



**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**

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1.1. Pledge to the Flag

**2. Motion to Open Town Board Meeting**

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

**3. Community Announcements**

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3.1. 2026 Tax Collector's Notice

3.2. Lakeside Ladies Auxiliary Murder Mystery

**4. New Business**

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New Business

4.1. Acceptance of Letters of Resignation

**5. Town Officers**

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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**

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- 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**

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

## **8. Officers Appointed by the Town Board**

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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**

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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**

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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**

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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**

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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**

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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**

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Town Counsel Appointment

14.1. Town Counsel Appointment

#### **15. Board of Ethics Appointed by Town Board**

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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**

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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**

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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**

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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**

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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**

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Official Undertaking by Town Officers

20.1. Official Undertaking by Town Officers

## **21. Per Diem Meal Allowance for Travel on Official Business**

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Per Diem Meal Allowance for Travel on Official Business

21.1. Per Diem Meal Allowance for Travel on Official Business

## **22. Rules of Procedure**

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Rules of Procedure

22.1. Rules of Procedure

## **23. Open Meetings Law Requirements**

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Open Meetings Law Requirements

23.1. Open Meetings Law Requirements

## **24. Special Meetings**

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Special Meetings

24.1. Special Meetings

## **25. Fee Schedule**

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Fee Schedule

25.1. Fee Schedule

## **26. Official Newspaper**

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Official Newspaper

26.1. Official Newspapers

## **27. Official Depositories**

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Official Depositories

27.1. Official Depositories

## **28. Petty Cash Funds**

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Petty Cash Funds

28.1. Petty Cash Funds

## **29. Purchase Authorization for Highway Superintendent**

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Purchase Authorization for Highway Superintendent

29.1. Purchase Authorization for Highway Superintendent

## **30. Accounting and Financial Reports**

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Accounting and Financial Reports

30.1. Accounting and Financial Reports

## **31. Returned Check Fee**

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Returned Check Fee

31.1. Returned Check Fee

## **32. Immediate Deposit of Tax Collection Funds by Tax Collector**

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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**

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2026 Town of Monroe Employee Holiday Calendar

33.1. Town of Monroe Employee Holiday Calendars

## **34. Mileage Reimbursement Allowance**

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Mileage Reimbursement Allowance

34.1. Mileage Reimbursement Allowance

## **35. Public Hearing**

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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**

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36.1. Acceptance of December 1, 2025 Minutes

### **37. New Business**

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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**

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### **39. Public Comment**

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39.1. Rules for Public Comment

39.2. Public Comment

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

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40.1. Enter into Executive Session

### **41. Return to Regular Meeting**

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41.1. Return to Regular Meeting

### **42. Adjournment**

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42.1. Adjournment of Meeting

**1. Call to Order**

**Subject**                      **1.1. Pledge to the Flag**

Meeting                      January 5, 2026 - Monroe Town Board Meeting Agenda

Type                          Procedural

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.

## 1. Motion to Open Town Board Meeting

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

Meeting                      January 5, 2026 - Monroe Town Board Meeting Agenda

Type                          Action (Resolution)

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

2026-#1

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to open the Re-Organizational Meeting of January 5, 2026 at \_\_\_\_\_ PM.

**1. Community Announcements**

**Subject**                      **3.1. 2026 Tax Collector's Notice**  
Meeting                      January 5, 2026 - Monroe Town Board Meeting Agenda  
Type                              Information  
2026 Tax Collector's Notice

- 1. 2026 Tax 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 1<sup>st</sup> – March 31<sup>st</sup>, 2026 Monday-Friday from 9:00 AM until 2:00 PM. Payments made after 2:00 PM will be processed the next business day. Additionally, we will be open late on the following dates: January 30, 2026 from 4:00 PM to 6:00 PM, February 27, 2026 from 4:00 PM to 6:00 PM, and March 31, 2026 from 4:00 PM to 6:00 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](http://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, 2026. **Must be postmarked no later than March 31, 2026.** Tax payments made after March 31, 2026 must be paid to the Orange County Commissioner of Finance (845) 291-2480.

Dated: December 30, 2025

Valerie Bitzer  
Tax Collector, Town of Monroe

**2. Community Announcements**

<b>Subject</b>	<b>3.2. Lakeside Ladies Auxiliary Murder Mystery</b>
Meeting	January 5, 2026 - Monroe Town Board Meeting Agenda
Type	Action (Resolution) Information

Lakeside Ladies Auxiliary Murder Mystery  
 Date: Saturday, February 7, 2026  
 Time: 6:00pm doors open, 7:00pm sharp show starts  
 Snow Date: Sunday, February 8, 2026, at 4:00pm  
 Place: Lakeside Fire And Rescue Company 147 W. Mombasha Rd., Monroe, NY  
 Cost: \$45 p/p  
 RSVP: Call Laura to reserve your spot ASAP 845-325-8238  
 K & K Catering Food Truck will be on premises from 6-7:30pm  
 Coffee and cake will be provided.

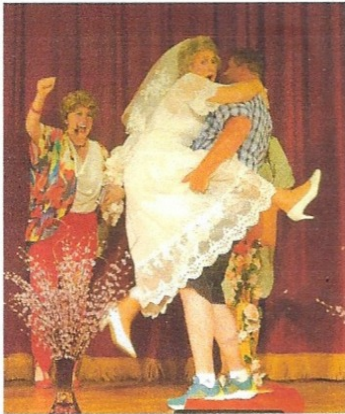
- 1. Murder Mystery 4



Lakeside Ladies Auxiliary  
Present to You

*A Murder Mystery*

Feel Free  
to Bring  
Your Own  
Drinks -  
Snacks



The girls are back at it, but this time to get Dorothy Hitched. It really is bad luck for the groom to see the bride before the wedding because his luck runs out before making it to the altar. You not only get to help solve the crime, but lucky audience members become the wedding party and Pastor. Remember anything can happen while you get all the clues to help solve the crime!

50/50  
Raffle

Tricky  
Tray  
Baskets

**KAY \* KAY**  
CATERING



**KAY \* KAY**  
CATERING

K - K Catering Food Truck will be on Premises from 6pm till 7:30. Stop by to see OMAR the Chef....

Great Home Cooking! Help Support The Lakeside Ladies as 10% profit will go to the Ladies Auxiliary!



Date: Saturday, February 7, 2026

Time: 6:00 pm Doors Open  
7:00pm sharp Show Starts

Snow Date: Sunday February 8, 2026 at 4:00

Place: Lakeside Fire and Rescue Company  
147 W. Mombasha Road Monroe NY 10950

Cost: \$45.00 Per Person

RSVP: Call to reserve your spot ASAP to  
Laura 845-325-8238

No Refunds

Coffee  
and  
Cake Will  
Be  
Provided

New Business

## 1. New Business

**Subject**                      **4.1. Acceptance of Letters of Resignation**

Meeting                      January 5, 2026 - Monroe Town Board Meeting Agenda

Type                          Action (Resolution)

Acceptance of Letters of Resignation

2026-#

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to accept the Resignation of Dennis Fordham, Conservation Commission Chairperson/Member effective December 31, 2025.

2026-#

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to accept the Resignation of Travis Small, Dial-A-Ride Part-Time Driver effective December 15, 2025.

2026-#

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to accept the Resignation of Jacqueline Matuszewski, Finance Account Clerk, effective December 31, 2025.

2026-#

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to accept the Resignation of Jonathan Novack, Maintenance Worker, effective December 16, 2025.

2026-#

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to accept the Resignation of Laura Fernandez, Board of Assessment Review, effective December 10, 2025.

2026-#

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to accept the Resignation of Lauren Kelly, Climkate Smart Community, effective

December 29, 2025.

1. Letter of Resignation RE Dennis Fordham, MCC\_Redacted
2. Letter of Resignation RE John Novack, Maintenance
3. Letter of Resignation RE Laura Fernandez, B.A.R. Redacted
4. Letter of Resignation RE Lauren Kelly, CSC
5. Letter of Resignation RE Travis Small, D.A.R.
6. Letter of Resignation RE Jackie Matuszewski, Finance\_Redacted

From: Dennis Fordham  
[REDACTED]

RECEIVED

December 18, 2025

DEC 18 2025

To: The Town Supervisor, Town of Monroe  
Copy: The Town Clerk, Valerie Bitzer

TOWN OF MONROE  
TOWN CLERK'S OFFICE

Subject: My Resignation from the Monroe Conservation Commission

Dear Supervisor Cardone,

Please accept this letter as notification that I am resigning from my position as Chair of the Monroe Conservation Commission and as a Member of the Commission, effective December 31, 2025.

I have been a Member for almost 4 years and Chair for most of that time. I have enjoyed the opportunity to serve our community and to contribute to various conservation activities including tree preservation, assistance to the Planning Board and Building Inspector regarding tree impacts, participation in events including the Cheese Festival, Arbor Day and this year two Repair Cafes. I have also been fortunate to have had a committed group of Conservation Commission members who have promoted and assisted me in these various activities.

I now believe that it is time to pass the baton to others with the knowledge, energy and enthusiasm to promote and spearhead the Conservation Commission going into the future where there will be ever increasing environmental and preservation challenges for our town. Also, in 2026 the Town will have a new Supervisor. I believe, with no disrespect, that with differences that we have had in the past and probably would in the future, that I could not continue to lead and be part of the Conservation Commission with the enthusiasm and commitment that I have had in the past.

However, I am committed to ensuring a smooth transition going into 2026 and I am willing to assist a new Conservation Commission Chair and members with advice and information, and completing any outstanding tasks where I have been involved.

Thank you again for the opportunity to serve the Town of Monroe and to have had the opportunity and pleasure to work with you and other dedicated Town officials.

Sincerely,



Dennis Fordham

Jonathan Novack  
Maintenance Worker  
Maintenance Department  
12/5/25

RECEIVED

DEC - 5 2025

Town Supervisor Cardone  
Town of Monroe

TOWN OF MONROE  
TOWN CLERK'S OFFICE

Dear Supervisor Cardone,

I am writing to formally resign from my position as Maintenance Worker, effective December 16, 2025.

I want to express my sincere gratitude for the support, guidance, and opportunities you and the leadership team have provided during my time here. Working under both you and Ann Marie Morris has helped me grow both professionally and personally, and I truly appreciate the trust and encouragement you've shown me.

Thank you again for everything you have done for me. It has truly been a privilege to be part of this team, and I will always be grateful for the experience.

Sincerely,



Jonathan Novack

Laura Fernandez



December 10, 2025

Valerie Bitzer  
Town Clerk  
Town of Monroe

RECEIVED

DEC 10 2025

TOWN OF MONROE  
TOWN CLERK'S OFFICE

Dear Valerie,

I hope you are doing well. I am writing to formally submit my resignation from the Town of Monroe Board of Assessment Review, effective immediately.

It has truly been an honor to serve in this role and to contribute to the community in this capacity. I am grateful for the opportunity and for the trust you placed in me. After careful consideration, I believe it is the right time for me to step down.

I want to extend my sincere appreciation to you and the entire team for your support and collaboration. I wish the Board continued success moving forward.

Thank you again for allowing me the opportunity to serve.

Warm regards,

A handwritten signature in cursive script that reads "Laura Fernandez".

Laura Fernandez

Good afternoon,

Unfortunately, I hold another role in my life that is requiring far more time and attention than I had anticipated. Because of this, I don't feel I would be able to properly fulfill the responsibilities of the Climate Smart Community Coordinator at this time. Out of respect for the importance of this position and the work it entails, I believe it is best to step aside so the role can be carried out as fully as it deserves.

Thank you for the opportunity, I regret not being able to move forward in this capacity.

Regards,  
Lauren Kelly  
September 16, 2025

RECEIVED

DEC 17 2025

TOWN OF MONROE  
TOWN CLERK'S OFFICE

I TRAVIS SMALL AM submitting  
MY RESIGNATION from DAIL-A-BUS. AS  
A part-time driver as of 12/15/2025.  
THANK YOU. Town Clerk Mrs Valerie  
Bitzer.

Travis Small

Jacqueline Matuszewski



December 8, 2025

Town of Monroe  
1465 Orange Turnpike  
Monroe, New York 10950

Dear Members of the Board,

I would like to inform you that I am resigning from my position as Account Clerk at the Town of Monroe effective December 31, 2025.

Thank you for the opportunities for professional and personal development that you have provided me the last 4 years. I have enjoyed working for the Town of Monroe and appreciate all the support provided me during my time here.

Sincerely,

A handwritten signature in cursive script that reads "Jacqueline Matuszewski".

Jacqueline Matuszewski

RECEIVED

DEC - 8 2025

TOWN OF MONROE  
TOWN CLERK'S OFFICE



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

**Subject**                               **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**

Meeting                               January 5, 2026 - Monroe Town Board Meeting Agenda

Type                                   Action (Resolution)  
                                          Discussion  
                                          Information

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

2026-#

BE IT RESOLVED that the Town Board of the Town of Monroe Made a 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.

1. Notice of Joint Special Meeting(717535124.3)

**NOTICE OF A SPECIAL JOINT MEETING OF THE BOARDS OF  
TOWN OF PALM TREE AND TOWN OF MONROE**

**PLEASE TAKE NOTICE** that a special joint public meeting between the Boards of Town of Palm Tree and the Town of Monroe, will be held on Monday January 5, 2026 at 7:00 P.M. at Monroe Town Hall, 1465 Orange Turnpike, Monroe NY. This special meeting will be held for the purpose filling the vacancy in the office of 1<sup>st</sup> Legislative District in the Orange County Legislature. This meeting is not a public hearing or regular meeting of either board, and no public comment will be taken.

The Town of Palm Tree and Town of Monroe will make every effort to assure that the meeting is accessible to persons with disabilities. Anyone requiring special assistance and/or reasonable accommodations should contact Monroe Town Clerk, Valerie Bitzer at [valerie@townofmonroeny.gov](mailto:valerie@townofmonroeny.gov).

Dated: December 28, 2025

Valerie Bitzer  
Monroe Town Clerk

Gedalye Szegedin  
Palm Tree Town Clerk



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

**Subject**                                **6.3. Election of Chairperson**

Meeting                                January 5, 2026 - Monroe Town Board Meeting Agenda

Type                                        Action (Resolution)

Election of Chairperson

2026-#

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to nominate Supervisor Richardson as Chairperson to preside over the Joint Meeting of the Town Boards of the Town of Monroe and Palm Tree held on this date.

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

**Subject**                               **6.4. Election of Clerk / Secretary**

Meeting                               January 5, 2026 - Monroe Town Board Meeting Agenda

Type                                    Action (Resolution)

Election of Chairperson

2026-#

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to nominate Town Clerk Valerie Bitzer as Clerk / Secretary to preside over the Joint Meeting of the Town Boards of the Town of Monroe and Palm Tree held on this date.

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

**Subject**                                **6.5. Motion to Appoint Vacancy in the Office of Legislative District No. 1 in Orange County**

Meeting                                January 5, 2026 - Monroe Town Board Meeting Agenda

Type                                      Action (Resolution)  
Information

Motion to Appoint Vacancy in the Office of Legislative District No. 1 in Orange County

2026-#

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to Appoint \_\_\_\_\_ to the Vacancy in the Office of Legislative District No. 1 in Orange County, term to expire \_\_\_\_\_ .

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

**Subject**                                **6.6. Motion to Adjourn Special Joint Meeting with the Town of Plam Tree RE: O.C. District No. 1 Legislative Vacancy**

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

**Type**                                    Action (Resolution)

Motion to Adjourn Special Joint Meeting with the Town of Plam Tree RE: O.C. District No. 1 Legislative Vacancy

2026-#

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to Adjourn the Special Joint Meeting with the Town of Plam Tree RE: O.C. District No. 1 Legislative Vacancy at \_\_\_\_\_ .

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

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

Meeting                                January 5, 2026 - Monroe Town Board Meeting Agenda

Type                                        Action (Resolution)

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

2026-#

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to Continue the Monroe Town Board January 5, 2026 Re-Organizational Meeting at

\_\_\_\_\_ .

Officers Appointed by the Town Board

**1. Officers Appointed by the Town Board**

**Subject**                               **8.1. Registrar of Vital Statistics**

Meeting                               January 5, 2026 - Monroe Town Board Meeting Agenda

Type                                       Action (Resolution)

Registrar of Vital Statistics

2026-#

BE IT RESOLVED, that the Town 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.

Officers Appointed by the Town Board

## **2. Officers Appointed by the Town Board**

**Subject**                      **8.2. Deputy Registrar**

Meeting                      January 5, 2026 - Monroe Town Board Meeting Agenda

Type                          Action (Resolution)

Deputy Registrar

2026-#

BE IT RESOLVED that the Town Board of the Town of Monroe appoints Patricia Kasch as Deputy Registrar. Term to expire 12/31/2026 (Registrar Appointment).

Officers Appointed by the Town Board

### **3. Officers Appointed by the Town Board**

**Subject**                      **8.3. Sub Registrar**

Meeting                      January 5, 2026 - Monroe Town Board Meeting Agenda

Type                          Action (Resolution)

Sub Registrar

2026-#

BE IT RESOLVED that the Town Board of the Town of Monroe appoints Barbara Singer as Sub Registrar. Term to expire 12/31/2026 (Sub Registrar Appointment).

Officers Appointed by the Town Board

**4. Officers Appointed by the Town Board**

**Subject**                               **8.4. Town Marriage Officer**

Meeting                               January 5, 2026 - Monroe Town Board Meeting Agenda

Type                                    Action (Resolution)

Town Marriage Officer

2026-#

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. Term to expire 12/31/2026.

Officers Appointed by the Town Board

**5. Officers Appointed by the Town Board**

**Subject**                      **8.5. Tax Collector**

Meeting                      January 5, 2026 - Monroe Town Board Meeting Agenda

Type                          Action (Resolution)

Tax Collector

2026-#

BE IT RESOLVED, that the Town Board of the Town of Monroe hereby appoints Valerie Bitzer as Tax Collector, term to expire 12/31/26.

Officers Appointed by the Town Board

**6. Officers Appointed by the Town Board**

**Subject**                      **8.6. 1st Deputy Tax Collector**

Meeting                      January 5, 2026 - Monroe Town Board Meeting Agenda

Type                          Action (Resolution)

1st Deputy Tax Collector

2026-#

BE IT RESOLVED that the Town Board of the Town of Monroe hereby appoints Patricia Kasch as 1st Deputy Tax Collector, term to expire 12/31/26.

Officers Appointed by the Town Board

**7. Officers Appointed by the Town Board**

**Subject**                               **8.7. 2nd Deputy Tax Collector**

Meeting                               January 5, 2026 - Monroe Town Board Meeting Agenda

Type                                    Action (Resolution)

2nd Deputy Tax Collector

2026-#

BE IT RESOLVED that the Town Board of the Town of Monroe hereby appoints Barbara Singer as 2nd Deputy Tax Collector, term to expire 12/31/26.

Officers Appointed by the Town Board

## **8. Officers Appointed by the Town Board**

**Subject**                                **8.8. Tax Collector's 2025 Liability Certificate**

Meeting                                January 5, 2026 - Monroe Town Board Meeting Agenda

Type                                      Action (Resolution)

Tax Collector's 2025 Liability Certificate

2026-#

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 26-27 term Certificate of Insurance can be issued after the 01/29/2026 renewal term has been bound with NYMIR.

Officers Appointed by the Town Board

**9. Officers Appointed by the Town Board**

**Subject**                               **8.9. Water Administrator**

Meeting                               January 5, 2026 - Monroe Town Board Meeting Agenda

Type                                     Action (Resolution)

Water Administrator

2026-#

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to appoint John Mulligan as Water Administrator, with a stipend of \$8,700, term to expire 12/31/2026.

Officers Appointed by the Town Board

**10. Officers Appointed by the Town Board**

**Subject**                      **8.10. Town Engineer**

Meeting                      January 5, 2026 - Monroe Town Board Meeting Agenda

Type                          Action (Resolution)

Town Engineer

2026-#

BE IT RESOLVED that the Town Board of the Town of Monroe hereby appoints MHE as Town Engineer. Term to expire 12/31/2026.

Officers Appointed by the Supervisor

**1. Officers Appointed by the Supervisor**

**Subject**                               **9.1. Secretary to the Supervisor**

Meeting                               January 5, 2026 - Monroe Town Board Meeting Agenda

Type                                       Action (Resolution)

Secretary to the Supervisor

2026-#

BE IT RESOLVED, that the Town Board of the Town of Monroe hereby appoints Steven Majano as Secretary to the Supervisor, term to expire 12/31/26.

Officers Appointed by the Supervisor

**2. Officers Appointed by the Supervisor**

**Subject**                      **9.2. Town Historian**

Meeting                      January 5, 2026 - Monroe Town Board Meeting Agenda

Type                          Action (Resolution)

Town Historian

2026-#

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 12/31/26.



Officers Appointed by the Town Clerk

**1. Officers Appointed by the Town Clerk**

**Subject**                               **10.1. Deputy Town Clerk, 1st Deputy**

Meeting                               January 5, 2026 - Monroe Town Board Meeting Agenda

Type                                       Action (Resolution)

Deputy Town Clerk 1st Deputy

2026-#

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

Terms of Office to be Coterminous with the term of office of Town Clerk.

<u>OFFICE</u>	<u>TERM EXPIRES</u>
1st Deputy Town Clerk, Patricia Kasch	12/31/2027
2nd Deputy Town Clerk, Barbara Singer	12/31/2027

Officers Appointed by the Town Clerk

**2. Officers Appointed by the Town Clerk**

**Subject**                               **10.2. Deputy Town Clerk, 2nd Deputy**

Meeting                               January 5, 2026 - Monroe Town Board Meeting Agenda

Type                                       Action (Resolution)

Deputy Town Clerk, 2nd Deputy

2026-#

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

Terms of Office to be Coterminous with the term of office of Town Clerk.

<u>OFFICE</u>	<u>TERM EXPIRES</u>
1st Deputy Town Clerk, Patricia Kasch	12/31/2027
2nd Deputy Town Clerk, Barbara Singer	12/31/2027

Officers Appointed by Superintendent of Highways

**1. Officers Appointed by Superintendent of Highways**

**Subject**                      **11.1. Coordinator 1**

Meeting                      January 5, 2026 - Monroe Town Board Meeting Agenda

Type                          Action (Resolution)

Coordinator 1

2026-#

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to appoint Thor Midtbo as Coordinator 1 with a stipend of \$6,200/year and is subject to change based on the forthcoming update of the IBEW Union Agreement. Term to expire 12/31/2026.

Officers Appointed by Superintendent of Highways

## **2. Officers Appointed by Superintendent of Highways**

**Subject**                      **11.2. Coordinator 2**

Meeting                      January 5, 2026 - Monroe Town Board Meeting Agenda

Type                          Action (Resolution)

Coordinator 2

2026-#

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to appoint Robert Marsh as Coordinator 2 with a stipend of \$6,200/year and is subject to change based on the forthcoming update of the IBEW Union Agreement. Term to expire 12/31/2026.

Officers Appointed by Superintendent of Highways

### **3. Officers Appointed by Superintendent of Highways**

**Subject**                               **11.3. Deputy Highway Superintendent**

Meeting                               January 5, 2026 - Monroe Town Board Meeting Agenda

Type                                     Action (Resolution)

Deputy Highway Superintendent

2026-#

BE IT RESOLVED that the Town Board of the Town of Monroe hereby appoints Gerald Fraioli, as Deputy Highway Superintendent, with a stipend of \$6,500/year and is subject to change based on the forthcoming update of the IBEW Union Agreement. Term to expire 12/31/2026.

Planning Board Appointments by Town Board

**1. Planning Board Appointments by Town Board**

**Subject**                               **12.1. Planning Board Chairperson**

Meeting                               January 5, 2026 - Monroe Town Board Meeting Agenda

Type                                     Action (Resolution)

Planning Board Chairperson

2026-#

BE IT RESOLVED that the Town Board of the Town of Monroe hereby appoints **Bonnie Franson as Planning Board Chairperson, term to expire 12/31/26.**

Planning Board Appointments by Town Board

**2. Planning Board Appointments by Town Board**

**Subject** 12.2. Planning Board Member

Meeting January 5, 2026 - Monroe Town Board Meeting Agenda

Type Action (Resolution)

Planning Board Member

2026-#

BE IT RESOLVED that the Town Board of the Town of Monroe hereby appoints \_\_\_\_\_ as Planning Board Member, slot #3, term to expire 12/31/30.

PLANNING BOARD (5 year terms)

ONE MEMBER AND CHAIRPERSON DESIGNATED ANNUALLY

<u>NAME</u>	<u>TERM EXPIRES</u>	
		1. ROBERT
GARSTAK	12/31/2028	
		2. BONNIE FRANSON
	12/31/2029	
		3. VACANT _____
	12/31/2025	
		4. PATRICK SHEA
		12/31/2026
		5. JEFFERY MANSON
		12/31/2027

ALTERNATE TERM EXPIRES (2 year terms)

1. VACANT _____	12/31/2025	
		2. VACANT _____
	12/31/2025	



Planning Board Appointments by Town Board

**3. Planning Board Appointments by Town Board**

**Subject** 12.3. Planning Board Member (Alternate 1)  
**Meeting** January 5, 2026 - Monroe Town Board Meeting Agenda  
**Type** Action (Resolution)

Planning Board Member (Alternate 1)

2026-#

BE IT RESOLVED that the Town Board of the Town of Monroe hereby appoints \_\_\_\_\_ as Planning Board Alternate Member No. 1, term to expire 12/31/27.

PLANNING BOARD (5 year terms)

ONE MEMBER AND CHAIRPERSON DESIGNATED ANNUALLY

NAME	TERM EXPIRES
	1. ROBERT
GARSTAK	12/31/2028
	2. BONNIE FRANSON
	12/31/2029
	3. VACANT
	12/31/2025
	4. PATRICK SHEA
	12/31/2026
	5. JEFFERY MANSON
	12/31/2027

ALTERNATE TERM EXPIRES (2 year terms)

1. VACANT	12/31/2025
	2. VACANT
	12/31/2025

Planning Board Appointments by Town Board

**4. Planning Board Appointments by Town Board**

**Subject** 12.4. Planning Board Member (Alternate 2)

Meeting January 5, 2026 - Monroe Town Board Meeting Agenda

Type Action (Resolution)

Planning Board Member (Alternate 2)

2026-#

BE IT RESOLVED that the Town Board of the Town of Monroe hereby appoints \_\_\_\_\_ as Planning Board Alternate Member No. 2, term to expire 12/31/27.

PLANNING BOARD (5 year terms)

ONE MEMBER AND CHAIRPERSON DESIGNATED ANNUALLY

<u>NAME</u>	<u>TERM EXPIRES</u>	
		1. ROBERT
GARSTAK	12/31/2028	
		2. BONNIE FRANSON
	12/31/2029	
		3. VACANT
	12/31/2025	
		4. PATRICK SHEA
		12/31/2026
		5. JEFFERY MANSON
		12/31/2027

ALTERNATE TERM EXPIRES (2 year terms)

1. VACANT	12/31/2025	
		2. VACANT
	12/31/2025	



Planning Board Appointments by Town Board

## **5. Planning Board Appointments by Town Board**

**Subject**                               **12.5. Planning Board Attorney Appointment**

Meeting                               January 5, 2026 - Monroe Town Board Meeting Agenda

Type                                     Action (Resolution)

Planning Board Attorney Appointment

2026-#

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.

Zoning Board of Appeals Appointments by Town Board

**1. Zoning Board of Appeals Appointments by Town Board**

**Subject**                               **13.1. Zoning Board of Appeals Members**

Meeting                               January 5, 2026 - Monroe Town Board Meeting Agenda

Type                                       Action (Resolution)

Zoning Board of Appeals Members

2026-#

BE IT RESOLVED that the Town Board of the Town of Monroe hereby appoints Francis "Chip" Postiglione as Zoning Board of Appeals Member, slot #2, term to expire 12/31/2030.

**ZONING BOARD OF APPEALS (5 year terms)**

	<u>NAME</u>	<u>TERM EXPIRES</u>
1	Kevin Scully	12/31/2029
2	Francis "Chip" Postiglione	12/31/2025
3	Steven Thau	12/31/2026
4	John Seeley	12/31/2028
5	Zack Murphy	12/31/2027

**Alternate Members       (2 year terms)**

1	Vacant	12/31/2024
2	Vacant	12/31/2024

Zoning Board of Appeals Appointments by Town Board

## **2. Zoning Board of Appeals Appointments by Town Board**

**Subject**                               **13.2. Zoning Board of Appeals Chairperson**

Meeting                               January 5, 2026 - Monroe Town Board Meeting Agenda

Type                                     Action (Resolution)

Zoning Board of Appeals Chairperson

2026-#

BE IT RESOLVED that the Town Board of the Town of Monroe hereby appoints Francis Postiglione as Zoning Board of Appeals Chairperson, term to expire 12/31/26.

Zoning Board of Appeals Appointments by Town Board

### 3. Zoning Board of Appeals Appointments by Town Board

**Subject** 13.3. Zoning Board of Appeals Members (Alternate 1)

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

**Type** Action (Resolution)

Zoning Board of Appeals Members (Alternate 1)

2026-#

BE IT RESOLVED that the Town Board of the Town of Monroe hereby appoints \_\_\_\_\_ as Zoning Board of Appeals Alternate 1 Member, term to expire 12/31/2026.

#### ZONING BOARD OF APPEALS (5 year terms)

	<u>NAME</u>	<u>TERM EXPIRES</u>
1	Kevin Scully	12/31/2029
2	Francis "Chip" Postiglione	12/31/2025
3	Steven Thau	12/31/2026
4	John Seeley	12/31/2028
5	Zack Murphy	12/31/2027

#### Alternate Members (2 year terms)

1	Vacant	12/31/2024
2	Vacant	12/31/2024

Zoning Board of Appeals Appointments by Town Board

#### 4. Zoning Board of Appeals Appointments by Town Board

**Subject** 13.4. Zoning Board of Appeals Members (Alternate 2)

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

**Type** Action (Resolution)

Zoning Board of Appeals Members (Alternate 2)

2026-#

BE IT RESOLVED that the Town Board of the Town of Monroe hereby appoints \_\_\_\_\_ as Zoning Board of Appeals Alternate 2 Member, term to expire 12/31/2026.

