



Tuesday, September 2, 2025
Monroe Town Board Meeting Agenda

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

1. Call to Order

1.1. Pledge to the Flag

2. Motion to Open Town Board Meeting

2.1. Motion to Open Town Board Meeting of September 2, 2025

3. Community Announcements

3.1. Official Launch of Civic Plus Agenda Meeting and Management Program

3.2. Amanda Primiano, Monroe Free Library

3.3. Lakeside Fire Department Garage Sale

3.4. Lions Club Community Garage Sale

3.5. Monroe Gives Community Yard Sale

3.6. Village of Monroe Cheese Festival

3.7. Orange County Mobile DMV at Town Hall, September 15th

3.8. Community Concerns Hotline

3.9. 2025 Orange County Household Hazardous Waste & Operation Safe Scripts
Pharmaceutical Collection Event

4. Public Hearing

4.1. Motion to Open the Public Hearing RE WD No. 1 Increase and Improvements

- 4.2. Motion to Close the Public Hearing RE WD No. 1 Increase and Improvements
- 4.3. Adoption of Order After Public Hearing RE WD No. 1 Increase and Improvements
- 4.4. Adoption of Bond Resolution RE WD No. 1 Increase and Improvements
- 4.5. Set Public Hearing Date: Authorizing a Property Tax Levy in Excess of the Limit Established in General Municipal Law 3-C

5. Acceptance of Minutes

- 5.1. Acceptance of August 4, 2025 Minutes
- 5.2. Acceptance of August 7, 2025 Minutes
- 5.3. Acceptance of August 18, 2025 Minutes

6. Audit of Claims

- 6.1. General Fund Abstract
- 6.2. Escrow Fund Abstract

7. Budget Transfers

- 7.1. Budget Transfer Abstract

8. Cash Transfers

- 8.1. Cash Transfer Abstract

9. New Business

- 9.1. Water District 14
- 9.2. Resolution Approving Town of Monroe Shredding, Electronics, Textile and Tire Recycling Day
- 9.3. Sam Ventola, Conservation Commission Resignation
- 9.4. 2025 Monroe Volunteer Ambulance Corps Agreement
- 9.5. Newcastle Communications Annual Service Contract Renewal
- 9.6. Town of Monroe Food Truck Festival, Saturday, October 18th
- 9.7. Agreement for ATM Services, Town of Monroe Food Truck Festival
- 9.8. Return of Escrow, Street Opening and Driveway Permits, Mountainview Drive

10. Old Business

10.1. Short Term Rental Application, 10 Twin Lakes Rd. (SBL #19-1-1.3)

10.2. 19 Elmwood Drive, Water Bill

10.3. Bid Opening RE Improvements to Mombasha Park Little League Field

11. Public Comment

11.1. Rules for Public Comment

11.2. Public Comment

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

12.1. Enter into Executive Session

13. Return to Regular Meeting

13.1. Return to Regular Meeting

14. Adjournment

14.1. Adjournment of Meeting

1. Call to Order

Subject

1.1. Pledge to the Flag

Meeting

September 2, 2025 - 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 Meeting of September 2, 2025**

Meeting September 2, 2025 - Monroe Town Board Meeting Agenda

Type Action (Resolution)

2025-#

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to Open the Town Board Meeting of September 2, 2025, at

1. Community Announcements

Subject **3.1. Official Launch of Civic Plus Agenda Meeting and Management Program**

Meeting September 2, 2025 - Monroe Town Board Meeting Agenda

Type Information

We are pleased to announce our official launch of the Civic Plus Agenda Meeting and Management Program. Residents can access the site by visiting our website at townofmonroeny.gov and hovering over Resources in the top right-hand corner and clicking on Civic Plus. From there, you can click on the green "Sign In" button to create an account. Initially, you will click "Sign Up" and complete the requested information to create your account. You will then be able to subscribe to the particular Boards you wish to be notified of once an Agenda is created and released. Additionally, you may click on the highlighted section in yellow to view archived Agendas/Minutes from Board Docs until our Historic Import is complete. Your patience is greatly appreciated as we navigate this new system together. Thank you.

2. Community Announcements

Subject	3.2. Amanda Primiano, Monroe Free Library
Meeting	September 2, 2025 - Monroe Town Board Meeting Agenda
Type	Information

3. Community Announcements

Subject	3.3. Lakeside Fire Department Garage Sale
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Meeting	September 2, 2025 - Monroe Town Board Meeting Agenda
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Type	Information
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Annual Lakeside Fire Department Garage Sale Date: Saturday, September 6, 2025 (Rain Date September 7, 2025) Time: All Vendors Arrive at 8:00 AM for set up. Open to the public from 10:00AM-4:00PM Place: Monroe Town Hall, 1465 Orange Tpke., Monroe. Hot Dogs and Burgers will be for sale. Cost: \$30 for first table. Second table is \$25. Breast Cancer Truck will be available for items that you no longer want. Truck will only be available on Saturday. You are responsible for taking the remainder of your items back home. RSVP to Laura at 845-325-8238 only if you want to be a vendor. All are welcome. Porta Potty will be available.

1. Garage Sale COI_Redacted
2. TOWN OF MONROE COI_Redacted
3. Garage Sale Flyer Scanned



MONRLAK-01

TTOBIN

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
8/8/2025

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).

PRODUCER Emery & Webb, Inc. - Goshen Office 50 Greenwich Avenue Goshen, NY 10924	CONTACT NAME: PHONE (A/C, No, Ext): (845) 896-6727 FAX (A/C, No): (845) 896-6877 E-MAIL ADDRESS: info@emerywebb.com	
	INSURER(S) AFFORDING COVERAGE INSURER A: Arch Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
INSURED Monroe Lakeside Fire & Rescue Company Inc PO Box 779 Monroe, NY 10950	NAIC # 11150	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER: 1

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	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Mgmt Liab GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☒ LOC ☐ OTHER:	X	X		7/1/2025	7/1/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADY INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 PROFESSIONAL \$ 1,000,000
	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☒ RETENTION \$ 0				7/1/2025	7/1/2026	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 6,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐	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 is included as Additional Insured on a Primary and Non-Contributory basis with respect to Garage Sale Fundraiser 9/6/25 (Rain date 9/7/25).
A Waiver of Subrogation applies in favor of Town of Monroe.

