

Monday, June 5, 2023
MONROE TOWN BOARD MEETING AGENDA

TOWN OF MONROE, NEW YORK
TOWN HALL
1465 ORANGE TURNPIKE
MONROE, NEW YORK
7:00 PM

1. Call to Order

Subject :	1.1 Pledge to the Flag
Meeting :	Jun 5, 2023 - MONROE TOWN BOARD MEETING AGENDA
Type :	Discussion, Information, Procedural

Public Content

I pledge allegiance to the flag, of the United States of America, and to the Republic for which it stands, one Nation, under God, indivisible, with liberty and justice for all.

2. Motion to Open Town Board Meeting

Subject :	2.1 Motion to Open Town Board Meeting of June 5, 2023
Meeting :	Jun 5, 2023 - MONROE TOWN BOARD MEETING AGENDA
Type :	Action (Resolution)
Recommended Action :	2023-#311 BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to Open the Town Board Meeting of June 5, 2023, at

Public Content

File Attachments

[2023 Town Board Meeting Schedule.pdf \(126 KB\)](#)

Motion & Voting

2023-#311

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to Open the Town Board Meeting of June 5, 2023, at 7:03 PM.

Motion by Mike McGinn, second by Sal Scancarello.

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone, Mike McGinn, Mary Bingham, Sal Scancarello, Dorey Houle

3. Community Announcements

Subject :	3.1 Kelly Imhof, Girl Scout Gold Award Project
Meeting :	Jun 5, 2023 - MONROE TOWN BOARD MEETING AGENDA
Type :	Action (Resolution), Discussion, Presentations
Recommended Action :	2023-# BE IT RESOLVED that the Town Board of the Town of Monroe

Public Content

Presentation by Kelly Imhof of Girl Scout Troop 307 regarding proposed Gold Award Project idea involving the creation of a Town of Monroe Community Garden at Town Hall.

Motion & Voting

2023-#312

BE IT RESOLVED that the Town Board of the Town of Monroe passed a Resolution to allow Kelly Imhof of Girl Scout Troop 307 to proceed with Gold Award Project (creation of a Town of Monroe Community Garden at Town Hall) mentored by Ann Marie Morris.

Motion by Supervisor -Tony Cardone, second by Sal Scancarello.

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone, Mike McGinn, Mary Bingham, Sal Scancarello, Dorey Houle

3. Community Announcements

Subject :	3.2 Noah Sequeiros, 2022 Eagle Scout Service Project of the Year Award
Meeting :	Jun 5, 2023 - MONROE TOWN BOARD MEETING AGENDA
Type :	Information, Presentations

Public Content

On Wednesday, May 17th, Eagle Scout Noah Sequeiros from Troop 440, Monroe, was honored by the BSA Greater Hudson Valley Council and awarded the Glen A. and Melinda W. Adams Eagle Scout Service Project of the Year Award for 2022.

Noah was honored for his Eagle Scout Project consisting of the construction of the Town of Monroe Dog Park which was completed in 2022 and dedicated by officials from the Town of Monroe, the Village of Monroe, Orange County, Scouts and adult leaders of BSA Troop 440 as well as members of the community. The selection of this project completed by Noah was chosen after careful review by the BSA Greater Hudson Valley Council of over 350 Eagle Scout Projects completed in 2022 within its 8 districts encompassing Westchester, Putnam, Dutchess, Rockland, Orange, Ulster and Sullivan Counties. We thank Noah once again for his tremendous contribution to the Town of Monroe community through his Eagle Scout Project. The Dog Park continues to be enjoyed by residents and their dogs on a daily basis.

3. Community Announcements

Subject :	3.3 Town of Monroe Food Truck Festival Returns June 17th
Meeting :	Jun 5, 2023 - MONROE TOWN BOARD MEETING AGENDA
Type :	Information

Public Content

The 2023 Town of Monroe Food Truck Festival will take place on Saturday, June 17th from 11 a.m. - 7 p.m. at O&R Park located at 61 O&R Road.

File Attachments

[Town of Monroe_Food Truck Festival Flyer.pdf \(836 KB\)](#)
[Food Truck Music Flyer - Line Up.pdf \(616 KB\)](#)

4. Public Hearing

Subject :	4.1 Motion to Open the Continuation of the Public Hearing for Proposed Arrow Park Water District
Meeting :	Jun 5, 2023 - MONROE TOWN BOARD MEETING AGENDA
Type :	Action (Resolution), Discussion
Recommended Action :	2023-# BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to Open the Continuation of the Public Hearing for Proposed Arrow Park Water District.

Public Content

The followingsigned up to speak during Public Comment regarding the Continuation of the Public Hearing for Proposed Arrow Park Water District. To hear their comments, and Board Members responses, please go on-line to Board Docs Video Clip #4.1,

Motion & Voting

2023-#313

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to Open the Continuation of the Public Hearing for Proposed Arrow Park Water District.

Motion by Supervisor -Tony Cardone, second by Sal Scancarello.