#### ZONING BOARD OF APPEALS (5 year terms)

	<u>NAME</u>	<u>TERM EXPIRES</u>
1	Kevin Scully	12/31/2029
2	Francis "Chip" Postiglione	12/31/2025
3	Steven Thau	12/31/2026
4	John Seeley	12/31/2028
5	Zack Murphy	12/31/2027

#### Alternate Members (2 year terms)

1	Vacant	12/31/2024
2	Vacant	12/31/2024

Zoning Board of Appeals Appointments by Town Board

**5. Zoning Board of Appeals Appointments by Town Board**

**Subject**                               **13.5. Zoning Board of Appeals Attorney Appointment**

Meeting                               January 5, 2026 - Monroe Town Board Meeting Agenda

Type                                     Action (Resolution)

Zoning Board of Appeals Attorney Appointment

2026-#

BE IT RESOLVED that the Town Board of the Town of Monroe appoints the firm of \_\_\_\_\_ as the Town of Monroe Zoning Board of Appeals Attorney.

Town Counsel Appointment

**1. Town Counsel Appointment**

**Subject**                      **14.1. Town Counsel Appointment**

Meeting                      January 5, 2026 - Monroe Town Board Meeting Agenda

Type                          Action (Resolution)

Town Counsel Appointment

2026-#

BE IT RESOLVED that the Town Board of the Town of Monroe appoints the firm of \_\_\_\_\_ as the Town of Monroe Town Counsel Attorney.

Board of Ethics Appointed by Town Board

### 1. Board of Ethics Appointed by Town Board

**Subject** 15.1. Board of Ethics Members

Meeting January 5, 2026 - Monroe Town Board Meeting Agenda

Type Action (Resolution)

Board of Ethics Members

2026-#

BE IT RESOLVED that the Town Board of the Town of Monroe hereby appoints Thomas Sullivan as Board of Ethics Member, slot #5, term to expire 12/31/28.

BOARD OF ETHICS (\*The Board of Ethics is now a 3-year term versus previous 5-year term as per March 2019 Code of Ethics Revision)

(MONROE TOWN CODE Sec. 4-7 GENERAL MUNI. LAW Sec. 808)

NINE MEMBERS (ONE OF WHOM MUST BE ELECTED OR AN APPOINTED TOWN EMPLOYEE)

Name	Term Expiration
1 Ann Marie Morris (Secretary)	12/31/2026
2 Christine O'Toole	12/31/2027
3 Jack Collins	12/31/2026
4 Lawrence Lezak	12/31/2025
5 Thomas Sullivan (Chair)	12/31/2025
6 Kathleen Aherne	12/31/2025
7 Michael McGinn	12/31/2026
8 Jennifer Gillett	12/31/2027
9 Joseph Mancuso	12/31/2027

Board of Ethics Appointed by Town Board

### 3. Board of Ethics Appointed by Town Board

**Subject**                               **15.3. Board of Ethics Members**

Meeting                               January 5, 2026 - Monroe Town Board Meeting Agenda

Type                                       Action (Resolution)

Board of Ethics Members

2026-#

BE IT RESOLVED, that the Town Board of the Town of Monroe hereby appoints Lawrence Lezak as Board of Ethics Member, slot #4, term to expire 12/31/28.

BOARD OF ETHICS (\*The Board of Ethics is now a 3-year term versus previous 5-year term as per March 2019 Code of Ethics Revision)(MONROE TOWN CODE Sec. 4-7 GENERAL MUNI. LAW Sec. 808) NINE MEMBERS (ONE OF WHOM MUST BE ELECTED OR AN APPOINTED TOWN EMPLOYEE)

Name	Term Expiration
1 Ann Marie Morris (Secretary)	12/31/2026
2 Christine O'Toole	12/31/2027
3 Jack Collins	12/31/2026
4 Lawrence Lezak	12/31/2025
5 Thomas Sullivan (Chair)	12/31/2025
6 Kathleen Aherne	12/31/2025
7 Michael McGinn	12/31/2026
8 Jennifer Gillett	12/31/2027
9 Joseph Mancuso	12/31/2027

Board of Ethics Appointed by Town Board

#### 4. Board of Ethics Appointed by Town Board

**Subject**                               **15.4. Board of Ethics Members**

Meeting                               January 5, 2026 - Monroe Town Board Meeting Agenda

Type                                       Action (Resolution)

Board of Ethics Members

2026-#

BE IT RESOLVED, that the Town Board of the Town of Monroe hereby appoints Kathleen Aherne as Board of Ethics Member, slot #6, term to expire 12/31/28.

BOARD OF ETHICS (\*The Board of Ethics is now a 3-year term versus previous 5-year term as per March 2019 Code of Ethics Revision)(MONROE TOWN CODE Sec. 4-7 GENERAL MUNI. LAW Sec. 808) NINE MEMBERS (ONE OF WHOM MUST BE ELECTED OR AN APPOINTED TOWN EMPLOYEE)

Name	Term Expiration
1 Ann Marie Morris (Secretary)	12/31/2026
2 Christine O'Toole	12/31/2027
3 Jack Collins	12/31/2026
4 Lawrence Lezak	12/31/2025
5 Thomas Sullivan (Chair)	12/31/2025
6 Kathleen Aherne	12/31/2025
7 Michael McGinn	12/31/2026
8 Jennifer Gillett	12/31/2027
9 Joseph Mancuso	12/31/2027

Conservation Advisory Council Appointments by Town Board

**1. Conservation Advisory Council Appointments by Town Board**

**Subject**                               **16.1. Conservation Advisory Council Member**

Meeting                               January 5, 2026 - Monroe Town Board Meeting Agenda

Type                                       Action (Resolution)

Conservation Advisory Council Member

2026-#

BE IT RESOLVED that the Town Board of the Town of Monroe hereby appoints \_\_\_\_\_ as Conservation Advisory Council Member, slot #7, term to expire 12/31/2027.

CONSERVATION ADVISORY COUNCIL MEMBERS (2 year terms)

Conservation Advisory Council (2-year term)

Name	Term Expiration
1 Lauren Kelly	12/31/2026
2 Mikkell Finsen	12/31/2026
3 Nina Petito	12/31/2025
4 Fred Schuepfer	12/31/2025
5 Dohna McMahon	12/31/2025
6 Tom Lawrence	12/31/2025
7 Dennis Fordham	12/31/2025, Chairperson 12/31/2025

Conservation Advisory Council Appointments by Town Board

**2. Conservation Advisory Council Appointments by Town Board**

**Subject**                               **16.2. Conservation Advisory Council Member**

Meeting                               January 5, 2026 - Monroe Town Board Meeting Agenda

Type                                       Action (Resolution)

Conservation Advisory Council Member

2026-#

BE IT RESOLVED that the Town Board of the Town of Monroe hereby appoints \_\_\_\_\_ as Conservation Advisory Council Chairperson, slot #7, term to expire 12/31/2026.

CONSERVATION ADVISORY COUNCIL MEMBERS (2 year terms)

Conservation Advisory Council (2-year term)

Name	Term Expiration
1 Lauren Kelly	12/31/2026
2 Mikkell Finsen	12/31/2026
3 Nina Petito	12/31/2025
4 Fred Schuepfer	12/31/2025
5 Dohna McMahon	12/31/2025
6 Tom Lawrence	12/31/2025
7 Dennis Fordham	12/31/2025, Chairperson 12/31/2025

Conservation Advisory Council Appointments by Town Board

### 3. Conservation Advisory Council Appointments by Town Board

**Subject** 16.3. Conservation Advisory Council Member

Meeting January 5, 2026 - Monroe Town Board Meeting Agenda

Type Action (Resolution)

Conservation Advisory Council Member

2026-#

BE IT RESOLVED that the Town Board of the Town of Monroe hereby appoints \_\_\_\_\_ as Conservation Advisory Council Member, slot #3, term to expire 12/31/2027.

CONSERVATION ADVISORY COUNCIL MEMBERS (2 year terms)

Conservation Advisory Council (2-year term)

Name	Term Expiration
1 Lauren Kelly	12/31/2026
2 Mikkell Finsen	12/31/2026
3 Nina Petito	12/31/2025
4 Fred Schuepfer	12/31/2025
5 Dohna McMahon	12/31/2025
6 Tom Lawrence	12/31/2025
7 Dennis Fordham	12/31/2025, Chairperson 12/31/2025

Conservation Advisory Council Appointments by Town Board

#### 4. Conservation Advisory Council Appointments by Town Board

**Subject**                                **16.4. Conservation Advisory Council Member**

Meeting                                January 5, 2026 - Monroe Town Board Meeting Agenda

Type                                        Action (Resolution)

Conservation Advisory Council Member

2026-#

BE IT RESOLVED that the Town Board of the Town of Monroe hereby appoints \_\_\_\_\_ as Conservation Advisory Council Member, slot #4, term to expire 12/31/2027.

CONSERVATION ADVISORY COUNCIL MEMBERS (2 year terms)

Conservation Advisory Council (2-year term)

Name	Term Expiration
1 Lauren Kelly	12/31/2026
2 Mikkel Finsen	12/31/2026
3 Nina Petito	12/31/2025
4 Fred Schuepfer	12/31/2025
5 Dohna McMahon	12/31/2025
6 Tom Lawrence	12/31/2025
7 Dennis Fordham	12/31/2025, Chairperson 12/31/2025

Conservation Advisory Council Appointments by Town Board

**5. Conservation Advisory Council Appointments by Town Board**

**Subject**                               **16.5. Conservation Advisory Council Member**

Meeting                               January 5, 2026 - Monroe Town Board Meeting Agenda

Type                                       Action (Resolution)

Conservation Advisory Council Member

2026-#

BE IT RESOLVED that the Town Board of the Town of Monroe hereby appoints \_\_\_\_\_ as Conservation Advisory Council Member, slot #5, term to expire 12/31/2027.

CONSERVATION ADVISORY COUNCIL MEMBERS (2 year terms)

Conservation Advisory Council (2-year term)

Name	Term Expiration
1 Lauren Kelly	12/31/2026
2 Mikkell Finsen	12/31/2026
3 Nina Petito	12/31/2025
4 Fred Schuepfer	12/31/2025
5 Dohna McMahon	12/31/2025
6 Tom Lawrence	12/31/2025
7 Dennis Fordham	12/31/2025, Chairperson 12/31/2025

Conservation Advisory Council Appointments by Town Board

**6. Conservation Advisory Council Appointments by Town Board**

**Subject**                                **16.6. Conservation Advisory Council Member**

Meeting                                January 5, 2026 - Monroe Town Board Meeting Agenda

Type                                        Action (Resolution)

Conservation Advisory Council Member

2026-#

BE IT RESOLVED that the Town Board of the Town of Monroe hereby appoints \_\_\_\_\_ as Conservation Advisory Council Member, slot #6, term to expire 12/31/2027.

CONSERVATION ADVISORY COUNCIL MEMBERS (2 year terms)

Conservation Advisory Council (2-year term)

Name	Term Expiration
1 Lauren Kelly	12/31/2026
2 Mikkel Finsen	12/31/2026
3 Nina Petito	12/31/2025
4 Fred Schuepfer	12/31/2025
5 Dohna McMahon	12/31/2025
6 Tom Lawrence	12/31/2025
7 Dennis Fordham	12/31/2025, Chairperson 12/31/2025

Conservation Advisory Council Appointments by Town Board

**7. Conservation Advisory Council Appointments by Town Board**

**Subject**                               **16.7. Climate Smart Community Coordinator**

Meeting                               January 5, 2026 - Monroe Town Board Meeting Agenda

Type                                       Action (Resolution)

Climate Smart Community Coordinator

2026-#

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to appoint \_\_\_\_\_, as Climate Smart Community Coordinator, term to expire 12/31/2026.

Smith's Clove Park Commission Appointments by Town Board

**1. Smith's Clove Park Commission Appointments by Town Board**

**Subject** 17.1. Smith's Clove Park Commission  
**Meeting** January 5, 2026 - Monroe Town Board Meeting Agenda  
**Type** Action (Resolution)

Smith's Clove Park Commission

2026-#

BE IT RESOLVED that the Town Board of the Town of Monroe hereby appoints Chris Sullivan to the Monroe Joint Park Commission, slot #3, Term to expire 12-31-2030.

Smith's Clove Park Commission Appointments by Town of Monroe Town Board (5 year terms)

Monroe Joint Parks and Recreation Commission  
Town Appointments

Name	Term Expiration
1 Yesenia Lendor-Montero	12/31/2029
2 Andrew Calvano	12/31/2028
3 Chris Sullivan - Chairperson	12/31/2025
4 Charles Sommerlad	12/31/2026
5 Tony Schaffer	12/31/2027

Smith's Clove Park Commission Appointments by Town Board

## 2. Smith's Clove Park Commission Appointments by Town Board

**Subject** 17.2. Smith's Clove Park Commission

Meeting January 5, 2026 - Monroe Town Board Meeting Agenda

Type Action (Resolution)

Smith's Clove Park Commission

2026-#

BE IT RESOLVED that the Town Board of the Town of Monroe hereby appoints Chris Sullivan as Monroe Joint Park Commission Chairperson, term to expire 12/31/2026.

Smith's Clove Park Commission Appointments by Town of Monroe Town Board (5 year terms)

Monroe Joint Parks and Recreation Commission  
Town Appointments

Name	Term Expiration
1 Yesenia Lendor-Montero	12/31/2029
2 Andrew Calvano	12/31/2028
3 Chris Sullivan - Chairperson	12/31/2025
4 Charles Sommerlad	12/31/2026
5 Tony Schaffer	12/31/2027

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

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

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

Meeting January 5, 2026 - Monroe Town Board Meeting Agenda

Type Action (Resolution)

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

2026-#

BE IT RESOLVED that the Town Board of the Town of Monroe appoints \_\_\_\_\_ to the Board of Assessment Review, Slot #3, term to expire 9/30/2030.

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

Moodna Commission Appointment by Town Board

**1. Moodna Commission Appointment by Town Board**

**Subject**                               **19.1. Moodna Commission Appointment**

Meeting                               January 5, 2026 - Monroe Town Board Meeting Agenda

Type                                     Action (Resolution)

Moodna Commission Appointment

2026-#

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to appoint \_\_\_\_\_ to the Moodna Commission, term to expire \_\_\_\_\_ .

Moodna Commission Appointment by Town Board

**2. Moodna Commission Appointment by Town Board**

**Subject**                               **19.2. Moodna Commission Appointment**

Meeting                               January 5, 2026 - Monroe Town Board Meeting Agenda

Type                                    Action (Resolution)

Moodna Commission Appointment

2026-#

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to appoint \_\_\_\_\_ to the Moodna Commission, term to expire \_\_\_\_\_ .

Moodna Commission Appointment by Town Board

**3. Moodna Commission Appointment by Town Board**

**Subject**                               **19.3. Moodna Commission Appointment**

Meeting                               January 5, 2026 - Monroe Town Board Meeting Agenda

Type                                    Action (Resolution)

Moodna Commission Appointment

2026-#

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to appoint \_\_\_\_\_ to the Moodna Commission, term to expire \_\_\_\_\_ .

Official Undertaking by Town Officers

### 1. Official Undertaking by Town Officers

<b>Subject</b>	<b>20.1. Official Undertaking by Town Officers</b>
Meeting	January 5, 2026 - Monroe Town Board Meeting Agenda
Type	Action (Resolution)

Official Undertaking by Town Officers

2026-#

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. TOWN LAW sec. 25 RESOLUTION TO PROCURE A BLANKET UNDERTAKING FROM A DULY AUTHORIZED CORPORATE SURETY. WHEREAS the MONROE TOWN BOARD has reviewed the blanket under-taking provided by Emery & Webb January 1, 2025 finds it sufficient in form, manner of execution, and sufficiency of surety pursuant to PUBLIC OFFICERS LAW, Sec. 11, Sub. 2,

Per Diem Meal Allowance for Travel on Official Business

**1. Per Diem Meal Allowance for Travel on Official Business**

**Subject**                                **21.1. Per Diem Meal Allowance for Travel on Official Business**

Meeting                                January 5, 2026 - Monroe Town Board Meeting Agenda

Type                                        Action (Resolution)

Per Diem Meal Allowance for Travel on Official Business

2026-#

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 expenses.

PER DIEM MEAL ALLOWANCE FOR TRAVEL ON OFFICIAL BUSINESS

WHEREAS, General Municipal Law Sec. 77-b, has been revised in that the Town may now provide its officers and employees with a reasonable per diem allowance for meals in conjunction with travel on official business, taking into consideration the cost of living of a locality and subject to a maximum equal to the standard meal allowance for business related travel prescribed for federal income tax purposes.

Per Diem Allowance for:	Breakfast	Lunch
Dinner		
Outside New York City	\$8.00	\$34.00
\$34.00		
New York City	\$8.00	\$42.00
\$42.00		

Rules of Procedure

**1. Rules of Procedure**

**Subject**                               **22.1. Rules of Procedure**

Meeting                               January 5, 2026 - Monroe Town Board Meeting Agenda

Type                                    Action (Resolution)

Rules of Procedure

2026-#

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 to 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.

RULES OF PROCEDURE (TOWN LAW Sec. 63)

TOWN OF MONROE TOWN MEETING RULES

ADOPTED FEBRUARY 27, 2017

1. Resolution RE Town of Monroe Rules for Public Comment

# **TOWN OF MONROE RULES FOR PUBLIC COMMENT**

**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 meeting 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. 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 person's 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 during the 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, 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 speaker's public comments. **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 evidence and 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 a 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 person's 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 Supervisor's 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 Robert's 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 a 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 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 Robert’s 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 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.”

Open Meetings Law Requirements

## 1. Open Meetings Law Requirements

<b>Subject</b>	<b>23.1. Open Meetings Law Requirements</b>
Meeting	January 5, 2026 - Monroe Town Board Meeting Agenda
Type	Information

Open Meetings Law Requirements

OPEN MEETINGS LAW REQUIREMENTS  
(TOWN LAW Sec. 62)

The Town Board of the Town of Monroe shall convene for regular meetings on the following dates: January 5, 2026, January 20, 2026, February 2, 2026, February 17, 2026, March 2, 2026, March 16, 2026, April 6, 2026, April 20, 2026, May 4, 2026, May 18, 2026, June 1, 2026, June 15, 2026, July 13, 2026, August 3, 2026, September 8, 2026, September 21, 2026, October 5, 2026, October 19, 2026, November 5, 2026, November 16, 2026, and December 7, 2026.

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.

Special Meetings

**1. Special Meetings**

**Subject**                               **24.1. Special Meetings**

Meeting                                January 5, 2026 - Monroe Town Board Meeting Agenda

Type                                     Action (Resolution)

Special Meetings

2026-#

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

SPECIAL MEETINGS: The requirements for calling a special meeting are set forth in Section 62 of the Town Law of the State of New York:

"The Supervisor of the Town may, and upon written request of two members of the Town Board, shall, within ten days, call a special meeting of the Town Board by giving at least two days' notice in writing to members of the board of the town when, and the place where the meeting is to be held.

The requirements for public notice of a special meeting are set forth in Section 104 of the Public Officers Law of the State of New York: "Public notice of every (special) meeting shall be given, to the extent practicable, to the news media and shall be conspicuously posted in one or more designated public locations at a reasonable time prior thereto."

Fee Schedule

**1. Fee Schedule**

**Subject**                      **25.1. Fee Schedule**

Meeting                      January 5, 2026 - Monroe Town Board Meeting Agenda

Type                          Action (Resolution)

Fee Schedule

2026-#

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to approve the Town of Monroe Fee Schedule Effective 1/5/2026.

1. T.O.M. Fee Schedule Effective as of 1-5-2026

# Town of Monroe Fee Schedule Effective as of January 5, 2026

## **BUILDING DEPARTMENT:**

### 1) Application for a building permit:

A) \$200 per thousand for the first \$1,000 of estimated costs or fraction thereof

B) \$20 per thousand up to \$100,000 of estimated costs or fraction thereof

C) \$10 per thousand thereafter for each \$1,000 of estimated costs or fraction thereof

D) The Building Inspector shall use the market value to determine the estimated cost of construction. In determining said costs, the Building Inspector may make use of personal knowledge and/or experience, assessor's records and knowledge or the use of standard construction estimating books such as Dodge or any other information that is credible.

E) Where the Building Inspector finds that the nature of the structure is a specialized facility (i.e. – a school, emergency center, hospital) and further finds that standard construction estimating books are not a reasonable costing methodology, if a statement offered for filing under penalty of perjury if filed of the actual contracted costs for complete construction, the Inspector may utilize an actual costs methodology in ascertaining the building permit fee. Nothing shall preclude the upward adjustment of the actual fee under the Town Code if the actual construction costs exceed the contracted costs.

F) Building Permit fees will be tripled where application is made for work performed without the applicant having initially secured a building permit and the provisions of paragraph (E) above shall not be applicable to work already completed.

### 2) Application for all Certificates of Occupancy or letter stating no Certificate of Occupancy or street/road letter or violation search or any combination of the above: \$400

A) Copies of individual Certificates of Occupancy: \$.25 per page

### 3) Copies of large items such as construction plans that cannot be reproduced at Town Hall will be charged at the rate of \$100 plus the actual cost of reproduction.

### 4) Application for floodplain development permit:

A) \$200 per thousand for the first \$1,000 of estimated costs or fraction thereof

B) \$20 per thousand up to \$100,000 of estimated costs or fraction thereof

- C) \$10.00 per thousand thereafter for each \$1,000 of estimated costs of fraction thereof
- 5) Operating Permits as per Chapter 23 of Town Code Sec. 23-32: \$400 per year.
- 6) Administrative wetland permit: \$200
- 7) Accessory apartment yearly renewal: \$50
- 8) Building Permit re-inspection fee: \$75.00 per re-inspection
- 9) Cross Connection Control:
  - A. Initial Application fee: \$200.00
  - B. Yearly Renewal fee: \$50.00
- 10) Rentals, Short Term
  - A. \$500.00 Application Fee: Short Term Rentals
  - B. \$100.00 Inspection Fee: Fire Safety
  - C. \$50.00 Annual Renewal Fee
- 11) Article II, Residential Rental Permits
  - A. Application Fee: \$500/unit
  - B. Initial Approved Permit Fee: \$100/unit
  - C. Annual Renewal Fee: \$50/unit
  - D. Initial Inspection/Fire: \$100/unit
- 12) Sewerage System (Ch. 41):
  - A) \$500 (4 lots or less)
  - B) \$1,000 (5 lots or more)
- \* Including Site Plans (an Escrow will be determined my MHE Engineering)
- 13) Tree Removal Permit Fee: \$750/unit

**HIGHWAY DEPARTMENT:**

- 1) Application for town highway curb cut permit: \$750
- 2) Waterline Tapping Fees and Other Service Charges:
  - A) Fees for tapping of town waterlines varies according to the size of the line being tapped:

- i) ¾ inch tap: \$800
- ii) 1 inch tap: \$1,650
- iii) 2 inch tap: \$6,500
- iv) 4 inch tap: \$9,100
- v) 6 inch tap: \$11,700
- vi) 8 inch tap: \$14,300

**B) Water Service Charges:**

- i) Discontinuation of service: \$150
- ii) Restoration of service: \$150
- iii) Special meter reading: \$150
- iv) Repair and/or replace meter: \$200
- v) Meter test: \$150
- vi) Special Turbidity samples: cost plus \$150
- vii) Rewiring remote readout and resealing meter: \$150
- viii) Hydrant use: \$100 plus \$30 per 1,000 gallons or fraction thereof.

**PLANNING DEPARTMENT:**

**Pre-Application Review and Meetings**

- 1) Informal Pre-application meeting fee: \$50 per meeting, plus fee associated with cost of Town consultant attendance.

**Application Fees**

- 2) Application for Subdivision:
  - A) Lot Line Adjustment: \$250
  - B) Preliminary Minor (1 to 4 lots) Subdivision: \$500 plus \$125 for each lot
  - C) Preliminary Major (5 or more lots) Subdivision: \$1,000 plus \$250 for each lot
  - D) Final Minor and Major Subdivision: \$250 plus \$50 for each lot
- 3) Application for Site Plan:
  - A) Residential Development: \$500 plus \$125 per dwelling unit
  - B) Nonresidential Development: \$500 plus \$125 for each 1,000 square feet of gross floor area, or fraction thereof
- 4) Application for Wetland Permit Regulated by the Planning Board: \$1,000
- 5) Application for Timber harvesting: \$500

- 6) Application for Special Use Permit:
  - A) Residential Development: \$500 plus \$50 per dwelling unit
  - B) Nonresidential Development: \$500 plus \$50 for each 1,000 square feet of gross floor area, or fraction thereof
- 7) Application for Accessory Apartment Permit: \$150
- 8) Application for Ridgeline Preservation Overlay District not requiring submission of subdivision, site plan or special use permit application:
  - A) A residential addition or new structure between 500 square feet and 2,000 square feet: \$150
  - B) A residential addition or new structure exceeding 2,000 square feet: \$200
  - C) All other proposed Applications: \$250
  - D) Applications also involving subdivision, site plan, or special use permit: No additional fee
- 9) Application for Scenic Road Review not requiring submission of subdivision or site plan: \$150. Applications also involving site plan or subdivision do not require an additional fee.
- 10) Application for Historic Review: \$150
- 11) Application for Architectural Review: \$250
- 12) Tree Preservation Application Fee: \$150

## **Escrow Fees**

Upon application to the Town of Monroe Planning Board for any planning action or approval, the applicant shall, in addition to the fee set forth above, deposit with the Town Clerk, an escrow to cover the costs to be incurred by the town for all consultant services, including but not limited to, engineering, planning and legal as well as clerical costs incurred in the processing and reviewing of such application. The Town Clerk (or designee) shall compute the initial escrow charge in accordance with the following schedule:

- A) Residential subdivisions: \$2,500 per lot for each lot up to 5 lots and \$500 per lot for each lot over 5 lots. For subdivisions in excess of 50 lots, 1/3 of the initial fee for lots in excess of 50 lots shall be paid upon application submission; a second 1/3 installment shall be paid within 60 days after application filing; and the third installment shall be paid within 120 days after application filing. Notwithstanding the foregoing, should the amount

held on deposit at any time dip below 80% of the initial installment, payment of any amount necessary to bring the balance to 80% shall be due in addition to the amount of the next installment.

- B) Commercial subdivisions: \$350 per lot for each lot up to 5 lots and \$125 per lot for each lot over 5 lots. Notwithstanding the foregoing, should the amount held on deposit at any time dip below 80% of the initial installment, payment of an amount necessary to bring the balance to 80% shall be due in addition to the amount of the next installment.
- C) Multi-Family residential site plans and special permits: \$500 per unit for each unit up to 50 units; \$250 per unit for each unit over 50 units. For projects in excess of 100 units, 1/3 of the initial fee for units in excess of 50 units shall be paid upon application; a second 1/3 installment shall be paid within 60 days after application filing; and a third installment shall be paid within 120 days after application filing. Notwithstanding the foregoing, should the amount held on deposit at any time dip below 80% of the initial installment, payment of an amount necessary to bring the balance to 80% shall be due in addition to the amount of the next installment.
- D) Commercial or other nonresidential site plans and special permits: \$2,500 plus \$50 per 1,000 square feet of building floor area up to 5,000 square feet. Above 5,000 square feet of building floor area, \$150 per additional square foot. Notwithstanding the foregoing, should the amount held on deposit at any time dip below 80% of the initial installment, payment of an amount necessary to bring the balance to 80% shall be due in addition to the amount of the next installment.
- E) Wetland Permit (as regulated by the Planning Board): \$2,500 per involved lot. Notwithstanding the foregoing, should the amount held on deposit at any time dip below 80% of the initial installment, payment of an amount necessary to bring the balance to 80% shall be due in addition to the amount of the next installment. The escrow includes the cost of conducting the appropriate SEQRA environmental review of an application and all attendant environmental forms and impact statements.
- F) Timber harvesting: \$500 per involved lot. Notwithstanding the foregoing, should the amount held on deposit at any time dip below 80% of the initial installment, payment of an amount necessary to bring the balance to 80% shall be due in addition to the amount of the next installment. The escrow includes the cost of conducting the appropriate SEQRA environmental review of an application and all attendant environmental forms and impact statements.
- G) Accessory Apartment Permit: \$500 per involved lot. Notwithstanding the foregoing, should the amount held on deposit at any time dip below 80% of the initial installment, payment of an amount necessary to bring the balance

to 80% shall be due in addition to the amount of the next installment. The escrow includes the cost of conducting the appropriate SEQRA environmental review of an application and all attendant environmental forms and impact statements.

- H) Ridgeline Preservation Overlay or Scenic Road Review not involving site plan, subdivision and/or special use permit: \$500 per involved lot. Notwithstanding the foregoing, should the amount held on deposit at any time dip below 80% of the initial installment, payment of an amount necessary to bring the balance to 80% shall be due in addition to the amount of the next installment. The escrow includes the cost of conducting the appropriate SEQRA environmental review of an application and all attendant environmental forms and impact statements. Escrow for site plan, subdivision and special use permit shall be as set forth in Sections A through D above, as applicable.
- I) Historic Review: \$250 per lot. Notwithstanding the foregoing, should the amount held on deposit at any time dip below 80% of the initial installment, payment of an amount necessary to bring the balance to 80% shall be due in addition to the amount of the next installment. The escrow fee includes the cost of conducting the appropriate SEQRA environmental review of an application and all attendant environmental forms and impact statements.
- J) Architectural Review: \$500 per involved lot. Notwithstanding the foregoing, should the amount held on deposit at any time dip below 80% of the initial installment, payment of an amount necessary to bring the balance to 80% shall be due in addition to the amount of the next installment. The escrow fee includes the cost of conducting the appropriate SEQRA environmental review of an application and all attendant environmental forms and impact statements.

## **Inspections**

A. Any applicant who has received *site plan* approval shall, prior to signing of the plans, deliver to the Town a certified or cashier's check payable to the order of the Town for the inspection fees in the amount of 5% of the amount of the performance security or 5% of the estimated cost of required improvements unless estimated otherwise in writing by the Town Engineer, in order to cover the expense of the Town inspecting the various improvements proposed on the site plan. The inspection fees so deposited may be modified annually as determined by a resolution of the Town Board. Inspection fees are not held in escrow or otherwise considered as deposits with the Town. In the event that improvements are not constructed and no inspections are conducted, an applicant may submit a request, in writing, to the Town Board for a refund, which will not be unreasonably denied.