CERTIFICATE HOLDER

CANCELLATION

Town of Monroe 1465 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 <i>Vincent P. Rinaldi</i>

DATE (MM/DD/YYYY)

9/11/2024

CERTIFICATE OF LIABILITY INSURANCE

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PRODUCER
Emery & Webb, Inc.
989 Main Street
Fishkill, NY 12524

CONTACT NAME:
PHONE (A/C, No, Ext): (845) 896-6727 FAX (A/C, No): (845) 896-6877
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Selective Insurance Company of New York 13730

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED
R G Earl, Inc. dba Enviro-Clean
Premier Executive Trailers, LLC
70 Coy Road
Clintondale, NY 12515

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	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY ☒ PROJECT ☒ LOC OTHER:	X	X		9/27/2024	9/27/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
A	X AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY				9/27/2024	9/27/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	X UMBRELLA LIAB ☒ OCCUR EXCESS LIAB CLAIMS-MADE DED ☒ RETENTION \$ 10,000				9/27/2024	9/27/2025	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y/N 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)
Certificate Holder is included as additional insured & a waiver of subrogation applies as required by written contract or written agreement, subject to the language of the policy.

CERTIFICATE HOLDER

CANCELLATION

Town of Monroe
1465 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

Vincent P. Rinaldi

ALL ARE WELCOME

Date: Saturday September 6, 2025

Rain Date September 7, 2025

TIME: All Vendors Arrive at 8:00am for SET UP!
OPEN to the PUBLIC From 10:00am to 4:00PM

Breast Cancer Truck
will be available for
Items that you no
longer want! TRUCK
WILL BE
AVAILABLE ONLY
FOR SAT. You are
responsible for
taking the remainder
of your items back
home!

PLACE: Monroe Town Hall
1465 Orange Turnpike
Monroe, NY 10950

Hot Dogs
and
Burgers will
be for Sale!

RSVP: To Laura 845-325-8238
ONLY IF YOU WANT TO BE A VENDOR!

COST: \$30.00 First Table 2nd table \$25.00.

It went up from last yr. due to Cost of Rental of Porta

Potty!

COMMUNITY

YARD SALE

PORTA POTTY WILL BE ON PROPERTY!

4. Community Announcements

Subject	3.4. Lions Club Community Garage Sale
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Meeting	September 2, 2025 - Monroe Town Board Meeting Agenda
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Type	Information
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Monroe Lions Club Community Garage Sale. Show and Sell your crafts and treasures. Date: Sunday, September 7, 2025Time: 9:00 AM-2:00 PM. Vendor Setup starts at 7:30 AM. Place: Harriman Army Navy Parking Lot (186 Rt. 17M, Harriman, NY). \$35/space (8x10 table space) \$50/space (12x14 tent space) Spaces sell out quickly. Call 845-325-6834. Bring your own table/chairs/tent. Reserve your space today! Deadline August 30, 2025.

1. Lions Club Garage Sale 2025



COMMUNITY GARAGE SALE

"Show & Sell Your Crafts & Treasures"

\$35 space
8x10 table space

DATE: SUN. SEPTEMBER 7. 2025

TIME: 9:00am-2:00pm

Vendor Setup Start at 7:30 am

\$50 space
12x14 tent space

PLACE:

Harriman Army-Navy Parking Lot
(186 Rt. 17m Harriman, NY)

Bring Your Own
Tables/Chairs Tent

Spaces Sell out Quickly
Call 845-325-6834

CARRY IN-CARRY OUT

Reserve your space today!
Deadline 8/30/2025

5. Community Announcements

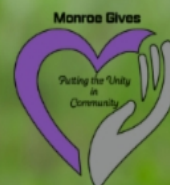
Subject	3.5. Monroe Gives Community Yard Sale
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Meeting	September 2, 2025 - Monroe Town Board Meeting Agenda
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Type	Information
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Monroe Gives Community Yard Sale. Vendors Wanted! Saturday, September 13, 2025. 9:00 AM-2:00 PM. St. Anastasia's Parking Lot, Rt. 17M, Harriman, NY. Reserve your Vendor Spot. \$30 per 18'x10' space (advanced payment required). Spaces are limited - sign up early to guarantee your spot! IMPORTANT GUIDELINES: No sale of liquor, tobacco/vape products, adult materials or firearms. No food trucks permitted. Vendors must bring their own tables, chairs, and tents (if needed). ABOUT MONROE GIVES: We're a local nonprofit supporting the MW community through year-round giving and emergency assistance. Proceeds from this event help families in need. To reserve a spot or ask questions: monroegives@gmail.com.

1. Monroe Gives Community Yard Sale



MONROE GIVES COMMUNITY YARD SALE VENDORS WANTED!



SATURDAY, SEPTEMBER 13, 2025



9:00AM-2:00PM

ST. ANASTASIA'S PARKING LOT

RT. 17M HARRIMAN, NY

Reserve your Vendor Spot!

\$30 per 18' x 10' space | Advanced Payment required

Spaces are limited- sign up early to guarantee your spot!

IMPORTANT GUIDELINES:

- No sale of liquor, tobacco/vape products, adult materials, or firearms
- No food trucks permitted
- Vendors must bring their own tables, chairs, and tents (if needed)

ABOUT MONROE GIVES

We're a local nonprofit supporting the Monroe-Woodbury community through year-round giving and emergency assistance. Proceeds from this event help families in need.