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone, Mike McGinn, Mary Bingham, Sal Scancarello, Dorey Houle

4. Public Hearing

Subject :	4.2 Possible Motion to Keep Open the Continuation of the Public Hearing for Proposed Arrow Park Water District
Meeting :	Jun 5, 2023 - MONROE TOWN BOARD MEETING AGENDA
Type :	Action (Resolution)
Recommended Action :	2023-# BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to Keep Open the Continuation of the Public Hearing for Proposed Arrow Park Water District until _____ at 7:00 PM or soon there-after.

Public Content

Motion & Voting

2023-#314

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to Keep Open the Continuation of the Public Hearing for Proposed Arrow Park Water District until August 14, 2023, at 7:00 PM or soon there-after.

Motion by Supervisor -Tony Cardone, second by Mary Bingham.

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone, Mike McGinn, Mary Bingham, Sal Scancarello, Dorey Houle

5. Acceptance of Minutes

Subject :	5.1 Acceptance of May 15, 2023 Minutes
Meeting :	Jun 5, 2023 - MONROE TOWN BOARD MEETING AGENDA
Type :	Action (Resolution), Discussion
Recommended Action :	2023-# BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to accept the May 15, 2023 Minutes.

Public Content

File Attachments

Motion & Voting

2023-#315

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to accept the May 15, 2023 Minutes.

Motion by Supervisor -Tony Cardone, second by Mary Bingham.

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone, Mike McGinn, Mary Bingham, Sal Scancarello, Dorey Houle

6. Audit of Claims

Subject :	6.1 General Fund Abstract
Meeting :	Jun 5, 2023 - MONROE TOWN BOARD MEETING AGENDA
Type :	Action (Resolution), Discussion
Recommended Action :	2023-# BE IT RESOLVED that the Town Board of the Town of Monroe requests approval of Abstract #23-09 General Fund containing Check #30170 - 30297 totaling \$356,717.28.

Public Content

File Attachments

[MonroeAbstracts 23-09.pdf \(677 KB\)](#)

Motion & Voting

2023-#316

BE IT RESOLVED that the Town Board of the Town of Monroe requests approval of Abstract #23-09 General Fund containing Check #30170 - 30297 totaling \$356,717.28.

Motion by Supervisor -Tony Cardone, second by Sal Scancarello.

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone, Mike McGinn, Mary Bingham, Sal Scancarello, Dorey Houle

6. Audit of Claims

Subject :	6.2 Escrow Fund Abstract
Meeting :	Jun 5, 2023 - MONROE TOWN BOARD MEETING AGENDA
Type :	Action (Resolution), Discussion
Recommended Action :	2023-# BE IT RESOLVED that the Town Board of the Town of Monroe requests approval of Abstract #23-04 Escrow Fund containing Check #2087-2094 totaling \$24,443.82.

Public Content

File Attachments

[EscrowAbstracts 23-04.pdf \(308 KB\)](#)

Motion & Voting

2023-#317

BE IT RESOLVED that the Town Board of the Town of Monroe requests approval of Abstract #23-04 Escrow Fund containing Check #2087-2094 totaling \$24,443.82.

Motion by Supervisor -Tony Cardone, second by Dorey Houle.

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone, Mike McGinn, Mary Bingham, Sal Scancarello, Dorey Houle

7. New Business

Subject :	7.1 Nancy Hawxhurst, Bus Driver, Dial-A-Bus
Meeting :	Jun 5, 2023 - MONROE TOWN BOARD MEETING AGENDA
Type :	Action (Resolution), Discussion
Recommended Action :	2023-# BE IT RESOLVED that the Town Board of the Town of Monroe

Public Content

Resolution approving Nancy Hawxhurst for the position of Full-Time Bus Driver, Dial-A-Bus, at an hourly rate of \$20. Anticipated start date is June 6, 2023. Nancy has been preapproved for employment by Orange County Department of Human Resources.

Motion & Voting

2023-#318

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Resolution approving Nancy Hawxhurst for the position of Full-Time Bus Driver, Dial-A-Bus, at an hourly rate of \$20. Anticipated start date is June 6, 2023. Nancy has been preapproved for employment by Orange County Department of Human Resources.

Motion by Supervisor -Tony Cardone, second by Mary Bingham.

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone, Mike McGinn, Mary Bingham, Sal Scancarello, Dorey Houle

7. New Business

Subject :	7.2 Position Change, Kenneth McGrady, Smith's Clove Park
Meeting :	Jun 5, 2023 - MONROE TOWN BOARD MEETING

AGENDA

Type :

Action (Resolution), Discussion

Recommended Action :

2023-#

BE IT RESOLVED that the Town Board of the Town of Monroe

Public Content

Resolution approving Kenneth McGrady for the position of Working Supervisor (Parks) at Smith's Clove Park at an hourly rate of \$30. Kenneth is currently a Motor Equipment Operator at Smith's Clove Park and has been preapproved for this position change by Orange County Department of Human Resources.