B. Any applicant who has received *subdivision* approval shall, prior to signing of the plat, deliver to the Town a certified or cashier's check payable to the order of the

Town for the inspection fees in an amount estimated by the Town Engineer in order to cover the expense of the Town inspecting the various improvements proposed. Inspection fees are not held in escrow or otherwise considered as deposits with the Town. In the event that improvements are not constructed and no inspections are conducted, an applicant may submit a request, in writing, to the Town Board for a refund, which will not be unreasonably denied.

**TOWN BOARD**

- 1) Fee in lieu of Parkland pursuant to section 277 of the Town Law: \$5000 for each building lot within a residential subdivision or for each dwelling unit within a residential site plan.
- 2) Fee for overdue water bills: 10% of the outstanding balance
- 3) Administration fee as listed below for each water district, per user, per billing cycle, to pay for administrative costs associated with the water billing:
  - WD#1 (Rye Hill) : \$35.00
  - WD#2 (Horizon Heights) : \$25.00
  - WD#7 (Oreco Terrace) : \$35.00
  - WD#8 (Hoffliss) : \$35.00
  - WD#10 (Post Rd ) : \$35.00
  - WD#12 (Monroe Hills) : \$25.00
  - WD#14 (Orchard Hills) : \$25.00
  - WD#15 (Smith Farms) : \$35.00
  - WD#17 (Old Country Rd) : Not applicable as administered by Kiryas Joel
- 4) Water Rents - The following rents are per 1000 gallons except for WD#14 which has a quarterly flat rate:
  - WD#1 (Rye Hill) : \$13.00
  - WD#2 (Horizon Heights) : \$6.00
  - WD#7 (Oreco Terrace) : \$13.00
  - WD#8 (Hoffliss) : \$13.00
  - WD#10 (Post Rd) : \$13.00
  - WD#12 (Monroe Hills) : \$10.00
  - WD#14 (Orchard Hills) : \$166.00 per quarter (flat rate as no meters)
  - WD#15 (Smith Farms) : \$13.00
  - WD#17 (Old Country Rd) : NA-Outside Water District

***\*Water Rent Fees are effective as of 10/1/2020 to coincide with the current billing cycle.***

- 5) CCR Fee - \$1,000.00 for filing application with the Town.
- 6) Town Hall Meeting Room Rental Fees:

Rental Duration	Fee
-----------------	-----

1-3 days	\$850/day
4-6 days	\$750/day
7 days or more	\$700/day
Not-for-Profit Organization	\$400/day

\*The Town Board reserves the right to waive the rental fee for community events at their discretion and subject to approval by Town Board resolution. In addition, the Town Board reserves the right to require town provided event security at an additional cost of \$175 per event. Individuals interested in reserving the Meeting Room must be at least 25 years of age and submit a completed rental agreement and required Certificate of Insurance. The maximum occupancy for the Meeting Room is 301 people.

**Insurance Requirement for Room Rental**

A Certificate of Liability Insurance in the amount of \$1,000,000 must be provided naming the Town of Monroe as an additional insured. In addition, all certificates must include a Waiver of Subrogation. This certificate is to be submitted no later than (14) business days prior to the event, along with the rental fee.

**TOWN CLERK:**

1) Application for a Blasting Permit: \$300

2) Peddler’s Permit

A) 1-week permit: \$185.00; (2 checks required – 1 in the amount of \$100, and 1 in the amount of \$85.00) any additional person under main permit \$85.00 (on a separate check)

B) 1-month permit: \$285.00; (2 checks required – 1 in the amount of \$200, and 1 in the amount of \$85.00) any additional person under main permit \$85.00 (on a separate check)

C) 6-month permit: \$685.00; (2 checks required – 1 in the amount of \$600, and 1 in the amount of \$85.00) any additional person under main permit \$85.00 (on a separate check)

3) Application for Dog Licenses: Includes State Surcharge

A) 1-year license for spayed or neutered dogs: \$16.00  
 3-year license for spayed or neutered dogs: \$43.00

B) 1-year license for unspayed or unneutered dogs: \$28.00  
 3-year license for unspayed or unneutered dogs: \$74.00

C) Seniors over 65 dog license fees: Includes State Surcharge

- 1-year license for spayed or neutered dogs: \$3.00
- 3-year license for spayed or neutered dogs: \$9.00

- 1-year license for unspayed or unneutered dogs: \$8.00
  - 3-year license for unspayed or unneutered dogs: \$24.00
- D) Late fee: Any dog license renewed after 60 days of due date will have a \$5.00 late fee applied to license renewal.
- E) Replacement Tag: \$3.00
- F) Dog Enumeration: \$10.00

- 4) Other Dog Control Fees:
- A) For Rabies vaccination: \$50.00
  - B) Replacement dog license tag: \$5.00
  - C) Impoundment fees:
    - 1. First offense: \$100.00
    - 2. Second offense: \$150.00
    - 3. Third offense: \$200.00
  - D) Boarding: \$30.00 per day

5) Copy of CD or Video: \$30.00

6) Copy of any Town map:  
In house copying: \$20.00

Copies processed by outside vendor: Copies of large items such as construction plans that cannot be reproduced at Town Hall will be charged at the rate of \$100 plus the actual cost of reproduction.

7) Fee for photocopying a record not exceeding 9 x 14 inches shall be \$0.25 per page. Photocopying for an 11x17 page shall be \$.50 per page.

8) Marriage Ceremony Performed by Marriage Officer: \$75  
One-Day Marriage Officiant License: \$25

9) Application for Marriage License: \$40  
A) Certified Marriage Transcript: \$10/copy

10) Certified Birth/Death Transcript: \$10/copy

11) E-Z Pass Tag: \$25

12) T.A.R.A. Spay/Neuter Certificate: (Monroe Residents Only) \$25

13) Town of Monroe Property Rental: (Sr. Center) Non-Profit Organization \$25, plus C.O.I.

A) Private Residents or Organization: \$50, plus C.O.I.

14) Bid Packets: \$50

15) Filming Permit: \$100

16) Games of Chance: Bingo License: \$18.75/occasion

A) Bell Jar License: \$25

## **ZONING BOARD OF APPEALS:**

- 1) Application for an Area Variance: \$250.00
- 2) Application for a Use Variance: \$350.00
- 3) Application for a 280-a Variance: \$500.00
- 4) Application for an Interpretation: \$500.00
- 5) Upon application to the Town of Monroe Zoning Board of Appeals for any action or approval, the applicant shall, in addition to the fee set forth above, deposit with the Town Clerk an escrow to cover the costs to be incurred by the Town for all consultant services, including but not limited to, engineering, planning and legal as well as clerical costs incurred in the processing and reviewing of such application.

A) The Town Clerk (or designee) shall compute the initial escrow amount in accordance with the following schedule:

- a) Applications of all types: \$2,500.00. Notwithstanding the foregoing, should the amount held on deposit at any time dip below 80% of the initial payment, payment of an amount necessary to bring the balance to 80% shall be due in addition to the amount of the next installment.
- b) The clerk to the Zoning Board shall have the authority to waive or reduce the initial escrow in those matters where it appears that engineering or other consultant services will not be required. Should such services later be required, an appropriate escrow fee will be fixed by the Zoning Board.

**Amendment Dates:**

- April 4, 2009
- January 23, 2012
- July 11, 2016
- January 7, 2019
- January 14, 2019
- October 7, 2019
- November 7, 2019
- August 31, 2020
- February 22, 2022
- January 3, 2023
- January 9, 2023
- February 6, 2023
- February 15, 2023
- May 1, 2023
- May 15, 2023
- January 2, 2024
- February 5, 2024
- August 12, 2024
- May 19, 2025

- June 2, 2025
- October 20, 2025

Official Newspaper

**1. Official Newspaper**

**Subject**                      **26.1. Official Newspapers**

Meeting                      January 5, 2026 - Monroe Town Board Meeting Agenda

Type                      Action (Resolution)

Official Newspapers

2026-#

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.

Official Depositories

**1. Official Depositories**

**Subject**                      **27.1. Official Depositories**

Meeting                      January 5, 2026 - Monroe Town Board Meeting Agenda

Type                          Action (Resolution)

Official Depositories

2026-#

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.

Petty Cash Funds

**1. Petty Cash Funds**

**Subject**                      **28.1. Petty Cash Funds**

Meeting                      January 5, 2026 - Monroe Town Board Meeting Agenda

Type                          Action (Resolution)

Petty Cash Funds

2026-#

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

Purchase Authorization for Highway Superintendent

**1. Purchase Authorization for Highway Superintendent**

**Subject**                                **29.1. Purchase Authorization for Highway Superintendent**

Meeting                                January 5, 2026 - Monroe Town Board Meeting Agenda

Type                                        Action (Resolution)

Purchase Authorization for Highway Superintendent

2026-#

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 2026 without prior approval of the Town Board in an amount not to exceed \$5,000.00.

Accounting and Financial Reports

**1. Accounting and Financial Reports**

**Subject**                               **30.1. Accounting and Financial Reports**

Meeting                                January 5, 2026 - Monroe Town Board Meeting Agenda

Type                                     Action (Resolution)

Accounting and Financial Reports

2026-#

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).

Returned Check Fee

**1. Returned Check Fee**

**Subject**                               **31.1. Returned Check Fee**

Meeting                               January 5, 2026 - Monroe Town Board Meeting Agenda

Type                                     Action (Resolution)

Returned Check Fee

2026-#

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. (Gen. Muni. Law Sec. 85)

Immediate Deposit of Tax Collection Funds by Tax Collector

**1. Immediate Deposit of Tax Collection Funds by Tax Collector**

**Subject**                               **32.1.** Deposit of Funds by Tax Collector

Meeting                               January 5, 2026 - Monroe Town Board Meeting Agenda

Type                                     Action (Resolution)

Deposit of Funds by Tax Collector

2026-#

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.

2026 Town of Monroe Employee Holiday Calendar

**1. 2026 Town of Monroe Employee Holiday Calendar**

**Subject** 33.1. Town of Monroe Employee Holiday Calendars

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

**Type** Information

Town of Monroe Employee Holiday Calendars

**2026 Holiday Calendar for Town of Monroe Non-Union Employees and Dial-A-Bus Teamsters Local 445 Employees**

***Thursday, January 1, 2026***

New Year's Day

***Monday, January 19, 2026***

Martin Luther King, Jr. Day

***Monday, February 16, 2026***

Presidents Day

***Monday, May 25, 2026***

Memorial Day

***Friday, June 19, 2026***

Juneteenth

***Friday, July 3, 2026***

Independence Day (Observed)

***Monday, September 7, 2026***

Labor Day

***Monday, October 12, 2026***

Columbus Day

***Tuesday, November 11, 2026***

Veteran's Day

***Thursday, November 26, 2026***

Thanksgiving Day

***Friday, November 27, 2026***

Thanksgiving (Observed)

***Thursday, December 24, 2026***

Christmas Eve (1/2 Day)

**Friday, December 25, 2026**  
Christmas Day

**2026 Holiday Calendar for Town of Monroe Highway Department**  
**IBEW Union 363 Employees**

**Thursday, January 1, 2026**  
New Year's Day

**Monday, January 19, 2026**  
Martin Luther King, Jr. Day

**Monday, February 16, 2026**  
Presidents Day

**Monday, May 25, 2026**  
Memorial Day

**Friday, July 3, 2026**  
Independence Day (Observed)

**Monday, September 7, 2026**  
Labor Day

**Monday, October 12, 2026**  
Columbus Day

**Wednesday, November 11, 2026**  
Veteran's Day (Observed)

**Thursday, November 26, 2026**  
Thanksgiving Day

**Friday, November 27, 2026**  
Thanksgiving (Observed)

**Thursday, December 24, 2026**  
Christmas Eve (1/2 Day)

**Friday, December 25, 2026**  
Christmas Day

**\*Day of Employee's Choice**



Mileage Reimbursement Allowance

## 1. Mileage Reimbursement Allowance

**Subject** 34.1. Mileage Reimbursement Allowance

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

**Type** Action (Resolution)

Mileage Reimbursement Allowance

2026-#

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.

## 1. Public Hearing

<b>Subject</b>	<b>35.1. Motion to Open the Continuation of the Public Hearing RE: Road Improvement Petition, Seven Springs Road Realignment</b>
Meeting	January 5, 2026 - Monroe Town Board Meeting Agenda
Type	Discussion Information Action (Resolution)

Discussion regarding Road Improvement Petition, Seven Springs Road Realignment.

2026-#

BE IT RESOLVED that the Town of Monroe Made a Motion to Open the Continuation of the Public Hearing RE: Road Improvement Petition, Seven Springs Road Realignment.

1. Order for Hearing RE Seven Springs Re-align Petition
2. Order for Hearing for Publication RE Seven Springs Petition

**TOWN OF MONROE, NEW YORK**

**RESOLUTION NO. \_\_\_\_ OF 2025**

**A RESOLUTION AND ORDER CALLING FOR A PUBLIC HEARING CONCERNING  
PROPOSED HIGHWAY IMPROVEMENTS TO SEVEN SPRINGS ROAD**

At a regular meeting of the Town Board of the Town of Monroe, held at the Town of Monroe Town Hall, 1465 Orange Turnpike, Monroe, New York 10950 on the **6<sup>th</sup> day of November, 2025**, the following resolution was adopted.

**WHEREAS**, the Town Board of the Town of Monroe has determined that the public interest and convenience require the improvement of certain streets or highways within the Town; and

**WHEREAS**, the proposed improvements are to the section of Seven Springs Road between the intersection of Seven Springs Mountain Road and the area north of Lanzut Court starting at “G” Road, a distance of approximately 1,950 feet (“Subject Location”) including improvements to both the horizontal and vertical alignment of the Subject Section of Seven Springs Road, as depicted in the Preliminary Roadway Realignment Plan attached as Appendix C to the Colliers Letter (“Preliminary Road Improvement Plan”) in the Petition; and

**WHEREAS**, the estimated maximum cost of said improvements, including all preliminary costs and costs incidental thereto, is approximately **\$4,665,468.36**; and

**WHEREAS**, the Town of Monroe shall not be required to finance the improvements which shall be paid for by the Petitioner and at no cost to the Town residents; and

**WHEREAS**, the Petition filed includes maps, plans, and report describing the proposed improvements and the area benefited are on file in the office of the Town Clerk at 1465 Orange Turnpike, Monroe, New York 10950 and are available for public inspection during normal business hours.

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED**, that the Town Board shall hold a public hearing to consider the proposed highway improvements, at which time all interested persons will be given an opportunity to be heard; and

**BE IT FURTHER RESOLVED AND ORDERED**, that such public hearing shall be held on the **1<sup>st</sup> day of December, 2025**, at **7:00 p.m.** at the Town of Monroe Town Hall meeting room at 1465 Orange Turnpike, Monroe, New York 10950; and

**BE IT FURTHER RESOLVED AND ORDERED**, that the Town Clerk is hereby authorized and directed to publish a notice of such public hearing in the Town’s official newspaper, the Times-Herald Record, no less than ten (10) nor more than thirty (30) days prior to the date of the scheduled public hearing, and to post a copy of said notice on the sign board of the Town; and

**BE IT FURTHER RESOLVED AND ORDERED**, that the notice shall specify the time and place of the public hearing, provide a general description of the proposed improvements, the maximum proposed expenditure, and the proposed method of financing, as required by applicable law.

The resolution authorizing this order was thereupon declared duly adopted.

**BY ORDER OF THE TOWN BOARD**

Dated: Monroe, New York

November 6, 2025

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**Valerie Bitzer**

Town Clerk

Town of Monroe

**TOWN OF MONROE, NEW YORK**

**ORDER CALLING FOR A PUBLIC HEARING CONCERNING PROPOSED HIGHWAY IMPROVEMENTS TO SEVEN SPRINGS ROAD**

At a regular meeting of the Town Board of the Town of Monroe, held at the Town of Monroe Town Hall, 1465 Orange Turnpike, Monroe, New York 10950 on the **6<sup>th</sup> day of November, 2025**, the following resolution was adopted.

**WHEREAS**, the Town Board of the Town of Monroe has determined that the public interest and convenience require the improvement of certain streets or highways within the Town; and

**WHEREAS**, the proposed improvements are to the section of Seven Springs Road between the intersection of Seven Springs Mountain Road and the area north of Lanzut Court starting at “G” Road, a distance of approximately 1,950 feet (“Subject Location”) including improvements to both the horizontal and vertical alignment of the Subject Section of Seven Springs Road, as depicted in the Preliminary Roadway Realignment Plan attached as Appendix C to the Colliers Letter (“Preliminary Road Improvement Plan”) in the Petition; and

**WHEREAS**, the estimated maximum cost of said improvements, including all preliminary costs and costs incidental thereto, is approximately **\$4,665,468.36**; and

**WHEREAS**, the Town of Monroe shall not be required to finance the improvements which shall be paid for by the Petitioner and at no cost to the Town residents; and

**WHEREAS**, the Petition filed includes maps, plans, and report describing the proposed improvements and the area benefited are on file in the office of the Town Clerk at 1465 Orange Turnpike, Monroe, New York 10950 and are available for public inspection during normal business hours.

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED**, that the Town Board shall hold a public hearing to consider the proposed highway improvements, at which time all interested persons will be given an opportunity to be heard; and

**BE IT FURTHER RESOLVED AND ORDERED**, that such public hearing shall be held on the **1<sup>st</sup> day of December, 2025**, at **7:00 p.m.** at the Town of Monroe Town Hall meeting room at 1465 Orange Turnpike, Monroe, New York 10950; and

**BE IT FURTHER RESOLVED AND ORDERED**, that the Town Clerk is hereby authorized and directed to publish a notice of such public hearing in the Town’s official newspaper, the Times-Herald Record, no less than ten (10) nor more than thirty (30) days prior to the date of the scheduled public hearing, and to post a copy of said notice on the sign board of the Town; and

**BE IT FURTHER RESOLVED AND ORDERED**, that the notice shall specify the time and place of the public hearing, provide a general description of the proposed improvements, the maximum proposed expenditure, and the proposed method of financing, as required by applicable law.

The resolution authorizing this order was thereupon declared duly adopted.

**BY ORDER OF THE TOWN BOARD**

Dated: Monroe, New York  
November 18, 2025

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**Valerie Bitzer**  
Town Clerk  
Town of Monroe



## 1. Acceptance of Minutes

**Subject**                      **36.1. Acceptance of December 1, 2025 Minutes**

Meeting                      January 5, 2026 - Monroe Town Board Meeting Agenda

Type                          Action (Resolution)

Acceptance of December 1, 2025 Minutes

2026-#

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to accept the Minutes of December 1, 2025.

1. TB 12-1-2025 DRAFT Meeting Minutes

**Town of Monroe**  
**Town Board Minutes**  
**Monday, December 1, 2025**  
**([www.townofmonroeny.gov](http://www.townofmonroeny.gov))**

Generated by Valerie Bitzer  
Public Hearings Transcribed by Deputy Town Clerk Barbara Singer  
DRAFT

**Members Present**

Tony Cardone, Mary Bingham, Sal Scancarello, Dorey Houle, Maureen Richardson  
Town Counsel - Brian Nugent

**Call to Order**

1.1. Pledge to the Flag

The Supervisor led the room in the Pledge of Allegiance.

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.

**Motion to Open Town Board Meeting**

2.1. Motion to Open Town Board Meeting of December 1, 2025

**2025-#504**

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to Open the Town Board Meeting of December 1, 2025, at 7:01 PM.

**On a motion by Town Councilmember Scancarello, seconded by Town Councilmember Houle**

**Ayes: Town Supervisor Cardone, Town Councilmember Bingham, Town Councilmember Scancarello, Town Councilmember Houle, Town Councilmember Richardson**

**Nays: None**

**Abstain: None**

**Community Announcements**

3.1. 2025 Toys for Military Tots

Recipients: Pete & Laura Rollins representing the Children of O.C. Disabled American Vets + SMSgt Theresa Castellane of the 105th for Children of the NY Air National Guard, deployed or stationed at Stewart Air Force Base. All donations are local for our Orange County Military & Veterans.

Remember the Reason: WTBQ's 10th Annual Toys for Military Tots Drive has begun and YOU can help Santa deliver the new, unwrapped toys for children baby to 12 yrs old ~ WTBQ Radio has once again teamed up with Orange County Executive, Steve Neuhaus (Steve sparked this drive), John (Cheech) Richichi, Pres. of the Nam Knights, Amanda Dana,

Dir, of OC Tourism & Film, Orange County Bank & Trust, & many more...For more Information E-mail: Taylor@WTBQ.com Please donate New, Unwrapped Toys for ages baby to 12 yrs old - wrapping paper & ribbon would be appreciated. God Bless you all for sharing with those who sacrifice so much so we may enjoy the holidays with our families. Final drop-off Dec. 12th @ WTBQ - Final Photo Op Dec. 15th @ 9:30am @ WTBQ Drop Off Sites:

Warwick: WTBQ Radio ~ Warwick Town Hall- Supervisor Jesse Dwyer-Forge 28 Studios

Warwick: Leo Kaytes Ford ~The Computer Guy — Warwick Ctr for the Performing Arts

Middletown: Orange Bank & Trust - all Branches

Goshen: John S. Burke Catholic — Orange Bank & Trust~ DMV—Kelly Eskew

Goshen: Sheriff Paul Arteta's Office—Amanda Dana—Dir. Of OC Tourism & Film—The Computer Guy

Chester: Orange Bank & Trust

Monroe: Monroe Town Hall at Supervisor Tony Cardone-Monroe-Woodbury Schools

New Windsor: Minuta Architecture - Town Hall—Patricia Clarino—Steve Bedetti & the Police Station

Montgomery: McKesson Corp-Susan Dean

Waywayanda: Denise Quinn at Town Hall

Washingtonville: Childtime Childcare

Florida: Assemblyman Karl Brabenec

### 3.2. Conservation Commission to Host Repair Café

The Monroe Repair Café, sponsored by the Monroe Conservation Commission and Town of Monroe, will take place on Saturday, December 6th, from 10 a.m. - 2 p.m. at Monroe Town Hall. Sponsored by the Town of Monroe and the Town of Monroe Conservation Commission. MONROE REPAIR CAFÉ Have Something Broken? We have assembled an excellent volunteer team of local fixers ready to repair your broken and beloved heirlooms and other items. FREE OF CHARGE - Mechanical & Electrical, including lamps—Jewelry cleaning & repairs-Stitching & sewing (clothing, home textiles, soft toys)- Knife & tool sharpening - Laptops & Tablets (Tech Support/Simple Repairs)- Bicycle tune-up & basic repairs Note: You must be checked in by 1:30PM. Repairs contingent upon repair team availability Limit 2 Items per person Special Thanks to Beck's Hardware and Cyrus Jewelers Questions Text 862-377-4493More Information @MonroeNYRepairCafe

### 3.3. American Legion Post 488 Food Drive

American Legion Post 488 Food Drive

Accepting donations now until 12/31/2025

Help us stock our local food pantries.

We are collecting non-perishable foods: canned vegetables, beans, sauces, boxed pasta, cereal, dry foods. \*No fresh items.

Drop off location: American Legion Post 488 532 Lakes Rd., Monroe, NY

For more info, call the American Legion Post 488 at 845-783-3965.

### 3.4. Orange County Mobile DMV at Town Hall December 15th

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. Monday, December 15, 2025, 10:00-12PM, closed 12-1pm, 1-3:30pm. Monroe Town Hall, 1465 Orange Tpke., Monroe, NY 10950. Please visit [dmv.ny.gov](http://dmv.ny.gov) for all necessary original documents needed before your visit to the Mobile DMV.

Expect some delays due to the high volume of customers applying for the REAL or Enhanced ID.

### 3.5. Smith's Clove Park Tree Lighting

Smith's Clove Park Tree Lighting December 5th 6:00 PM - 7:00 PM. 133 Spring Street, Monroe, NY. Festive snacks and hot chocolate for everyone. Join us with Monroe Woodbury's HS Choir in lighting our 30' tall Christmas Tree. Bring the whole family out and enjoy the sights and sounds of the holidays.

### 3.6. Food Pantry: Completed Eagle Scout Project (Ben Lasala)

Ben Lasala, Eagle Scout, thanked everyone for all their help with his Food Pantry Project located at Town Hall. They distributed 250 reusable bags and 110 were returned with food to stock the pantry.

## Public Hearing

### 4.1. Motion to Open the Continuation of the Public Hearing RE: Local Law A-v1/2025 to Amend Article VI, Ch. 53 Concerning Material Used for Water Pipes in the Town of Monroe and adding Ch. 54 (Communal Water Systems)

#### 2025-#505

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to Open the Continuation of the Public Hearing RE: Local Law A-v1/2025 to Amend Article VI, Ch. 53 Concerning Material Used for Water Pipes in the Town of Monroe and adding Ch. 54 (Communal Water Systems)

\*NO PUBLIC COMMENT

- Town Clerk Valerie Bitzer: No public comment.

- Town Supervisor Cardone: Mary.

- Councilwoman Bingham: So, I reached out to Mr. Nugent's office. There is no redline version. I just wanted one more opportunity to go through and check it. Dave Fritz said he had not seen it, he did have that meeting with Matt Sickler. He did not think there were any changes, but I'd like to be cautious and, what does Mr. Nugent have to say? Because one of the things I noticed was there were sections that were deleted, and the numbers weren't changed in the law. So, I thought we'd just hold it over till the next meeting.

- Town Attorney Nugent: Yeah, that's fine. Yeah, some of the changes are because we added a section, inserted a section to eliminate that article 9 from the A65 chapter at the end as per the planning board. So, that's why things were renumbered, but you're fine to do that if you want to continue it, but you need a date. I don't know if we have a date. In order to continue it, you need to state the date. Otherwise, you're going to have to republish the public hearing notice. I don't know if you have a January date yet.

- Councilwoman Bingham: They have any January dates yet?

- Town Attorney Nugent: I mean, so you can just close it for now, but if you're going to, again, you only have to

open it again if you're going to have any material changes. If there are no material changes, and it's just minor things, you could close the public hearing tonight with the mission to adopt it in January. Then we wouldn't need a date tonight. But if you want to continue this public hearing and keep it open, it would need to, we'd need to state the date and time tonight.

- Councilwoman Bingham: The numbering changes would be considered minor, correct?

- Town Attorney Nugent: Yeah. That's not substantive. Substantive would be like a material change to some provision of the law actually concerning the water systems, you know, something that changes the language. But if we're renumbering or there's a typo or something like that, you could still make that change without a public hearing. -Councilwoman Bingham: And could you get that resolution to me before December 31st for its adoption?

- Town Attorney Nugent: To adopt?

- Councilwoman Bingham: Yes.

- Town Attorney Nugent: Yeah, sure. Okay.

**On a motion by Town Supervisor Cardone, seconded by Town Councilmember Scancarello**

**Ayes: Town Supervisor Cardone, Town Councilmember Bingham, Town Councilmember Scancarello, Town Councilmember Houle, Town Councilmember Richardson**

**Nays: None**

**Abstain: None**

- 4.2. Motion to Close the Continuation of the Public Hearing RE: Local Law A-v1/2025 to Amend Article VI, Ch. 53 Concerning Material Used for Water Pipes in the Town of Monroe and adding Ch. 54 (communal Water Systems), leaving written comments open for ten days.

**2025-#506**

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to Close the Continuation of the Public Hearing RE: Local Law A-v1/2025 to Amend Article VI, Ch. 53 Concerning Material Used for Water Pipes in the Town of Monroe and adding Ch. 54 (Communal Water Systems), leaving written comment open for ten days.

**On a motion by Town Councilmember Bingham, seconded by Town Supervisor Cardone**

**Ayes: Town Supervisor Cardone, Town Councilmember Bingham, Town Councilmember Scancarello, Town Councilmember Houle, Town Councilmember Richardson**

**Nays: None**

**Abstain: None**

- 4.3. Motion to Open the Public Hearing RE: Road Improvement Petition, Seven Springs Road Realignment

**2025-#507**

BE IT RESOLVED that the Town of Monroe Made a Motion to Open the Public Hearing RE: Road Improvement Petition, Seven Springs Road Realignment.

\*NO PUBLIC COMMENT

-Town Clerk Valerie Bitzer: No public comment.

-Town Supervisor Cardone: No public comment. I mean, all the paperwork has been submitted, Brian?

-Town Attorney Nugent: Yeah. The only thing is when this is final, is there would be an order after the public hearing similar to what we do in water districts that would approve the realignment. So, you can always close tonight and put again that could be done in January, or you can continue. But again, we have the same problem. You would need a date in order to continue the public hearing, or you close tonight and then the new board just republishes once they have dates.

- Councilwoman Richardson: I feel like we just published this, like they just opened it to be published and this is the first opening.

-Town Attorney Nugent: Yes.

- Councilwoman Richardson: So, it would send (inaudible) out postage or is it just notice in, in the designated newspapers?

-Town Attorney Nugent: Just a paper.

-Councilwoman Richardson: We could pick second Monday in January just to delay it again.

-Councilwoman Houle: That may fall in line with Martin Luther King Day.

-Councilwoman Richardson: Yeah. What's the holiday, if we followed the same town board meeting schedule for the coming year (inaudible) holiday on.

-Town Attorney Nugent: Yeah, I think that would be the 19th. So, usually you would go to the 20th. Typically, I think you've moved to the follow the next day.

-Councilwoman Houle: Generally, I mean that was past practice.

-Councilwoman Richardson: Yes.

-Town Attorney Nugent: And listen, you could continue the public hearing tonight till January 20th at 7 p.m. If for some reason that date doesn't happen, then you would just have to republish the correct date. Or you can put it to February.

-Councilwoman Richardson: We know that, basically Monday the 5th is going to be the reorg, rather like swearing in and whatever we have of the reorg and then the rest can be delayed. So, let's just motion that this continue, and then we can continue it to whatever, decides.

-Councilwoman Houle: You have to pick a date though.

-Councilwoman Richardson: No, you're not listening. It'll be the January the 5th, and then we can continue it from there.

-Town Attorney Nugent: Okay. So, continue it to January 5th and then, if they want to continue it from that point, the new board will do that.