SCAN ME



TO RESERVE A SPOT OR ASK QUESTIONS: monroegives@gmail.com

6. Community Announcements

Subject **3.6. Village of Monroe Cheese Festival**

Meeting September 2, 2025 - Monroe Town Board Meeting Agenda

Type Information

Village of Monroe Cheese Festival Sunday, September 14, 2025 11:00 AM-7:00 PM.

1. Village of Monroe 2025 (1)



CHEESE FESTIVAL 2025

**SUNDAY, SEPTEMBER 14TH
FROM 11:00AM - 7:00 PM**

**IN THE VILLAGE OF
MONROE!**

7. Community Announcements

Subject **3.7. Orange County Mobile DMV at Town Hall,
September 15th**

Meeting September 2, 2025 - Monroe Town Board Meeting Agenda

Type Information

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, September 15, 2025, 10:00-12PM, closed 12-1pm, 1-3:30pm. Monroe Town Hall 1465 Orange Tpke., Monroe, NY 10950.

1. Monroe Town New (5)

ORANGE COUNTY CLERK KELLY ESKEW

INVITES YOU TO THE



ORANGE COUNTY MOBILE DMV UNIT

PLEASE VISIT: [DMV.NY.GOV](https://dmv.ny.gov)

FOR ALL NECESSARY ORIGINAL DOCUMENTS
NEEDED BEFORE YOUR VISIT TO THE MOBILE DMV.

EXPECT DELAYS DUE TO THE HIGH VOLUME OF
CUSTOMERS APPLYING FOR THE REAL OR ENHANCED ID.

TRANSACTIONS OFFERED

- ALL REGISTRATION TRANSACTIONS
- ALL LICENSE TRANSACTIONS INCLUDING
REAL/ENHANCED
- ENFORCEMENT TRANSACTIONS

MONDAY, SEPTEMBER 15TH

10:00-12

CLOSED 12-1

1-3:30



MONROE TOWN HALL

1465 ORANGE TPKE.

MONROE, NY 10950

8. Community Announcements

Subject

3.8. Community Concerns Hotline

Meeting

September 2, 2025 - Monroe Town Board Meeting Agenda

Type

Information

TOWN OF MONROE NON-EMERGENCY COMMUNITY CONCERNS HOTLINE
845-783-1004

The Town of Monroe is pleased to announce the launch of our Community Concerns Hotline, designed to assist our residents in reporting non-emergency community concerns and quality of life issues in the Town of Monroe. If you have a community concern or quality of life issue that is town-related, we encourage you to call 845-783-1004 and leave a message to report the issue. You will receive a follow-up phone call to further discuss the concern. Be sure to provide as much detail as possible when reporting an issue, including location, time, and specific observations. Photos and videos can also be helpful should we require additional information in investigating the concern. If your concern is related to a matter outside the town, please contact the appropriate municipality.

Remember to dial 911 for all emergencies.

With resident safety at the forefront of our efforts, the town continues to explore inter-municipal agreement opportunities with local law enforcement agencies. We will continue to keep you posted on our progress as we work to ensure your concerns are addressed in a timely manner.

1. Community Concerns Hotline 2025



TOWN OF MONROE

NON-EMERGENCY COMMUNITY CONCERNS HOTLINE



845-783-1004

The Town of Monroe is pleased to announce the launch of our Community Concerns Hotline designed to assist our residents in reporting **non-emergency** community concerns and quality of life issues in the Town of Monroe.

If you have a community concern or quality of life issue that is town related, **we encourage you to call 845-783-1004 and leave a message to report the issue.** You will receive a follow-up phone call to further discuss the concern. Be sure to provide as much detail as possible when reporting an issue, including location, time, and specific observations. Photos and videos can also be helpful should we require additional information in investigating the concern. If your concern is related to a matter outside the town, please contact the appropriate municipality.

Remember to dial 911 for all emergencies.

With resident safety at the forefront of our efforts, the town continues to explore intermunicipal agreement opportunities with local law enforcement agencies. We will continue to keep you posted on our progress as we work to ensure your concerns are addressed in a timely manner.

9. Community Announcements

Subject **3.9. 2025 Orange County Household Hazardous Waste & Operation Safe Scripts Pharmaceutical Collection Event**

Meeting September 2, 2025 - Monroe Town Board Meeting Agenda

Type Information

2025 Orange County Household Hazardous Waste & Operation Safe Scripts
Pharmaceutical Collection Event, Saturday, September 27, 2025 9AM-3PM
OCTS #1 Maintenance Garage, 21 Training Center Lane, New Hampton, NY
Entrance Across from Mid-Hudson Psychiatric Center

1. 2025 O.C. Household Hazardous Waste Event

2025 Orange County Household Hazardous Waste & Operation Safe Scripts Pharmaceutical Collection Events

Saturday, Sept. 27, 2025 from 9 AM to 3 PM

**OCTS #1 Maintenance Garage, 21 Training Center Lane, New Hampton, NY
Entrance Across from Mid-Hudson Psychiatric Center**

RAIN OR SHINE!

Sponsored by Orange County DPW Division of EF&S., O.C. Sheriff's Office, PaintCare, and County Executive Steven M. Neuhaus, Co-Sponsored by NYSDEC

Wet Latex, Acrylic, and Water Based Paint

NOW ACCEPTED!