Motion & Voting

2023-#319

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Resolution approving Kenneth McGrady for the position of Working Supervisor (Parks) at Smith's Clove Park at an hourly rate of \$30. Kenneth is currently a Motor Equipment Operator at Smith's Clove Park and has been preapproved for this position change by Orange County Department of Human Resources.

Motion by Supervisor -Tony Cardone, second by Sal Scancarello.

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone, Mike McGinn, Mary Bingham, Sal Scancarello, Dorey Houle

7. New Business

Subject :

7.3 Justin Acevedo, Seasonal Laborer, Maintenance Department

Meeting :

Jun 5, 2023 - MONROE TOWN BOARD MEETING AGENDA

Type :

Action (Resolution), Discussion

Recommended Action :

2023-#

BE IT RESOLVED that the Town Board of the Town of Monroe

Public Content

Resolution approving Justin Acevedo for the position of Seasonal Laborer, Maintenance Department, at an hourly rate of \$20 with an anticipated seasonal employment period of June 6, 2023 - September 30, 2023, and not to exceed the maximum 9 month seasonal employment period. Justin has been preapproved for this position by Orange County Department of Human Resources.

Motion & Voting

2023-#320

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Resolution approving Justin

Acevedo for the position of Seasonal Laborer, Maintenance Department, at an hourly rate of \$20 with an anticipated seasonal employment period of June 6, 2023 - September 30, 2023, and not to exceed the maximum 9 month seasonal employment period. Justin has been preapproved for this position by Orange County Department of Human Resources.

Motion by Supervisor -Tony Cardone, second by Sal Scancarello.

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone, Mike McGinn, Mary Bingham, Sal Scancarello, Dorey Houle

7. New Business

Subject :	7.4 Philip Valenza, Part-Time Assistant Building Inspector III
Meeting :	Jun 5, 2023 - MONROE TOWN BOARD MEETING AGENDA
Type :	Action (Resolution), Discussion
Recommended Action :	2023-# BE IT RESOLVED that the Town Board of the Town of Monroe

Public Content

Resolution approving Philip Valenza for the position of Part-Time Assistant Building Inspector III, at an hourly rate of \$28. Anticipated start date is June 6, 2023. Part-time hours not to exceed 17.5 hours per week. Philip has been preapproved for employment by Orange County Department of Human Resources.

Motion & Voting

2023-#321

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Resolution approving Philip Valenza for the position of Part-Time Assistant Building Inspector III, at an hourly rate of \$28.

Anticipated start date is June 6, 2023. Part-time hours not to exceed 17.5 hours per week. Philip has been preapproved for employment by Orange County Department of Human Resources.

Motion by Supervisor -Tony Cardone, second by Mary Bingham.

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone, Mike McGinn, Mary Bingham, Sal Scancarello, Dorey Houle

7. New Business

Subject :	7.5 Request for Use of Berry Road Park
Meeting :	Jun 5, 2023 - MONROE TOWN BOARD MEETING AGENDA
Type :	Action (Resolution), Discussion
Recommended Action :	2023-# BE IT RESOLVED that the Town Board of the Town

Public Content

Resolution approving request by Boy Scout Troop 440 for the use of Berry Road Park on June 10-11, 2023 for Boy Scout activities and overnight camping. The required Certificate of Insurance has been provided.

Motion & Voting

2023-#322

BE IT RESOLVED that the Town Board of the Town of Monroe Resolution approving request by Boy Scout Troop 440 for the use of Berry Road Park on June 10-11, 2023 for Boy Scout activities and overnight camping. The required Certificate of Insurance has been provided.

Motion by Supervisor -Tony Cardone, second by Mary Bingham.

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone, Mike McGinn, Mary Bingham, Sal Scancarello, Dorey Houle

7. New Business

Subject :	7.6 98 Osseo Park Road, SBL: 20-10-22
Meeting :	Jun 5, 2023 - MONROE TOWN BOARD MEETING AGENDA
Type :	Action (Resolution), Discussion
Recommended Action :	2023-# BE IT RESOLVED that the Town Board of the Town of Monroe

Public Content

Discussion of request submitted by Town of Monroe resident Kevin Donoghue of 98 Osseo Park Road, SBL: 20-10-22, to allow for the temporary storage of a tiny home on a trailer on his property until September 2023.

Motion & Voting

2023-#323

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion approving request submitted by Town of Monroe resident Kevin Donoghue of 98 Osseo Park Road, SBL: 20-10-22, to allow for the temporary storage of a tiny home on a trailer on his property until August 31, 2023.

Motion by Mike McGinn, second by Sal Scancarello.