-Councilwoman Richardson: But under the understanding that there won't be really business done on it, it'll just be continued for the sake of.

-Town Attorney Nugent: For the purpose of continuation.

-Town Supervisor Cardone: People will be allowed to speak?

-Councilwoman Richardson: Of course.

-Town Attorney Nugent: Yeah. Okay. Yeah. If somebody wants to speak on it, you could do that. So, the motion would be to continue the public hearing until January 5th at 7 p.m. or as soon thereafter as could be heard.

**On a motion by Town Supervisor Cardone, seconded by Town Councilmember Scancarello**

**Ayes: Town Supervisor Cardone, Town Councilmember Bingham, Town Councilmember Scancarello, Town Councilmember Houle, Town Councilmember Richardson**

**Nays: None**

**Abstain: None**

- 4.4. Motion to Keep Open the Public Hearing RE: Road Improvement Petition, Seven Springs Road Realignment

**2025-#508**

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to Keep Open the Public Hearing RE: Road Improvement Petition, Seven Springs Road Realignment until January 5, 2026, at 7:00 PM or soon there-after.

**On a motion by Town Councilmember Richardson, seconded by Town Supervisor Cardone**

**Ayes: Town Supervisor Cardone, Town Councilmember Bingham, Town Councilmember Scancarello, Town Councilmember Houle, Town Councilmember Richardson**

**Nays: None**

**Abstain: None**

### **Acceptance of Minutes**

- 5.1. Acceptance of November 17, 2025 Minutes

**2025-#509**

BE IT RESOLVED that the Town Board of the Town of Monroe accepts the Minutes of November 17, 2025.

**On a motion by Town Supervisor Cardone, seconded by Town Councilmember Scancarello**

**Ayes: Town Supervisor Cardone, Town Councilmember Bingham, Town Councilmember Scancarello, Town Councilmember Houle, Town Councilmember Richardson**

**Nays: None**

**Abstain: None**

### **Audit of Claims**

- 6.1. General Fund Abstract

**2025-#510**

BE IT RESOLVED that the Town Board of the Town of Monroe requests approval of Abstract #25-21 General Fund containing Check # 37588 - 37646 totaling \$766,346.44.

**On a motion by Town Supervisor Cardone, seconded by Town Councilmember Houle**

**Ayes: Town Supervisor Cardone, Town Councilmember Scancarello, Town Councilmember Houle**

**Nays: Town Councilmember Bingham, Town Councilmember Richardson**

**Abstain: None**

## 6.2. Escrow Fund Abstract

### **2025-#511**

BE IT RESOLVED that the Town Board of the Town of Monroe requests approval of Abstract #25-17 Escrow Fund containing Check # 2258 - 2268 totaling \$44,621.46.

**On a motion by Town Supervisor Cardone, seconded by Town Councilmember Houle**

**Ayes: Town Supervisor Cardone, Town Councilmember Bingham, Town Councilmember Scancarello, Town Councilmember Houle, Town Councilmember Richardson**

**Nays: None**

**Abstain: None**

## Cash Transfers

### 7.1. Cash Transfer Abstract

#### **2025-#512**

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to approve Abstract #2025-10, in the amount of \$472,474.52 for cash transfers to move cash from performance bond account at M&T 9711 to Planning/Zoning Escrow 3548. Funds were deposited in the wrong account for Monroe Commons.

CASH TRANSFERS TO/FROM INVESTMENT FUNDS

TOWN OF MONROE

DATE OF AUDIT: December 1, 2025

ABSTRACT #CASH 2025-10

DATE GL NO. DESCRIPTION Account Trans To Trans From

Planning Escrow M&T 3548 (I003-2025) A000-0212 472,474.52 Performance Bond M&T 9711  
A000-0214 472,474.52

472,474.52 472,474.52

To move cash from performance bond acct at M&T 9711 to Planning/zoning Escrow 3548

Funds were deposited in wrong account for Monroe Commons.

**On a motion by Town Supervisor Cardone, seconded by Town Councilmember Bingham**

**Ayes: Town Supervisor Cardone, Town Councilmember Bingham, Town**

**Councilmember Scancarello, Town Councilmember Houle, Town Councilmember Richardson**

**Nays: None**

**Abstain: None**

7.2. Cash Transfer Abstract

**2025-#513**

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to approve Abstract #2025-11, in the amount of \$103,219.10 for cash transfers to move cash from PARKLAND FEES (A000-0221) TO PARK EXPENSES.

CASH TRANSFERS TO/FROM INVESTMENT FUNDS

TOWN OF MONROE

DATE OF AUDIT: December 1, 2025

ABSTRACT #CASH 2025-11

DATE GL NO. DESCRIPTION Account Trans To Trans From

To move cash from PARKLAND FEES (A000-0221) TO PARK EXPENSES

Deposit for 8 Town of Monroe signs for parks from Signarama

Parks other expense A000-7110-4109-00 10,000.00

Parkland Fees A000-0221 10,000.00

Mombasha Park Equipment

10 X 14 shed for Mombasha Pk \$8,753.00

Concrete bases for Pickleball lights \$3,805.75

Pickleball Lights \$18,787

Mombasha Park Equipment A000-7121-2000-00 27,667.26

Parkland Fees A000-0221 27,667.26

Mombasha Park Repair & Maintenance

3 Bicolor swamp oaks \$1,425

200 Amp Service at park \$5,750

Field Renovations \$57,485

Mombasha Park Repairs & Maintenance A000-7121-4303-00 65,551.84

Parkland Fees A000-0221 65,551.84

103,219.10 103,219.10

**On a motion by Town Supervisor Cardone, seconded by Town Councilmember Scancarello**

**Ayes: Town Supervisor Cardone, Town Councilmember Bingham, Town Councilmember Scancarello, Town Councilmember Houle, Town Councilmember Richardson**

**Nays: None**

**Abstain: None**

## **Budget Transfers**

### 8.1. Budget Transfer Abstract

#### **2025-#514**

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to approve Budget Transfer Abstract #2025-12 totaling \$14,725.23 for 2025 Expenditure Adjustments.

ABSTRACT OF BUDGET TRANSFERS

TOWN OF MONROE

DATE OF AUDIT: December 1, 2025

ABSTRACT 2025-12

2025 EXPENDITURE ADJUSTMENTS

DATE GL NO. DESCRIPTION Account Trans In Trans Out

12/1/2025 Town Clerk TARA Spay & Neuter A000-1410-4891-00 4,614.04 Contingency A000-1990-0000-00 4,614.04 Shared Services Water Usage A000-1620-4240-00 39.35 Shared Services Building Repairs & Maint A000-1620-4303-00 39.35 Shared Services Janitorial Supplies SW02-8340-4504-00 42.60 Shared Services Building Repairs & Maint A000-1620-4303-00 42.60 Theater Building Elevator Inspect/Maint A000-1622-4270-00 500.00 Theater Building Fire/Sprinkler Inspect A000-1622-4271-00 500.00 Central Data Processing Internet A000-1680-4222-00 1,404.03 Central Data Processing Equipment A000-1680-2000-00 1,404.03 MW School Tax Assmnt W MOMBASHA 38-3-1 A000-1951-4000-01 228.01 MTA Tax A000-1980-4000-00 228.01 Highway Deputy Highway Superintendent PS A000-5010-1010-00 6,500.00 Highway Admin Highway Superintendent PS A000-5010-1001-00 6,500.00 Alex Smith Pavilion Aquatic Growth Cntrl A000-7120-4500-00 1,032.55 Alex Smith Pavilion Repairs & Maintenanc A000-7120-4303-00 1,032.55 O&R Property Refuse A000-7126-4230-00 107.36 O&R Property Repairs & Maintenance A000-7126-4303-00 107.36 Senior Center Water Usage A000-7620-4240-00 184.31 Senior Center Building Repair & Maintena A000-7620-4303-00 72.98 Senior Center Legal General & Administra A000-7620-4010-00 257.29  
14,725.23 14,725.23

**On a motion by Town Supervisor Cardone, seconded by Town Councilmember Bingham**

**Ayes: Town Supervisor Cardone, Town Councilmember Bingham, Town Councilmember Scancarello, Town Councilmember Houle, Town Councilmember Richardson**

**Nays: None**

**Abstain: None**

## **New Business**

### 9.1. Resignation, David Nestor, Clerk

#### **2025-#515**

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Resolution accepting the resignation of David Nestor, Clerk to the Town Prosecutor, effective December 31, 2025.  
**On a motion by Town Supervisor Cardone, seconded by Town Councilmember Bingham**

**Ayes: Town Supervisor Cardone, Town Councilmember Bingham, Town Councilmember Scancarello, Town Councilmember Houle, Town Councilmember Richardson**  
**Nays: None**  
**Abstain: None**

9.2. Resignation, Ann Marie Morris, Program Coordinator

**2025-#516**

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to accept the resignation of Ann Marie Morris, Program Coordinator, Town of Monroe.

**On a motion by Town Supervisor Cardone, seconded by Town Councilmember Scancarello**

**Ayes: Town Supervisor Cardone, Town Councilmember Bingham, Town Councilmember Scancarello, Town Councilmember Houle, Town Councilmember Richardson**  
**Nays: None**  
**Abstain: None**

9.3. Employee Vacation Carryover Requests

**2025-#517**

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to accept the following vacation carry-over requests:

***Section 802 of the Employee Handbook states:***

**Carry-Over** – An employee may carry a maximum of five days of vacation leave over to the next calendar year upon Department Head and Town Board approval. Requests to carry-over vacation leave must be submitted in writing to the Department Head and the Town Board. Copies of the request must be provided to the Bookkeeper and Confidential Secretary to Town Supervisor, for filing in the requesting employee’s personnel file.

**Barbara Singer:** Request to carry-over 5 days  
**Norinne McSweeney:** Request to carry-over 4 days  
**Ben Maldonado:** Request to carry-over 2 days  
**Caroline Steinhauer:** Request to carry-over 5 days  
**Roberta McBride:** Request to carry-over 5 days  
**Thor Midtbo:** Request to carry-over 5 days  
**George Kydon:** Request to carry-over 5 days

**Jose Garcia:** Request to carry-over 5 days

**John Dowling:** Request to carry-over 5 days

**Edwin Morales:** Request to carry-over 4 days

**Josette Figueroa:** Request to carry-over 4 days

**On a motion by Town Supervisor Cardone, seconded by Town Councilmember Scancarello**

**Ayes: Town Supervisor Cardone, Town Councilmember Bingham, Town Councilmember Scancarello, Town Councilmember Houle, Town Councilmember Richardson**

**Nays: None**

**Abstain: None**

9.4. 9/11 Memorial

**2025-#518**

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to accept the donation of 911 Memorial from RD Management.

The memorial is currently on site of BJ's Gas Station. It is a poor location. The Memorial will be moved to Town Hall by December 20th. Dorey and Supervisor Cardone met with the contractor this past weekend, and they're ready to move.

**On a motion by Town Supervisor Cardone, seconded by Town Councilmember Houle**

**Ayes: Town Supervisor Cardone, Town Councilmember Bingham, Town Councilmember Scancarello, Town Councilmember Houle, Town Councilmember Richardson**

**Nays: None**

**Abstain: None**

9.5. Town Owned Property Tax Exemption

**2025-#519**

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to Table the Matter RE Town Owned Tax Exemption.

**On a motion by Town Councilmember Bingham, seconded by Town Councilmember Richardson**

**Ayes: Town Councilmember Bingham, Town Councilmember Scancarello, Town Councilmember Richardson**

**Nays: Town Supervisor Cardone, Town Councilmember Houle**

**Abstain: None**

9.6. Meeting Room Use Request, Dingman's Dairy

**2025-#520**

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to approve request submitted by Dingman's Dairy for use of the Town Hall Meeting Room for their annual Ice Cream Trade Show event on March 6–8, 2026 from 8 a.m. - 5 p.m. at a daily rate of \$850 (totaling \$2,550). The required Certificate of Insurance has been provided.

**On a motion by Town Supervisor Cardone, seconded by Town Councilmember Scancarello**

**Ayes: Town Supervisor Cardone, Town Councilmember Bingham, Town Councilmember Scancarello, Town Councilmember Houle, Town Councilmember Richardson**

**Nays: None**

**Abstain: None**

9.7. Water District 12 BAN Refinance

**2025-#521**

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to use NY class Funds to pay off the BAN (\$130,000),

**On a motion by Town Councilmember Bingham, seconded by Town Councilmember Richardson**

**Ayes: None**

**Nays: None**

**Abstain: None**

**2025-#521A**

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to withdraw the previous Motion.

**On a motion by Town Councilmember Bingham, seconded by None**

**Ayes: None**

**Nays: None**

**Abstain: None**

**2025-#521B**

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to do another BAN on the \$130,000.

**On a motion by Town Councilmember Bingham, seconded by Town Councilmember Houle**

**Ayes: Town Supervisor Cardone, Town Councilmember Bingham, Town Councilmember Scancarello, Town Councilmember Houle, Town Councilmember Richardson**

**Nays: None**

**Abstain: None**

9.8. Notice of Award RE Moodna Basin Joint Operations Commission for Septage Cleaning and Hauling Services

**2025-#522**

BE IT RESOLVED that the Town Board of the Town of Monroe Made the following Resolution by Councilwoman Bingham and seconded by Supervisor Cardone:

RESOLUTION AUTHORIZING AWARD OF THE REQUEST FOR PROPOSALS FOR THE MOODNA BASIN JOINT OPERATIONS COMMISSION FOR SEPTAGE CLEANING AND HAULING SERVICES (2026)

WHEREAS, the Town of Monroe ("Town") published a Notice to Bidders dated October 2, 2025 seeking a Request for Proposals for The Moodna Basin Joint Operations Commission (the "Commission") for Septage Cleaning and Hauling Services ("Services") for the year 2026; and

WHEREAS, such notice required any and all proposals to be received by the Town of Monroe at the office of the Town Clerk on or before October 29, 2025 at 2:00 pm; and

WHEREAS, the Town received two (2) bids submissions in response to the issued RFP; and

WHEREAS, after review of the submitted RFP, the Town, without objection from the Commission, desires to reject the bid of Quick Pumping Service for failure to comply with the requirements of the RFP (failure to submit required copies and failure to provide certificate of insurance); and

WHEREAS, the Town Board desires to award the bid to United Sewer & Drain Service Corp.

NOW, THEREFORE, BE IT RESOLVED by the Town Board of the Town of Monroe as follows:

Section 1. The above "WHEREAS" clauses are incorporated herein as if set forth in full.

Section 2. The Town Board hereby rejects the bid of Quick Pump Supply for failing to provide the required number of copies of the bid, failure to provide a certificate of insurance as required, and for deficiencies in the identification of the form of the bidding entity.

Section 3. The Town Board hereby awards the Bid, on behalf of the Commission to United Sewer & Drain Service Corp., subject to compliance with any and all requirements in the RFP documents and subject to an executed Agreement in a final form to be approved by Town

Special legal counsel.

Section 4. The Town Supervisor and any officer, employee or consultant as directed by the Town Supervisor, is hereby authorized to take any and all actions necessary to carry out the provisions of this Resolution.

Section 5. 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
Anthony Cardone, Supervisor	[ X ]	[ ]	[ ]	[ ]
Dorey Houle, Councilperson	[ X ]	[ ]	[ ]	[ ]
Mary Bingham, Councilperson	[ X ]	[ ]	[ ]	[ ]
Sal Scancarello, Councilperson	[ X ]	[ ]	[ ]	[ ]
Maureen Richardson, Councilperson	[ X ]	[ ]	[ ]	[ ]

The Resolution was thereupon duly adopted.

**On a motion by Town Councilmember Bingham, seconded by Town Supervisor Cardone**

**Ayes: Town Supervisor Cardone, Town Councilmember Bingham, Town Councilmember Scancarello, Town Councilmember Houle, Town Councilmember Richardson**

**Nays: None**

**Abstain: None**

9.9. Emery & Webb Insurance

**2025-#523**

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to Table the Matter RE Emery & Webb until January 5, 2026.

Emery Insurance Co. quoted the Town (an increase of 8.92%). Originally, it was estimated to go up about 7 1/2%. Went up from \$230,188 to \$250,730. \*Factors include:

- Went from \$24,873,950 in exposures to \$29,315,299 in exposures on the building (18%

increase).

- When renewing the policy, there were 67 vehicles on the original policy from 2024-2025 (currently 73 vehicles). \*Highway and D.A.R.

- Kicks in late January.

- Cyber Premium is expiring.

- Cyber Questionnaire needs to be filled out to know quote for Cyber.

**On a motion by Town Councilmember Richardson, seconded by Town Councilmember Bingham**

**Ayes: Town Supervisor Cardone, Town Councilmember Bingham, Town Councilmember Scancarello, Town Councilmember Houle, Town Councilmember Richardson**

**Nays: None**

**Abstain: None**

#### 9.10. New Windsor IT

New Windsor IT would like notification if Supervisor Elect Richardson would like to use them going forward for IT services for the Town of Monroe beginning January 1, 2026. Supervisor Cardone will provide their number, so Supervisor Elect Richardson can reach out.

### Old Business

#### 10.1. Revised Return Escrow, Schaeffer

##### **2025-#524**

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Resolution approving revised return of Planning Board escrow in the amount of \$793.74 for Project #0168-2018 (Eagle View Estates/Hudson ONE) due to adjustments made to MHE invoices. Previously approved amount was \$298.74.

**On a motion by Town Supervisor Cardone, seconded by Town Councilmember Scancarello**

**Ayes: Town Supervisor Cardone, Town Councilmember Bingham, Town Councilmember Scancarello, Town Councilmember Houle, Town Councilmember Richardson**

**Nays: None**

**Abstain: None**

### Motion From the Floor

#### 11.1. Motion to Take Five Minute Recess for Accommodations

##### **2025-#525**

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to take a five-minute recess for accommodations.

**On a motion by Town Supervisor Cardone, seconded by Town Councilmember Scancarello**

**Ayes: Town Supervisor Cardone, Town Councilmember Bingham, Town Councilmember Scancarello, Town Councilmember Houle, Town Councilmember Richardson**

**Nays: None**

**Abstain: None**

11.2. Motion to Return to Regular Meeting

**2025-#526**

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to return to regular meeting.

**On a motion by Town Supervisor Cardone, seconded by Town Councilmember Bingham**

**Ayes: Town Supervisor Cardone, Town Councilmember Bingham, Town Councilmember Scancarello, Town Councilmember Houle, Town Councilmember Richardson**

**Nays: None**

**Abstain: None**

11.3. Resignation, Lauren Kelly, Climate Smart Community Coordinator

**2025-#527**

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to accept the resignation of Lauren Kelly as Climate Smart Community Coordinator.

**On a motion by Town Supervisor Cardone, seconded by Town Councilmember Scancarello**

**Ayes: Town Supervisor Cardone, Town Councilmember Bingham, Town Councilmember Scancarello, Town Councilmember Houle, Town Councilmember Richardson**

**Nays: None**

**Abstain: None**

11.4. Conservation Commission Appointment

**2025-#528**

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to appoint Lauren Kelly to the Conservation Commission slot #1, term to expire 12/31/2026.

**Public Comment**

## 12.1. Rules for Public Comment

## 12.2. Public Comment

The following residents signed up to speak during Public Comment:

- Tom Lapola
- Christian Farrell
- Mike Egan
- Richard Troiano
- Kate Troiano
- Chuck Somerlad
- Chris Davila
- Pete Tuohy
- Mike McGinn
- Beth Stevens
- Debbie Behringer

- Tom Lapola: Thanked outgoing Board for all they've done and acknowledged the new Town Board. Commented that government should be civil.

- Christian Farrell: December 13, 2025, Orange Co. Veteran's Memorial Cemetery, Wreaths Across America, Goshen, NY. 12:00 PM. Open to the public. Recognizes Supervisor Cardone's efforts and assistance in helping the men and women who have worn the uniform of our country. Always there whenever needed assistance, and we worked together to handle whatever the issue was that a Veteran was facing.

- Mike Egan: Commented that former Councilmember Mike McGinn and Supervisor Cardone cleaned up a severely dysfunctional Town Board. Years later Councilman Scancarello, Councilwoma Bingham and Councilwoman Houle joined the Board and accomplished a lot of great things. They enforced codes. Stood up to builders/developers. Professional qualified legal representation reforming Boards that had been discarded. Great community input. Professional budgeting. New Land Use Plan with great community input. Financial reporting that made sense. Community events. Improving facilities throughout the Town. Making people feel good about where they live. Hard work will begin for Supervisor Elect Maureen Richardson. Learning, listening, collaborating, leading/acting in the best interest of all residents. Builders/Developers will pressure you just as current Board was. They will want you to cut corners, gain favor financially or in treatment. Some can access the power of a voting block.

- Richard Troiano: Congratulated the new incoming Town Board. Spoke regarding the Budget which was approved at the last meeting. Questioned the budget cuts after the Election. Commented that this is a maneuver that has gone on since the beginning of politics. Sad. New Board will untangle whatever they have to get through. Monroe will make vast improvements.

- Kate Troiano: Spoke regarding the budget and the meeting before the election about how the audience was subjected to about an hour-long speech about how wonderful the town's finances were. Spoke about trying to make a deal with the Orange Co. Sheriff's Department.

Commented that the Budget was a disaster.

- Chuck Sommerlad: Thanked outgoing Board for all the support they've given to the park on behalf of the Park's Commission. Acknowledged Supervisor Cardone's 45 years in Monroe and all he's done. A stand up guy. Stepped up eight years ago. Monroe was a complete disaster previously. Rescued the Town. Will be missed. Wished both Supervisor Cardone and Councilwoman Houle luck as being two pillars of the community.

- Chris Davilla: Important that if there's nothing imminent/pressing that it's prudent financially to wait. Important to have all the information before decisions are made. Wishes everyone luck on the way out. Everyone needs to be more respectful. Belittling someone only shows the smallness of a person. Wishes new incoming board a lot of luck. Will be at every meeting he can make. Will speak his mind on what he sees and hears.

- Pete Tuohy: Been an honor and pleasure working with everyone. Acknowledged Supervisor for all he's put into this Town over the years. Civility has gone down over the past two years. Talked about them growing up together. Proud to have served as Legislator beside you for the past 8 years. Happy to call you his lifelong friend. Wished everyone well and thanked them for their service.

- Mike McGinn: Been an honor and pleasure working with everyone. Acknowledged Supervisor Cardone for all he's put into this Town over the years. What has been accomplished over the past 10 years has been amazing. The team that was put together are second to none. It's been an honor and pleasure serving with all. Supervisor Cardone put a lot into this Town over the years. Honor to be a part of that. Acknowledged Counsel Nugent as being one of the best things the Town did.

- Beth Stevens: Spoke of Ann Marie Morris' resignation. Supervisor Cardone clarified, retired. Brought up the Budget line regarding this and the amount being reduced. Would like an explanation as Ann Marie was going to do this part-time. Concerned about transfer of power. Glad that some decisions were tabled.

- Debbie Behringer: Thanked all Board Members. Acknowledged Tony for coaching, Hallmark Store, Food Truck Festival and Make a Wish. A stand-up person of character. Be proud of the job you all did. When you won this election, it was a very hopeless time. There were tears of joy the night you and Councilman Mc Ginn won. Found hope. Hopefully, we can move on.

- Councilwoman Bingham: Thanked everyone for their warm wishes. Will give any support to the incoming Board with her knowledge. Happy Holidays to all.

- Councilman Scancarello: Great run together. Will keep moving in the right direction with what was started by this outgoing Board.

- Councilwoman Richardson: Thanked everyone for coming and for making their comments heard. Happy that she has so many people willing to support and hold her accountable. Never shy away from accountability/transparency. Councilwoman Richardson said she is "An as-advertised Councilperson and will be an as-advertised Supervisor." People knew who they were voting for. People voted for someone who sees every angle. Makes a thoughtful decision. Campaigned very openly on preserving the town and planning for smart growth. Excited for January.

- Councilwoman Houle: Thanked everyone for their kind comments. It has been a pleasure

working with everyone from United Monroe, Village Board and Town Board. Will miss it terribly. Will continue to still be friends. Will continue to support the different organizations in the town. Wreath's Across America is an incredible opportunity to put wreathes on all the graves in the Veteran's Cemetery and also the cemetery at the Highlands in Woodbury. Commented to Beth Stevens that at the time, that was the information they had regarding Ann Marie Morris. She became a grandmother to 4 in about 8 weeks. Ann Marie's intention is to do everything because that's the kind of person she is. Wished everyone a Merry Christmas.

- Town Clerk Valerie Bitzer: Thanked the residents for electing me as Town Clerk in 2021 after being Deputy for 4 years to current, and for giving me the opportunity to work with these wonderful people, along with former Councilman McGinn, and Counsel Nugent. Mentioned to the incoming Board that we'll work together. Worked together for 8 years. Wished them all the best and will be missed.

- Supervisor Cardone: Thanked everyone in the audience for the support over the years. It's been a phenomenal experience, and he is extremely comfortable in moving on. Everyone has been a major part of his life. Thanked the Finance Department, and Jenn Schnaars, Secretary. Commented that finding counsel Nugent was a great find. No better Attorney in the state when it comes to Municipal Law. Referenced an email from former Councilman Mike McGinn from November 2023 while in office after finishing treatment. Nicest email anyone has ever sent. Save it over the years. Close to his heart. Thanked his family for making all the sacrifices and all the families that have to be made to sit on the dais and make decisions to make sure that it's being done with integrity so that the majority benefits. Had the pleasure of watching Councilwoman Hould go through two Senate races. Her dedication was as unparalleled as he'd ever seen. It's been an honor and privilege to serve this community. Happy to be able to spend more time with family. Not in any way upset about not being re-elected. Asked that everyone pray for Monroe into the future. Great choice adding Councilman Scancarello to the Board. Like a brother. Thanked everyone for being here tonight and for always speaking and stepping up, making sure that they were supported. Don't hesitate to reach out. Thanked current Board members. Commented to Beth Stevens that Ann Marie Morris met with Supervisor Cardone this morning. Needs to do what she needs to do with her family. Great loss.

### **Possible motion to adjourn to Executive and or/ Attorney Client Session**

13.1. Enter into Executive Session

\*NO ACTION AT THIS TIME

### **Return to Regular Meeting**

14.1. Return to Regular Meeting

\*NO ACTION AT THIS TIME

## **Adjournment**

### 15.1. Adjournment of Meeting

#### **2025-#529**

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to adjourn the meeting of December 1, 2025, at 8:51 PM.

**On a motion by Town Supervisor Cardone, seconded by Town Councilmember Houle**

**Ayes: Town Supervisor Cardone, Town Councilmember Bingham, Town Councilmember Scancarello, Town Councilmember Houle, Town Councilmember Richardson**

**Nays: None**

**Abstain: None**

## 1. New Business

**Subject**                      **37.1. Heavy Equipment Operator**

Meeting                      January 5, 2026 - Monroe Town Board Meeting Agenda

Type                          Action (Resolution)

Heavy Equipment Operator

2026-#

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Resolution approving Gregory Begendorf for the position of Heavy Equipment Operator with a start date of Tuesday, January 6, 2026, at an hourly rate of \$36.29 per the IBEW Union Agreement. Gregory has been pre-approved by Orange County.

**2. New Business**

**Subject**                                **37.2. Hirsch Site Plan Revised TRC**

Meeting                                January 5, 2026 - Monroe Town Board Meeting Agenda

Type                                        Action (Resolution)

Hirsch Site Plan Revised TRC

2026-#

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

- 1.    12-9-25 Hirsch - 47 Seven Springs (24-231)-Revised



**TOWN OF MONROE**  
**PLANNING BOARD**  
**TECHNICAL REVIEW COMMENTS**

**PROJECT NAME:** HIRSCH SITE PLAN  
**PROJECT LOCATION:** 47 SEVEN SPRINGS ROAD  
SECTION 1 – BLOCK 1 – LOT 11.21  
**PROJECT NUMBER:** 24-231  
**DATE:** 2 DECEMBER 2025  
REVISED: 9 DECEMBER 2025  
**CONSULTANT:** FRIEDLER ENGINEERING, PLLC  
**PLAN DATE:** OCTOBER 29, 2025  
**DESCRIPTION:** THE APPLICATION PROPOSES TO BUILD AN ADDITION TO AN EXISTING SINGLE-FAMILY DWELLING AND THUS CREATE A TWO-FAMILY DWELLING. THE APPLICATION RECEIVED CONDITIONAL APPROVAL ON JUNE 17, 2025.

The Planning Board Resolution of Approval identified the following specific conditions:

1. The plans dated Revision 8 on 10/29/2025 address our previous comments. (Specific Condition 1)
2. KALA has reviewed the Tree Plan and provided correspondence dated November 26, 2025, indicating that the revised plans address the previous landscaping comments. A tree fee of \$5,250.00 is recommended. (Specific Condition 2)
3. The plan revisions noted in Specific Condition 3 of the Resolution have been incorporated into the plans dated 10/29/2025. We recommend performance bonding in the amount of \$11,500.00 to ensure compliance with the landscaping identified on the Tree Plan.
4. The proposed project creates one new dwelling unit. We believe that the parkland fee referenced in Specific Condition 4 is therefore \$5,000.00.
5. Upon payment of the fees noted above we believe that the plans are in order for signature.

Respectfully submitted,  
**MHE Engineering, D.P.C.**

Matthew Sickler, P.E.  
Engineer for the Planning Board  
MS/jb

CC: Tony Cardone, Supervisor  
Ben Maldonado, Building Inspector

P:\10-10 TOWN OF MONROE\10-11 Planning Board\000 - Applications - Projects 2024\24-231 Hirsch - 47 Seven Springs Rd\Technical Review Comments\12-9-25 Hirsch - 47 Seven Springs (24-231)-Revised.docx

**NEW YORK OFFICE**

33 Airport Center Drive, Suite 202, New Windsor, NY 12553  
845-567-3100 | F: 845-567-3232 | mheny@mhepc.com

**PENNSYLVANIA OFFICE**

111 Wheatfield Drive, Suite 1, Milford, PA 18337  
570-296-2765 | F: 570-296-2767 | mhempa@mhepc.com



**4. New Business**

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

Meeting                               January 5, 2026 - Monroe Town Board Meeting Agenda

Type                                       Action (Resolution)  
Information

Use of Senior Center, Town of Monroe Republican Committee

2026-#

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to approve the Town of Monroe Republican Committee following dates for use of the Sr. Center located at 101 Mine Rd., Monroe, NY the 3rd Thursday of each month at 7:00PM: (\$25 room rental fee) **January 14, 2026, February 19, 2026, March 19, 2026**, April 16, 2026, May 21, 2026, June 18, 2026, July 16, 2026, August 20, 2026, September 17, 2026, October 15, 2026, November 19, 2026, December 17, 2026.