What to Bring

- **Oil and now Wet Latex/Water Based Paints**
- Stains and Varnishes
- Paint Thinners & Strippers
- Wood Preservatives
- Resins, Rosins & Adhesives
- Polishes for Furniture, Floor & Metal
- Cleaners for Rug & Upholstery
- Cleaners for Oven, Toilet Bowl & Drain
- Swimming Pool Chemicals
- Pesticides, Herbicides, Insecticides
(Including Lawn Care Products)
- **Fluorescent Bulbs**
- Spot Removers
- Dry Cleaning Solvents
- Lighter Fluids, Camp size propane tanks
- Septic Tank Degreasers
- Full or Partially Full Aerosol Cans
- Rubber Cement, Airplane Glue
- Photo Chemicals, Chemistry Sets
- Engine Degreasers
- Carburetor Cleaners, Car Waxes
- Kerosene, Gasoline, Gas/Oil Mixes
- Fire Extinguishers
- Mercury Thermostats, Thermometers
- **Pharmaceutical Drugs**
- Rechargeable (Ni-Cd) Batteries
- Auto and Tractor Batteries
- Transmission Fluids, Brake Fluids
- Motor Oil & Antifreeze

What **NOT** to Bring

- Electronics, Computers, VCR's
 - Home Appliances
 - Tires of any kind
 - BBQ Propane Tanks
 - Household Batteries
 - **Dried Latex Paint**
 - **Smoke Detectors**
 - Ammunition
 - Fireworks
 - Explosives
 - **Medical Sharps**
 - Radioactive Materials
 - Unknown Gases
 - Controlled Substances
 - Pathological Material
- Take to your local Transfer Station*
- Bag and throw in Trash*
- Contact company on back of unit*
- Call the Police Department*
- Take back to the hospital*
- Call (845) 291-2640*

<http://www.orangecountgov.com/efs>
esiljkovic@orangecountgov.org

- COVID-19 safety protocols may apply.
- Please load your materials in the rear of your vehicle.
- For your safety, please remain in your vehicle.
- Event staff will unload your materials.
- No smoking on site.
- Valid ID showing Orange County residency.

Also accepted at Orange County Transfer Stations 1, 2, & 3.
(Located at: New Hampton, Newburgh, Port Jervis)

1. Public Hearing

Subject	4.1. Motion to Open the Public Hearing RE WD No. 1 Increase and Improvements
Meeting	September 2, 2025 - Monroe Town Board Meeting Agenda
Type	Action (Resolution) Discussion Information

2025-#

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to Open the Public Hearing RE WD No. 1 Increase and Improvements.

1. WD#1 Authorizing Resolution
2. 20250807 Notice of Special Meeting -WIIA
3. Monroe WD 1 Notice of Intent Revised
4. WD#1 Authorizing Resolution
5. Certified TB 8-7-2025 DRAFT Meeting Minutes RE WD No. 1 Improvements for Grant Application
6. Certified Resolution RE SEQRA Process RE WD No. 1 Improvements for Grant Application
7. Affidavit RE WD No. 1 Improvements Public Hearing_Redacted
8. Affidavit RE 8-18-2025 Special Meeting_Redacted
9. Affidavit RE WD No. 1 Improvements Public Hearing_Redacted
10. 20250818 Notice of Special Meeting -WIIA
11. MonroeT-47682 -\$3,277,000-202b_OCPH_Water District No. 1 8_18_25 PH 9_2_25_Redacted

2025- 

**RESOLUTION AUTHORIZING THE TOWN OF MONROE TO APPLY FOR THE
WATER INFRASTRUCTURE IMPROVEMENT ACT (WIIA) GRANT PROGRAM FOR
WATER DISTRICT #1 IMPROVEMENTS**

WHEREAS, the Environmental Facilities Corporation is soliciting applications through the Water Infrastructure Improvement Act for clean and drinking water improvement projects; and

WHEREAS, the Town of Monroe has an identifiable need to conduct infrastructure improvements to Water District #1; and

NOW, THEREFORE, BE IT RESOLVED that the Town Board hereby authorizes the Town Supervisor, or his designee, to submit a application to the Environmental Facilities Corporation Water Infrastructure Improvement Act Grant Program for the infrastructure improvements at Water District #1.

BE IT FURTHER RESOLVED that the Town Supervisor and any other officer or employee as directed by the Town Supervisor is hereby authorized to take any and all necessary actions to carry out the provisions of this Resolution.

Adopted on this 2nd day of September, 2025.

2025-

**RESOLUTION AUTHORIZING THE TOWN OF MONROE TO APPLY FOR THE
WATER INFRASTRUCTURE IMPROVEMENT ACT (WIIA) GRANT PROGRAM FOR
WATER DISTRICT #14 IMPROVEMENTS**

WHEREAS, the Environmental Facilities Corporation is soliciting applications through the Water Infrastructure Improvement Act for clean and drinking water improvement projects; and

WHEREAS, the Town of Monroe has an identifiable need to conduct infrastructure improvements to Water District #14; and

NOW, THEREFORE, BE IT RESOLVED that the Town Board hereby authorizes the Town Supervisor, or his designee, to submit a application to the Environmental Facilities Corporation Water Infrastructure Improvement Act Grant Program for the infrastructure improvements at Water District #14.

BE IT FURTHER RESOLVED that the Town Supervisor and any other officer or employee as directed by the Town Supervisor is hereby authorized to take any and all necessary actions to carry out the provisions of this Resolution.

Adopted on this 2nd day of September, 2025.

**TOWN OF MONROE
NOTICE OF SPECIAL MEETING**

NOTICE IS HEREBY GIVEN that a Special Meeting will be held by the Town Board of the Town of Monroe, Orange County, New York, on **Thursday, August 7, 2025 at 7:00 p.m.** or soon thereafter as can be heard at Monroe Town Hall, 1465 Orange Turnpike, Monroe NY 10950, to authorize and commence the SEQRA process for a Water District No. 1 Water Infrastructure Improvement Act ("WIIA") grant application. This meeting is necessary on short notice due to deadlines associated with the grant application process. The Town does not expect to conduct any other business and there will be no public comment on the agenda.

Valerie Bitzer – Town Clerk
August 7, 2025

Order Confirmation

Not an Invoice

Account Number:	
Customer Name:	Monroe Town Of,Town Of
Customer Address:	Town of Monroe 1465 Orange TPKE Monroe NY 10950-3718
Contact Name:	Barbara Singer
Contact Phone:	845.783.1900 Ext. 100
Contact Email:	bsinger@monroeny.org
PO Number:	2025-000011-05

Date:	08/07/2025
Order Number:	
Prepayment Amount:	\$ 0.00

Column Count:	1.0000
Line Count:	3.6271
Height in Inches:	3.6300

Print

Product	#Insertions	Start - End	Category
MDL Times Herald-Record	1	08/13/2025 - 08/13/2025	Govt Bids & Proposals
MDL recordonline.com	1	08/13/2025 - 08/13/2025	Govt Bids & Proposals

As an incentive for customers, we provide a discount off the total order cost equal to the 3.99% service fee if you pay with Cash/Check/ACH. Pay by Cash/Check/ACH and save!