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone, Mike McGinn, Mary Bingham, Sal Scancarello, Dorey Houle

7. New Business

Subject :	7.7 Mobile Food Prep Vehicles Permit Fees
Meeting :	Jun 5, 2023 - MONROE TOWN BOARD MEETING AGENDA
Type :	Action (Resolution), Discussion, Information
Recommended Action :	2023-# BE IT RESOLVED that the Town Board of the Town of Monroe

Public Content

Discussion regarding waving Operating Permit fee of \$400 for Mobile Food Prep Vehicles participating in Town of Monroe events, including the Food Truck Festival. This permit/fee is required on an annual basis by the Building Department for Mobile Food Prep Vehicles operating within the town limits in accordance with New York State guidelines.

Motion & Voting

2023-#324

BE IT RESOLVED that the Town Board of the Town of Monroe Made a waving Operating Permit fee of \$400 for Mobile Food Prep Vehicles participating in Town of Monroe events, including the Food Truck Festival. This permit/fee is required on an annual basis by the Building Department for Mobile Food Prep Vehicles operating within the town limits in accordance with New York State guidelines.

Motion by Supervisor -Tony Cardone, second by Dorey Houle.

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone, Mike McGinn, Mary Bingham, Sal Scancarello, Dorey Houle

7. New Business

Subject :	7.8 Request for Use of O&R Park: 876 Jerk Food Truck
Meeting :	Jun 5, 2023 - MONROE TOWN BOARD MEETING AGENDA
Type :	Action (Resolution), Discussion
Recommended Action :	2023-# BE IT RESOLVED that the Town Board of the Town of Monroe

Public Content

Discussion regarding request by 876 Jerk Food Truck for the use of O&R Park on July 8, 2023 for their 10 year anniversary celebration and official opening of their new truck. Cost for use of the park is \$150.

In general, use of O&R Park for private events is limited to (4) times per calendar year.

Motion & Voting

2023-#325

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion approving request by 876 Jerk Food Truck for the use of O&R Park on July 8, 2023 for their 10 year anniversary celebration and official opening of their new truck. Cost for use of the park is \$150.

In general, use of O&R Park for private events is limited to (4) times per calendar year.

Motion by Supervisor -Tony Cardone, second by Sal Scancarello.

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone, Mike McGinn, Mary Bingham, Sal Scancarello, Dorey Houle

7. New Business

Subject :	7.9 Agreement for Engineering Services, Highway Garage
Meeting :	Jun 5, 2023 - MONROE TOWN BOARD MEETING AGENDA
Type :	Action (Resolution), Discussion
Recommended Action :	2023-# BE IT RESOLVED that the Town Board of the Town of Monroe

Public Content

Discussion regarding Agreement for Engineering Services related to theDesign, Bidding and Construction Phase Services for the Town of Monroe Highway Garage.

Motion & Voting

2023-#326

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion authorizing the Supervisor to sign the Agreement with MHE for Engineering Services related to the Design, Bidding and Construction Phase Services for the Town of Monroe Highway Garage in the amount of \$17,500.

Motion by Mike McGinn, second by Mary Bingham.

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone, Mike McGinn, Mary Bingham, Sal Scancarello, Dorey Houle

7. New Business

Subject :	7.10 CDBG Cooperative Agreement for Municipalities
Meeting :	Jun 5, 2023 - MONROE TOWN BOARD MEETING AGENDA
Type :	Action (Resolution), Discussion
Recommended Action :	2023-# BE IT RESOLVED that the Town Board of the Town of Monroe

Public Content

A resolution to renew, renew and amend, and/or execute a new 3-year Cooperation Agreement between the County of Orange and the Town of Monroe to participate in the Orange County Community Development Block Grant, Home Investment Partnerships Programs, and Emergency Solutions Grant Program for Federal Fiscal Years 2024, 2025, and 2026 (and successive three-year qualification periods), pursuant to Title I of the Housing and Community Development Act of 1974, as amended, The Cranston Gonzalez National Affordable Housing Act of 1990, as amended, and Subtitle B OF Title IV of the McKinney-Vento Homeless Assistance Act of 1987, as amended.

Orange County is currently awaiting final approval of the Cooperation Agreement from HUD.

File Attachments

[Town of Monroe Muni Resolution for Cooperative Agreement 24-26.pdf \(16 KB\)](#)

Motion & Voting

2023-#327

BE IT RESOLVED that the Town Board of the Town of Monroe Made a A resolution to renew, renew and amend, and/or execute a new 3-year Cooperation Agreement between the County of Orange and the Town of Monroe to participate in the Orange County Community Development Block Grant, Home Investment Partnerships Programs, and Emergency Solutions Grant Program for Federal Fiscal Years 2024, 2025, and 2026 (and successive three-year qualification periods), pursuant to Title I of the Housing and Community Development Act of 1974, as amended, The Cranston Gonzalez National Affordable Housing Act of 1990, as amended, and Subtitle B OF Title IV of the McKinney-Vento Homeless Assistance Act of 1987, as amended.

Orange County is currently awaiting final approval of the Cooperation Agreement from HUD.

Motion by Dorey Houle, second by Sal Scancarello.

