

MONROE TOWN BOARD RE-ORGANIZATIONAL MINUTES

— 01/02/2025

MONROE TOWN BOARD RE-ORGANIZATIONAL AGENDA (Thursday, January 2, 2025)

Generated by Valerie Bitzer

Members present

Supervisor -Tony Cardone, Town Board Members: Mary Bingham, Sal Scancarello, Dorey Houle, Maureen Richardson

Highway Superintendent - James "Pat" Patterson

Town Counsel Brian Nugent

1. Call to Order

Procedural: 1.1 Pledge of Allegiance

Information: 1.2 Moment of Silence RE: Former President Jimmy Carter

To hear Supervisor Cardone RE Moment of Silence for former President Jimmy Carter, please go on-line to Board Doc's Video Clip #1.2, 0:0:17.

James Earl Carter Jr. was an American politician, who served as the 39th president of the United States from 1977 to 1981. He was 100 years old.

2. Motion to Open Town Board Meeting

Action (Resolution): 2.1 Motion to Open Meeting of January 2, 2025

2025-#1

BE IT RESOLVED, that the Town of Board of the Town of Monroe Made a Motion to open the Town Board Re-Org Meeting of January 2, 2025 at 7:02 PM.

Motion by Sal Scancarello, second by Mary Bingham.

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone, Mary Bingham, Sal Scancarello, Maureen Richardson

3. Community Announcements

Information: 3.1 2025 Tax Collector's Notice

Town of Monroe

Tax Collector's Notice

Please Take Notice That, the Tax Collector's Office, for the Town of Monroe will be collecting taxes at 1465 Orange Turnpike, Monroe, New York during the months of January 1st – March

31st, 2025 Monday-Friday from 9:00 AM until 2:00 PM. Additionally, we will be open late on the following dates: January 31, 2025, from 4:00 PM to 6:00 PM and March 31, 2025, from 4:00 PM to 5:00 PM.

Payments by mail send to: Town of Monroe Tax Collector 1465 Orange Turnpike, Monroe, NY 10950.

For online payments by credit card or e-check, please go to www.monroeny.org and click on View/Pay Bills Online. Credit card/e-check payments will NOT be accepted at Town Hall. Please make all checks, cashier's checks or money order payments out to Town of Monroe Tax Collector. **Please include phone number on check. No cash payments will be accepted. Payments made during the month of February: a 1% penalty will be added. Payments made during the month of March: a 2% penalty will be added, plus a \$2.00 Second Notice Fee. Last day for acceptance of payment of taxes will be collected on March 31, 2025. Must be postmarked no later than March 31, 2025. Tax payments made after March 31, 2025 must be paid to the Orange County Commissioner of Finance (845) 291-2480.

Dated: December 30, 2024
Valerie Bitzer
Tax Collector, Town of Monroe

2025 Town & County Tax Season

The Town of Monroe Tax Collector will be accepting the following payment methods only for the 2025 Orange County, Town and County Real Property Tax Bills: personal checks, money orders, cashier checks (made payable to the Town of Monroe Tax Collector).

For payments by mail, please send to:

Town of Monroe Tax Collector
1465 Orange Turnpike
Monroe, NY 10950

* PLEASE INCLUDE PHONE NUMBER ON CHECK

* NO CASH, CREDIT CARD / E-CHECK PAYMENTS WILL BE ACCEPTED AT TOWN HALL

For online payments, there is a convenience fee that will be applied for the service (charged by the credit card company). The fees are as follows: Visa, MasterCard and Discover Credit cards 2.45% percent, Visa Debit \$3.95, E-Check \$1.75.

If you have any questions, please contact Valerie Bitzer Tax Collector via email: valerie@monroeny.org or by phone at (845) 783-1900 ext. 203.

Tax Collection Hours: Monday – Friday 9:00 AM - 2:00 PM. Additionally, we will be open late on the following dates: January 31, 2025, from 4:00 PM to 6:00 PM and March 31, 2025, from 4:00 PM to 5:00 PM.

Payments received February 2025 a 1% penalty is added.

Payments received March 2025 a 2% penalty is added, plus a \$2.00 Second Notice Fee.

Tax payments made after March 31, 2025, must be paid to the Orange County Commissioner of Finance (845) 291-2480.