Total Cash Order Confirmation Amount Due	\$36.55
Tax Amount	\$0.00
Service Fee 3.99%	\$1.46
Cash/Check/ACH Discount	-\$1.46
Payment Amount by Cash/Check/ACH	\$36.55
Payment Amount by Credit Card	\$38.01

Order Confirmation Amount	\$36.55
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**TOWN OF MONROE
NOTICE OF SPECIAL
MEETING**

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**Valerie Bitzer –
Town Clerk**

August 7, 2025

**TOWN OF MONROE
TOWN BOARD
NOTICE OF INTENT FOR DESIGNATION OF LEAD AGENCY**

Please take notice that, according to the provisions of 6 NYCRR Part 617, the Town of Monroe Town Board has declared its intent to be lead agency for the purpose of review of and action on the project named below. If within 30 calendar days from the date of mailing this notification no involved agency submits a written objection to the Town of Monroe Town Board, the Town of Monroe Town Board shall act as lead agency and shall follow the provisions of 6 NYCRR Part 617.7 governing determination of significance of the proposed action.

Contact Person/Address: Anthony Cardone, Supervisor
Town of Monroe
1465 Orange Turnpike
Monroe, NY 10950
(845) 783-1900

Name of Project: Town of Monroe Water District 1 Facility Improvements

Location: near 169 Rye Hill Road, Town of Monroe

Tax Map Parcel: Section 33, Block 1, Lot 1.12
Orange County, New York

SEQRA Status: Unlisted Action

Project Description: The proposed project consists of the construction of a new water facility to house a Disinfection Byproduct Treatment system and new booster pumps to supply water to the residents in Water District 1 in the Town of Monroe.

Date of Action: 7 August 2025

Date of Mailing: 8 August 2025

Involved/Interested Agencies:

Town of Monroe Town Board
1465 Orange Turnpike
Monroe, NY 10950

Orange County Department of Health
124 Main Street
Goshen, NY 10924

Village of Monroe Village Board
7 Stage Road
Monroe, NY 10950

NYS Office of Parks, Recreation and Historic Preservation
PO Box 189
Waterford, NY 12188

END OF DOCUMENT

2025-

**RESOLUTION AUTHORIZING THE TOWN OF MONROE TO APPLY FOR THE
WATER INFRASTRUCTURE IMPROVEMENT ACT (WIIA) GRANT PROGRAM FOR
WATER DISTRICT #1 IMPROVEMENTS**

WHEREAS, the Environmental Facilities Corporation is soliciting applications through the Water Infrastructure Improvement Act for clean and drinking water improvement projects; and

WHEREAS, the Town of Monroe has an identifiable need to conduct infrastructure improvements to Water District #1; and

NOW, THEREFORE, BE IT RESOLVED that the Town Board hereby authorizes the Town Supervisor, or his designee, to submit a application to the Environmental Facilities Corporation Water Infrastructure Improvement Act Grant Program for the infrastructure improvements at Water District #1.

BE IT FURTHER RESOLVED that the Town Supervisor and any other officer or employee as directed by the Town Supervisor is hereby authorized to take any and all necessary actions to carry out the provisions of this Resolution.

Adopted on this 2nd day of September, 2025.



Village of Monroe

7 Stage Road, Monroe, NY 10950

Tel: (845) 782-8341 · Fax: (845) 782-3006

Mayor

Neil Dwyer

Trustees

Debra Behringer

Andrew Ferraro

John Karl, III

Martin O'Connor

Clerk

Kimberly Zahra

Treasurer

Anthony Feliz

Attorney

Alyse Terhune

Building Department

845-782-8341 x128

Code Enforcement Dept.

845-782-8341 x134

Police Department

Darwin Guzman, Chief

845-782-8644

Department of Public Works

845-783-4440

Water Department

845-782-8341 x122

Planning Board

Jeff Boucher, Ch.

Zoning Board of Appeals

Paul S. Baum, Ch.

Village Historian

Paul Ellis-Graham

August 11, 2025

Town of Monroe

1465 Orange Turnpike

Monroe, NY 10950

Re: SEQR Lead Agency – Town of Monroe District 1 Facility Improvements

Dear Supervisor Cardone,

The Village of Monroe has reviewed the Town of Monroe's request to serve as Lead Agency under the State Environmental Quality Review Act (SEQR) for the above-referenced project.

Please be advised that the Village of Monroe has no objection to the Town of Monroe assuming Lead Agency status for this project.

We understand the importance of securing Water Infrastructure Improvement Act (WIIA) grant funding and hope this letter assists in meeting the required application timeline.

If you require any additional information or documentation, please feel free to contact our office.

Sincerely,

Neil S. Dwyer

Mayor

Village of Monroe

Orange County Department of Health – Lead Agency Review and Comment

Project Name T. OF MONROE WD#1 WATER FACILITY IMPROVEMENTS Municipality TOWN OF MONROE

Date of Mailing by Municipality 8/8/2025 Date of Receipt by OCDOH 8/8/25 (VTA EMAIL)

- ☒ Let this correspondence serve as notice that the Orange County Department of Health (OCDOH) does not wish to contest the Lead Agency designation as proposed on the attached "Notice of Establishment of Lead Agency".

