



**Monday, January 5, 2026
Monroe Town Board Meeting Agenda**

**Town of Monroe, New York
Town Hall
1465 Orange Turnpike
Monroe, New York**

1. Call to Order

1.1. Pledge to the Flag

2. Motion to Open Town Board Meeting

2.1. Motion to Open Town Board Re-Organizational Meeting of January 5, 2026

3. Community Announcements

3.1. 2026 Tax Collector's Notice

3.2. Lakeside Ladies Auxiliary Murder Mystery

4. New Business

New Business

4.1. Acceptance of Letters of Resignation

5. Town 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: Maureen Richardson, Supervisor 12/31/2028 Bethany Stephens, Councilperson 12/31/2028 Luis Rivera, Councilperson 12/31/2028 Sal Scancarello, Councilperson 12/31/2027 VACANT, Councilperson 12/31/2027 Valerie Bitzer, Town Clerk 12/31/2027 Audra Schwartz, Town Justice 12/31/2029 James McKnight, Town Justice 12/31/2027 William "Bill" Brown, Highway Superintendent 12/31/2027

5.1. Elected Officers — Oath of Office

6. Motion to Pause Monroe Town Board Re-Organizational Meeting and Open the Special Joint Meeting with the Town of Palm Tree

- 6.1. Motion to Pause Monroe Town Board Re-Organizational Meeting and Open the Special Joint Meeting with the Town of Palm Tree RE: O.C. District No. 1 Legislative Vacancy
- 6.2. Roll Call
- 6.3. Election of Chairperson
- 6.4. Election of Clerk / Secretary
- 6.5. Motion to Appoint Vacancy in the Office of Legislative District No. 1 in Orange County
- 6.6. Motion to Adjourn Special Joint Meeting with the Town of Plam Tree RE: O.C. District No. 1 Legislative Vacancy

7. Motion to Continue the Monroe Town Board January 5, 2026 Re-Organizational Meeting

- 7.1. Motion to Continue the Monroe Town Board January 5, 2026 Re-Organizational Meeting

8. Officers Appointed by the Town Board

Officers Appointed by the Town Board

- 8.1. Registrar of Vital Statistics
- 8.2. Deputy Registrar
- 8.3. Sub Registrar
- 8.4. Town Marriage Officer
- 8.5. Tax Collector
- 8.6. 1st Deputy Tax Collector
- 8.7. 2nd Deputy Tax Collector
- 8.8. Tax Collector's 2025 Liability Certificate
- 8.9. Water Administrator
- 8.10. Town Engineer