Useful Links:

Please visit Orange County Real Property

Please visit Town of Monroe

To hear Tax Collector Valerie Bitzer RE 2025 Tax Collector's Notice, please go on-line to Board Doc's Video Clip #3.1, 0:0:58.

Information: 3.2 Monroe Connect

Monroe Connect is an App that will allow the Town of Monroe to send Alerts & Emergency Notifications directly to Citizens (Road Closures, Events, Storm Warnings, Boil Water Advisories, etc.).

To hear Town Clerk Valerie Bitzer RE Monroe Connect, please go on-line to Board Doc's Video Clip #3.2, 0:2:39.

Information: 3.3 Mobile DMV Visits Town Hall

Orange County Clerk Kelly Eskew invites you to the Orange County Mobile DMV Unit. Transactions Offered: All Registration Transactions, all License Transactions including Real/Enhanced, Enforcement Transactions. Tuesday, January 14th 10:00-12PM, closed 12-1pm, 1-3:30pm. Monroe Town Hall 1465 Orange Tpke., Monroe, NY 10950.

To hear Supervisor Cardone RE Mobile DMV Visits Town Hall, please go on-line to Board Doc's Video Clip #3.3, 0:3:54.

4. Town Officers

Information: 4.1 Elected Officers

Sec. 25 of the TOWN LAW requires oath of office for every town official within 15 days after commencement of office. Sec. 10 of the PUBLIC OFFICERS LAW requires the oath of office of every municipal officer to be on file in the office of the clerk of the municipality.

ELECTED OFFICERS TERM EXPIRES

Anthony Cardone, Supervisor 12/31/2025

Dorey Houle, Councilperson 12/31/2025

Mary Bingham, Councilperson 12/31/2025

Sal Scancarello, Councilperson 12/31/2027

Maureen Richardson, Councilperson 12/31/2027

Valerie Bitzer, Town Clerk 12/31/2027

Audra Schwartz, Town Justice 12/31/2025

James McKnight, Town Justice 12/31/2027

James "Pat" Patterson, Highway Superintendent 12/31/2027

5. Officers Appointed By the Town Board

Action (Resolution), Information: 5.1 Registrar of Vital Statistics

2025-#2

BE IT RESOLVED, that the Town of Board of the Town of Monroe appoints Valerie Bitzer as Registrar of Vital Statistics. Coterminous with term of office of Town Clerk, Public Health Law 4121, 4123.

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

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone, Mary Bingham, Sal Scancarello, Maureen Richardson

Action (Resolution), Information: 5.2 Deputy Registrar

2025-#3

BE IT RESOLVED that the Town of Board of the Town of Monroe appoints Patricia Kasch as Deputy Registrar. Term to expire 12/31/2025 (Registrar Appointment).

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

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone, Mary Bingham, Sal Scancarello, Maureen Richardson

Action (Resolution): 5.3 Town Marriage Officer

2025-#4

BE IT RESOLVED, that the Town Board of the Town of Monroe approves the Town Clerk Valerie Bitzer as a Town Marriage Officer pursuant to the provisions of the Domestic Relations Law.

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

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone, Mary Bingham, Sal Scancarello, Maureen Richardson

Action (Resolution): 5.4 Tax Collector

2025-#5

BE IT RESOLVED, that the Town of Board of the Town of Monroe hereby appoints Valerie Bitzer as Tax Collector, term to expire 12/31/25.

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

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone, Mary Bingham, Sal Scancarello, Maureen Richardson

Councilwoman Houle joined the meeting at 7:09 PM.

Action (Resolution): 5.5 1st Deputy Tax Collector

2025-#6

BE IT RESOLVED that the Town of Board of the Town of Monroe hereby appoints Patricia Kasch as 1st Deputy Tax Collector, term to expire 12/31/25.

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

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone, Mary Bingham, Sal Scancarello, Maureen Richardson

Abstain: Dorey Houle

Action (Resolution): 5.6 2nd Deputy Tax Collector

2025-#7

BE IT RESOLVED that the Town of Board of the Town of Monroe hereby appoints Barbara Singer as 2nd Deputy Tax Collector, term to expire 12/31/25.