While not petitioning for the role of Lead Agency in the State Environmental Quality Review (SEQRA) of the subject application, the Orange County Department of Health, as a listed involved Agency under the provisions of SEQRA, offers the following guidance to be considered by the Lead Agency in the preliminary review of the application. Please note that the following checked items are based on a cursory review of the documentation provided at the time lead agency status was being determined. Our office reserves the right to review items, currently unchecked, based on any new information, any changes to the project, or any other unforeseen circumstances. **We would strongly advise reaching out to our office at 845-291-2331** anytime for more information or with questions.

PROPOSED REALTY SUBDIVISIONS – 5 or more lots, each 5 acres or less

- ☐ A set of plans should be submitted to the OCDOH for selection of test well locations once the Planning Board has substantially accepted the lot layout. Plans must include lot layout, proposed well and sewage disposal system locations, topography, roads, all potential environmental concerns in the area, etc. If application of subdivision is submitted without OCDOH selecting well locations, we will provide commented response to the application with well testing requirements during our 1st review.
- ☐ If the proposed subdivision is to be served by an on-site Public Water Supply, plans for the proposed well(s) will need approval from the NYSDOH and/or OCDOH, as a separate application from the required subdivision application, and will have to comply with all of the New York State Sanitary Code (Part 5) requirements for a Public Water Supply well, paying particular attention to Appendix 5-D. Permitting of the water withdrawal may also be required from the New York State Department of Environmental Conservation (NYSDEC).
- ☐ If the proposed subdivision is to be served by municipal water and sewer, the water main extension will have to be reviewed and approved by the OCDOH as a separate application from the Realty Subdivision application. Sewer extensions may require review and approval by NYSDEC.

PROPOSED PUBLIC WATER SYSTEMS – Where a new on-site groundwater well supply is proposed

- ☐ Where an application could potentially result in the establishment of a regulated Public Water Supply:
 - ☐ Community Water Supply (CWS), e.g. subdivision, apartment complex, etc.
 - ☐ Non-Transient Non-Community Water Supply (NTNCWS), e.g. office, warehouse, school, etc.
 - ☐ Transient Non-Community Water System (TNCWS), e.g. food service, strip mall, park/camp, etc.
 - ☐ Temporary Residence (TR), e.g. Hotel/motel, would be considered NTNCWS or TNCWS.

A plan must be submitted to the OCDOH that provides the proposed well location, once the Planning Board has substantially accepted the site layout. Plan must include site layout, proposed well and sewage disposal system locations, topography, roads, all potential environmental concerns, etc. This applies to all applications where the project will be served by on-site well(s). Once well location acceptance is granted, all aspects of the newly proposed new Public Water System will require application for review and approval by the OCDOH.

BACKFLOW PREVENTION DEVICE (BFPD) – Domestic / Fire / Irrigation testable devices

- ☐ When an application involves the interconnection of a proposed facility to an existing, OCDOH regulated water distribution system, an appropriate backflow prevention device shall be approved by OCDOH, on the fire suppression line (sprinklers), domestic service line(s), Irrigation systems, or main line serving all, to protect the existing water system from any potential hazards due to an unwanted cross-connection, as required by code and the local municipalities codes/laws/regulations. If checked, application and plans for the proposed BFPD must be reviewed and approved by the OCDOH.

PROPOSED WATER MAIN EXTENSIONS

- ☐ May require NYSDEC approval for water district expansion if proposed service area is outside existing district boundaries, OCDOH always suggests reaching out to NYSDEC directly to confirm their requirements.
- ☐ Water main extension will require OCDOH review and approval via a Water System Improvement application.
- ☐ If a water service lateral is to tap an existing water main and is intended to provide water supply to more than one structure, provides one or more fire hydrants on the proposed line, or includes a 'tee' for additional future services, the service line will be treated as a water main extension and will require application for review/approval by the OCDOH.

PROPOSED WATER SYSTEM MODIFICATIONS

- ☒ All water system improvements/modifications, e.g. water storage tanks, pump stations, water main replacements, modifications to treatment, addition of treatment, etc. for a Public Water Supply (PWS) requires application for review/approval by the OCDOH.

OTHER

- ☐ _____
- ☐ _____
- ☐ _____

***IMPORTANT NOTE: Plan review application checklists are available on the OCDOH website (<https://www.orangecountygov.com/539/Applications-Forms-Permits-Documents>) for Subdivisions, Water System Improvements, Sewage Disposal System, and Backflow Prevention Device Installations. Applicants are encouraged to consult with our office at the early stages of the application process to identify aspects of the proposed project that may require review and the full extent of our regulatory involvement. If there are any questions regarding our office's potential involvement in this project, please contact our office at 845-291-2331 or via email as noted below. ***

Signed by  Printed STEVEN GAGNON

Title Principal Public Health Engineer Email sgagnon@orange.countygov.com

Date 8/11/2025

**TOWN OF MONROE
TOWN BOARD
NOTICE OF INTENT FOR DESIGNATION OF LEAD AGENCY**

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124 Main Street
Goshen, NY 10924

Village of Monroe Village Board
7 Stage Road
Monroe, NY 10950

NYS Office of Parks, Recreation and Historic Preservation
PO Box 189
Waterford, NY 12188

END OF DOCUMENT

Full Environmental Assessment Form
Part 1 - Project and Setting

Instructions for Completing Part 1

Part 1 is to be completed by the applicant or project sponsor. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification.

Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information; indicate whether missing information does not exist, or is not reasonably available to the sponsor; and, when possible, generally describe work or studies which would be necessary to update or fully develop that information.

Applicants/sponsors must complete all items in Sections A & B. In Sections C, D & E, most items contain an initial question that must be answered either "Yes" or "No". If the answer to the initial question is "Yes", complete the sub-questions that follow. If the answer to the initial question is "No", proceed to the next question. Section F allows the project sponsor to identify and attach any additional information. Section G requires the name and signature of the applicant or project sponsor to verify that the information contained in Part 1 is accurate and complete.

