solicit comments from the officers in the municipality involved in the procurement process before adoption of the policy and from time to time thereafter. Each municipality should consider its own particular circumstances in developing the policy and the manner in which goods and services are purchased in your municipality.

The policy must address the procedure for purchasing goods and services which do not exceed the bid limits of \$20,000 for purchase contracts and \$35,000 for public works contracts. This policy will also apply to any exceptions to competitive bidding whether statutory or common law.

PROCUREMENT POLICY

WHEREAS, Section 104-b of the General Municipal Law requires the governing body of every municipality to adopt a procurement policy for all goods and services which are not required by law to be publicly bid, and

WHEREAS, comments have been solicited from all officers in the (VILLAGE) involved in the procurement process, now, therefore, be it

RESOLVED, that the (VILLAGE OF MONROE) does hereby adopt the following procurement policy which is intended to apply to all goods and services which are not required by law to be publicly bid.

PROCUREMENT POLICY FOR THE VILLAGE OF MONROE

1. Every purchase and/or contract made must be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases that the aggregate amount to be spent in a year. Any service contract associated with the purchase of goods or services must be approved by the Board of Trustees and entered into with the Mayor's signature. The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: purchase contracts under \$20,000 and public works contracts under \$35,000; emergency purchases; certain municipal hospital purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under State and county contracts; and surplus and second-hand purchases from another governmental entity.

The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or any other written documentation that is appropriate. (Voucher's will be stamped to indicate those purchases not subject competitive bid.)

2. All goods and services will be secured by use of written requests for proposals, written quotations, verbal quotations, or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided, except in the following circumstances: purchase contracts over \$20,000 and public works contracts over \$35,000; goods purchased from agencies for the blind or severely handicapped pursuant to Section 175-b of the State Finance Law; goods purchased from correctional institutions pursuant to Section 186 of the Correction Law; purchases under State contracts pursuant to Section 104 of the General Municipal Law; purchases under county contracts pursuant to Section 103(3) of the General Municipal Law; or purchases pursuant to subdivision 6 of this policy:
3. The following method of purchase will be used when required by this policy in order to achieve the highest savings:

Estimated Amount of Purchase Contract Method

\$ 0 - \$ 249	Vendor may be selected by purchaser without competitive quote.
\$ 250 - \$ 2,999	2 Verbal Quotations
\$3,000 - \$20,000	3 written / fax quotations or written request for proposals

Estimated Amount of Public Works Contract Method

\$ 250 - \$2,999	2 Verbal quotations
\$3,000 - \$4,999	2 Written / fax quotations
\$5,000 - \$35,000	3 Written / fax quotations or written request for proposals

A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining the proposal. In no event shall the failure to obtain the proposals be a bar to the procurement.

- 4 Document is required of each action taken in connection with each procurement.
- 5 Documentation and an explanation is required whenever a contract is awarded to other than the lowest responsible offeror. This documentation will include an explanation of how the award will achieve savings or how the offeror was not responsible. A determination that the offeror is not responsible shall be made by the purchaser and may not be challenged under any circumstances.
- 6 Pursuant to General Municipal Law Section 104-b(2)(f), the procurement policy may contain circumstances when, or types of procurements for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the municipality. In the following circumstances it may not be in the best interest of the VILLAGE OF MONROE to solicit quotations or document the basis for not accepting the lowest bid:
 - a. Professional services or services requiring special or technical skill, training or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity, and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.

In determining whether a service fits into this category, the VILLAGE BOARD OF TRUSTEES shall take into consideration the following guidelines: (a) whether the services are subject to State licensing or testing requirements; (b) whether substantial formal education or training is a necessary prerequisite to the performances of the services; and (c) whether the services require a personal relationship between the individual and municipal officials. Professional or technical services shall include but not be limited to the following: services of an attorney; services of a physician; technical services of an engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing or art work; management of municipally owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of pre-packaged software.

- b. Emergency purchases pursuant to Section 103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety or welfare of the residents. This section does not preclude alternate proposals if time permits.

- c. Purchases of surplus and second-hand goods from any source. If alternate proposals are required, the VILLAGE is precluded from purchasing surplus and second-hand goods at auctions or through specific advertised sources where the best prices are usually obtained. It is also difficult to try to compare prices of used goods and a lower price may indicate an older product.**
- d. Goods or services under \$250. The time and documentation required to purchase through this policy may be more costly than the item itself and would therefore not be in the best interest of the taxpayer. In addition, it is not likely that such immaterial contracts would be awarded based on favoritism.**
- e. The individuals responsible for procurement for the Village of Monroe are as follows:
Alex Melchiorre, Mayor
Aldo Chiappetta, Working Leader
William Ostrowski, Water Plant Operator
Darwin Guzman, Chief of Police
Kimberly Zahra, Village Clerk
Elizabeth Doherty, Treasurer
Robert Wallner, Building Inspector III / Code Enforcement Officer
Forrest Strauss, Judge**

7. This policy shall take effect immediately and will be reviewed annually. Dated: 4/1/2026**