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

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone, Mary Bingham, Sal Scancarello, Dorey Houle, Maureen Richardson

Action (Resolution), Minutes: 5.7 Tax Collector's 2024 Liability Certificate

2025-#8

BE IT RESOLVED that the Town Board of the Town of Monroe approves for the Supervisor and Town Council Members to sign the certificate of liability insurance for the Tax Collector which is to be filed in the Department of Finance in Orange County. **The 25-26 term Certificate of Insurance can be issued after the 01/29/2025 renewal term has been bound with

NYMIR.

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

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone, Mary Bingham, Sal Scancarello, Dorey Houle, Maureen Richardson

Action (Resolution): 5.8 Town Engineer

2025-#9

BE IT RESOLVED that the Town Board of the Town of Monroe hereby appoints MHE as Town Engineer, term to expire 12/31/25.

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

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone, Mary Bingham, Sal Scancarello, Dorey Houle, Maureen Richardson

6. Officers Appointed by the Supervisor

Action (Resolution): 6.1 Secretary to the Supervisor

2025-#10

BE IT RESOLVED, that the Town Board of the Town of Monroe hereby appoints Jennifer Schnaars as Secretary to the Supervisor, term to expire 12/31/25.

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

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone, Mary Bingham, Sal Scancarello, Dorey Houle, Maureen Richardson

Action (Resolution), Information: 6.2 Historian

2025-#11

BE IT RESOLVED that the Town Board of the Town of Monroe hereby appoints James Nelson as the Town of Monroe Historian, term to expire 12/31/25.

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

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone, Mary Bingham, Sal Scancarello, Dorey Houle, Maureen Richardson

Action (Resolution): 6.3 Acting Supervisor

2025-#12

BE IT RESOLVED, that the Town of Board of the Town of Monroe hereby appoints Dorey Houle as Acting Supervisor term to expire 12/31/25.

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

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone, Sal Scancarello, Dorey Houle

Nay: Mary Bingham, Maureen Richardson

7. Officers Appointed By The Town Clerk

Action (Resolution), Information: 7.1 Deputy Town Clerk 1st Deputy

2025-#13

BE IT RESOLVED, that the Town of Board of the Town of Monroe hereby appoints Patricia Kasch as 1st Deputy Town Clerk, term to expire 12/31/27.

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

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone, Mary Bingham, Sal Scancarello, Dorey Houle, Maureen Richardson

Action (Resolution): 7.2 Deputy Town Clerk 2nd Deputy

2025-#14

BE IT RESOLVED that the Town of Board of the Town of Monroe hereby appoints Barbara Singer as 2nd Deputy Town Clerk, term to expire 12/31/27.

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

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone, Mary Bingham, Sal Scancarello, Dorey Houle, Maureen Richardson

8. Officers Appointed By Superintendent of Highways

Action (Resolution): 8.1 Coordinator 1

2025-#15

BE IT RESOLVED that the Town of Board of the Town of Monroe Made a Motion to appoint Thor Midtbo as Coordinator 1 with a stipend of \$6,000/year and is subject to change based on the forthcoming update of the IBEW Union Agreement.

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

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone, Mary Bingham, Sal Scancarello, Dorey Houle, Maureen Richardson

Action (Resolution): 8.2 Coordinator 2

2025-#16

BE IT RESOLVED that the Town of Board of the Town of Monroe Made a Motion to appoint Robert Marsh as Coordinator 2 with a stipend of \$6,000/year and is subject to change based on the forthcoming update of the IBEW Union Agreement.

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

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone, Mary Bingham, Sal Scancarello, Dorey Houle, Maureen Richardson

9. Planning Board Appointments By Town Board

Action (Resolution), Information: 9.1 Planning Board Members

2025-#17

BE IT RESOLVED, that the Town of Board of the Town of Monroe hereby appoints Bonnie Franson as Planning Board Member, slot #2, term to expire 12/31/29.

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

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone, Mary Bingham, Sal Scancarello, Dorey Houle, Maureen Richardson

Action (Resolution), Minutes: 9.2 Planning Board Chairperson

2025-#18

BE IT RESOLVED, that the Town of Board of the Town of Monroe hereby appoints Bonnie Franson as Planning Board Chairperson, term to expire 12/31/25.