\*The last nine months will be approved once a new Certificate of Insurance is provided. (only approving **January 14, 2026, February 19, 2026, March 19, 2026, at this time**)

1. 2025-2026 COI town of monroe republican committee for town of monroe\_Redacted
2. T.O.M. RC Use of Meeting Room 2026\_Redacted




# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/07/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b>  Donald J Roberts CPCU 671 Rt 17 M Monroe, NY. 10950	<b>CONTACT NAME:</b> Don Roberts <b>PHONE (A/C, No, Ext):</b> 845-782-8550 <b>E-MAIL ADDRESS:</b> don.roberts.huxh@statefarm.com	<b>FAX (A/C, No):</b> 845-783-7011
	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> State Farm Fire and Casualty Company	
<b>INSURED</b> Town of Monroe Republican Committee 34 Oreco Ter Monroe, NY. 10950	<b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD INSD	SUB WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<input checked="" type="checkbox"/>	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	X	X	██████████	03/13/2025	03/13/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE OTH-ER \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Town of Monroe Republican Committee for Fundraising & Meetings

**CERTIFICATE HOLDER****CANCELLATION**

Town of Monroe 1455 Orange Turnpike Monroe, NY. 10950	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE
-------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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**MONROE SENIOR CENTER**

**APPLICATION FOR USE OF MEETING ROOM**

**FOR NON-PROFIT ORGANIZATIONS**

**\*There is a \$25 non-refundable fee per use of the room.**

**Payment is due when the meeting room key is picked up at Town Hall.**

Organization: Town of Monroe Republican Comm.  
Meeting Date Requested: Jan. 14, Feb. 19, Mar. 19, Apr. 16, May 21, June 18,  
Meeting Time Requested: 7:00 p July 16, Aug. 20, Sept. 17, Oct. 15,  
Nov. 19, Dec. 17

Purpose of Meeting: T.O.M. Republican Comm.

\_\_\_\_\_  
\_\_\_\_\_

Number of People Attending: 19(+)

**CONTACT INFORMATION**

Name: Valerie Bitzer

Address: [REDACTED]

Phone Number: [REDACTED] -mail address: [REDACTED]

**\*FOR TOWN CLERK USE ONLY**

Key Pick-Up Date: Jan. 14, 2026 Key Return Date: \_\_\_\_\_

Key Pick-Up Name: Valerie Bitzer Key Return Name: \_\_\_\_\_

Key Pick-Up Signature: \_\_\_\_\_ Key Return Signature: \_\_\_\_\_

\$25 Fee paid \_\_\_\_\_ Cash \_\_\_\_\_ Check # \_\_\_\_\_ (Payable to Town of Monroe)

### MONROE SENIOR CENTER USE POLICY

- All dates for organizations are conditional and are contingent on absence of conflict with Town Business.
- Organization must be not-for-profit and Monroe-based.
- Neither the organization nor the activity can be "for profit."
- No political rallies or political fundraisers will be allowed.
- No food is allowed.
- No smoking is allowed.
- If necessary to move a table or chairs, please return room back to original set-up before leaving.
- No furniture is to be placed on the dance floor.
- All lights, including restrooms, need to be turned off before leaving the building.
- Meetings are not to exceed the capacity of 200 persons.
- An Application For Use of Meeting Room must be completed.
- Wherever possible, the reservation for room use should be made 14 days in advance.
- Organization is responsible for obtaining the key from the Town Clerk on the day of the meeting as well as returning it the **next** day. Town Hall hours are 8:00 a.m. – 4:00 p.m. If the key is not returned in the requested time period, a warning system is in place. Use of room privileges will be revoked if the system is abused.
- If an organization requests regularly scheduled meetings, only two people can be authorized to pick up the key from the Town Clerk. The designated persons will have a copy of their license kept on file.
- All Meeting Room Use Application Requests can be made with the Supervisor's Office.
- The Town of Monroe reserves the right to request a refundable deposit of \$50.00 where it is felt there may be added costs incurred in terms of cleaning after the meeting.
- Organization agrees to be responsible for any damage done to Town premises while using the room.
- Any organizations' meeting will be at the discretion of the Board, any violators of the rules jeopardize their privilege of using the room.
- Effective 1/1/2023 Certificate of Insurance is required, and should include: All policies should name the Town of Monroe as an Additional Insured, All policies should include a Waiver of Subrogation, All policies should be written on a Primary Non-contributory Basis, Limits of Insurance should be \$1M for the General Liability, It would be preferable that they also carry at least a \$1M Umbrella (at the towns discretion)

Organization: T.O.M. Rep. Comm.  
Signature: Valerie Bitzer  
Printed Name: Valerie Bitzer

## 5. New Business

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

Meeting                      January 5, 2026 - Monroe Town Board Meeting Agenda

Type                          Action (Resolution)  
Information

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

2026-#

BE IT RESOLVED that the Town Board of the Town of Monroe approves to pay the annual dues for the membership to the Association of Towns of the State of New York in the amount of \$1,750.00 for the year 2026.

1. A.O.T. 2026 Dues



**THE ASSOCIATION OF TOWNS  
of the State of New York**

**150 State Street, Albany, New York 12207**  
"Service and Representation for the 932 Town Governments of New York"

**Chris Koetzle, Executive Director - PHONE: [518] 465-7933 - FAX: [518] 465-0724**  
**Website and e:mail: WWW.NYTOWNS.ORG**

---

November 1, 2025

**Town of Monroe**  
**County Of Orange**

Annual Town Association Membership Dues for the year beginning  
January 1, 2026 as authorized by Article 8 of the Town Law.

**Dues: 1,750.00**

These dues are computed from the latest complete information of your  
town's "Total Town Revenue" as reported to the Office of the State  
Comptroller.

**Claimant's Certification**

I certify that the above bill is just, true and correct; that no part thereof has been paid except as  
stated and that the balance is actually due and owing, and that taxes from which the municipality is  
exempt are not included.

**Chris Koetzle**  
**Executive Director**

**Association of Towns of the State of New York  
Dues Schedule for 2026**

<u>FY2023 Revenues:</u>		<u>FY2026 Dues:</u>	
Between:	\$0	and \$149,999	= \$200
Between:	\$150,000	and \$249,999	= \$300
Between:	\$250,000	and \$424,999	= \$400
Between:	\$425,000	and \$799,999	= \$500
Between:	\$800,000	and \$999,999	= \$600
Between:	\$1,000,000	and \$1,249,999	= \$700
Between:	\$1,250,000	and \$1,699,999	= \$800
Between:	\$1,700,000	and \$2,099,999	= \$900
Between:	\$2,100,000	and \$2,699,999	= \$1,000
Between:	\$2,700,000	and \$4,999,999	= \$1,100
Between:	\$5,000,000	and \$7,499,999	= \$1,200
Between:	\$7,500,000	and \$9,999,999	= \$1,350
Between:	\$10,000,000	and \$13,499,999	= \$1,500
Between:	\$13,500,000	and \$16,999,999	= \$1,625
Between:	\$17,000,000	and \$19,999,999	= \$1,750
Between:	\$20,000,000	and \$34,999,999	= \$1,875
Between:	\$35,000,000	and \$49,999,999	= \$1,975
Between:	\$50,000,000	and \$99,999,999	= \$2,150
Over:		\$100,000,000	= \$2,300

**Note: Towns for which data is not available from the OSC (“unreported”) will be billed the 2025 amount for 2026 dues.**

Question and Answer

- Q. Why is my dues amount based on FY2023 revenues?**  
**A.** FY2023 revenue data are the latest available from the Office of the State Comptroller

**6. New Business**

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

Meeting                                January 5, 2026 - Monroe Town Board Meeting Agenda

Type                                        Action (Resolution)  
Information

Motion Approving Attendance at 2026 Annual Association of Towns Meeting

2026-#

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion Approving the following Attendance at the 2026, NY Annual Association of Towns Meeting to be held February 15-17, 2026 at the Marriott Marquis.

- 1.    NYAOT 2026 Meeting



Dear Town Clerk:

**PLEASE READ AT FIRST 2026 TOWN BOARD MEETING**

**Contains Dated Material to be RETURNED**

The 2026 Training School & Annual Meeting of the New York Association of Towns (NYAOT) will be held at the **New York Marriott Marquis, February 15-17, 2026**. This is NYAOT's premier training event attended by more than 1,000 town officials and exhibitors. Our 2026 meeting builds on some of the momentous changes we started in 2025 for a more rewarding conference experience for all.

The conference fee, along with all other actual and necessary expenses of town officers and employees authorized by the town board to attend, are a legal town charge under General Municipal Law § 77-b. Registration receipts will be issued. They should be retained by each town officer or employee attending and should be attached to claim vouchers presented to town boards for reimbursement of attendance expenses.

For specific conference, hotel and other information, including a copy of the tentative conference agenda, we encourage you to visit our website at [www.nytowns.org](http://www.nytowns.org). The following is a brief outline of events:

**INFORMATIONAL HEARING** Sunday afternoon, February 15.

The informational hearing presents an opportunity to ask questions on NYAOT's Annual Budget. Please note that we are holding a separate virtual session on January 29, 2026 via zoom to give members an opportunity to ask questions about our 2026 resolutions that make up our legislative platform. A link to register will be emailed and available on our website soon.

**GENERAL OPENING SESSION** Monday morning, February 17

**CONFERENCE CLASSES** Sunday, February 15 – Tuesday, February 17

**INAUGURAL AWARDS LUNCH (optional)** Monday, February 16

**ANNUAL MEETING (Official Delegates)** Tuesday, February 17

### Information on the Annual Meeting and Delegates

NYAOT's Constitution and Bylaws (a copy of which is available at our website [www.nytowns.org](http://www.nytowns.org) under the Members section here) provides that each member town in good standing may vote on the election of officers for NYAOT and our Legislative Priorities for 2026 at the Annual Meeting. Below is a series of Frequently Asked Questions:

#### *What does it mean to be a delegate at the NYAOT's Annual Meeting?*

Every year, NYAOT holds its Annual Meeting where members vote on different issues, including the election of NYAOT's president, vice presidents, and legislative platform. A delegate is, quite simply, the person the town designates to vote on behalf of the town at the business meeting. This year, the Annual Meeting will be held Tuesday, February 17 at 8 a.m.

#### *Who can be a delegate?*

Any officer, employee, or appointed representative of a member town in good standing at the time of the meeting.

#### *What does it mean to be a member in good standing?*

Any town that has paid its dues for the year 2026 BEFORE the Annual Meeting is a member in good standing.

#### *How does the town designate its delegate?*

The town board should adopt a resolution appointing an officer, employee, or representative to the position of delegate. The town can also designate an alternate delegate, who will assume delegate voting responsibilities if the delegate is unable to cast their vote. The town then fills out the Certificate of Designation and returns it to NYAOT by February 7, 2026 so that the Credentials Committee may review and establish a delegate's eligibility to vote.

A copy of the proposed 2026 Legislative Program on which delegates will vote was developed at a joint meeting of the Executive Committee and the Resolutions Committee and is attached for review. So that member towns and delegates have an understanding of the proposed resolutions prior to the Annual Meeting on Tuesday, February 17, 2026, as noted above, **NYAOT will be holding an informational zoom session on January 29, 2026.** You do not need to be designated as a delegate to attend, but we encourage all towns who plan to send a delegate to vote to have a representative participate in this call.



Dear Town Clerk:

I'm writing to remind your town to assign a delegate (and an alternate) to attend our Annual Business Meeting with the purpose of electing the president, five vice presidents and voting on the Association's annual legislative platform. Assignments should be made to town officials who plan on attending the 2026 Training School and Annual Meeting, to be held at the New York Marriott Marquis, February 14-17, 2026.

To assign your delegate: The town board must adopt a resolution designating its delegate (and alternate). The alternate will assume delegate voting responsibilities if, the delegate cannot vote for any reason. After passing the resolution complete and submit the enclosed Certificate of Designation to us no later than February 7, 2026.

Important information for the delegate: NYAOT will be holding a webinar on informational session in January 2026 for members to ask questions about the proposed resolutions delegates will be voting on at the Annual Business Meeting on Tuesday, February 17, 2026. We believe this change will allow for more member engagement and provide a greater opportunity for members to evaluate how they should vote. A link to register for this will be sent to members and available soon.

A note about membership dues: For a delegate to cast their vote at the Annual Business Meeting, your town's 2026 dues must be received in the office by February 7, 2026. We are unable to apply dues payments received by mail in our office after that date, no exceptions.

Kindest regards,

Christopher A. Koetzle  
Executive Director

Christopher A. Koetzle  
**Executive Director**

Sarah Brancatella  
**Deputy Director**

Kimberly A. Splain  
**Chief Fiscal Officer**

Lori A. Mithen-DeMasi  
**Chief Counsel**

Katie Hodgdon  
**Association Counsel**

150 State St. Suite 203  
Albany, NY 12207

(518)465-7933

[info@nytowns.org](mailto:info@nytowns.org)

[www.nytowns.org](http://www.nytowns.org)

# CERTIFICATE OF DESIGNATION

In order to establish eligibility and credentials to vote at the 2026 Business Session, this form must be filed with:

ASSOCIATION OF TOWNS OF THE STATE OF NEW YORK,  
150 STATE STREET, SUITE 203, ALBANY, NY 12207

by February 7, 2026

**TO: OFFICERS AND MEMBERS OF THE  
Association of Towns of the State of New York**

*To Ensure Correct Spelling On Badges, Please Print Or Type*

I, \_\_\_\_\_, Town Clerk of the Town of \_\_\_\_\_,  
in the County of \_\_\_\_\_ and State of New York DO HEREBY CERTIFY  
that the town board of the aforesaid town has duly designated the following named person  
to attend the Annual Business Session of the Association of Towns of the State of New York, to  
be held during February 17, 2026, and to cast the vote of the aforesaid town, pursuant to §6 of  
Article III of the Constitution and Bylaws of said Association:

NAME OF VOTING DELEGATE \_\_\_\_\_

TITLE \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

ADDRESS \_\_\_\_\_

In the absence of the person so designated, the following named person has been designated  
to cast the vote of said town:

NAME OF ALTERNATE \_\_\_\_\_

TITLE \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

ADDRESS \_\_\_\_\_

In WITNESS WHEREOF, I have hereunto set my hand and the seal of said town

this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Town Clerk



CHK # \_\_\_\_\_

ORDER # \_\_\_\_\_

*Association of Towns Educational Series*  
**Registration Form**

**TRAINING & CERTIFICATION**  
*FOR NEWLY ELECTED TOWN OFFICIALS*

NAME \_\_\_\_\_

TITLE \_\_\_\_\_ PHONE \_\_\_\_\_

TOWN/COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

**ONE REGISTRANT PER FORM**

**EVENT: 2026 NEWLY ELECTED TOWN OFFICIAL SCHOOLS**

**Albany | Corning**

- Registration and breakfast begins at 7:30 a.m. at each location.
- Classes run all day Wednesday, Thursday plus half-day Friday.
- All attendees are invited to Wednesday evening Welcome Reception at each location. Details to follow.
  - Registration includes all class materials, breakfast and lunch.
- All attendees must book their own hotel room reservation by calling the corresponding phone number or visiting:

Renaissance Albany

<https://app.marriott.com/reslink?id=1761148448577&key=GRP&app=resvlink&dt=true>

Radisson Hotel Corning:

<https://www.choicehotels.com/reservations/groups/PD74Y3>

<i>Dates</i>	<i>Location</i>	<i>Member Rates*</i>	<i>Select (X)</i>	<i>Non-Member Rates*</i>	<i>Select (X)</i>	<i>Room Rates</i>	<i>Last Day to Book Hotel Room</i>
January 14 - 16, 2026	Renaissance Hotel 144 State Street, Albany, NY 12207	\$250		\$250		\$219/night	December 28, 2025
January 21 - 23, 2026	Radisson Hotel Corning 125 Denison Parkway East Corning, NY 14830	\$250		\$250		\$110/night	December 21, 2025

\*For refunds, less a \$10 processing fee, notice of cancellation must be received 10 days prior to day of event - NO REFUNDS after that date.

**For questions, please email Emily Kurtzner at [ekurtzner@nytowns.org](mailto:ekurtzner@nytowns.org) or call (518)465-7933.**

# 2026 Newly Elected Town Officials Schools Agenda

**January 14, 15 & 16 - Albany Capital Center  
55 Eagle Street, Albany, NY 12207**

**January 21, 22 & 23 - Radisson Hotel Corning  
125 Denison Parkway East, Corning, NY 14830**

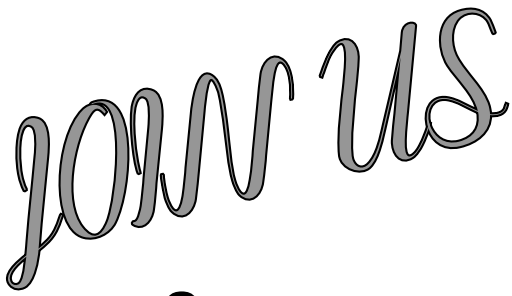
Time	Topic	Speakers
8:00-9:00 7:30	<b>Breakfast - All 3 Days Registration Opens</b>	
<b>Day 1</b>		
8:45-9:00	Welcome, Introduction to OSC, and Material Briefing	Chris Koetzle, Executive Director, Association of Towns and TBD, Division of Local Government and School Accountability, Office of the State Comptroller
9:00-10:00	Town Government 101: What is a Town, What Services Does a Town Provide and Who Provides Those Services	Lori Mithen-Demasi, Chief Counsel; Sarah Brancatella, Deputy Director; and Katie Hodgdon, Association Counsel, Association of Towns
10:00-10:30	Town Board Tool Kit: Motions, Resolutions, Ordinances & Local Laws	Lori Mithen-Demasi, Chief Counsel; Sarah Brancatella, Deputy Director; and Katie Hodgdon, Association Counsel, Association of Towns
<b>10:30-10:40</b>	<b>10-Minute Break</b>	
10:40-11:40	Town Budget Process/Basics	Sarah Brancatella, Deputy Director; and Katie Hodgdon, Association Counsel, Association of Towns; Dan Acquilano, Manager of Local Official Training, Office of the State Comptroller
<b>11:40-12:30</b>	<b>50-Minute Lunch</b>	
12:30-2:00	Local Procurement	Sarah Brancatella, Deputy Director; and Erina Fitzgerald, Senior Attorney, Office of the State Comptroller
2:00-2:10	<b>10-Minute Break</b>	
2:10-3:10	Highways	Lori Mithen-Demasi, Chief Counsel and David P. Orr, Cornell Local Roads Program
3:10-4:10	Basics of Municipal Liability	Peter Baynes, New York Municipal Insurance Reciprocal Mike Kenneally, Esq., NYS Municipal Workers' Compensation Alliance

## **Town Clerk Breakout Agenda**

2:10-4:10	Vital Records: Birth, Marriage and Death	Registration Unit Field Representative, Bureau of Vital Records, NYS Department of Health
<b>4:10-5:10</b>	<b>Reception</b>	Sponsored by: New York Municipal Insurance Reciprocal and New York State Municipal Workers' Compensation Alliance

(Over)

Time	Topic	Speakers
<b>Day 2</b>		
9:00-10:00	Fiscal Oversight Responsibilities of the Town Board	Ingrid Otto, CPA, Auditor 2 (Corning) and Joseph Testa, Auditor 2, Office of the State Comptroller (Albany)
10:00-11:00	Ethics	Sarah Brancatella, Deputy Director, Association of Towns
<b>11:00-11:10</b>	<b>Break</b>	
11:10-12:10	Public Comments, Open Meetings and FOIL	Sarah Brancatella, Deputy Director; and Katie Hodgdon, Association Counsel, Association of Towns
<b>12:10-1:00</b>	<b>Lunch</b>	
1:00-2:30	Personnel Management for Town Boards	Jeffrey Swiatek, Partner, Hodgson Russ LLP
<b>2:30-2:45</b>	<b>Break</b>	
2:45-4:00	Town Supervisor's Accounting Responsibilities	William Naylor, Auditor 2, Office of the State Comptroller (Corning) Leslie Richard, CPA, Auditor 2, Office of the State Comptroller (Albany)
<b>Town Clerk Breakout Agenda</b>		
1:00-2:30	The Minutes Process	Virgina (Ginny) Ignatowski, Town Clerk and Receiver of Taxes, Town of Chili (Corning); Lori Mithen-Demasi, Chief Counsel, Association of Towns; and Daniel Acquilano, Division of Local Government and School Accountability, Office of the State Comptroller; Sue Haag, Town Clerk and Tax Collector, Town of Austerlitz (Albany)
<b>2:30-2:45</b>	<b>Break</b>	
2:45-4:00	Records Management	Maria McCashion, Records Advisory Officer, NYS Archives (Albany) Michael Martin, Records Advisory Officer, NYS Archives (Corning)
<b>Day 3</b>		
9:00-10:00	Cash Management	Ingrid Otto, CPA, Auditor 2, Office of the State Comptroller (Corning) Joseph Testa, Auditor 2, Office of the State Comptroller (Albany)
10:00-11:00	TBD - Supervisor Panel	TBD
<b>10:50-11:15</b>	<b>Break</b>	
11:15-12:15	Ask the Staff	Lori Mithen-Demasi, Chief Counsel; Sarah Brancatella, Deputy Director; and Katie Hodgdon, Association Counsel, Association of Towns; Dan Acquilano, Manager of Local Official Training, Office of the State Comptroller
<b>Town Clerk Breakout Agenda</b>		
9:00-10:00	Tax Collection: A Primer for Collectors and Town Officials	Laura Peschel, Receiver of Taxes, Town of Manlius (Corning) Holly Perlowitz, Reciever of Taxes, Town of Ossining (Albany), and Katie Hodgdon, Esq., Association Counsel, Association of Towns (Both)
10:00-11:00	Fiscal Responsibilities of the Town Clerk	William Naylor, Auditor 2, Office of the State Comptroller (Corning); Leslie Richard, CPA, Auditor 2, Office of the State Comptroller (Albany)
11:15-12:15	Ask the Staff	Lori Mithen-Demasi, Chief Counsel; Sarah Brancatella, Deputy Director; and Katie Hodgdon, Counsel, Association of Towns; Dan Acquilano, Manager of Local Official Training, Office of the State Comptroller



2026 Annual Meeting & Training  
School Feb. 14 – 17th, 2026  
New York Marriott Marquis, NYC

## ONLINE REGISTRATION OPEN NOW AT [WWW.NYTOWNS.ORG](http://WWW.NYTOWNS.ORG)

1. **EXPENSES:** Actual and necessary expenses incurred in attending this school, including the registration fee, are proper municipal charges under Town Law, §116(12) and General Municipal Law, §77(b).

### Early-bird rates

*Available through Oct. 31, 2025*

Member municipality, conference | \$150  
Non-member municipality, conference | \$180  
Non-municipality, company, conference | \$375

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### Rates increase Nov. 1

*(registrations submitted after Jan. 24 will be processed at on-site rates)*

Member municipality, conference | \$185  
Non-member municipality, conference | \$215  
Non-municipality, company, conference | \$425

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### Attorney Continuing Legal Education (CLE)

*(Credit hours and rates - 10 Professional Practice/Skills credits and 2 Ethics credits. All courses provide transitional and non-transitional credit.)*

*Fee includes meeting registration.*

Member (early bird / regular / on-site) | \$450 / \$550 / \$625  
Non-member (early bird / regular / on-site) | \$560 / \$600 / \$675  
Non-municipality, company, conference (early bird / regular / on-site) | \$735 / \$750 / \$825

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## Lock in 2025 room rates by registering before 10/31!

To reserve your room, visit <https://book.passkey.com/e/51084536>

Rooms with an asterisk (\*) next to them have limited availability. Group rate cut-off date is Friday, January 23, 2026.

**2025-2026 room rates are as follows:**

**Marquis Standard King/Double | \$303 early bird / \$322 regular rate (book between 10/31 and 1/24)**  
**Times Square View | \$429\***  
**Deluxe Suite | \$629\***  
**Premier One-Bedroom Suite | \$739\***

# What's New

*2026 Annual Meeting & Training  
School Feb. 14 – 17th, 2026  
New York Marriott Marquis, NYC*

## Add-on Experiences

This year, we are proud to be able offer attendees some additional networking and entertainment opportunities to take your full conference experience to the next level.

Please note that due to these changes, all attendees registering online must register themselves. If you need assistance with your member log-in credentials, please e-mail or call our offices at [info@nytowns.org](mailto:info@nytowns.org) or (518)465-7933.

1. Monday, Feb. 16, 2026 Awards Reception and Luncheon at the New York Marriott Marquis. Purchase for meal ticket required - \$65 per person. Join the Association for a sit-down awards presentation and luncheon as we celebrate excellence within our community. This event is a wonderful opportunity to connect with fellow NYAOT members, recognize outstanding achievements, and enjoy a memorable meal together.

### **Meal ticket required: \$65 per person**

- Pan Roasted Chicken (DF, GF)
  - Roasted Beef Tenderloin (DF, GF)
  - Winter Squash Risotto (GF,V)
2. Monday, Feb. 16 and Tuesday, Feb. 17 2025 Dine Around NY. Receive discounts and more at participating restaurants with your conference badge. No extra purchase required. Full list of participating restaurants and other details coming soon.
  3. Tuesday, Feb. 17th at 7 p.m. NYAOT lands on Broadway at The Outsiders. Limited seats available; ticket purchase required in addition to registration. Must register online to reserve a ticket. Take advantage of a 52 percent group discount. Seats available in rear mezzanine rows A, B and C for \$69 per ticket (face value \$132.50 + service charge = \$149). Bernard B. Jacobs Theatre, 245 West 45th Street, New York, NY 10036. Run time: approximately 2 hours and 25 minutes including a 15 minute intermission

Adapted from S.E. Hinton's seminal novel and Francis Ford Coppola's iconic film, this thrilling new Broadway musical features a book by Adam Rapp with Justin Levine, music and lyrics by Jamestown Revival (Jonathan Clay & Zach Chance) and Justin Levine, music supervision, orchestration, and arrangements by Justin Levine, choreography by Rick Kuperman & Jeff Kuperman, and direction by Tony Award® winner Danya Taymor. The New York Post calls it "The Best New Musical of the Season."

In Tulsa, Oklahoma, 1967, Ponyboy Curtis, his best friend Johnny Cade and their Greaser family of 'outsiders' battle with their affluent rivals, the Socs. The Outsiders navigates the complexities of self-discovery as the Greasers dream about who they want to become in a world that may never accept them. With a dynamic original score, The Outsiders is a story of friendship, family, belonging...and the realization that there is still "lots of good in the world."

### **BOOK your room by Oct. 31, 2025 to lock in 2025 room rates. Room rates increase on Nov. 1.**

- To reserve your room, visit <https://book.passkey.com/e/51084536>
- **Vouchers are not an accepted form of payment.**
- Then, MAIL or FAX completed registration form with a check for the corresponding registration fee to:

CHK # \_\_\_\_\_

ORDER # \_\_\_\_\_

**Association of Towns Educational Series  
Registration Form**



**TRAINING & CERTIFICATION  
FOR TOWN OFFICIALS**

NAME \_\_\_\_\_

TITLE \_\_\_\_\_ PHONE \_\_\_\_\_

TOWN/COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

**ONE REGISTRANT PER FORM**

EVENT: 2026 ANNUAL MEETING & TRAINING SCHOOL

FEB. 14 - 17, 2025, NEW YORK MARRIOTT MARQUIS, 1535 Broadway, NYC, NY 10036

	<b>Registration Type</b>	<b>Quantity (x)</b>	<b>Rate</b>
<b>Sept. 15 - Oct. 31</b>	Early-bird member		\$120
	Early-bird non-member		\$145
	Early-bird non-municipality / company		\$320
	Early-bird CLE member		\$435
	Early-bird CLE Non-member		\$460
	Early-bird CLE Non-municipality / company		\$635
	Early-bird Accredited Justice Training		\$0
	Early-bird Accredited and Elective Court Clerk Training		\$0
<b>Nov. 1 - Jan. 24</b>	Member		\$150
	Non-member		\$175
	Non-municipality / company		\$350
	CLE member		\$465
	CLE non-member		\$490
	CLE non-municipality / company		\$665
	Accredited Justice Training		\$0
	Accredited and Elective Court Clerk Training		\$0
<b>Meal tickets must be purchased ahead of time</b>	OPTIONAL Meal Ticket Pan Roasted Chicken (DF,GF)		\$65
	OPTIONAL Meal Ticket Roasted Beef Tenderloin (DF,GF)		\$65
	OPTIONAL Meal Ticket Winter Squash Risotto (GF,V)		\$65
<b>TOTAL ENCLOSED</b>			

## New York Marriott Marquis Group Arrival Form - 2025

**IMPORTANT NOTE: THIS FORM DOES NOT SECURE YOUR SLEEPING ROOM RESERVATION**

Name of Group: \_\_\_\_\_

Arrival Date: \_\_\_\_\_

Departure Date: \_\_\_\_\_

Please Note: Hotel Check In time is 4pm. Any Group Arrivals prior to 4PM are NOT guaranteed ready rooms. Special Room Requests are NOT guaranteed 4PM check in. Hotel Check Out time is 11:00am. Bus arrivals (10 people or more) check -in will take place on the 3<sup>rd</sup> floor.