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone, Mike McGinn, Mary Bingham, Sal Scancarello, Dorey Houle

7. New Business

Subject :	7.11 Town Hall Fire Alarm System Proposal
Meeting :	Jun 5, 2023 - MONROE TOWN BOARD MEETING AGENDA

Type :	Action (Resolution), Discussion
Recommended Action :	2023-# BE IT RESOLVED that the Town Board of the Town of Monroe

Public Content

Discussion regarding proposals provided by Cybertechnologies, American Alarm and NAS for the fire alarm system at Town Hall.

Motion & Voting

2023-#328
BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to Table the matter regarding Town Hall Fire Alarm System Proposal until June 21, 2023.

Motion by Supervisor -Tony Cardone, second by Mike McGinn.
Final Resolution: Motion Carries
Aye: Supervisor -Tony Cardone, Mike McGinn, Mary Bingham, Sal Scancarello, Dorey Houle

7. New Business

Subject :	7.12 Waiving of Dog License Local Fee For Military Veterans
Meeting :	Jun 5, 2023 - MONROE TOWN BOARD MEETING AGENDA
Type :	Action (Resolution), Discussion
Recommended Action :	2023-# BE IT RESOLVED that the Town Board of the Town of Monroe

Public Content

Discussion regarding waiving the Local Fee of \$15 for spayed/neutered dogs, and \$25 fee for unspayed/un-neutered dogs for Military Veterans.

Motion & Voting

2023-#329
BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to waive the Local Fee of \$15 for spayed/neutered dogs, and \$25 fee for unspayed/un-neutered dogs for Military Veterans.

Motion by Supervisor -Tony Cardone, second by Sal Scancarello.
Final Resolution: Motion Carries
Aye: Supervisor -Tony Cardone, Mike McGinn, Mary Bingham, Sal Scancarello, Dorey Houle

7. New Business

Subject :	7.13 Community Representatives
Meeting :	Jun 5, 2023 - MONROE TOWN BOARD MEETING AGENDA
Type :	Discussion

Public Content

7. New Business

Subject :	7.14 Letter from State Board of Elections Regarding Misinformation
Meeting :	Jun 5, 2023 - MONROE TOWN BOARD MEETING AGENDA
Type :	Discussion, Information

Public Content

8. Old Business

Subject :	8.1 Pallotti Village
Meeting :	Jun 5, 2023 - MONROE TOWN BOARD MEETING AGENDA
Type :	Discussion, Information

Public Content

File Attachments

[PB Report & Recommendations on Pallotti Village CCR, 4-19-23.pdf \(1,836 KB\)](#)
[Pallotti Village Review 230512.pdf \(151 KB\)](#)

8. Old Business

Subject :	8.2 Short Term Rentals RE: Insurance
Meeting :	Jun 5, 2023 - MONROE TOWN BOARD MEETING AGENDA
Type :	Action (Resolution), Discussion
Recommended Action :	2023-# BE IT RESOLVED that the Town Board of the Town of Monroe

Public Content

Discussion regarding E-Code 40-6 Operational Requirements, Letter I as it relates to requirements for the Short-Term Rental Application:

Insurance. Permit holders shall maintain liability insurance for injuries or damage caused by rental guests in an amount determined by the Town Board, as amended from time to time and noted in a schedule to be maintained by the Town Clerk.

Motion & Voting

2023-#330

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to approve recommendation by Town Insurance Carrier, Emery & Webb is to provide proof of \$1,000,000.00 in Liability Coverage.

Motion by Supervisor -Tony Cardone, second by Mike McGinn.

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone, Mike McGinn, Mary Bingham, Sal Scancarello, Dorey Houle

8. Old Business

Subject :	8.3 Set Public Hearing RE: Lake Sapphire Drainage District
Meeting :	Jun 5, 2023 - MONROE TOWN BOARD MEETING AGENDA
Type :	Action (Resolution), Discussion
Recommended Action :	2023-# BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to Set a Public Hearing Date RE: Lake Sapphire Drainage District for June 21, 2023, at 7:00 PM or soon there-after.

Public Content

File Attachments

[Order Calling for Public Hearing RE Lake Sapphire Drainage District.pdf \(94 KB\)](#)

Motion & Voting

2023-#331

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to Set a Public Hearing Date RE: Lake Sapphire Drainage District for June 21, 2023, at 7:00 PM or soon there-after.

Motion by Supervisor -Tony Cardone, second by Sal Scancarello.

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone, Mike McGinn, Mary Bingham, Sal Scancarello, Dorey Houle

9. Public Comment

Subject :	9.1 Rules for Public Comment
Meeting :	Jun 5, 2023 - MONROE TOWN BOARD MEETING AGENDA

Public Content

Please be advised that any person wishing to speak at a regular public meeting during the public comment period or at a public hearing, must sign the sign-in sheet maintained by the Town Clerk for such purpose no later than 15 minutes after the commencement of the meeting.