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

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone, Mary Bingham, Sal Scancarello, Dorey Houle, Maureen Richardson

Action (Resolution), Information: 9.3 Planning Board Members

2025-#19

BE IT RESOLVED, that the Town of Board of the Town of Monroe hereby appoints Robert Garstak as Planning Board Member, slot #1, term to expire 12/31/28. Robert will see that he is up to date on his credits by the 1st quarter.

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

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone, Mary Bingham, Sal Scancarello, Dorey Houle, Maureen Richardson

Action (Resolution): 9.4 Planning Board Attorney Appointment

2025-#20

BE IT RESOLVED that the Town Board of the Town of Monroe appoints the firm of Naughton & Torre, LLP as the Town of Monroe Planning Board Attorney.

Motion by Supervisor -Tony Cardone, second by Maureen Richardson.

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone, Mary Bingham, Sal Scancarello, Dorey Houle, Maureen Richardson

10. Zoning Board of Appeals Appointments By Town Board

Action (Resolution): 10.1 Zoning Board of Appeals Chairperson

2025-#21

BE IT RESOLVED, that the Town of Board of the Town of Monroe hereby appoints Francis Postiglione as Zoning Board of Appeals Chairperson, term to expire 12/31/25.

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

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone, Mary Bingham, Sal Scancarello, Dorey Houle, Maureen Richardson

Action (Resolution): 10.2 Zoning Board of Appeals Members

2025-#22

BE IT RESOLVED that the Town of Board of the Town of Monroe hereby appoints Kevin Scully as Zoning Board of Appeals Member, slot #1, term to expire 12/31/2029.

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

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone, Mary Bingham, Sal Scancarello, Dorey Houle, Maureen Richardson

Action (Resolution): 10.3 Zoning Board of Appeals Attorney Appointment

2025-#23

BE IT RESOLVED that the Town Board of the Town of Monroe appoints the firm of Feerick

Nugent MacCartney PLLC as the Town of Monroe Zoning Board of Appeals Attorney.

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

Final Resolution: Motion Carries

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

Nay: Maureen Richardson

11. Town Counsel Appointment

Action (Resolution): 11.1 Town Counsel Appointment

2025-#24

BE IT RESOLVED that the Town Board of the Town of Monroe appoints the firm of Feerick Nugent MacCartney PLLC as the Town of Monroe Town Counsel Attorney.

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

Final Resolution: Motion Carries

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

Nay: Maureen Richardson

12. Board of Ethics Appontment by Town Board

Action (Resolution), Information: 12.1 Board of Ethics Member

2025-#25

BE IT RESOLVED, that the Town of Board of the Town of Monroe hereby appoints Joseph Mancuso as Board of Ethics Member, slot #9, term to expire 12/31/27.

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

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone, Mary Bingham, Sal Scancarello, Dorey Houle, Maureen Richardson

13. Conservation Advisory Council Appointments By Town Board

Action (Resolution): 13.1 Conservation Advisory Chairperson

2025-#26

BE IT RESOLVED that the Town of Board of the Town of Monroe appoints Dennis Fordham as Conservation Advisory Council Chairperson, term to expire 12/31/2025.

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

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone, Mary Bingham, Sal Scancarello, Dorey Houle, Maureen Richardson

Action (Resolution): 13.2 Conservation Advisory Council Member

2025-#27

BE IT RESOLVED that the Town of Board of the Town of Monroe hereby appoints Charlie Pakula as Conservation Advisory Council Member, slot #1, term to expire 12/31/2026.

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

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone, Mary Bingham, Sal Scancarello, Dorey Houle, Maureen Richardson

Action (Resolution): 13.3 Conservation Advisory Council Member

2025-#28

BE IT RESOLVED that the Town of Board of the Town of Monroe hereby appoints Mikkell Finsen as Conservation Advisory Council Member, slot #2, term to expire 12/31/2026.

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

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone, Mary Bingham, Sal Scancarello, Dorey Houle, Maureen Richardson

14. Smith's Clove Park Commission Appointment By Town Board

Action (Resolution), Information: 14.1 Smith's Clove Park Commission

2025-#29

BE IT RESOLVED that the Town Board of the Town of Monroe hereby appoints Yesenia Lendor-Montero to the Monroe Joint Park Commission, slot #1, Term to expire 12-31-2029.