### Bus Arrival / Departure Information:

Bus Arrival Date \_\_\_\_\_ Bus Arrival Time \_\_\_\_\_

Bus Departure Date \_\_\_\_\_ Bus Departure Time \_\_\_\_\_

Name of Bus/Van/Shuttle Company: \_\_\_\_\_

Number of Bus/Van/Shuttle? \_\_\_\_\_

- Please call our Tour Captain/Manager on Duty # (347) 885-6351 on your Arrival Date 15 minutes prior to arrival at the Hotel.
- This will ensure that our Bell Staff is prepared for the group's bus/shuttle/van arrival.
- Bus Pick Up & Drop Off location is on 45<sup>th</sup> Street by Starbucks. New York City does not offer overnight Bus Parking.
- Please plan accordingly with your bus company.
- All luggage/bags need to be tagged with Guest Name Prior to Arrival at the Hotel.

**\*IMPORTANT: Please advise Event Manager/Hotel Tour Captain of any arrival/departure time changes\***

Onsite Contact: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Number of People: \_\_\_\_\_ Number of Rooms: \_\_\_\_\_ Estimated Number of Bags: \_\_\_\_\_

The Porterage charge is mandatory for all groups (10 or more persons) that have a Bus, Van and/or Shuttle arrival at \$11.79 per bag/round trip, regardless if Bellman assistance is needed.

Will you require guest assistance with luggage upon arrival: Yes or No

Date & Time \_\_\_\_\_

*Please note with bag delivery at check-in it will take up to 45 – 60 minutes for every 20 bags to be delivered to guestrooms by the bellman.*

Will you require a bag pull/pick-up at checkout: Yes or No

Date & Time \_\_\_\_\_

*Please note that checkout is at noon, and with a group bag pull/pick-up it will take 30 – 40 minutes for every 20 rooms to be assisted by the bellman.*

# Request for Taxpayer Identification Number and Certification

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give form to the  
requester. Do not  
send to the IRS.

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	<p><b>1</b> Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)</p> <p><b>CCMH TIMES SQUARE LLC</b></p> <p><b>2</b> Business name/disregarded entity name, if different from above.</p> <p><b>NEW YORK MARRIOTT MARQUIS</b></p> <p><b>3a</b> Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor    <input type="checkbox"/> C corporation    <input type="checkbox"/> S corporation    <input type="checkbox"/> Partnership    <input type="checkbox"/> Trust/estate</p> <p><input checked="" type="checkbox"/> <b>LLC.</b> Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . . <b>C</b></p> <p><b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions)</p> <p><b>3b</b> If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . <input type="checkbox"/></p>	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____</p> <p style="text-align: center;"><i>(Applies to accounts maintained outside the United States.)</i></p>
	<p><b>5</b> Address (number, street, and apt. or suite no.). See instructions.</p> <p><b>1535 BROADWAY</b></p> <p><b>6</b> City, state, and ZIP code</p> <p><b>NEW YORK, NY 10036</b></p> <p><b>7</b> List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p>

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

<b>Social security number</b>																									
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<b>Employer identification number</b>																									
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2	6	-	3	0	4	8	3	3	8																

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

**Part II Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	<p style="text-align: center;">Signature of U.S. person </p>	<p style="text-align: right;">Date <b>03/18/2024</b></p>
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**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**What's New**

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



## **RULES OF ORDER 2026 ANNUAL MEETING**

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*Pursuant to section 5 of Article III of the Constitution and Bylaws of the Association of Towns of the State of New York (NYAOT), the Executive Committee is charged with determining "the rules applicable to meetings of the Association". The Executive Committee has adopted the following Rules of Order for the Association's Business Session.*

### **ARTICLE I- PURPOSE**

Pursuant to Article III §5 of the Constitution and Bylaws of the Association of Towns of the State of New York, the Association, duly convened, hereby finds that New York State is the most dynamic and diverse state in the Union, and that the Association brings together dedicated representatives from Town Government, the front line of service delivery across our state. In order that the will of the majority shall always be upheld and effectuated while the voice of the minority is heard and its rights are protected, and also so that civility, decorum and order shall prevail during of its annual meeting, the Association hereby adopts these rules.

### **ARTICLE II- APPLICABILITY**

These rules shall be in full force and effect during the Association's annual meeting held each February pursuant to Article III of the Constitution and Bylaws and shall be amended only by a resolution passed by a majority of delegates in a duly convened session.

### **ARTICLE III- PRESIDING OFFICER**

The President of the Association, or designee thereof, shall preside at the Association's annual meeting. If the President is not present or able to preside, then the First Vice President, or designee thereof, shall preside. The Presiding Officer shall decide all questions of order, and rulings of the Presiding Officer shall not be the subject of debate. It shall require a majority of those delegates present to overrule the chair.

### **ARTICLE IV- ORDER OF BUSINESS**

The Association shall conduct its business in this sequence:

#### **a. Call to Order**

The Association shall convene at the time and place duly appointed and, upon a quorum of a majority of delegates from member towns being present, as noted by the Chair of the Credentials Committee, the President shall call the meeting to order and recite the Pledge of Allegiance.

#### **b. Credentials Report**

The Chair of the Credentials Committee or his or her designee shall present a report regarding the number and names of member towns represented at the meeting (2016 Bylaws, article 7, §2 (a))

#### **c. Executive Director Report**

The executive director shall present a report regarding the work of the Association of Towns.

**d. Treasurer's Report**

The treasurer shall present a report of the Association of Towns finances.

**e. Report of the Nominating Committee**

The Chair of the Nominating Committee or his or her designee shall present a report of the nominating committee setting forth the names of those town officers who they have nominated for the elective offices of president and the five vice presidents.

**f. Election of Officers**

Following acceptance of the report of the Nominations Committee, with any amendments thereto passed by a majority of Association delegates, the report shall be taken up as a single slate of candidates and voted upon.

**g. Adoption of Resolutions**

Only resolutions reported from the Resolutions Committee shall be presented to the Association for a vote. With respect to resolutions memorializing the New York State Legislature, Governor, State Agencies or the New York State Congressional Delegation to act on behalf of the Association, the Chair of the Resolutions Committee shall summarize each resolution as it is called up for action. No amendment of such resolution shall be in order except for typographical errors minor corrections designed to clarify its intent. Following the reading of each resolution, a delegate shall move the resolution which, if duly seconded, shall be approved or defeated by a majority of delegates present.

**h. Consideration of Revisions to the Bylaws**

Bylaws revisions duly reported from the Resolutions Committee and ripe for consideration by the delegates shall be presented and acted upon by the delegates.

**i. Other Business**

**j. Adjourn**

**ARTICLE V- DECORUM**

All Delegates shall maintain the highest standards of civility and decorum during the Annual Meeting. All debate shall be germane to the issue before the House. Debate shall be dignified and lacking in personal invective. A delegate rising to debate or present a paper, to give a notice, to make a motion or report, shall address the Presiding Officer and shall not proceed further until recognized by the Chair.

**ARTICLE VI – MOTIONS**

a. All motions shall be germane to the matter before the Association and must be duly seconded. When a question is before the Association, only the following motions, duly seconded, shall be in order, in the following preference:

- (1) For an adjournment.
- (2) For a quorum.
- (3) To lay on the table.
- (4) To commit to a NYAOT committee.
- (5) To amend.

b. The motion to adjourn, or for a quorum call, or to lay on the table, shall be decided without debate, and shall always be in order.

## NYAOT 2026 Budget

### Revenues

<i>Membership Dues</i>	870,000.00
<i>Corporate Membership Dues</i>	130,000.00
<b>Total Membership</b>	<b>1,000,000.00</b>

<i>Annual Meeting</i>	230,000.00
<i>Finance School</i>	90,000.00
<i>Highway School</i>	92,000.00
<i>Newly Elected School</i>	112,500.00
<i>P&amp;Z School</i>	15,000.00
<i>Webinars/OnlineU</i>	2,500.00
<i>Fall Legislative Conference</i>	28,750.00
<b>Education/Conferences</b>	<b>570,750.00</b>

<i>Publications</i>	8,000.00
<i>Ad Revenue</i>	50,000.00
<b>Total Publications</b>	<b>58,000.00</b>

<b>Interest Earnings</b>	<b>125,000.00</b>
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<i>NYMIR</i>	959,000.00
<i>MEP</i>	250.00
<i>WCA</i>	792,828.00
<i>EPIC NY</i>	20,000.00
<i>Revive NY</i>	0.00
<b>Program Income</b>	<b>1,772,078.00</b>

<b>Total Revenue</b>	<b>3,525,828.00</b>
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### Expenditures

<i>Bank Service Charges</i>	500.00
<i>Investment Advisory Fees</i>	30,000.00
<i>Credit Card Fees</i>	14,000.00
<i>Laserfiche System</i>	2,500.00
<i>Legal Expenses</i>	250.00
<i>Office Supplies</i>	12,500.00
<i>Accounting/Audit</i>	17,000.00
<i>Office Equipment</i>	5,000.00
<i>Equipment Rental/Maintenance</i>	15,000.00
<i>Postage</i>	11,000.00
<i>Telephone</i>	11,000.00
<b>Office Expenses</b>	<b>118,750.00</b>

<i>IT/Network (Was Computers)</i>	10,000.00
<i>Computer Hardware/Software</i>	100,000.00
<b>Technology</b>	<b>110,000.00</b>

## NYAOT 2026 Budget

*Expenditures continued*

<b>Marketing</b>	<b>20,000.00</b>
<b>Rent</b>	<b>141,000.00</b>
<b>Publications Printing /Postage</b>	<b>125,000.00</b>
<i>Payroll</i>	<i>1,470,000.00</i>
<i>Retirement</i>	<i>270,000.00</i>
<i>Health Insurance</i>	<i>250,000.00</i>
<i>Disability</i>	<i>1,000.00</i>
<i>Paid Family Leave</i>	<i>3,500.00</i>
<i>Workers Comp</i>	<i>3,500.00</i>
<b>Payroll Expense</b>	<b>1,998,000.00</b>
<b>Staff Training/Education</b>	<b>35,000.00</b>
<i>Liability Insurance</i>	<i>2,000.00</i>
<i>D&amp;O Insurance</i>	<i>5,500.00</i>
<i>Surety</i>	<i>1,520.00</i>
<i>Other Non-Employee Insurance</i>	<i>1,520.00</i>
<b>Insurance</b>	<b>10,540.00</b>
<i>NATaT</i>	<i>40,000.00</i>
<i>Professional Affialtions/Memberships</i>	<i>15,000.00</i>
<b>Total Memberships</b>	<b>55,000.00</b>
<b>NYMEF</b>	<b>5,000.00</b>
<i>Annual Meeting</i>	<i>365,000.00</i>
<i>Finance School</i>	<i>110,000.00</i>
<i>Highway School</i>	<i>76,500.00</i>
<i>Newly Elected School</i>	<i>95,535.00</i>
<i>P&amp;Z School</i>	<i>7,500.00</i>
<i>Fall legislative Conference</i>	<i>32,500.00</i>
<i>Webinars/OnlineU</i>	<i>1,000.00</i>
<b>Education/Conferences</b>	<b>688,035.00</b>
<b>Executive Committee Expenses</b>	<b>65,000.00</b>
<b>Executive Director Expense</b>	<b>12,500.00</b>
<b>Information Resources</b>	<b>40,000.00</b>
<b>Advocacy/Lobbying</b>	<b>85,000.00</b>
<b>Meetings/Travel</b>	<b>20,503.00</b>
<b>NYMIR/CA Program</b>	<b>1,500.00</b>
<b>Total Expenditures</b>	<b>3,525,828.00</b>



Dear Town Official:

As chair of the New York Association of Towns Nominating Committee, I am pleased to announce the committee's selections for the Executive Committee elected officers for the May 1, 2026 - April 30, 2027 term (enclosed).

The Executive Committee oversees NYAOT operations as its governing board, adopts the Association's budget and works on key legislative issues at the state and federal levels. These six town officials represent a variety of offices, geographic regions and town classifications. In addition, these six town officials have shown an interest in town government and the work of the New York Association of Towns.

The nominations will be voted on by the delegation to the Annual Business Meeting on Feb. 17, 2026.

Thank you for considering these nominations.

Sincerely,

Andrea Nilon  
Nominating Committee Chair

Christopher A. Koetzle  
**Executive Director**

Sarah Brancatella  
**Deputy Director**

Kimberly A. Splain  
**Chief Fiscal Officer**

Lori A. Mithen-DeMasi  
**Chief Counsel**

Katie Hodgdon  
**Association Counsel**

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**2026-2027 Nominees for  
NYAOT Elected Offices  
Nominating Committee Report**

**Nominee for President**



**Town Clerk Tina Ward**

Town of Cobleskill, Schoharie County

(Population 6,086

Source: 2020 census)

**1<sup>st</sup> Vice President Tina Ward**

has served as town clerk in the Town of Cobleskill since 1992. She is passionate about town government and helping others through mentoring, training and education. She has taught classes at various Association of Towns' educational events and regularly attends the Annual Meeting. Tina believes the Association of Towns provides town officials with an effective voice before New York legislators and an opportunity for town officials to have a resource to help them with their town responsibilities. She is a registered municipal clerk and has completed the training and education requirements for the Certified Municipal Clerk program, the Master Municipal Clerk program and the Association of Towns' Certified Town Official program. She is also a fellow in the International Institute of Municipal Clerks (IIMC) Athenian Leadership Society and served as the IIMC region 1 director for New York and New England. Tina is currently serving on the Executive Committee, the Resolutions Committee, Audit and Finance Committee and she chaired the Association's Bylaws Revision Committee. She also served as an officer of the New York State Town Clerks Association (NYSTCA), including as President from July 1, 2009 - June 30, 2013 and was voted

NYSTCA Clerk of the Year in 2016. She also helped organize the Schoharie County Clerks Association. Tina also volunteers in her community, serving on several county committees, as the treasurer for a local cemetery association, the local county cooperative extension, the American Cancer Society, Catholic Charities, and the local historical society.

**Nominee for 1<sup>st</sup> Vice President**

**Town Board Member Lori Milne**



Town of Skaneateles, Onondaga County

(Population 7,112

Source: 2020 census)

**2<sup>nd</sup> Vice President Lori Milne** is a native of Skaneateles, New York, graduating from Skaneateles Central Schools and Cayuga Community College with a degree in accounting. In 1983, Lori was named deputy to the town tax

**This slate of nominees for the 2026 – 2027**

**Executive Committee Elected Officers will be**

**voted on by the delegates to the 2026 Annual**

**Business Meeting on Tuesday, Feb. 17, 2026 at**

**the New York Marriott Marquis as part of the**

**New York Association of Towns' Annual**

**Conference & Training School. Towns must**

**pass a resolution assigning their delegate and**

**be a member in good standing and in**

**attendance in order to cast their vote on these**

**officers, our legislative platform and conduct**

**other business.**

collector for Skaneateles and was elected town tax collector in 1994. She is currently serving her first term on the town board. Lori's tenure with the Town of Skaneateles also included court clerk to the town justice in the 1970s and assessor clerk to three assessors from 1994 until 2010. In addition to her town service Lori has held various administrative positions within the Skaneateles Central School system, and currently serves as the school tax collector. Equipped with a need to get involved with things that need to be done, Lori has experience with several leadership and service organizations. Lori has served on both the Executive Committee and Resolutions Committee of the Association of Towns since 2009. Lori believes NYAOT is powerful voice for town officials in working with our state and federal leaders and provides excellent training and networking opportunities. Lori also serves on NYAOT's Audit and Finance Committee. She is currently a member of both the New York State and Onondaga County Association of Tax Receivers and Collectors, where she has served in various executive positions including president, vice president and secretary as well as on the Foundation Board of the Skaneateles Chamber of Commerce. She is also a parishioner of St. Mary's of the Lake Church, Chaplain of the Skaneateles American Legion Unit 0239 Auxiliary, a Master Gardner with Cornell Cooperative Extension, Skaneateles Garden Club, and an active member of the Skaneateles Rod and Gun Club.

**Nominee for 2nd Vice President**



**Receiver of Taxes Holly Perlowitz**

Town of Ossining, Westchester County

(Population 40,061

Source: 2020 census)

**3rd Vice President Receiver of Taxes Holly Perlowitz MBA, CPA**, the third-term Receiver of Taxes for the Town of Ossining in Westchester County, began her career in public accounting with Deloitte and then spent 26 years in banking with Emigrant Savings Bank, mostly running the bank's mortgage company operations and finance. Holly currently serves as the First Vice President of the New York State Association of Tax Receivers and Collectors (NYSATRC) and is an active member of the Westchester County Association of Tax Receivers. Holly is also treasurer of the Ossining Micro Fund, an association established 20 years ago to provide interest-free emergency loans to local residents of the Town of Ossining. Previously, Holly served on the board of a local affordable housing organization. Holly lives in Ossining with her husband, with whom she has three adult children and two grandchildren. Holly is also actively involved in NYAOT and serves on the Executive Committee, Resolutions Committee, and the Audit and Finance Committee. Holly became active in NYAOT through NYAOT's tax collection training, where she found NYAOT's knowledge, accessibility, training and networking opportunities to be unmatched.

**Nominee for 3rd Vice President**



**Town Receiver of Taxes Jillian Guthman, Esq.**

Town of Huntington, Suffolk County

(Population: 204,127

Source: 2020 Census)

**5<sup>th</sup> Vice President Jillian Guthman, Esq.** currently

serves as the elected Receiver of Taxes and EEOC Officer in the Town of Huntington, Suffolk County. In her capacity as Receiver of Taxes, she serves her community with a focus on fiscal

integrity and excellence in service. In her capacity as the EEOC Officer, she chairs hearings on employment discrimination and harassment complaints and oversees compliance and training. Prior to her service as the Receiver of Taxes, Jillian served as the Town's Director of Human Resources, where she supervised town employees and oversaw several town departments, including the Senior Division, Veterans Affairs Division, Women's Division, Minority Affairs Division and the Division for Persons with Disabilities. She also served in the town attorney's office, first as an assistant town attorney and then as a deputy town attorney where she managed the daily department duties and worked on a variety of legal issues including, land use, employment, contracts, torts, and legislation. She began her legal career in the New York City Corporation Counsel's Office, as a legal student specialist. She also served as an assistant district attorney in Suffolk County and the village attorney for the Village of Hempstead.

Jillian became involved with the Association of Towns more than 20 years ago when she was working in the Huntington Town Attorney's office. She enjoyed the opportunities to meet town officials and share ideas as well as the great source of information on town issues that the Association provided. Jillian joined the Association's Resolutions Committee in 2020 and the Executive Committee in 2022, where she continues to bring a member-focused perspective to AOT's work, services and administration.

She received a Bachelor of Arts degree in Psychology at St. John's University and a law degree from Touro College's Jacob D. Fuchsberg Law Center. She has practiced law for over 20 years. As a lifelong resident in the Town of Huntington, she currently resides in Melville with her daughter. Jillian is also the proud daughter of

a Korean War Veteran and enjoys history and traveling.

#### **Nominee for 4<sup>th</sup> Vice President**



#### **Supervisor Dale DeKing**

Town of Bridgewater, Oneida County

(Population 1,671 Source: 2020 Census)

#### **Executive Committee Member, Dale DeKing**

currently serves as the Supervisor for the Town of Bridgewater in Oneida County. Dale's distinguished career in public service began in 1988 when she was appointed as the Town Welfare Officer. Her dedication to her community led to her election to the town board in 1997, where she served for two years before being appointed to fill a vacancy in the office of town supervisor in 1999. She has continued to serve as town supervisor ever since, demonstrating over two decades of leadership. Her commitment to collaborative governance extends beyond her own community, as she is a past president of the Oneida County Association of Towns and remains an active member of the organization.

A graduate of Mt. Markham School and a licensed cosmetologist, Dale brings diverse professional experience to her role in public service. She enjoyed a successful 29-year career with NYC Mutual Insurance Company, where she rose through the ranks to become Auto Claims Supervisor before retiring. Her commitment to her community extends well beyond her official duties—she is a long-standing member of the Bridgewater Fire Volunteer Company and is always ready to respond when her neighbors need help.

Dale's influence reaches the state level through her active involvement with the Association of Towns of the State of New York (NYAOT). She has served on the NYAOT Resolutions Committee

since 2017 and joined the Executive Committee in 2022, where she chairs the legislative subcommittee. She regularly participates in NYAOT training and legislative events.

**Nominee for 5<sup>th</sup> Vice President**



**Town Clerk/Collector Sue Haag**

Town of Austerlitz, Columbia County

(Population 1,625 Source; 2020 census)

**Executive Committee**

**Member, Sue Haag** currently serves as the elected Town Clerk/Collector for the Town of Austerlitz in Columbia County, bringing over 25 years of distinguished service to her role. Throughout her tenure, Sue has exemplified outstanding leadership, professionalism, and a steadfast commitment to her community, family, town government, and the clerk profession.

Sue serves on both the Executive Committee and the Resolutions Committee of the NYAOT, where her insight and dedication continually elevate the work of the organization. A frequent speaker at NYAOT conferences and training programs, she generously shares her extensive knowledge to help fellow town clerks master their technical responsibilities while understanding the broader impact of their roles in serving residents, businesses, and government leaders.

Her leadership also extends deeply into the New York State Town Clerks Association (NYSTCA), where she has held nearly every leadership role, including President. During the COVID-19 pandemic, Sue played a pivotal role in keeping clerks across the state informed and connected by leading NYSTCA’s first fully remote Annual Clerk’s Conference—an effort that earned her the prestigious honor of being named Town Clerk of the Year in 2025.

Sue's unwavering commitment to professional development is clearly demonstrated through her impressive credentials, which include the designations of Registered Municipal Clerk (RMC), Certified Municipal Clerk (CMC), and Master Municipal Clerk (MMC). These three progressive certifications represent her dedication to achieving the highest levels of expertise in municipal administration. In her previous role as Region 1 District Director for the International Institute of Municipal Clerks (IIMC), Sue took on significant leadership responsibilities across a seven-state territory encompassing New England and New York. Throughout her tenure in this position, she was a passionate advocate for IIMC's educational standards and devoted herself to elevating the professionalism of town clerks throughout the region. She accomplished this through organizing sanctioned training events and spearheading educational initiatives that benefited municipal clerks across New York State and the New England States, demonstrating not only her own commitment to excellence but also her dedication to advancing the profession as a whole.

Beyond her professional contributions, Sue continues to lead with compassion. She organizes regional networking events to foster connection and collaboration among clerks and actively supports community outreach programs through church and Operation Christmas Child, reflecting her lifelong dedication to service in all facets of her life.

# CONSTITUTION AND BYLAWS



## ASSOCIATION OF TOWNS OF THE STATE OF NEW YORK

2016

## **ARTICLE I**

### **Name and Purposes**

#### **Section 1. Name.**

This organization shall be known as the Association of Towns of the State of New York.

#### **Section 2. Purposes.**

The Association shall act as an agency of the towns of this state in devising practical ways and means for obtaining greater economy and efficiency in the government thereof. For the accomplishment of that result, the Association shall:

- (a) Collect, compile, distribute and publish information relative to town government in this state;
- (b) Suggest and develop improved methods for the administration of town functions;
- (c) Aid in training town officers for the better performance of their duties;
- (d) Provide a means whereby town officers may exchange ideas and experiences;
- (e) Take all necessary proper actions to preserve strong and effective town government in New York State;
- (f) Collaborate with other municipal associations to improve the function of government in New York State; and

do any and all other things necessary and proper to effect such economy and efficiency in government for the benefit of the towns of New York State and their inhabitants.

## **ARTICLE II**

### **Membership and Dues**

#### **Section 1. Membership.**

Every town in the State of New York shall be eligible for membership of the Association, and upon payment of its annual dues, shall be a member in good standing.

#### **Section 2. Annual Membership Dues.**

For the support of the Association and its activities, the annual membership dues shall be computed by the Executive Committee each year in an equitable manner and on the basis of a formula calculated to produce sufficient revenues to support the Association's annual budget adopted by the Executive Committee.

**Section 3. Dues Payable.**

The annual dues of a member of the Association shall be payable to the treasurer, on or before January 31 of each year.

**ARTICLE III  
Meetings**

**Section 1. Annual Meeting.**

~~The annual meeting of the Association shall be held in the State of New York, New York, on the Wednesday following Presidents Day of each and every February hereafter, unless the Executive Committee shall determine that such annual meeting shall be held at a different time.~~ The annual meeting of the Association shall be held annually within the State of New York at a date and location to be determined by the Executive Committee.

**Section 2. Special Meetings.**

Special meetings of the Association may be called by the president or by a majority of the members of the Executive Committee. The executive director shall call a special meeting whenever 30 members in good standing shall join in the request therefor. Such request shall be evidenced by the adoption of a resolution by the town board of each such member town. The resolution shall specifically state the purpose or purposes of such meeting.

**Section 3. Notice of Meeting.**

The executive director shall give 30 days' notice in writing to each member in good standing, of every annual and special meeting of the Association. Such notice shall specify the time and place of the meeting and the purposes thereof and shall be ~~mailed~~ provided to the town clerk of such member town, ~~at the town clerk's last known address.~~

**Section 4. Quorum.**

A quorum shall consist of 125 or more duly designated delegates of members in good standing at any meeting of the Association and may transact all business that may regularly come before such meeting.

**Section 5. Procedure.**

The Executive Committee shall determine the order of business for and the rules applicable to meetings of the Association.

**Section 6. Representation.**

On all questions arising at meetings of the Association, each member in good standing, as determined by the Credentials Committee, shall be entitled to one vote. Such vote shall be cast by a delegate designated by the town board of such member town, registered and present at the meeting at which such vote is ordered. The town board may designate an alternate delegate to cast the vote of such town in the absence of the person so designated. No person shall be designated as a delegate of a town or alternate delegate, unless such person shall be an officer, employee or appointed representative of the town so designating. The vote of all questions at meetings of the

Association, including any vote on the election of officers under Article IV hereof, shall be by voice vote or as otherwise determined by the presiding officer.

## **ARTICLE IV Officers**

### **Section 1. Elective Officers.**

The elective officers of the Association shall be a president and five vice presidents, who shall serve in numerical sequence. No two elective officers shall reside in the same county. An elective officer must be an officer, employee or appointed representative of a member town in good standing throughout his or her term of office.

### **Section 2. Appointed Officers.**

The Executive Committee shall annually appoint an executive director and treasurer. Such appointed officers shall serve for a period of one year commencing ~~May 1 and ending the following April 30,~~ upon appointment, provided, however, that the Executive Committee may appoint the executive director for an initial term of two years, which term may thereafter be extended annually for an additional one year by the Executive Committee, upon such terms and conditions as may be agreed upon between the Executive Committee and the executive director. The executive director may be removed by the Executive Committee at any time for cause, after service of specific charges and a hearing on such charges before the Executive Committee.

### **Section 3. Nominations.**

~~On or before September 1, t~~ The president shall appoint at least three individuals, who shall be either an officer, employee or appointed representative of a member town in good standing, to serve as members of a Nominating Committee and designate the chair thereof.

The Nominating Committee shall nominate the elective officers ~~on or before October 30~~ at least 90 days before the date of the annual meeting. Nominations shall be included in the notice of the annual meeting as provided for in Section 3 of Article III. The Nominating Committee shall undertake every reasonable effort to nominate individuals that reflect a diversity of population, geographic region and offices served. In addition, the Nominating Committee shall take into consideration a nominee's interest in and participation with the Association. In the event that a nominee's town is not a member in good standing at the time of the annual meeting, the Nominating Committee may put forth another nominee and notify the membership to the extent practicable.

Nominations for elective officers shall be made by said committee, but additional nominations may be made from the floor.

### **Section 4. Elections.**

All elective officers shall be elected at the annual meeting and shall hold their offices for the period of one year from ~~the first day of May next succeeding~~ thirty days from the date of their election and until their successors are elected and shall qualify. No person shall hold two or more elective offices. No elective officer may simultaneously hold an appointive office.

**Section 5. Vacancies.**

Whenever a vacancy shall occur or exist in any office, elective or appointive, the Executive Committee may appoint a qualified person to fill the vacancy for the unexpired term.

**ARTICLE V  
Duties of Officers**

**Section 1. President.**

The president shall preside at all meetings of the Association and the Executive Committee. The president shall appoint members and designate the chairs of all committees, and unless the Executive Committee shall determine otherwise, the members of all special committees as provided herein. The executive director shall keep a record of such appointments in the Association office. The president shall perform such other duties as are usually incumbent upon that officer or may be directed by resolution of the Association. In the absence or disability of the president, the vice presidents shall, according to their numerical order, succeed to the duties of the president.

**Section 2. Treasurer.**

The treasurer shall receive and disburse all moneys and keep an accurate account of all financial transactions of the Association. The treasurer shall submit at each annual meeting a report of all receipts and disbursements during the preceding year, together with the status of all funds, together with an independent audit by a public accountant or certified public accountant at the expense of the Association. The treasurer shall furnish, at the expense of the Association, such bond as shall be required by the Executive Committee. The treasurer shall annually prepare and submit to the Executive Committee a statement of the estimated receipts and disbursements of the Association for the ensuing fiscal year including an estimate of any anticipated fund balances at year end.

**Section 3. Executive Director.**

The executive director shall be an ex-officio member of the Executive Committee. The executive director shall abstain from voting upon any item or matters in which the executive director has a personal financial interest.

The executive director shall perform such duties as are usually incumbent upon that officer and such other duties as the Executive Committee of the Association may authorize or direct.

**ARTICLE VI  
Finances**

**Section 1. General.**

The funds of the Association shall not be expended for any purpose other than those specified in Section 2 of Article I or incidental thereto.

**Section 2. Committees.**

No committee shall incur any indebtedness or financial liability unless the Executive Committee shall have adopted a resolution so authorizing.

**Section 3. Fiscal Year.**

The fiscal year of the Association shall be the calendar year.

**Section 4. Budget.**

The Executive Committee shall adopt a budget for the ensuing fiscal year and place it on file in the office of the Association.

A copy of such budget shall be included in the notice of the annual meeting as provided for in Section 3 of Article III.

The Executive Committee shall hold a hearing on such budget during the annual meeting of the Association at which hearing the delegate of any member town shall have an opportunity to make recommendations and suggestions in relation to such budget. After due consideration of any such recommendations or suggestions made at such hearing in relation to such budget, the Executive Committee may make amendments thereto and as so amended such budget shall be effective for the balance of the Association fiscal year.