A. Project and Applicant/Sponsor Information.

Name of Action or Project: Town of Monroe Water District 1 Facility Improvements		
Project Location (describe, and attach a general location map): directly adjacent to 169 Rye Hill Road, Monroe, NY 10950		
Brief Description of Proposed Action (include purpose or need): Construction of a new water facility to house a Disinfection Byproduct Treatment system and new booster pumps to supply water to the residents in Water District 1 in the Town of Monroe		
Name of Applicant/Sponsor: Town of Monroe		Telephone: (845) 783-1900
		E-Mail: tcardone@monroeny.org
Address: 1465 Orange Turnpike		
City/PO: Monroe	State: NY	Zip Code: 10950
Project Contact (if not same as sponsor; give name and title/role): Quinn Mullarky, P.E., Senior Engineer, MHE Engineering		Telephone: (845) 567-3100
		E-Mail: qmullarkey@mhepc.com
Address: 33 Airport Center Drive, Suite 202		
City/PO: New Windsor	State: NY	Zip Code: 12553
Property Owner (if not same as sponsor):		Telephone:
		E-Mail:
Address:		
City/PO:	State:	Zip Code:

B. Government Approvals

B. Government Approvals, Funding, or Sponsorship. ("Funding" includes grants, loans, tax relief, and any other forms of financial assistance.)

Government Entity	If Yes: Identify Agency and Approval(s) Required	Application Date (Actual or projected)
a. City Council, Town Board, ☒ Yes ☐ No or Village Board of Trustees	Town Board authorization	September 2025
b. City, Town or Village ☐ Yes ☐ No Planning Board or Commission		
c. City, Town or ☐ Yes ☐ No Village Zoning Board of Appeals		
d. Other local agencies ☐ Yes ☐ No		
e. County agencies ☒ Yes ☐ No	OCDOH plan and report approval	Projected 2026
f. Regional agencies ☐ Yes ☐ No		
g. State agencies ☐ Yes ☐ No		
h. Federal agencies ☐ Yes ☐ No		
i. Coastal Resources.		
i. Is the project site within a Coastal Area, or the waterfront area of a Designated Inland Waterway?		☐ Yes ☒ No
ii. Is the project site located in a community with an approved Local Waterfront Revitalization Program?		☐ Yes ☒ No
iii. Is the project site within a Coastal Erosion Hazard Area?		☐ Yes ☒ No

C. Planning and Zoning

C.1. Planning and zoning actions.

Will administrative or legislative adoption, or amendment of a plan, local law, ordinance, rule or regulation be the only approval(s) which must be granted to enable the proposed action to proceed? ☐ Yes ☒ No

- If Yes, complete sections C, F and G.
- If No, proceed to question C.2 and complete all remaining sections and questions in Part 1

C.2. Adopted land use plans.

a. Do any municipally- adopted (city, town, village or county) comprehensive land use plan(s) include the site where the proposed action would be located? ☐ Yes ☒ No

If Yes, does the comprehensive plan include specific recommendations for the site where the proposed action would be located? ☐ Yes ☐ No

b. Is the site of the proposed action within any local or regional special planning district (for example: Greenway; Brownfield Opportunity Area (BOA); designated State or Federal heritage area; watershed management plan; or other?) ☐ Yes ☒ No

If Yes, identify the plan(s):

c. Is the proposed action located wholly or partially within an area listed in an adopted municipal open space plan, or an adopted municipal farmland protection plan? ☐ Yes ☒ No

If Yes, identify the plan(s):

C.3. Zoning	
a. Is the site of the proposed action located in a municipality with an adopted zoning law or ordinance. If Yes, what is the zoning classification(s) including any applicable overlay district? RR-1 Rural Residential	☒ Yes ☐ No
b. Is the use permitted or allowed by a special or conditional use permit?	☐ Yes ☐ No
c. Is a zoning change requested as part of the proposed action? If Yes, i. What is the proposed new zoning for the site?	☐ Yes ☒ No
C.4. Existing community services.	
a. In what school district is the project site located? Monroe Woodbury Central School District	
b. What police or other public protection forces serve the project site? NYS Police	
c. Which fire protection and emergency medical services serve the project site? Monroe Joint Fire District and Monroe Volunteer Ambulance	
d. What parks serve the project site? Monroe Town Berry Rd Park	

D. Project Details

D.1. Proposed and Potential Development	
a. What is the general nature of the proposed action (e.g., residential, industrial, commercial, recreational; if mixed, include all components)? municipal water supply improvements	
b. a. Total acreage of the site of the proposed action?	42.2 acres
b. Total acreage to be physically disturbed?	0.2 acres
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?	42.2 acres
c. Is the proposed action an expansion of an existing project or use?	☐ Yes ☒ No
i. If Yes, what is the approximate percentage of the proposed expansion and identify the units (e.g., acres, miles, housing units, square feet)? % _____ Units: _____	
d. Is the proposed action a subdivision, or does it include a subdivision?	☐ Yes ☒ No
If Yes, i. Purpose or type of subdivision? (e.g., residential, industrial, commercial; if mixed, specify types) _____	
ii. Is a cluster/conservation layout proposed?	☐ Yes ☐ No
iii. Number of lots proposed? _____	
iv. Minimum and maximum proposed lot sizes? Minimum _____ Maximum _____	
e. Will the proposed action be constructed in multiple phases?	☐ Yes ☒ No
i. If No, anticipated period of construction: _____ months	
ii. If Yes:	
• Total number of phases anticipated _____	
• Anticipated commencement date of phase 1 (including demolition) _____ month _____ year	
• Anticipated completion date of final phase _____ month _____ year	
• Generally describe connections or relationships among phases, including any contingencies where progress of one phase may determine timing or duration of future phases: _____ _____ _____	

f. Does the project include new residential uses? ☐ Yes ☒ No				
If Yes, show numbers of units proposed.				
	<u>One Family</u>	<u>Two Family</u>	<u>Three Family</u>	<u>Multiple Family (four or more)</u>
Initial Phase	_____	_____	_____	_____
At completion of all phases	_____	_____	_____	_____