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

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone, Mary Bingham, Sal Scancarello, Dorey Houle, Maureen Richardson

15. Board of Assessment Review (B.A.R.) Appointment By Town Board

Action (Resolution), Discussion: 15.1 Board of Assessment Review (B.A.R.) Appointment
Board of Assessment Review Appointments by Town of Monroe Town Board (5 year terms)

Board of Assessment Review (B.A.R.)
Town Appointments

Name Term Expiration

- 1 Satina Lopez 9/30/2028
- 2 Susan Cagney 9/30/2029
- 3 Laura Fernandez 9/30/2025

2025-#30

BE IT RESOLVED that the Town Board of the Town of Monroe appoints Susan Cagney to the Board of Assessment Review, Slot #1, term to expire 9/30/2029.

Motion by Supervisor -Tony Cardone, second NONE.

2025-#30A

BE IT RESOLVED that the Town Board of the Town of Monroe appoints Susan Cagney to the Board of Assessment Review, Slot #1, term to expire 9/30/2029.

Motion by Supervisor -Tony Cardone, second NONE.

2025-#30B

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to rescind the prior Motion RE appointing Susan Cagney to the Board of Assessment Review, Slot #1, term to expire 9/30/2029.

Motion by Supervisor -Tony Cardone, second NONE.

2025-#30C

BE IT RESOLVED that the Town Board of the Town of Monroe appoints Susan Cagney to the Board of Assessment Review, Slot #2, term to expire 9/30/2029.

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

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone, Mary Bingham, Sal Scancarello, Dorey Houle, Maureen Richardson

16. Moodna Commission Appointment by Town Board

Action (Resolution), Information: 16.1 Moodna Commission Appointment

2025-#31

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to appoint Steve Thau and Mary Bingham to the Moodna Commission.

Motion by Supervisor -Tony Cardone, second by Maureen Richardson.

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone, Mary Bingham, Sal Scancarello, Dorey Houle, Maureen Richardson

17. Official Undertaking By Town Officers

Action (Resolution): 17.1 Official Undertaking by Town Officers

2025-#32

BE IT RESOLVED that the Town Board of the Town of Monroe approves the individual undertakings of the Supervisor, Town of Monroe Clerk, Tax Collector, Town Justice, Superintendent of Highways, be dispensed with and the blanket undertaking provided by Emery & Webb be filed in the Orange County Clerk's Office in lieu thereof.

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

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone, Mary Bingham, Sal Scancarello, Dorey Houle, Maureen Richardson

18. Per Diem Meal Allowance for Travel on Official Business

Action (Resolution): 18.1 Per Diem Meal Allowance for Travel on Official Business

2025-#33

BE IT RESOLVED, that the Town Board of the Town of Monroe approves to provide a per diem meal allowance as reflected in the Town Handbook in lieu of the payment of "actual and necessary" meal allowance. Receipts shall be required for food expense.

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

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone, Mary Bingham, Sal Scancarello, Dorey Houle, Maureen Richardson

19. Rules of Procedure

Action (Resolution): 19.1 Rules of Procedure

2025-#34

BE IT RESOLVED, that the Town Board of the Town of Monroe shall conduct itself according to Robert's Rules of Order 11th Edition, 2011 the extent that Robert's Rules of Order are consistent with the Town Law of the State of New York and the Town of Monroe's Meeting Rules adopted February 27, 2017.

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

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone, Mary Bingham, Sal Scancarello, Dorey Houle, Maureen Richardson

20. Open Meetings Law Requirements

Information: 20.1 Open Meetings Law Requirements

OPEN MEETINGS LAW REQUIREMENTS

(TOWN LAW Sec. 62)

The Town Board of the Town of Monroe shall convene for a regular meetings on the following dates: January 2, 2025, January 21, 2025, February 3, 2025, February 24, 2025, March 3, 2025, March 24, 2025, April 7, 2025, April 21, 2025, May 5, 2025, May 19, 2025, June 2, 2025, June 16, 2025, July 14, 2025, August 4, 2025, September 2, 2025, September 15, 2025, October 6, 2025, October 20, 2025, November 6, 2025, November 17, 2025, and December 1, 2025.