**ARTICLE VII  
Committees**

**Section 1. Executive Committee.**

The elective officers, the immediate past president, the executive director and eight town officers of member towns in good standing, appointed by the president with the consent of a majority of the elective officers, shall constitute the Executive Committee, and such committee shall direct, manage and control the affairs of the Association. Consent for such appointments may be obtained by (1) written correspondence, (2) facsimile, (3) vote at a meeting, (4) e-mail or other electronic medium. Representation on the Executive Committee shall reflect the different geographical areas of this state and different town officers, to the extent practicable.

**Section 2. Internal Committees.**

**(a) Credentials Committee.** At each meeting of the Association, the president shall appoint at least three officers, employees or appointed representative of member towns in good standing to serve as members of a Credentials Committee and designate the chair thereof. No question shall be voted upon until such committee shall have inquired into and reported to the meeting, the number and names of the member towns represented at such meeting and the name of the person duly authorized hereunder to cast the vote of each such town.

**(b) Resolutions Committee.** Promptly upon assuming the office of president ~~after May 1,~~ the president shall appoint at least five officers, employees, or appointed representatives of member towns in good standing to serve as members of a Resolutions Committee and designate a chair thereof. Such Resolutions Committee shall function on a year-round basis at the direction of the president to assist the Executive Committee in developing and

enunciating Association policy and positions on issues. No resolution shall be considered or acted upon at any meeting of the Association unless such resolution shall have been filed with the executive director at least 90 days before such meeting and favorably reported by the Resolutions Committee, at the business session of such meeting.

If a majority of the duly qualified representatives of member towns in good standing registered and present at any meeting shall so determine by majority vote thereof, a resolution disapproved by the Resolutions Committee shall be submitted to a referendum of all the member towns of the state within 30 days after final adjournment of such meeting. The executive director shall promptly, after final adjournment of any annual or special meeting, transmit, by first class U.S. mail, a ballot to the duly designated representatives of members in good standing setting forth in full the proposed language of any such resolution disapproved by the Resolutions Committee and determined, as above provided, to be submitted to referendum of all the member towns of the state. Unless the duly designated representatives of each member in good standing returns such ballot to the executive director clearly and unequivocally marked "Aye" or "Nay" within 30 days of the date of mailing by the executive director, such ballot shall be considered null and void. All ballots returned to the executive director shall be tallied by the executive director and retained at the office of the Association for one year for inspection by the duly designated representative of each member. The results of any such referendum shall be promptly announced to the members of the Association by the executive director. The results of such referendum shall determine the policy of the Association in relation to the subject matter of such resolution.

**(c) Nominating Committee.** (See Section 3 of Article IV hereof).

**(d) Audit and Finance Committee.** The president shall annually appoint at least three officers, employees or appointed representatives of member towns in good standing to serve as members of an Audit and Finance Committee and designate a chair thereof. It shall be the duty of such committee to audit the financial books and records of the Association and to report its findings to the delegates at each annual meeting and at the direction of the president to make more frequent examination of such books and records as the president may deem necessary. In addition, such committee shall be charged with the responsibility of evaluating and reviewing all monies held by the Association and the manner in which they are held and such other duties as the president or the Executive Committee shall direct.

### **Section 3. Special Committees.**

The president shall appoint such special committees as the Executive Committee may authorize or require, or as the president may deem necessary.

### **Section 4. Committee Chair / Members.**

The assignment of all committee chairs and members shall be in the form of a memorandum and filed with the executive director in the offices of the Association.

## **Section 5. Meetings of Committees.**

(a) The Executive Committee shall meet at such time and place as may be designated by the president or any three members thereof, upon not less than two days' notice.

(b) Committees shall meet at such times and places as the respective chairpersons thereof may designate, unless otherwise provided.

## **ARTICLE VIII Legislative Program**

### **Section 1. Legislative Program.**

A legislative program setting forth legislation deemed necessary for the improvement of the town government of this state shall, as approved at ~~the annual~~ a meeting held in September, be prepared by the Executive Committee and presented to the governor and the State Legislature.

## **ARTICLE IX Bylaws**

### **Section 1. Bylaws**

This Constitution and Bylaws may be amended at a business session at any annual meeting of the Association by a two-thirds vote of all members registered and present at such business session, entitled to vote thereon under the provisions of Section 6 of Article III hereof, providing such proposed amendment shall first have been submitted in writing to the president on or before May 1 immediately preceding the annual meeting at which such vote is to be taken. The president shall refer proposed amendments to the Executive Committee, and the Executive Committee shall refer proposed amendments to the Resolutions Committee for its review and consideration. Proposed amendments reported from the Resolutions Committee shall be presented to the Association by the Resolutions Committee on or before December 1. Such report shall be included in the notice of an annual meeting required to be given pursuant to Section 3 of Article III hereof.

Proposed amendments may be submitted to the president only by certified town board resolution of a member town in good standing, resolution of the Executive Committee of the Association or by report of a duly convened Bylaws Committee of the Association.

# 1. Amend Meeting Notice Requirements

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## Proposal to Amend Article 3, Section 3 of the Constitution and Bylaws of the Association of Towns of the State of New York (2016)

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### Objective

To provide meeting notices to member towns in the most efficient, cost-effective, and reliable manner possible.

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### Issue

The current 2016 Bylaws require that meeting notices be **mailed** to the **town clerk of each member town at the clerk's last known address**. This method presents several challenges:

- **Cost and Labor:** Printing, mailing, and materials result in increased expenses for the Association.
  - **Administrative Burden:** Member towns must photocopy and distribute materials internally, adding to their workload.
  - **Risk of Delay or Loss:** Notices may not reach the appropriate officials promptly due to staff transitions or vacancies at the town clerk's office.
  - **Inflexibility:** The bylaw's specific language prevents use of modern or future communication technologies that could enhance efficiency.
- 

### Current Bylaw Language – Article 3, Section 3

*The executive director shall give 30 days' notice in writing to each member in good standing, of every annual and special meeting of the Association. Such notice shall specify the time and place of the meeting and the purposes thereof and shall be mailed to the town clerk of such member town at the town clerk's last known address.*

---

## Proposed Amended Language – Article 3, Section 3

*The executive director shall give 30 days' notice in writing to each member in good standing, of every annual and special meeting of the Association. Such notice shall specify the time and place of the meeting and the purposes thereof and shall be ~~mailed~~ **provided** to the town clerk of such member town. ~~at the town clerk's last known address~~*

---

### Rationale for Amendment

Replacing the term “mailed” with “provided” and removing the reference to the “town clerk’s last known address” allows the Association to:

- Use **electronic delivery** methods such as email or secure online portals.
- Ensure **faster and more reliable** communication.
- Adapt to **changing technologies** without requiring further bylaw changes.
- Reduce **administrative and financial burdens** for both the Association and member towns.

This amendment preserves the integrity and transparency of meeting notifications while aligning with modern communication practices.

## 2. Annual Meeting Date and Location

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### Proposal to Amend Article III, Section 1 and Article IV, Section 3 of the Constitution and Bylaws of the Association of Towns of the State of New York

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#### Objective

To Provide the Association with the option to find a more suitable date and location for the Annual Meeting to best member and NYAOT needs

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#### Issue

The current Bylaws require the Annual Meeting to be held on the Wednesday following Presidents' Day unless otherwise determined by the executive committee. This is an annual determination that does not offer NYAOT staff sufficient time to scout new locations to provide the Executive Committee with options to consider when selecting a date and location for the Annual Meeting. Scouting suitable locations requires sufficient lead time, which the default date and location does not support.

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#### Current Bylaw Language – Article III, §1

*The annual meeting of the Association shall be held in the State of New York, New York, on the Wednesday following Presidents Day of each and every February hereafter, unless the Executive Committee shall determine that such annual meeting shall be held at a different time.*

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#### Proposed Amended Language – Article III, §1

~~The annual meeting of the Association shall be held in the State of New York, New York, on the Wednesday following Presidents Day of each and every February hereafter, unless the Executive Committee shall determine that such annual meeting shall be held at a different time.~~ The annual meeting of the Association shall be held annually within the State of New York at a date and location to be determined by the by the Executive Committee.

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### **Current Bylaw Language – Article IV, §3**

*On or before September 1, the president shall appoint at least three individuals, who shall be either an officer, employee or appointed representative of a member town in good standing, to serve as members of a Nominating Committee and designate the chair thereof.*

*The Nominating Committee shall nominate the elective officers on or before October 30th. Nominations shall be included in the notice of the annual meeting as provided for in Section 3 of Article III. The Nominating Committee shall undertake every reasonable effort to nominate individuals that reflect a diversity of population, geographic region and offices served. In addition, the Nominating Committee shall take into consideration a nominee's interest in and participation with the Association. In the event that a nominee's town is not a member in good standing at the time of the annual meeting, the Nominating Committee may put forth another nominee and notify the membership to the extent practicable.*

*Nominations for elective officers shall be made by said committee, but additional nominations may be made from the floor.*

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### **Proposed Amended Language – Article IV, §3**

~~On or before September 1,~~ **The president shall appoint at least three individuals, who shall be either an officer, employee or appointed representative of a member town in good standing, to serve as members of a Nominating Committee and designate the chair thereof.**

~~The Nominating Committee shall nominate the elective officers on or before October 30~~ **at least 90 days before the date of the annual meeting.** Nominations shall be included in the notice of the annual meeting as provided for in Section 3 of Article III. The Nominating Committee shall undertake every reasonable effort to nominate individuals that reflect a diversity of population, geographic region and offices served. In addition, the Nominating Committee shall take into consideration a nominee's interest in and participation with the Association. In the event that a nominee's town is not a member in good standing at the time of the annual meeting, the Nominating Committee may put forth another nominee and notify the membership to the extent practicable.

Nominations for elective officers shall be made by said committee, but additional nominations may be made from the floor.

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### **Rationale for Amendments**

Providing flexibility in meeting dates and locations supports increased member participation, inclusivity, and efficiency. In today's diverse and dynamic work environments, individuals often balance multiple responsibilities, work arrangements, and personal commitments, making it challenging to attend the Annual Meeting. Allowing flexibility helps accommodate varying schedules and geographic locations, ensuring broader engagement and equitable access. In summary, providing options for meeting dates and locations fosters a more adaptive, inclusive, cost-effective, and productive meeting for members, vendors, speakers and staff.

Amend the Bylaws to remove the default date for the Annual Meeting and align the nominating committee process to nominate elected NYAOT officers with the Annual Meeting whenever the Annual Meeting is held.

Summary of proposed changes -

- Remove the default date (Wednesday after Presidents' Day) for the Annual Meeting, granting the Executive Committee full flexibility in choosing a date and location.
- Remove the fixed dates (September 1 and October 30) for the nomination process.
- Adds a flexible timeline to tie the nominating committee process -under the proposed changes, the nominating committee would need to make its nominations for NYAOT's elected officers at least 90 days prior to the Annual Meeting, aligning the nomination process with the newly flexible meeting date.

### 3. Legislative Program

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#### **Proposal to Amend Article VIII, Section 1 of the Constitution and Bylaws of the Association of Towns of the State of New York (2016)**

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##### **Objective**

Enable NYAOT to present its annual Legislative Program to the Governor and State Legislature at the beginning of the Legislative Session (early January).

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##### **Issue**

Current bylaws require resolutions to be approved at the Annual Meeting in February, meaning NYAOT has no formal legislative platform for the first 45+ days of the session.

##### **Problems with Current Process**

- Legislative Program cannot be formalized or communicated until after the Annual Meeting in mid-February (Presidents' Week).
  - This delay reduces NYAOT's influence during the most active early phase of the legislative calendar and the adoption of the State Budget.
  - Resolutions must be filed 90 days before the Annual Meeting, creating a long lag between proposal and action.
- 

##### **Current Bylaw Language Article VIII, Section 1 (Legislative Program)**

*A legislative program setting forth legislation deemed necessary for the improvement of the town government of this state shall, as approved at the annual meeting, be prepared by the Executive Committee and presented to the governor and the State Legislature.*

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##### **Proposed Amended Language – Article VIII, Section 1**

A legislative program setting forth legislation deemed necessary for the improvement of the town government of this state shall, as approved at **the**

~~annual~~ a meeting held in September, be prepared by the Executive Committee and presented to the governor and the State Legislature

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## Summaries of Current Bylaw language and Proposed Amendments

### Current:

A legislative program setting forth legislation deemed necessary for the improvement of the town government of this state shall, as approved at the annual meeting, be prepared by the Executive Committee and presented to the governor and the State Legislature.

### Proposed Amended Language

A legislative program setting forth legislation deemed necessary for the improvement of the town government of this state shall, as approved at a meeting held no later than September 30 each year, be prepared by the Executive Committee and presented to the governor and the State Legislature prior to or at the beginning of the Legislative Session.

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## Rationale for Amendments

- **Preserves Democratic Process:**
    - Member towns still submit and vote on resolutions.
    - Resolutions Committee still reviews and reports.
    - Delegate voting process remains unchanged.
  - **Increases Strategic Impact:**
    - Ensures NYAOT can act at the **start** of the session and during the development of the State Budget, rather than missing early momentum.
  - **Bylaw-Compliant Mechanism:**
    - Uses existing provisions for **Special Meetings** (Article III, §2) to convene a **Legislative Meeting in September**.
- 

## Sample Schedule for Legislative Platform Adopted in September

<b>Action</b>	<b>Timing</b>	<b>Bylaw Reference</b>
Ex. Comm. sets date for special NYAOT meeting and adopts rules of procedure for the special NYAOT meeting	May	Art. III, §2, §5
Resolution filing deadline (must be 90 days prior to special NYAOT meeting)	Mid-June	Art. VII, §2(b)
Resolutions Committee review/approve/report filed resolutions	Mid-July to Early August	Art. VII, §2(b)
NYAOT Mails Reported Resolutions & delegate forms to Member Towns	Mid-August	Art. III, §3
Delegate forms due; quorum review	Late August	Art. III, §4
President appoints Credentials Committee	Early September	Art. VII, §2(a)
Credentials Committee Determines Quorum Present	Meeting Date in September	Art. III, §5
Legislative Meeting held	September	Art. VIII, §1

## 4. NYAOT Officers' Terms of Office

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### Proposal to Amend Article IV, Sections 2 and 4 and Article VII, Section 2 of the Constitution and Bylaws of the Association of Towns of the State of New York

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#### Objective

Enhance the effectiveness and significance of leadership transitions by aligning officer term start dates more closely with the Annual Meeting and providing greater flexibility for future scheduling.

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#### Issue

Currently, NYAOT officers are elected during the February Annual Meeting but do not assume office until May 1. This delay diminishes the ceremonial impact and practical authority of the newly elected officers. The gap also reduces the opportunity for a meaningful transition, including recognition of outgoing officers and engagement of incoming officers with the membership. Additionally, if the date of the Annual Meeting changes, the current fixed term start date may no longer align well, reducing flexibility and efficiency.

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#### Current Bylaw Language – Article IV, §4

*All elective officers shall be elected at the annual meeting and shall hold their offices for the period of one year from the first day of May next succeeding and until their successors are elected and shall qualify. No person shall hold two or more elective offices. No elective officer may simultaneously hold an appointive office.*

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#### Proposed Amended Language – Article IV, §4

*All elective officers shall be elected at the annual meeting and shall hold their offices for the period of one year from the ~~first day of May next succeeding~~ **thirty days from the date of their election** and until their successors are elected and shall qualify. No person shall hold two or more elective offices. No elective officer may simultaneously hold an appointive office.*

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**Current language – Article IV, §2**

*The Executive Committee shall annually appoint an executive director and treasurer. Such appointed officers shall serve for a period of one year commencing May 1 and ending the following April 30, provided, however, that the Executive Committee may appoint the executive director for an initial term of two years, which term may thereafter be extended annually for an additional one year by the Executive Committee, upon such terms and conditions as may be agreed upon between the Executive Committee and the executive director. The executive director may be removed by the Executive Committee at any time for cause, after service of specific charges and a hearing on such charges before the Executive Committee.*

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**Proposed Amended Language – Article IV, §2**

*The Executive Committee shall annually appoint an executive director and treasurer. Such appointed officers shall serve for a period of one year ~~commencing May 1 and ending the following April 30,~~ **upon appointment** provided, however, that the Executive Committee may appoint the executive director for an initial term of two years, which term may thereafter be extended annually for an additional one year by the Executive Committee, upon such terms and conditions as may be agreed upon between the Executive Committee and the executive director. The executive director may be removed by the Executive Committee at any time for cause, after service of specific charges and a hearing on such charges before the Executive Committee.*

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**Current Language – Article VII, §2**

**(b) Resolutions Committee.** *Promptly upon assuming the office of president after May 1, the president shall appoint at least five officers, employees, or appointed representatives of member towns in good standing to serve as members of a Resolutions Committee and designate a chair thereof. Such Resolutions Committee shall function on a year-round basis at the direction of the president to assist the Executive Committee in developing and enunciating Association policy and positions on issues. No resolution shall be considered or acted upon at any meeting of the Association unless such resolution shall have been filed with the executive director **at least 90 days before** such*

*meeting and favorably reported by the Resolutions Committee, at the business session of such meeting.*

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## **Proposed Amended Language – Article VII, §2**

**(b) Resolutions Committee.** *Promptly upon assuming the office of president after ~~May 1~~, the president shall appoint at least five officers, employees, or appointed representatives of member towns in good standing to serve as members of a Resolutions Committee and designate a chair thereof. Such Resolutions Committee shall function on a year-round basis at the direction of the president to assist the Executive Committee in developing and enunciating Association policy and positions on issues. No resolution shall be considered or acted upon at any meeting of the Association unless such resolution shall have been filed with the executive director at least 90 days before such meeting and favorably reported by the Resolutions Committee, at the business session of such meeting.*

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## **Summary of Proposed Amendments**

- NYAOT Elected Officer's Terms would begin within 30 days of election rather than on May 1<sup>st</sup>.
  - NYAOT Appointed Officer's Terms would begin immediately upon appointment rather than on May 1<sup>st</sup>.
  - NYAOT President would appoint resolution committee members immediately upon assuming officer rather than on May 1<sup>st</sup>.
- 

## **Rationale for Amendments**

The current structure, which delays the start of officers' terms until May 1 following their election at the February Annual Meeting, creates a disconnect between the election process and the assumption of leadership responsibilities. This delay diminishes the momentum and visibility of newly elected officers, reducing the effectiveness of the leadership transition and limiting the opportunity for both outgoing and incoming officers to be properly recognized and engaged during the Annual Meeting.

By allowing elected officers to begin their terms within 30 days of election, the organization enhances the immediacy and impact of the leadership transition. This change also provides

necessary flexibility to accommodate future adjustments in the timing of the Annual Meeting, ensuring that leadership terms remain aligned with organizational activities and governance needs.

Additionally, enabling appointed officers to assume their roles immediately upon appointment and requiring the President to appoint members to the Resolutions Committee upon taking office ensures that leadership responsibilities and committee work begin without unnecessary delay, supporting a more responsive and efficient governance structure.

This amendment strengthens organizational continuity, improves alignment with operational needs, and enhances the ceremonial and functional aspects of officer transitions.

# **2026 Proposed Legislative Priorities, Resolutions & Background\*\***



**Resolution No. 1 – Preserve and Support Home Rule**

**Resolution No. 2 – Maintain and Increase AIM and Temporary Municipal Assistance Funding**

**Resolution No. 3 – Support Highway, Bridge, and Transportation Funding**

**Resolution No. 4 – Create a Dedicated Funding Program for Municipal Water and Sewer Infrastructure**

**Resolution No. 5 – Increase the Salary Cap for Retired Public Officials Returning to Public Service**

**Resolution No. 6 – Amend Civil Service Rules to Create a More Efficient Hiring Process for Public Employers**

**Resolution No. 7 – Provide Towns with Negotiation Authority in PILOT Agreements that Impact Their Tax Base**

**Resolution No. 8 – Reform Inequities in the Real Property Tax Cap Formula**

**Resolution No. 9 – Support Town Services by Authorizing New Local Revenue Sources**

**Resolution No. 10 – Establish a Centralized Statewide Grant Clearinghouse for Local Governments**

**Resolution No. 11 – Increase Competitive Bidding Thresholds Under General Municipal Law §103**

**Resolution No. 12 – Modernize Public Notice Requirements**

**Resolution No. 13 – Support Ways to Reduce Municipal Health Benefit Costs**

**Resolution No. 14 – Requiring Comprehensive Utility & Telecommunications Inventory Reporting to Local Assessors**

\*\*Questions about Resolutions may be directed to New York Association of Towns Deputy Director, Sarah Brancatella

## **Resolution No. 1**

### **Preserve and Support Home Rule**

WHEREAS, the New York State Constitution grants broad home rule powers to local governments and places restrictions on the state Legislature in order to preserve these powers; and

WHEREAS, home rule authority encompasses a wide range of subjects, including but not limited to the authority to: adopt, amend and repeal local laws in the exercise of a town's functions, powers and duties; share services with other local governments; levy and collect rents and penalties in a town; adopt, amend and repeal zoning regulations; and

WHEREAS, under Municipal Home Rule Law and the Statute of Local Governments, local governments' home rule powers must be liberally construed; and

WHEREAS, New York is one of many states across the country granting local governments home rule authority, and this authority should be recognized at the federal level; and

WHEREAS, the exercise of home rule powers allows local governments to meet the unique and diverse needs of local residents while also fostering citizen participation in government; and

WHEREAS, New York's diverse communities are best served by maintaining the principles of home rule, including those set forth in the state Constitution, Local Government Bill of Rights, Statute of Local Governments and the Municipal Home Rule Law; NOW THEREFORE BE IT

**RESOLVED**, that the New York Association of Towns calls on the Governor and the state Legislature to preserve and strengthen home rule; and BE IT FURTHER

**RESOLVED**, that the New York Association of Towns will oppose any state or federal initiative that would weaken or eliminate New York's long-standing tradition of home rule and local government authority.

### **Background**

This resolution is routinely included in NYAOT's Legislative Program and looks to preserve and strengthen home rule and bolster the authority and autonomy town governments need to make local decisions and better serve town residents. Broadly defined, home rule is a way for the state to transfer a portion of its governmental powers to local governments by allowing them to manage their own affairs. Granted in 1963-64, home rule authority has been weakened over the years through court cases and legislative enactments, preempting towns from acting on areas of local concern. Questions or requests for additional information may be directed to Deputy Director Sarah Brancatella.

### ***State Funding***

## **Resolution No. 2**

### **Maintain and Increase Aid and Incentives to Municipalities and Temporary Municipal Assistance Funding**

WHEREAS, the Aid and Incentives to Municipalities (AIM) and Temporary Municipal Assistance (TMA) programs are sources of unrestricted aid wherein revenue is redistributed and shared with towns, cities (except New York City), and villages in New York State; and

WHEREAS, unrestricted aid funded by the state demonstrates a strong partnership between local governments and the state and is an established way for the state to provide meaningful support to local governments and keep real property taxes down; and

WHEREAS, towns are required to comply with state mandates, such as the payment of prevailing wages for municipal projects, without any significant funding source; and

WHEREAS, the state included a much appreciated additional \$50 million in unrestricted aid through the TMA funding in last year's budget; and

WHEREAS, the state budget bill appropriating funds for TMA referred to it as a two year program; and

WHEREAS, when adjusting for inflation, AIM funding should be over \$1 billion; NOW THEREFORE BE IT

**RESOLVED**, that the New York Association of Towns calls on the Governor and state Legislature to increase AIM appropriations funded by the state to account for the rate of inflation and increased costs borne by local governments; AND NOW BE IT FURTHER

**RESOLVED**, that the New York Association of Towns calls for TMA to be funded in 2026 State Budget.

### **Background**

Revenue sharing between New York State and local governments has taken various forms over the years, and when the AIM program was established as part of the state budget in 2005-2006, its goal was an improved and streamlined way for the state to redistribute state revenue to towns, cities, and villages. AIM is the only general revenue sharing funding available to municipalities, meaning that a town can spend AIM funding it receives how it best sees fit. This resolution requests that AIM funding be increased. In addition, the TMA program is distributed pursuant to the AIM formula, although technically considered a different pot of money. The state budget last year referred to the \$50 million in TMA as being in the second year of a two year program. Therefore, this resolution asks for TMA funding again this year.

### **Resolution No. 3**

#### **Support Highway, Bridge and Transportation Funding**

WHEREAS, in 2022, the state approved a \$32.8 billion Five-Year NYSDOT Capital Plan, which will be in place SFY 2022-23 through 2026-27 and which included funding for local roads and bridges; and

WHEREAS, New York State is scheduled to receive \$13.6 billion in federal funding through Federal Fiscal Year 2026 pursuant to the Infrastructure Investment and Jobs Act (IIJA), which helps fund the Five-Year NYSDOT Capital Plan; and

WHEREAS, a safe and dependable transportation network is essential to protect users of New York's roads, bridges and mass transit and to encourage and sustain economic development; and

WHEREAS, studies of New York's extensive local road system continue to identify a multi-billion dollar shortfall in funding for local roads and bridges; and

WHEREAS, the National Highway Construction Cost Index continues to increase above the rate of inflation, thereby straining local resources to fund transportation projects; NOW THEREFORE BE IT

**RESOLVED**, that the New York Association of Towns calls on the Governor and the Legislature to maintain, support, and increase funding for CHIPS, PAVE-NY, BridgeNY, Extreme Winter Recovery, POP, and State Touring Routes and to continue to provide stable and sustainable long-term funding for local infrastructure.; AND NOW BE IT FURTHER

**RESOLVED**, that the New York Association of Towns supports other transportation funding in the 2025-2026 State Budget, including additional funding to address increased project costs and funding shortfalls caused by inflation and delays between project approval and award, and to support Complete Streets projects by expanding eligibility within existing programs to reflect town needs.

## Background

Predictable, reliable highway funding is critical for towns to maintain safe roads and bridges, support local economies, and control property taxes. This resolution urges the State to continue strong support for core local transportation programs, CHIPS, PAVE-NY, BridgeNY, Extreme Winter Recovery, and POP, and to increase funding to meet growing infrastructure needs.

Local roads and bridges are aging faster than current funding levels can address. Even before the pandemic, the New York Association of Town Highway Superintendents estimated a statewide shortfall of \$1.3 billion annually for local transportation needs. Recent reports from the State Comptroller, TRIP, and others continue to highlight the significant gap between infrastructure conditions and available funding.

The state's five-year DOT capital plan and the federal Infrastructure Investment and Jobs Act have helped, but town-level needs still far exceed current appropriations. The enacted 2025–26 State Budget maintained last year's funding levels for key local programs:

- CHIPS: \$648.1M (an increase of \$50 million)
- Extreme Winter Recovery: \$100M
- PAVE-NY: \$150M
- BridgeNY: \$200M
- POP: \$100M

Sustained and increased investment in these programs is essential to keep local roads and bridges safe and functional.

## Resolution No. 4

### Create a Dedicated Funding Program for Municipal Water and Sewer Infrastructure

WHEREAS, under the New York State constitution every person has a right to clean air, water, and a healthful lifestyle; and

WHEREAS, many municipalities own water and sewer systems, storm water facilities and other infrastructure critical to ensuring this right; and

WHEREAS, much of this infrastructure was constructed decades ago and requires significant upgrades in addition to regular maintenance; and

WHEREAS, water and sewer systems are critical to support affordable housing development; and

WHEREAS, New York State currently provides application-based funding assistance on a case-by-case basis and low- to no-interest loans to fund improvements to local water and sewer infrastructure; and

WHEREAS, dedicated funding is conducive to long term capital planning, a practice encouraged by the Office of the State Comptroller; and

WHEREAS, the state initiated the Consolidated Local Street and Highway Improvement Program in 1981, which provides consistent funding assistance for the maintenance of local roads and offers a successful model on how to distribute statewide assistance through a fair and equitable formula; NOW THEREFORE BE IT

**RESOLVED**, that the New York Association of Towns calls on the Governor and Legislature to create a dedicated funding program for municipal water and sewer infrastructure using a fair and equitable formula to distribute funds annually to municipalities.

## Background

This proposal was featured prominently in NYAOT's 2025 Legislative Priorities and remained a major focus throughout the 2025 legislative session. A Senate one-house budget proposal included a CHIPS-style, dedicated water and sewer infrastructure fund for municipalities funded at \$100 million. Parallel standalone legislation was also introduced in both houses; however, the Assembly remains a sticking point as there is concern that this proposal will take away from the Clean Water Infrastructure grants.

While New York State provides important resources through grants and low- or no-interest loan programs, these funding mechanisms alone cannot meet the scale of municipal infrastructure needs. A dedicated, CHIPS-like annual program for water and sewer infrastructure would supplement these grants meant for larger, capital projects and give towns a reliable revenue source that they can budget for, incorporate into multi-year capital plans, and use to proactively address system deficiencies and operation and maintenance before they become emergencies.

NYAOT has worked closely with our partner organizations, NYCOM and NYSAC, on advancing this initiative, and both organizations strongly support the creation of a predictable, dedicated funding stream for local water and sewer systems.

New York's water and wastewater infrastructure is aging rapidly and requires substantial, long-term investment. The Office of the State Comptroller estimates that drinking-water infrastructure needs statewide range from \$22 billion to \$39 billion (Drinking Water Systems in New York: The Challenges of Aging Infrastructure, February 2017). Similarly, the Department of Environmental Conservation estimates that \$36.2 billion will be needed over 20 years to repair, replace, and modernize wastewater systems.

Finally, this proposal directly advances New York's constitutional right to clean air, clean water, and a healthful environment, added in 2021, as well as broader state priorities such as affordable housing development, which depends on modern, adequate water and sewer capacity.

## ***Workforce Development***

### **Resolution No. 5**

#### **Increase the Salary Cap for Retired Public Officials Returning to Public Service**

WHEREAS, many towns rely on the service of retired public officers and employees who rejoin the public workforce; and

WHEREAS, under Retirement and Social Security Law § 212, unless they are 65 or older, public retirees may only earn up to \$35,000 from post retirement public employment before their retirement earnings are diminished; and

WHEREAS, the retiree salary cap has not been increased since 2020 and has not kept pace with inflation; and

WHEREAS, towns are having difficulty filling vacancies in their workforces due, in part, to the inability to offer competitive salaries; and

WHEREAS, the Legislature has demonstrated flexibility in applying the cap by increasing or waiving it in other circumstances, including waiving the cap entirely for school districts; and

WHEREAS, raising the retiree salary cap makes post retirement work in towns more enticing while simultaneously allowing towns to employ experienced individuals at a reduced cost, thus saving taxpayer money; NOW THEREFORE BE IT

**RESOLVED**, that the New York Association of Towns calls upon the Governor and the Legislature to amend state law to increase the salary cap placed on retired public employees who continue their public service to \$65,000.