9. Officers Appointed by the Supervisor

Officers Appointed by the Supervisor

9.1. Secretary to the Supervisor

9.2. Town Historian

9.3. Acting Supervisor

10. Officers Appointed by the Town Clerk

Officers Appointed by the Town Clerk

10.1. Deputy Town Clerk, 1st Deputy

10.2. Deputy Town Clerk, 2nd Deputy

11. Officers Appointed by Superintendent of Highways

Officers Appointed by Superintendent of Highways

11.1. Coordinator 1

11.2. Coordinator 2

11.3. Deputy Highway Superintendent

12. Planning Board Appointments by Town Board

Planning Board Appointments by Town Board

12.1. Planning Board Chairperson

12.2. Planning Board Member

12.3. Planning Board Member (Alternate 1)

12.4. Planning Board Member (Alternate 2)

12.5. Planning Board Attorney Appointment

13. Zoning Board of Appeals Appointments by Town Board

Zoning Board of Appeals Appointments by Town Board

13.1. Zoning Board of Appeals Members

13.2. Zoning Board of Appeals Chairperson

13.3. Zoning Board of Appeals Members (Alternate 1)

13.4. Zoning Board of Appeals Members (Alternate 2)

13.5. Zoning Board of Appeals Attorney Appointment

14. Town Counsel Appointment

Town Counsel Appointment

14.1. Town Counsel Appointment

15. Board of Ethics Appointed by Town Board

Board of Ethics Appointed by Town Board

15.1. Board of Ethics Members

15.2. Board of Ethics Members

15.3. Board of Ethics Members

15.4. Board of Ethics Members

16. Conservation Advisory Council Appointments by Town Board

Conservation Advisory Council Appointments by Town Board

16.1. Conservation Advisory Council Member

16.2. Conservation Advisory Council Member

16.3. Conservation Advisory Council Member

16.4. Conservation Advisory Council Member

16.5. Conservation Advisory Council Member

16.6. Conservation Advisory Council Member

16.7. Climate Smart Community Coordinator

17. Smith's Clove Park Commission Appointments by Town Board

Smith's Clove Park Commission Appointments by Town Board

17.1. Smith's Clove Park Commission

17.2. Smith's Clove Park Commission

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

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

18.1. Board of Assessment Review (B.A.R.) Appointment

19. Moodna Commission Appointment by Town Board

Moodna Commission Appointment by Town Board

19.1. Moodna Commission Appointment

19.2. Moodna Commission Appointment

19.3. Moodna Commission Appointment

20. Official Undertaking by Town Officers

Official Undertaking by Town Officers

20.1. Official Undertaking by Town Officers

21. Per Diem Meal Allowance for Travel on Official Business

Per Diem Meal Allowance for Travel on Official Business

21.1. Per Diem Meal Allowance for Travel on Official Business

22. Rules of Procedure

Rules of Procedure

22.1. Rules of Procedure

23. Open Meetings Law Requirements

Open Meetings Law Requirements

23.1. Open Meetings Law Requirements

24. Special Meetings

Special Meetings

24.1. Special Meetings

25. Fee Schedule

Fee Schedule

25.1. Fee Schedule

26. Official Newspaper

Official Newspaper

26.1. Official Newspapers

27. Official Depositories

Official Depositories

27.1. Official Depositories

28. Petty Cash Funds

Petty Cash Funds

28.1. Petty Cash Funds

29. Purchase Authorization for Highway Superintendent

Purchase Authorization for Highway Superintendent

29.1. Purchase Authorization for Highway Superintendent

30. Accounting and Financial Reports

Accounting and Financial Reports

30.1. Accounting and Financial Reports

31. Returned Check Fee

Returned Check Fee

31.1. Returned Check Fee

32. Immediate Deposit of Tax Collection Funds by Tax Collector

Immediate Deposit of Tax Collection Funds by Tax Collector

32.1. Deposit of Funds by Tax Collector

33. 2026 Town of Monroe Employee Holiday Calendar

2026 Town of Monroe Employee Holiday Calendar

33.1. Town of Monroe Employee Holiday Calendars

34. Mileage Reimbursement Allowance

Mileage Reimbursement Allowance

34.1. Mileage Reimbursement Allowance

35. Public Hearing

35.1. Motion to Open the Continuation of the Public Hearing RE: Road Improvement Petition, Seven Springs Road Realignment

35.2. Possible Motion to Keep Open the Continuation of the Public Hearing RE: Road Improvement Petition, Seven Springs Road Realignment

36. Acceptance of Minutes

36.1. Acceptance of December 1, 2025 Minutes

37. New Business

37.1. Heavy Equipment Operator

37.2. Hirsch Site Plan Revised TRC

37.3. Town of Monroe-Eagle View Estates #18-168

37.4. Use of Senior Center, Town of Monroe Republican Committee

37.5. Annual Dues, Association of Towns of the State of New York

37.6. Motion Approving Attendance at 2026 Annual NY Association of Towns Meeting

37.7. Certificate of Designation, Association of Towns of the State of New York

38. Old Business

39. Public Comment

39.1. Rules for Public Comment

39.2. Public Comment

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

40.1. Enter into Executive Session

41. Return to Regular Meeting

41.1. Return to Regular Meeting

42. Adjournment

42.1. Adjournment of Meeting