All Town Board meetings shall be held at the Town of Monroe Town Hall located at 1465 Orange Turnpike, Monroe, New York. All meetings shall begin at 7:00 PM unless noticed for a different time.

21. Special Meetings

Action (Resolution): 21.1 Special Meetings

2025-#35

BE IT RESOLVED that the Town Board of the Town of Monroe designates public locations for special meetings notices shall be the bulletin boards of the Town Hall at 1465 Orange Turnpike Monroe, New York.

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

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone, Mary Bingham, Sal Scancarello, Dorey Houle, Maureen Richardson

22. Fee Schedule

Action (Resolution), Discussion, Information: 22.1 Fee Schedule

2025-#36

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to approve the Town of Monroe Fee Schedule Effective 1/2/2025.

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

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone, Mary Bingham, Sal Scancarello, Dorey Houle, Maureen Richardson

23. Official Newspaper

Action (Resolution): 23.1 Official Newspapers

2025-#37

BE IT RESOLVED that the Town Board of the Town of Monroe approves the official newspapers of the Monroe Town Board to be the Times Herald Record, Photo News and the Warwick Dispatch.

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

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone, Mary Bingham, Sal Scancarello, Dorey Houle, Maureen Richardson

24. Official Depositories

Action (Resolution): 24.1 Official Depositories

2025-#38

BE IT RESOLVED that the Town Board of the Town of Monroe designates the official depositories of the Monroe Town Board shall be M & T Bank and Webster Bank.

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

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone, Mary Bingham, Sal Scancarello, Dorey Houle, Maureen Richardson

25. Petty Cash Funds

Action (Resolution): 25.1 Petty Cash Funds

2025-#39

BE IT RESOLVED that the Town Board of the Town of Monroe approves that Tax Collector is authorized to maintain a petty cash fund not to exceed \$500.00.

Motion by Supervisor -Tony Cardone second by Sal Scancarello.

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone Mary Bingham Sal Scancarello Dorey Houle Maureen Richardson

26. Purchase Authorization for Highway Superintendent

Action (Resolution): 26.1 Purchase Authorization for Highway Superintendent

2025-#40

BE IT RESOLVED that the Town Board of the Town of Monroe approves the Superintendent of Highways to purchase equipment tools and implements during the year 2025 without prior approval of the Town Board in an amount not to exceed \$5000.00.

Motion by Supervisor -Tony Cardone second by Sal Scancarello.

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone Mary Bingham Sal Scancarello Dorey Houle Maureen Richardson

27. Accounting and Financial Reports

Action (Resolution): 27.1 Accounting and Financial Reports

2025-#41

BE IT RESOLVED that the Town Board of the Town of Monroe shall engage the services of a Certified Public Accountant or someone of equivalent expertise to make an annual audit of the Town of Monroe and Town Court system to be completed within 90 days after the close of the fiscal year pursuant to Town Law Sec. 62 (1) and Sec. 123.

BE IT FURTHER RESOLVED that the Supervisor shall submit to the Town Clerk within 120 days after the close of the fiscal year a copy of the Annual Financial report to the State Comptroller and the Town Clerk shall cause a summary of such report or notice that a copy of such report is on file and available for inspection or copying to be published within 10 days in the official town newspaper pursuant to Town Law Sec. 29 (10-a).

Motion by Supervisor -Tony Cardone second by Sal Scancarello.

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone Mary Bingham Sal Scancarello Dorey Houle Maureen Richardson

28. Returned Check Fee

Action (Resolution): 28.1 Returned Check Fee

2025-#42

BE IT RESOLVED that the Town Board of the Town of Monroe imposes a charge of \$20.00 on each check tendered as payment and returned for insufficient funds.

Motion by Supervisor -Tony Cardone second by Sal Scancarello.

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone Mary Bingham Sal Scancarello Dorey Houle Maureen Richardson

29. Immediate Deposit of Tax Collection Funds by Tax Collector

Action (Resolution): 29.1 Deposit of Funds by Tax Collector

2025-#43

BE IT RESOLVED that the Town Board of the Town of Monroe approves the immediate deposit of funds by the Tax Collector of all tax collections in interest bearing accounts as a temporary investment measure.