TOWN OF MONROE MEETING RULES PUBLIC COMMENT PERIODS -RULE 1:Although not required by any statute or law, the Town Board shall include at least one public participation period on the Agenda for regular Town Board meetings. However, nothing shall prohibit the Town Board, by majority vote, from suspending public comment or otherwise limiting public during a regular Town Board meetings where such limitations are determined to be necessary or otherwise conducive to accomplishing the business presently before the Town Board.**RULE 2:**Public comment during the public participation period of regular Town Board meetings shall be limited to three (3) minutes per speaker and the subject matter of such public comment shall be limited to Town business. 1 Yielding time or otherwise giving time to a speaker to extend the three (3) minute period by another person shall not be permitted. Written comments may be submitted to the Town Clerk in lieu of, or in addition to, a persons oral statement during any public comment period. Such minutes shall become a Town record and the brief nature of the submitted writing may be included in Town Board minutes. However, the full text of such submissions shall not be incorporated into Town Board minutes, unless expressly authorized by resolution of the Town Board.**RULE 3:**Any person wishing to speak at a regular public meeting during the public comment period or at a public hearing, must sign the sign-in sheet maintained by the Town Clerk for such purpose no later than 15 minutes after the commencement of the meeting. Where a public hearing and public comment period will occur during the same Town Board meeting, a person may sign up to speak on the topic of each and every public hearing and for public comment period consistent with the applicable time limits set forth above. For example, a speaker could speak for five (5) minutes during a public hearing and three (3) minutes during public comment at the same Town Board meeting. However, such person may not use the public hearing time to speak on matters not relevant

1 Rule 2 revised by Resolution of the Town Board on 03-06-2017 to add: and the subject matter of such public comment shall be limited to Town business. to the public hearing. Any comments made by a person made during public comment that relates to the subject of a public hearing, shall not be considered by the Town Board as part of such public hearing nor made part of the public hearing record. The only public comment to be accepted by the Town Board outside of a public hearing shall be written comments received during the time period set by the Town Board for such purpose.**RULE 4:**If a sign-in sheet is not available, a person may raise his/her hand to speak duringthe public participation period and/or public hearing and may speak during such public comment period/public hearing upon recognition of the Supervisor or Presiding Officer.**RULE 5:** Any person speaking during public comment or a public hearing, when recognized by the Presiding Officer, shall approach the podium for such purpose and state his or her name, the street and municipality where he /she resides resides, and if applicable, his/her group or entity affiliation.**RULE 6:**Town Board members shall not respond to a person speaking during the public comment period unless and until all persons desiring to speak during the Public comment period have finished speaking. At such time as all speakers have finished speaking during such public comment period, each Town Board member shall be allotted up to three (3) minutes in total to respond to any questions posed or to provide relevant information in response to the collective comments and questions of the public comment speakers.**RULE 7:**Town Board members shall not attempt to answer questions during the time that a speaker is presenting during public comment. Town Board members will note any questions asked and may respond to the speaker at the conclusion of the speakers publiccomments.**PUBLIC HEARINGS RULE 8:**Public comment during a Public Hearing shall be limited to five (5) minutes per speaker. In the event that a speaker is the subject of the Public Hearing or has a significant interest in the matter different from that of the general public, such speaker shall, upon approval of the Town Board, be allowed up to the (10) minutes during a public hearing. Yielding time or otherwise giving time to a speaker to extend their permissible time limit by another person shall not be permitted.**RULE 9:**Members of the public, other than those called as witnesses by the parties, shall not be permitted to speak during public hearings concerning the removal/discipline of a Town Officer or employee as such hearings shall be limited to presentation of evidenceand related submissions by Town representatives and the Town Officer or employee

subject to removal/discipline. Time limits during a public hearing concerning the removal/discipline of a Town Officer or employee shall not be applicable as such proceeding shall follow any applicable statute, rule or regulation and shall otherwise be overseen by the hearing officer or presiding officer.**RULE 10:**In the case of a public hearing, prior to the close or continuation of the public hearing, Town Board members may be allotted up to five (5) minutes each to respond to questions or otherwise provide relevant information in response to specific comments made by speakers during that session of the public hearing. Further, prior to the close of the public portion of the public hearing, each Town Board member may be allotted up to eight (8) minutes to speak on the issue that is the subject of the Public hearing. However, where the public hearing concerns removal of a Town Officer or employee, Town Board members, if the body making a determination, shall not speak regarding the merits of the proceedings until after the close of the public hearing when deliberations on removal/discipline have commenced.**RULE 11:**Written submissions related to public hearings must be made before the close of the public hearing as such time is set by the Town Board.