### **Background**

As a way to keep property taxes down, many towns rely on retired public employees to provide local services and public protection. The state allows retirees to work for a participating employer in the retirement system, provided that their compensation does not exceed \$35,000 (Retirement and Social Security Law § 212). The salary limitation set forth in Retirement and Social Security Law §212 was increased annually between 1996 and 2004 to account for inflation but has only been changed twice since then: once in 2007, and once in 2020 to its current rate of \$35,000.

Significantly, the state waived the retiree earnings cap for school districts during COVID-19 and extended that in last year's budget. While the Legislature does not appear open to waiving the cap completely for local governments, there was legislation introduced last year with two majority sponsors that would raise the cap to \$50,000 (S6956B/A8720A)

### **Resolution No. 6**

#### **Amend Civil Service Rules to Create a More Efficient Hiring Process for Public Employers**

WHEREAS, many public sector employers are struggling to find qualified employees to fill positions; and

WHEREAS, towns must follow civil service rules and regulations on hiring; and

WHEREAS, the statutory framework and the civil service rules and regulations pose many unnecessary burdens to hiring qualified employees to do the work of the people; and

WHEREAS, amendments to civil service rules that could be easily implemented would alleviate some of these burdens without diminishing the quality of the public sector workforce; and

WHEREAS, amendments to civil service could include, but are not limited to, things like:

- making a provisional employee permanent if a test is not offered within nine months after an individual is provisionally appointed to a position or if an exam is offered within nine months, the provisional appointee is scored on a pass/fail basis
- removing professions licensed by New York State from the competitive classification

NOW THEREFORE BE IT

**RESOLVED**, that the New York Association of Towns calls on the Governor and the state Legislature to amend civil service rules to make the hiring process easier for public employees by allowing provisional appointees to automatically become permanent employees after nine months if no exam is available in that time period and by declaring that professions licensed by New York State should not be classified as competitive.

### **Background**

Public employers across the board are having difficulty filling vacant positions. NYAOT has worked with other organizations to identify civil service reforms that would not undermine union protections in order to ease some of the civil service hiring requirements that can be burdensome or thwart the ability to find candidates. These recommendations include:

- Transitioning from Provisional to Permanent Appointments

Municipalities may hire individuals on a provisional basis if a current list does not exist to fill the position. However, this creates a situation where individuals may be stuck in a provisional appointment for years, and they will lose their position if an eligible list gets released and they did not rank among the top 3. Putting a cap on the maximum timeframe for provisional status would help reduce the organizational impacts and reduce job uncertainty for potential candidates. This would result in an increased ability to recruit staff and reduce the significant and recurring costs of onboarding new staff. Furthermore, allowing a provisional hire who has been successfully working in a position to take a test on a pass/fail basis would increase the chance that the organization could retain an employee successfully working in a position.

- Remove professions licensed by New York State from the competitive classification

Subjecting professions that require a license from New York State to a competitive examination to determine if they are qualified for a position is superfluous. The fact that an individual has a license from the state should suffice to establish that a candidate meets the minimum qualifications to be considered for a job.

## ***Tax and Finance Resolutions***

### **Resolution No. 7**

#### **Provide Towns with Negotiation Authority in PILOT Agreements that Impact Their Tax Base**

WHEREAS, the tax-exempt status of real properties shift the tax burden to non-exempt owners, increasing their real property tax liability; and

WHEREAS, Industrial Development Agencies (IDAs) have the ability to negotiate payment in lieu of taxes (PILOT) agreements on certain tax-exempt properties; and

WHEREAS, county IDAs comprised nearly 62% of IDA projects in 2022; and

WHEREAS, nearly \$854 million was collected through PILOT agreements in 2022; and

WHEREAS, town real property tax bases are impacted by county IDA agreements; and

WHEREAS, despite being an affected tax jurisdiction with impacts to their tax base, towns are often not consulted or considered when binding PILOT agreements are executed; NOW THEREFORE BE IT

**RESOLVED**, that the New York Association of Towns requests legislative action to ensure that governing bodies of affected tax jurisdictions have the ability to approve agreements that impact the tax jurisdiction's real property tax base or require that a community benefits agreement be negotiated with the town directly to make up the difference between what would have been collected in real property taxes and payments the town receives from a PILOT agreement.

### **Background**

Last year NYAOT worked on finding sponsors for this Legislation and were told to bring it up again this year. We are currently working on language to have a bill pre-filed or filed early in January.

In 2023, over \$1.82 billion of real property had tax-exempt status in its taxing jurisdiction, with more than half of the tax base exempt in a number of towns (see *Exemptions from Real Property Taxation in New York State: 2023 County, City, and Town Assessment Rolls*). The exempt status of real property shifts the real property tax burden to non-exempt owners, driving up real property taxes. To counter this, IDAs have

the ability to negotiate PILOT agreements that govern properties with a qualifying project and provide financial payments and other incentives to “affected tax jurisdictions.”

While towns are “affected tax jurisdictions” that fail to receive real property tax payments due to the tax exempt status of a property engaged in a project overseen by an IDA (see Real Property Tax Law § 854 [1]6), towns are excluded from or, at best, offered a symbolic seat at the table in negotiations with the IDAs and developers on projects, with counties determining the interests of all of the affected tax jurisdictions. Indeed, county IDAs comprised 61.8% of all active IDA projects in 2022 (see *Performance of Industrial Development Agencies in New York State*, May 2024), and all county tax-exempt projects impact the town tax base located within those counties.

The total tax exemptions for IDA projects in 2022 amounted to nearly \$2 billion, with real property tax exemptions representing \$1.7 billion of the total tax exemptions. This is a staggering amount of money that severely impacts the tax base in each of the jurisdictions in which the projects occur, as the exempt status of properties shifts the burden to the non-exempt property owners. Importantly, almost \$854 million was collected through PILOT agreements in 2022, an increase of nearly \$300 million from the \$555 million that was collected a decade prior in 2012 (see *Performance of Industrial Development Agencies in New York State*, May 2024). While PILOT agreements are intended to ameliorate the impact of the tax-exempt status of real properties, all impacted taxing jurisdictions do not have parity in the negotiating process and, consequently, are often bound by agreements that negatively impact their tax base. Accordingly, NYAOT requests the inclusion of language in the law that ensures governing bodies of affected tax jurisdictions approve agreements that impact the tax jurisdiction’s real property tax base. Alternatively, and to address concerns about a town’s approval stalling economic development, if a PILOT agreement is negotiated and a town does not receive what it would have through real property tax payments, a community benefits agreement must be negotiated with the town to make up the difference.

## **Resolution No. 8**

### **Reform Inequities in the Real Property Tax Cap Formula**

WHEREAS, the real property tax cap, which was designed to limit the property taxes levied by local governments to two percent or the rate of inflation, whichever is less, contains inequities that penalize towns; and

WHEREAS, New York State governs how towns raise revenue, and property taxes are a primary source of revenue for towns; and

WHEREAS, other sources of revenue have been stagnant while expenses and inflation continue to increase; and

WHEREAS, towns are required to include costs associated with infrastructure projects in their tax cap calculation, while other entities have the ability to exclude these costs; and

WHEREAS, towns face significant increases in costs related to things like EMS, salaries and health benefits, and cost of materials overall; and

WHEREAS, towns are required to include improvement district costs in their tax cap calculation despite these districts being a separate taxing entity that provide essential services; and

WHEREAS, despite these inequities, the Property Tax Cap was made permanent in 2019; NOW THEREFORE BE IT

**RESOLVED**, that the New York Association of Towns calls on the Governor and Legislature to adopt tax cap reforms to remedy inequities in the formula, including but not limited to removing infrastructure

project costs from the calculation, removing EMS costs from the tax cap calculation, and removing special improvement district costs from the tax cap calculation.

## **Background**

This resolution has long been a core component of NYAOT's legislative priorities platform. The real property tax cap (General Municipal Law § 3-c), originally enacted in 2011 and made permanent in 2019, limits the annual growth in property taxes levied by local governments and school districts to the lesser of two percent or inflation. Towns have demonstrated, year after year, that they are responsible fiscal stewards. When a town exercises its statutory authority to override the cap, it does so only to meet pressing and legitimate needs of its residents or override the cap as a safety net while drafting budgets but ultimately adopt budgets under the cap.

Last year the Legislature showed some interest in amending the cap as the Senate and Assembly both passed legislation that would exempt EMS costs from the tax cap. As of November 19, 2025, this legislation has not been delivered to the Governor's office and is awaiting gubernatorial action.

In addition to exempting EMS costs, there are several straightforward modifications that would make the tax cap more equitable and workable without compromising its intent. For example, towns must include infrastructure and capital project costs in their tax cap calculation, while school districts are allowed to exclude these expenses because their capital projects are subject to referendum approval. This disparate treatment is unjustified. Nearly all town capital projects are also subject to referenda, either through bonding procedures or reserve fund requirements under General Municipal Law § 6-c, Town Law §§ 81 and 220, and Local Finance Law § 35.00. Despite this parallel oversight, towns are still required to count these voter-approved costs toward their cap. This inequity should be resolved by allowing towns the same exclusion for infrastructure costs that school districts receive.

Modernizing the tax cap formula through targeted adjustments will preserve the cap's overarching fiscal discipline while creating a more equitable, realistic, and functional framework for local governments and the residents they serve.

## **Resolution No. 9**

### **Support Town Services by Authorizing New Local Revenue Sources and Evaluating Mandates**

WHEREAS, towns are heavily dependent on real property taxes to fund town services and operations; and

WHEREAS, towns have limited sources of revenue and are excluded from some of those currently afforded to cities, counties and villages, such as hotel occupancy taxes, sales taxes, gross receipts taxes, and 911 surcharges; and

WHEREAS, towns have been forced to take measures like cutting services, reducing their workforce, and delaying much needed repairs to municipal water and sewer systems, stormwater facilities and other infrastructure in an attempt to stay under the two percent tax cap; and

WHEREAS, the cost of labor, materials, services, and health care has increased significantly; and

WHEREAS, state and federal mandates also increase the cost of local services; and

WHEREAS, the Governor and the New York State Legislature support the reduction of real property taxes and having other sources of funding and revenue would decrease the need to rely on property taxes; NOW THEREFORE BE IT

**RESOLVED**, that the New York Association of Towns calls on the State Legislature and the Governor to support town services through means such as, but not limited to, enacting legislation providing towns with

more revenue sources, like having the option to impose local hotel or motel occupancy tax, sales taxes and gross receipts taxes.

## **Background**

Towns face an increasing number of financial difficulties. Real property tax is the primary source of revenue for towns and funds most town services; however, towns are encouraged to stay under a state-imposed two percent tax cap all while being asked to do more by the state, provide essential services in the community, and deal with crumbling infrastructure.

Counties, cities and villages all have revenue sources available to them that towns lack, including the ability to impose hotel occupancy taxes, sales tax and gross receipt taxes. A hotel/motel occupancy tax, commonly referred to as a bed tax, is a charge that a municipality can place on room rentals within their jurisdiction. However, municipalities need special legislation giving them the option to impose an occupancy tax (see NYS Constitution Article XVI §1; *Baldwin Union Free School Dist. v. County of Nassau*, 22 NY3d 606 [2014]; Opns St Comp No. 83-218). Most towns that request such legislation are denied as the Governor has evinced interest in doing a comprehensive tax reform rather than piecemeal. Moreover, counties and cities have the authority to levy local sales taxes, but towns do not (Tax Law § 1262; Opns St Comp No. 90-39; 1976 N.Y. Op. Atty. Gen. No. 280), and counties are not required to share sales tax. Cities and villages also have the authority to impose a local gross receipts tax, which is a tax on the sale of utility services originating and terminating within their jurisdiction. For purposes of this tax, a utility is defined as “any person ... subject to the supervision of the state department of public service ... who sells gas, electricity, steam, water or refrigeration delivered through mains, pipes or wires ...”.

Finally, under current law, only counties possess the authority to impose a local E911 surcharge to help offset the expense of providing emergency communications. Towns that are responsible for their own E911 infrastructure have no comparable mechanism. As a result, towns must fund E911 systems through their general budgets, forcing difficult trade-offs among essential services and placing further pressure on already strained levy limits. This inequity could be corrected by authorizing towns to adopt a local E911 surcharge in a way that mirrors the authority already granted to counties and is structured with clear guardrails, transparency requirements, and limitations on use.

## **General Governance**

### **Resolution No. 10**

#### **Establish a Centralized Statewide Grant Clearinghouse for Local Governments**

WHEREAS, towns and other local governments across New York State regularly seek funding opportunities to support infrastructure projects, public safety initiatives, economic development, environmental management, and other essential municipal functions; and

WHEREAS, numerous state agencies administer grant programs that are intended to assist local governments, including but not limited to the Department of State, Department of Environmental Conservation, Department of Transportation, Department of Health, Division of Homeland Security and Emergency Services, Environmental Facilities Corporation, Empire State Development, and others; and

WHEREAS, information about available state grant programs is currently dispersed across multiple agency websites, listservs, guidance documents, and notices, making it difficult for local governments—particularly smaller municipalities with limited staff resources—to identify, track, and apply for available funding; and

WHEREAS, the absence of a centralized, comprehensive, continually updated source of information on state grant opportunities creates inefficiencies, reduces access to critical funding, and may result in towns missing application windows for programs well-suited to local needs; and

WHEREAS, New York State already maintains similar centralized systems for other policy areas, such as the Department of State and the filing of local laws, which demonstrates the feasibility and value of coordinated statewide platforms; and

WHEREAS, establishing a centralized clearinghouse for all state-administered local government grants would improve transparency, increase access to funding, reduce administrative burdens, and support better long-term planning and budgeting for municipalities; NOW, THEREFORE, BE IT

**RESOLVED**, that the New York Association of Towns calls on the Governor and the New York State Legislature to direct the creation of a statewide, centralized grant clearinghouse where all state agencies must post available grant opportunities intended for local governments.

## **Background**

Local governments rely on state grant programs to support a wide range of essential services, including infrastructure improvements, water and sewer upgrades, broadband expansion, public safety initiatives, climate resilience planning, and economic development. These programs are administered by numerous state agencies—such as the Department of State, Department of Environmental Conservation, Department of Transportation, Department of Health, Division of Homeland Security and Emergency Services, Environmental Facilities Corporation, and Empire State Development, each of which maintains its own website, application portal, and program guidance.

Because information about state grant opportunities is dispersed across many agencies, municipalities often face significant challenges in identifying, tracking, and applying for available funding. Smaller towns with limited administrative staff are especially disadvantaged, as they may lack the capacity to regularly monitor each agency’s postings, navigate differing application platforms, or stay informed of rapidly shifting deadlines and program requirements. As a result, towns may miss opportunities that could support critical local projects simply because they were unaware of available programs or lacked timely notice.

Other states, such as Pennsylvania and Michigan, have addressed this challenge by creating centralized statewide grant clearinghouses that consolidate all grant opportunities in one easily searchable and continually updated portal. These systems improve transparency, reduce administrative burdens, and allow municipalities to align grant opportunities with long-term planning and capital needs. Establishing a statewide clearinghouse for local government grant programs would help ensure equitable access to funding, enhance municipal capacity, support better fiscal planning, and strengthen the state–local partnership. A similar resolution is also included in NYCOM’s 2026 Legislative Priorities.

## **Resolution No. 11**

### **Increase Competitive Bidding Thresholds under General Municipal Law §103**

**WHEREAS**, General Municipal Law §103 requires towns and other local governments to publicly bid purchase contracts over \$20,000 and public works/service contracts over \$35,000; and

**WHEREAS**, these thresholds have not been increased since 2010 for purchase contracts and 2009 for service contracts, despite significant inflation and rising costs of goods, materials, and labor; and

**WHEREAS**, because prices have risen dramatically over the past fifteen years, many routine purchases and small-scale projects now exceed the statutory thresholds, forcing towns to engage in a full competitive bidding process even for low-dollar, time-sensitive needs; and

**WHEREAS**, the administrative requirements associated with competitive bidding, notices, bid openings, staff time, document preparation, and compliance review, consume substantial municipal resources, particularly for small towns with limited personnel; and

**WHEREAS**, increasing the thresholds would allow towns greater flexibility to procure necessary goods and services efficiently while still ensuring accountability, transparency, and responsible stewardship of public funds; and **NOW, THEREFORE, BE IT**

**RESOLVED**, that the New York Association of Towns calls upon the Governor and the New York State Legislature to update and increase the competitive bidding thresholds under General Municipal Law §103 to reflect current economic conditions and procurement realities.

### **Background**

General Municipal Law § 103 requires municipalities to competitively bid any service contract over \$35,000 and any purchase contract over \$20,000. 2010 was the last time the purchase contract threshold was increased, and the service contract threshold was last increased in 2009. In the 15 years since those levels were amended, the cost of goods and services has increased significantly and therefore more must go out to bid, something which takes time and money. Increasing the competitive threshold would give towns' greater flexibility in their purchasing and service contracts and reflect economic realities.

## **Resolution No. 12**

### **Modernize Public Notice Requirements**

**WHEREAS**, towns are required by various provisions of New York State law to publish public notices in newspapers of general circulation to inform residents of hearings, bids, local laws, meetings, and other governmental actions; and

**WHEREAS**, these statutory notice requirements have not been meaningfully updated in decades, despite substantial changes in how the public accesses information; and

**WHEREAS**, many communities no longer have a print local newspaper, and in some areas the only qualifying publications are regional or out-of-town papers with limited readership, reducing both accessibility and effectiveness; and

**WHEREAS**, the State now requires most local governments to operate an official .gov website to enhance security, authenticity, and public access to municipal information; and

**WHEREAS**, town websites have become the primary source of information for residents, offering real-time updates at little to no cost and providing broader, faster, and more equitable access to public documents than traditional print notices; and

**WHEREAS**, modernizing public notice requirements to allow or require posting on a town's official .gov website, alone or in combination with other digital tools, would increase transparency, reduce costs, and better reflect how New Yorkers obtain information today; and

**WHEREAS**, updating these requirements would also ensure that notices reach residents in communities where newspapers have reduced publication schedules, eliminated print editions, or ceased operations entirely; **NOW, THEREFORE, BE IT**

**RESOLVED**, that the New York Association of Towns urges the Governor and the New York State Legislature to modernize statutory public notice requirements to allow official municipal .gov websites as a valid and effective method of providing public notice; and

**BE IT FURTHER RESOLVED**, that the New York Association of Towns supports legislation authorizing towns not required to maintain a .gov website to satisfy public notice requirements through additional methods such as email alerts, social media, or digital news media publication where appropriate.

### **Background**

New York State's public notice requirements have remained largely unchanged for decades, even as the ways people access information have shifted dramatically. Towns are still required to publish legal notices,

such as public hearings, bid solicitations, local laws, and other official actions, in newspapers of general circulation, meaning in print with a paid subscription. However, many communities no longer have a local newspaper, and those that remain often publish infrequently, cover large multi-county areas, or have switched to digital publication. As a result, statutory newspaper notices are increasingly expensive while reaching fewer residents.

At the same time, state and federal policy has moved strongly toward digital communication. New York now requires most local governments to adopt .gov domain websites, which provide secure, verifiable, and easily accessible platforms for sharing official information. For many towns, their .gov website is now the primary and most reliable source through which residents obtain municipal updates, agendas, meeting notices, and public documents.

Modernizing public notice requirements to allow posting on a town's official .gov website would reflect current communication practices, expand access to information, and reduce costs for taxpayers. Digital notices can be posted instantly, remain available indefinitely, and can be supplemented with email notifications, social media, and other outreach tools. By contrast, newspaper notices are often difficult to locate, available for only a short period, and may go unread due to declining print circulation. Additionally, for those towns without a .gov website, this proposal would allow them to take advantage of newspapers that have stopped print publication and moved entirely online.

Updating state law to recognize modern communication methods would strengthen transparency and improve residents' ability to stay informed about local government actions, while still preserving the option for print publication where appropriate.

### **Resolution No. 13**

#### **Support Ways to Reduce Municipal Health Benefit Costs**

WHEREAS, providing health benefits helps towns attract and retain valuable municipal employees; and

WHEREAS, health insurance costs have increased exponentially and, on average, rise about eight percent annually for local governments; and

WHEREAS, most towns have limited options outside of using private insurance companies and community rated plans to provide health benefits thus making it more expensive; and

WHEREAS, most towns are prohibited from joining county self-insured health benefit plans which would be considered a form of sharing services and may potentially offer cost savings; and

WHEREAS, there are a number of barriers to creating Insurance Law Article 47 municipal health cooperatives, such as the number of lives that initially need to be covered; and

WHEREAS, it is unclear whether municipalities can join established BOCES health cooperatives governed by Insurance Law Article 47; and

WHEREAS, Insurance Law Article 47 health consortiums are a form of shared services and also may provide significant cost savings in obtaining health benefits; and

WHEREAS, New York State encourages municipalities to collaborate and share services to reduce real property taxes, THEREFORE BE IT

**RESOLVED**, that the New York Association of Towns calls on the Governor, the Legislature and the Department of Financial Services adopt legislation and regulatory changes reducing barriers to cooperative and more affordable health insurance such as

- exempting municipal employers with less than 100 employees from required community rated plans

- amending the required number of covered lives to create an Article 47 health care consortia
- allow the pooling of stop-loss coverage so that towns may join county self-insured plans

## **Background**

Although most towns are too small to fall under the Affordable Care Act's employer mandate and General Municipal Law § 92-a merely authorizes, but does not require, towns to offer health insurance, in practice the vast majority do. While a handful of larger towns have the scale to self-insure, and a small number have used Article 47 consortia, most towns must purchase health benefits from private insurers. This lack of viable options is a significant and persistent challenge.

Rising health insurance costs have placed increasing strain on municipal budgets. Because these costs fall directly on local taxpayers, they also exacerbate New York's already high property tax burden. Towns have long worked to control costs through shared services and efficiencies, and cooperative health insurance models consistently emerge as one of the most promising avenues for savings. In fact, under the former Countywide Shared Services Initiative, 20 plans that were submitted identified collaborative health insurance efforts as a key cost-reduction strategy. However, current state law contains several barriers that prevent municipalities from pooling resources and lowering costs, undermining state goals of reducing property taxes and encouraging municipal cooperation.

One barrier involves the ability of towns to self-fund health benefits. While many counties and a few larger municipalities successfully self-insure, smaller towns are effectively prevented from doing so because Insurance Law §§ 4237 and 3231 prohibit the sale of stop-loss coverage to employers with 100 or fewer employees, a threshold most towns fall below. This not only blocks towns from self-insuring, it can also impede their ability to join county self-funded plans.

Another barrier involves the creation of municipal health insurance consortia under Article 47 of the Insurance Law. Although Article 47 permits municipalities to pool risk and function as a self-insured plan, the statutory requirements are so onerous that few have been formed since 1992. Statutory obstacles remain, including the requirement under Insurance Law § 4704(a)(3) that a consortium must have at least 2,000 covered lives to receive a certificate of authority. Many local governments cannot meet this threshold. NYAOT supports revisiting and reducing the covered-lives requirement, easing reserve requirements, and allowing for a transition period in which reserves can be built gradually.

Additionally, Insurance Law §§ 3231(a)(1) and 4317 require employers with fewer than 100 employees to purchase community-rated health insurance, which is significantly more expensive than experience-rated plans and prevents smaller municipalities from joining multiple-employer arrangements. NYAOT supports a municipal exemption from community rating so towns may jointly purchase health insurance on an experience-rated basis.

Finally, although BOCES and school districts have long operated health insurance consortia uncertainties in Education Law § 1950(4)(h) and its interaction with General Municipal Law Article 5-g create ambiguity about whether municipalities may participate in these existing structures. NYAOT supports legislation clarifying that towns may collaborate with BOCES and school districts on health insurance initiatives.

Taken together, these recommended statutory changes would impose no cost on the state, promote local government cooperation, reduce property taxes, and give towns more tools to manage one of their largest and fastest-growing expenses.

## **Resolution No. 14**

### **Requiring Comprehensive Utility & Telecommunications Inventory Reporting to Local Assessors**

WHEREAS, local assessors are responsible for establishing accurate and equitable real property assessments for all real property within their jurisdictions, including utility, special franchise, and telecommunications ceiling property; and

WHEREAS, public utilities, pipeline operators, fiber and cable providers, and wireless carriers submit detailed inventory and installed-cost data to the New York State Department of Taxation and Finance (DTF) for the purpose of determining special franchise values and telecommunications ceilings; and

WHEREAS, local assessors currently receive only the final value calculated by DTF and do not receive the underlying asset inventory, including installed costs, additions, retirements, footage, pole counts, fiber counts, or GIS location data; and

WHEREAS, the absence of inventory data prevents assessors from verifying valuations, checking for missing or misallocated assets, allocating property to the correct school, village, and special districts, and ensuring equitable taxation across all properties; and

WHEREAS, recent examples such as conflicting pipeline inventory records and unreported fiber installations demonstrate that the lack of required local reporting leads to incorrect district allocations, inaccurate assessments, and fiscal impacts on towns, villages, school districts, and fire and water districts; and

WHEREAS, local governments depend on correct special franchise assessments to ensure that tax burdens are fairly distributed and that essential services are fully funded; and

WHEREAS, requiring utilities and telecommunications companies to simultaneously file with local assessors the same detailed inventory they file with DTF would create transparency, improve the accuracy of assessment rolls, and protect municipal revenues statewide; NOW, THEREFORE, BE IT

**RESOLVED**, that the New York Association of Towns hereby calls on the Governor and Legislature to adopt legislation requiring all public utilities, pipeline companies, fiber and cable providers, wireless carriers, and all reporting entities subject to special franchise valuation or telecommunications ceilings to provide complete inventory and installed-cost data directly to each affected local assessor at the same time such data is submitted to DTF; and

**BE IT FURTHER RESOLVED**, that such inventory shall include, at minimum:

- Asset descriptions and equipment type;
- Installed cost and year of installation;
- Pole, conduit, and fiber counts;
- Linear feet of overhead and underground plant;
- GIS/GPS location data; and
- Lists of additions, retirements, and fixed-asset register changes; and

**BE IT FURTHER RESOLVED**, that DTF, in consultation with the New York State Assessors Association, county real property tax directors, and local assessors, shall develop a standardized statewide reporting format suitable for all jurisdictions.

### **Background**

Public utilities, pipeline companies, and telecommunications providers submit extensive inventory and installed-cost data to DTF, including asset descriptions, linear footage, pole and conduit counts, fiber network information, and GIS mapping data. However, none of this information is provided to local assessors. Instead, assessors receive only a final value summary, without the underlying documentation needed to validate the assessment or allocate the property correctly across school districts, villages, fire districts, and other special districts. This lack of transparency results in systemic gaps that compromise assessment accuracy and shift tax burdens unfairly among taxpayers.

**Issues Referred to Staff**

- Authorize towns, at local option, to expand residency requirements for assessors to include adjacent states.
- Authorize towns to establish speed limits on town roads.
- Address the elimination of the penny and its impact on tax collection, fees, and other municipal payments, including rounding and administrative issues.
- Amend tax certiorari procedures to shorten the Note of Issue timeframe to two or three years, rather than four years.

**7. New Business**

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

Meeting                                    January 5, 2026 - Monroe Town Board Meeting Agenda

Type                                        Action (Resolution)

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

2026-#

BE IT RESOLVED that the Town Board of the Town of Monroe approves to designate \_\_\_\_\_ as the voting delegate, and \_\_\_\_\_ as the alternate delegate in the absence of the delegate for the February 2025 Annual Business Session of the Association of Towns Meeting.

Resolution approving designated Town Board Voting Delegate to attend the Annual Business Session of the Association of Towns of the State of New York, to be held February 16th-19th 2025, and to cast the vote of the Town of Monroe. In the absence of the person so designated, the following named person has been designated to caste the vote of said town.

- 1. Certificate of Designation 2026 AOT

# CERTIFICATE OF DESIGNATION

In order to establish eligibility and credentials to vote at the 2026 Business Session, this form must be filed with:

ASSOCIATION OF TOWNS OF THE STATE OF NEW YORK,  
150 STATE STREET, SUITE 203, ALBANY, NY 12207

by February 7, 2026

**TO: OFFICERS AND MEMBERS OF THE  
Association of Towns of the State of New York**

*To Ensure Correct Spelling On Badges, Please Print Or Type*

I, \_\_\_\_\_, Town Clerk of the Town of \_\_\_\_\_  
in the County of \_\_\_\_\_ and State of New York DO HEREBY CERTIFY  
that the town board of the aforesaid town has duly designated the following named person  
to attend the Annual Business Session of the Association of Towns of the State of New York, to  
be held during February 17, 2026, and to cast the vote of the aforesaid town, pursuant to §6 of  
Article III of the Constitution and Bylaws of said Association:

NAME OF VOTING DELEGATE \_\_\_\_\_

TITLE \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

ADDRESS \_\_\_\_\_

In the absence of the person so designated, the following named person has been designated  
to cast the vote of said town:

NAME OF ALTERNATE \_\_\_\_\_

TITLE \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

ADDRESS \_\_\_\_\_

In WITNESS WHEREOF, I have hereunto set my hand and the seal of said town  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Town Clerk



**2. Public Comment**

**Subject**                      **39.2. Public Comment**

Meeting                      January 5, 2026 - Monroe Town Board Meeting Agenda

Type

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

**Subject**                                **40.1. Enter into Executive Session**

Meeting                                January 5, 2026 - Monroe Town Board Meeting Agenda

Type

**1. Return to Regular Meeting**

**Subject**                      **41.1. Return to Regular Meeting**

Meeting                      January 5, 2026 - Monroe Town Board Meeting Agenda

Type

**1. Adjournment**

**Subject**                                   **42.1. Adjournment of Meeting**

Meeting                                    January 5, 2026 - Monroe Town Board Meeting Agenda

Type                                        Action (Resolution)

Adjournment of Meeting

2026-#

BE IT RESOLVED that the Town Board of the Town of Monroe adjourns the Meeting of January 5, 2026 at \_\_\_\_\_.