Motion by Supervisor -Tony Cardone second by Sal Scancarello.

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone Mary Bingham Sal Scancarello Dorey Houle Maureen Richardson

30. 2024 Town of Monroe Employee Holiday Calendar

Information: 30.1 Town of Monroe Employee Holiday Calendars

2025 Holiday Calendar for Town of Monroe Non-Union Employees
and Dial-A-Bus Teamsters Local 445 Employees

Wednesday January 1 2025 New Year's Day
Monday January 20 2025 Martin Luther King Jr. Day
Monday February 17 2025 Presidents Day
Monday May 26 2025 Memorial Day
Thursday June 19 2025 Juneteenth
Friday July 4 2025 Independence Day
Monday September 1 2025 Labor Day
Monday October 13 2025 Columbus Day
Tuesday November 11 2025 Veterans Day
Thursday November 27 2025 Thanksgiving Day
Friday November 28 2025 Thanksgiving (Observed)
Wednesday December 24 2025 Christmas Eve (1/2 Day)
Thursday December 25 2025 Christmas Day

2025 Holiday Calendar for Town of Monroe Highway Department
IBEW Union 363 Employees

Wednesday January 1 2025 New Year's Day
Monday January 20 2025 Martin Luther King Jr. Day
Monday February 17 2025 Presidents' Day
Monday May 26 2025 Memorial Day
Friday July 4 2025 Independence Day
Monday September 1 2025 Labor Day

Monday October 13 2025 Columbus Day
Tuesday November 11 2025 Veterans Day (Observed)
Thursday November 27 2025 Thanksgiving Day
Friday November 28 2025 Thanksgiving (Observed)
Wednesday December 24 2025 Christmas Eve (1/2 Day)
Thursday December 25 2025 Christmas Day
*Day of Employee's Choice

31. Mileage Reimbursement Allowance

Action (Resolution): 31.1 Mileage Reimbursement Allowance

To hear discussion between Town Board Members RE Mileage Reimbursement Allowance please go on-line to Board Doc's Video Clip #31.1 0:24:17.

2025-#44

BE IT RESOLVED that the Town Board of the Town of Monroe approves: Section 1. That the Town Board shall approve reimbursement to such employees at the IRS approved rate.

Currently that rate is 70 cents/mile.

Section 2. That the Town Board shall approve reimbursement to such Town officers at the IRS approved rate for mileage reimbursement outside the Town of Monroe. Currently that rate is 70 cents/mile.

Section 3. That this resolution shall take effect immediately.

Motion by Supervisor -Tony Cardone second by Mary Bingham.

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone Sal Scancarello Dorey Houle

Nay: Mary Bingham Maureen Richardson

32. Acceptance of Minutes

Action (Resolution): 32.1 Acceptance of December 2 2024 Minutes

2025-#45

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to accept the December 2 2024 Minutes.

Motion by Supervisor -Tony Cardone second by Sal Scancarello.

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone Mary Bingham Sal Scancarello Dorey Houle Maureen Richardson

33. Audit of Claims

Action (Resolution) Discussion: 33.1 General Fund Abstract

2025-#46

BE IT RESOLVED that the Town Board of the Town of Monroe requests approval of Abstract #25-01 General Fund containing Check #36084 - 36225 totaling \$785773.93.

Motion by Supervisor -Tony Cardone second by Sal Scancarello.

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone Mary Bingham Sal Scancarello Dorey Houle Maureen Richardson

Action (Resolution) Discussion: 33.2 Escrow Fund Abstract

2025-#47

BE IT RESOLVED that the Town Board of the Town of Monroe requests approval of Abstract #25-01 Escrow Fund containing Check #2178 - 2189 totaling \$71680.46.

Motion by Supervisor -Tony Cardone second by Sal Scancarello.

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone Mary Bingham Sal Scancarello Dorey Houle Maureen Richardson

34. New Business

Action (Resolution) Discussion: 34.1 Resignation Helen Knickerbocker Data Entry Operator

2025-#48

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Resolution accepting the resignation of Helen Knickerbocker Data Entry Operator Finance Department effective January 29 2025.

Motion by Supervisor -Tony Cardone second by Dorey Houle.