GENERAL RULES

APPLICABLE TO ALL PUBLIC MEETINGS AND HEARINGS
RULE 12:The Town Clerk shall act as the timekeeper or the Town Board may designate another person to be the timekeeper.**RULE 13:**Members of the Town Board, speakers and audience members must observe proper decorum at all times. Any statements made during any part of the meeting or during a public hearing by the Supervisor, members of the Town Board, town officials or employees, or members of the general public shall not involve personal, impertinent, or slanderous attacks on individuals, regardless of whether the individual so attacked is an elected official, a town official or employee, or a member of the general public.**RULE 14:**Neither speakers, nor Town Board members shall use public comment periods or other time during such meeting for political campaigning purposes, including promoting their candidacy or speaking out against another candidate. However, nothing shall prohibit a candidate from speaking on an Town-related issue merely because he or she is a candidate for political office.**RULE 15:**Pursuant to New York State Town Law, the Town Supervisor or Presiding Officer shall control the Town Board meeting. The use of profane, vulgar, inflammatory, threatening, abusive, or disparaging language or racial or ethnic slurs directed at the Supervisor, members of the Town Board, meeting attendees shall not be tolerated and the Town Supervisor shall address any such incidents. Further, any statements, regardless of the nature of the statement, made by a person attending the meeting which is not made during such persons authorized speaking time shall not be tolerated and the Town Supervisor shall address any such incidents. The Town Board has a right to protect itself from disturbance from attendees at a meeting and may order, by majority vote, removal of an attendee, or there Presiding Officer direct removal of an attendee on his own. Removal at the direction of the Presiding Officer is subject to appeal of another Town Board member, but not to appeal of the attendee. Such appeal is not debatable.**RULE 16:**In circumstances where the Supervisor/Presiding Officer is not attempting to exert control over the meeting, is temporarily absent, or is the source of the present disorder at the meeting and is failing to preside over the meeting, such Supervisor/Presiding Officer may then be deemed absent as the Presiding Officer by approval of a majority of the Town Board. In such case, a Town Board member may make a motion to suspend the Rules and appoint the Acting Supervisor to take over the role of Presiding Officer until such time as the Supervisor or original Presiding Officer is able to properly return to performing his/her role as Presiding Officer. If the Acting Supervisor is determined to be absent for presiding purposes, the Town Board member making such motion shall propose another Town Board member to act as the Presiding Officer during the absence of the Supervisor/original Presiding Officer.**RULE 17:**Comments by speakers must be addressed to the Town Board and shall not be addressed to the audience. Further, attendees may not address the Town Board unless first recognized by the Supervisor or Presiding Officer.**RULE 18:**Discussion and exchanges between active speakers and attendees/audience members of the public meeting or hearing are prohibited. A speaker may, however, when properly recognized, state agreement or disagreement with the views of prior speakers in his /her comments directed to the Town Board.**RULE 19:**Banners or other signs are not permitted in the meeting room unless, nor shall distribution of flyers within the meeting room be permitted. Nothing shall prohibit a person from holding a lawful sign or handing out flyers outside of the meeting location.**RULE 20:**If the Supervisor or Presiding Officer fails to enforce the rules set forth herein, any member of the Town Board may move to require him or her to do so, and an affirmative vote of the majority of the Town Board shall require him or her to do so. Any decision by the Presiding Officer relating to enforcement of the rules set forth herein may be appealed and subsequently overturned by a vote of the majority of Town Board members. Such appeal may be raised by a Town Board member or the affected attendee if properly recognized.**RULE 21:**Any person who disregards the directives of the Supervisor or the Presiding Officer in enforcing the rules or who generally conducts himself or herself in a boisterous or inappropriate manner while addressing the Town Board thereby disturbs the peace at a such meeting and will be barred from further participation and shall