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone Mary Bingham Sal Scancarello Dorey Houle Maureen Richardson

Action (Resolution) Discussion: 34.2 Francisca Tapia-Santos Account Clerk

2025-#49

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Resolution approving Francisca Tapia-Santos for the position of Account Clerk Finance Department effective

January 3 2025 at an annual salary of \$46000. Francisca qualified for this position through the Certified List of Eligibles Examination #688 Entry Level Account Clerical -Orange County General List.

Motion by Supervisor -Tony Cardone second by Sal Scancarello.

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone Mary Bingham Sal Scancarello Dorey Houle Maureen Richardson

Action (Resolution) Discussion: 34.3 Lucas Mahran Heavy Equipment Operator

2025-#50

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Resolution approving Lucas Mahran for the position of Heavy Equipment Operator effective January 3 2025 at an hourly rate of \$34.72 per the IBEW Union Agreement. Lucas 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 Mary Bingham Sal Scancarello Dorey Houle Maureen Richardson

Action (Resolution) Discussion: 34.4 Christopher McDermott Heavy Equipment Operator

2025-#51

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Resolution approving Christopher McDermott for the position of Heavy Equipment Operator effective Friday January 3 2025 at an hourly rate of \$34.72 per the IBEW Union Agreement. Christopher has been preapproved for this position by Orange County Department of Human Resources.

Motion by Supervisor -Tony Cardone second by Dorey Houle.

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone Mary Bingham Sal Scancarello Dorey Houle Maureen Richardson

Action (Resolution): 34.5 Acknowledgement of Ethics Advisory Opinion Report 2024-06

2025-#52

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion that the Town Board acknowledges the receipt of the Ethics Report Advisory Opinion 2024-06.

Motion by Supervisor -Tony Cardone second by Sal Scancarello.

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone Mary Bingham Sal Scancarello

Abstain: Dorey Houle Maureen Richardson

Action (Resolution): 34.6 Acknowledgement of Ethics Advisory Opinion Report 2024-07

2025-#53

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion that the Town Board acknowledges the receipt of the Ethics Report Advisory Opinion 2024-07.

Motion by Dorey Houle second by Sal Scancarello.

Final Resolution: Motion Carries

Aye: Mary Bingham Sal Scancarello Dorey Houle

Abstain: Supervisor -Tony Cardone Maureen Richardson

Action (Resolution) Information: 34.7 Town of Monroe Town Prosecutor

To hear discussion between Town Board Members RE Town of Monroe Town Prosecutor please go on-line to Board Doc's Video Clip #34.7 0:42:22.

2025-#54

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to accept the proposal and make Feerick Nugent MacCartney firm our Town Prosecutor. They use an outside Counsel for it. Rate \$200/hr.

Motion by Supervisor -Tony Cardone second by Mary Bingham.

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone Sal Scancarello Dorey Houle

Nay: Mary Bingham Maureen Richardson

35. Public Comment

Information: 35.1 Rules for Public Coment

Action (Resolution) Information: 35.2 Public Comment

The following residents signed up to speak during Public Comment. To hear their comments and Town Board Members comments please go on-line to Board Doc's Video Clip #35.2 0:56:03.

- Rhonda Avla

- Denise Lasky

2025-#55

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to allow Denise Lasky to speak during Public Comment.

Motion by Supervisor -Tony Cardone second by Sal Scancarello.

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone Mary Bingham Sal Scancarello Dorey Houle Maureen Richardson

36. Possible Motion to adjourn to Executive and or / Attorney Client Session

Discussion: 36.1 Enter Into Executive Session

*NO ACTION AT THIS TIME

37. Return to Regular Meeting

Discussion: 37.1 Return to Regular Meeting

*NO ACTION AT THIS TIME

38. Adjournment of Meeting

Action (Resolution): 38.1 Adjournment of Meeting

2025-#56

BE IT RESOLVED that the Town Board of the Town of Monroe adjourns the meeting of January 2 2025 at 8:23 PM.

Motion by Supervisor -Tony Cardone second by Dorey Houle.

Final Resolution: Motion Carries

Aye: Supervisor -Tony Cardone Mary Bingham Sal Scancarello Dorey Houle Maureen Richardson

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