forfeit any balance of time remaining for his or her comments.**RULE 22:**If a speaker who has violated these rules refuses to step down or to refrain from committing/ continuing such violation(s), the Supervisor or the Presiding Officer may direct the individual to leave the meeting room. If the individual declines and/or refuses to leave the meeting room, the Supervisor or Presiding Officer may request the individual to be removed from the meeting room and charged with disorderly conduct as per the New York State Penal Law. The Supervisors determination is subject to the appeal provisions set forth above as well as the absence of the Supervisor /Presiding Officer provisions of these rules. The Town Board may, by resolution, designate the person who will sign the supporting deposition and/or Court Information document charging the removed person with Disorderly Conduct.**RULE 23:** The following provisions, as modified herein, of Rule 49 of Roberts Rules concerning Small Boards shall apply to the Town Board of the Town of Monroe: a. Members may raise a hand or asked to be recognized, instead of standing when seeking to obtain the floor and may remain seated when making motions or speaking. b. The Presiding Officer need not rise while putting questions to a vote. c. The Presiding Officer may without leaving the chair speak in informal discussions and in debate and may vote on all questions as provided for by Code or law.**RULE 24:**While there is no statute or applicable regulation that requires an Meeting Agenda to be prepared for Town Board meetings, the Town Board desires to have an Agendas prepared and distributed prior to Town Board meetings. The order of business at regular Town Board meetings shall be as follows: 1. REGULAR MEETING a. Call to Order; Pledge of Allegiance b. Approval of Minutes c. Upcoming Meeting Dates & General Announcements 2. SPECIAL ORDERS 3. DEPARTMENTAL MONTHLY REPORTS (Alphabetical Order) 4. OLD BUSINESS 5. NEW BUSINESS 6. PUBLIC COMMENT 7. EXECUTIVE SESSION (If necessary) 8. ADJOURNMENT A Board member seeking to take up a matter out of order on the agenda or to introduce a new item of business may may request such change on consent of the Town Board, or may (if consent is denied or the member expects the matter to be contested make a motion to suspend the rules for such purpose, identifying the requested change to the Agenda or the new business to be raised. Upon approval of the majority of the Town Board, such business may be taken up immediately by the Town Board. The Presiding Officer shall prepare and cause to be distributed, Town Board meeting Agendas, in conformance with the Order of Business, as applicable. Pursuant to Roberts Rules, the Agenda distributed in advance to the Town Board is not binding on the Town Board, except as to the Order of Business set forth above. However, as set forth above, the Meeting Agenda, including the Order of Business and specific Agenda items may be modified upon approval of a majority of the Town Board. The Presiding Officer will announce each Agenda item as it is reached on the Agenda (or amended Agenda). Prior to the business being taken up, a member may move to to lay the matter on the table, postpone the matter or refer it to a committee.**RULE 25:**Recesses may be taken for a stated period of time either upon consent, without objection, or upon approval of a motion by a Town Board member.**RULE 26:** These Town Board Rules may be amended by a Resolution of the Town Board approved by a majority of the Town Board.**RULE 27:**The above rules shall take effect at the next ensuing meeting of the Town Board following the adoption of these rules.**RULE 28:**The Presiding Officer, or any Town Board member may request an interpretation of these Rules from the Town Attorney. A current copy of these Town of Monroe Meeting Rules shall be maintained by the Town Clerk and be made available to the public. 6. This Resolution shall be effective immediately. The question of the adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows: Yea Nay Abstain Absent Harley Doles, Supervisor [] [] [] [X] Anthony Cardone, Acting Supervisor[X] [] [] [] Gerard McQuade, Councilman [] [X] [] [] Michael McGinn, Councilman [X] [] [] [] Richard Colon, Councilman [X] [] [] [] The Resolution was thereupon duly adopted. TOWN OF MONROE TOWN BOARD MEETING RULES History of adoption and amendments. February 27, 2017: Town Board Rules adopted by Resolution of the Town Board. March 6, 2017: Rule 2 amended by Resolution of the Town Board to add: and the subject matter of such public comment shall be limited to Town business.

9. Public Comment

Subject :	9.2 Public Comment
Meeting :	Jun 5, 2023 - MONROE TOWN BOARD MEETING AGENDA
Type :	Discussion, Information

Public Content

The following spoke during Public Comment. To hear their comments, and Town Board members responses, please go on-line to Board Doc'sVideo Clip #9.2,

10. Possible motion to adjourn to Executive and or/ Attorney Client Session

Subject :	10.1 Enter into Executive Session
Meeting :	Jun 5, 2023 - MONROE TOWN BOARD MEETING AGENDA
Type :	Action (Resolution), Information
Recommended Action :	2023-# BE IT RESOLVED, that the Town Board of the Town of Monroe Made a Motion to enter into an Executive Session to discuss

Motion & Voting

2023-#332
BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to enter into an Executive Session to discuss Lawsuit.

Motion by Supervisor -Tony Cardone, second by Mike McGinn.
Final Resolution: Motion Carries
Aye: Supervisor -Tony Cardone, Mike McGinn, Mary Bingham, Sal Scancarello, Dorey Houle

11. Return to Regular Meeting

Subject :	11.1 Return to Regular Meeting
Meeting :	Jun 5, 2023 - MONROE TOWN BOARD MEETING AGENDA
Type :	Action (Resolution), Information
Recommended Action :	2023-# BE IT RESOLVED, that the Town Board of the Town of Monroe approves to return to regular session.

Motion & Voting

2023-#333
BE IT RESOLVED that the Town Board of the Town of Monroe approves to return to regular session.

Motion by Supervisor -Tony Cardone, second by Dorey Houle.
Final Resolution: Motion Carries
Aye: Supervisor -Tony Cardone, Mike McGinn, Mary Bingham, Sal Scancarello, Dorey Houle

13. Adjournment

Subject :	13.1 Adjournment of Meeting
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Meeting :	Jun 5, 2023 - MONROE TOWN BOARD MEETING AGENDA
Type :	Action (Resolution)
Recommended Action :	2023-# BE IT RESOLVED, that the Town Board of the Town of Monroe adjourns the meeting of June 5, 2023, at

Public Content

Motion & Voting

2023-#334

BE IT RESOLVED that the Town Board of the Town of Monroe adjourns the meeting of June 5, 2023, at 9:01 PM.

Motion by Supervisor -Tony Cardone, second by Sal Scancarello.

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone, Mike McGinn, Mary Bingham, Sal Scancarello, Dorey Houle