g. Does the proposed action include new non-residential construction (including expansions)? ☒ Yes ☐ No	
If Yes,	
i. Total number of structures <u>1</u>	
ii. Dimensions (in feet) of largest proposed structure: <u>~12</u> height; <u>~30</u> width; and <u>~25</u> length	
iii. Approximate extent of building space to be heated or cooled: <u>750</u> square feet	

h. Does the proposed action include construction or other activities that will result in the impoundment of any liquids, such as creation of a water supply, reservoir, pond, lake, waste lagoon or other storage? ☐ Yes ☒ No	
If Yes,	
i. Purpose of the impoundment: _____	
ii. If a water impoundment, the principal source of the water: ☐ Ground water ☐ Surface water streams ☐ Other specify: _____	
iii. If other than water, identify the type of impounded/contained liquids and their source. _____	
iv. Approximate size of the proposed impoundment. Volume: _____ million gallons; surface area: _____ acres	
v. Dimensions of the proposed dam or impounding structure: _____ height; _____ length	
vi. Construction method/materials for the proposed dam or impounding structure (e.g., earth fill, rock, wood, concrete): _____	

D.2. Project Operations

a. Does the proposed action include any excavation, mining, or dredging, during construction, operations, or both? ☒ Yes ☐ No	
(Not including general site preparation, grading or installation of utilities or foundations where all excavated materials will remain onsite)	
If Yes:	
i. What is the purpose of the excavation or dredging? <u>installation of building foundation and new water piping</u>	
ii. How much material (including rock, earth, sediments, etc.) is proposed to be removed from the site?	
• Volume (specify tons or cubic yards): <u>0</u> • Over what duration of time? <u>12 months</u>	
iii. Describe nature and characteristics of materials to be excavated or dredged, and plans to use, manage or dispose of them. <u>soils are to be excavated and reused on site</u>	
iv. Will there be onsite dewatering or processing of excavated materials? ☒ Yes ☐ No	
If yes, describe. <u>dewatering of trenches</u>	
v. What is the total area to be dredged or excavated? <u>0.1</u> acres	
vi. What is the maximum area to be worked at any one time? <u>0.1</u> acres	
vii. What would be the maximum depth of excavation or dredging? <u>6</u> feet	
viii. Will the excavation require blasting? ☐ Yes ☒ No	
ix. Summarize site reclamation goals and plan: _____	

b. Would the proposed action cause or result in alteration of, increase or decrease in size of, or encroachment into any existing wetland, waterbody, shoreline, beach or adjacent area? ☐ Yes ☒ No	
If Yes:	
i. Identify the wetland or waterbody which would be affected (by name, water index number, wetland map number or geographic description): _____	

ii. Describe how the proposed action would affect that waterbody or wetland, e.g. excavation, fill, placement of structures, or alteration of channels, banks and shorelines. Indicate extent of activities, alterations and additions in square feet or acres:

iii. Will the proposed action cause or result in disturbance to bottom sediments? ☐ Yes ☐ No
If Yes, describe: _____

iv. Will the proposed action cause or result in the destruction or removal of aquatic vegetation? ☐ Yes ☐ No
If Yes:

- acres of aquatic vegetation proposed to be removed: _____
- expected acreage of aquatic vegetation remaining after project completion: _____
- purpose of proposed removal (e.g. beach clearing, invasive species control, boat access): _____
- proposed method of plant removal: _____
- if chemical/herbicide treatment will be used, specify product(s): _____

v. Describe any proposed reclamation/mitigation following disturbance: _____

c. Will the proposed action use, or create a new demand for water? ☐ Yes ☒ No
If Yes:

i. Total anticipated water usage/demand per day: _____ gallons/day

ii. Will the proposed action obtain water from an existing public water supply? ☐ Yes ☐ No
If Yes:

- Name of district or service area: _____
- Does the existing public water supply have capacity to serve the proposal? ☐ Yes ☐ No
- Is the project site in the existing district? ☐ Yes ☐ No
- Is expansion of the district needed? ☐ Yes ☐ No
- Do existing lines serve the project site? ☐ Yes ☐ No

iii. Will line extension within an existing district be necessary to supply the project? ☐ Yes ☐ No
If Yes:

- Describe extensions or capacity expansions proposed to serve this project: _____
- Source(s) of supply for the district: _____

iv. Is a new water supply district or service area proposed to be formed to serve the project site? ☐ Yes ☐ No
If Yes:

- Applicant/sponsor for new district: _____
- Date application submitted or anticipated: _____
- Proposed source(s) of supply for new district: _____

v. If a public water supply will not be used, describe plans to provide water supply for the project: _____

vi. If water supply will be from wells (public or private), what is the maximum pumping capacity: _____ gallons/minute.

d. Will the proposed action generate liquid wastes? ☐ Yes ☒ No
If Yes:

i. Total anticipated liquid waste generation per day: _____ gallons/day

ii. Nature of liquid wastes to be generated (e.g., sanitary wastewater, industrial; if combination, describe all components and approximate volumes or proportions of each): _____

iii. Will the proposed action use any existing public wastewater treatment facilities? ☐ Yes ☐ No
If Yes:

- Name of wastewater treatment plant to be used: _____
- Name of district: _____
- Does the existing wastewater treatment plant have capacity to serve the project? ☐ Yes ☐ No
- Is the project site in the existing district? ☐ Yes ☐ No
- Is expansion of the district needed? ☐ Yes ☐ No

• Do existing sewer lines serve the project site? _____ • Will a line extension within an existing district be necessary to serve the project? _____ If Yes: • Describe extensions or capacity expansions proposed to serve this project: _____	☐ Yes ☐ No ☐ Yes ☐ No
iv. Will a new wastewater (sewage) treatment district be formed to serve the project site? _____	
If Yes: • Applicant/sponsor for new district: _____ • Date application submitted or anticipated: _____ • What is the receiving water for the wastewater discharge? _____	
v. If public facilities will not be used, describe plans to provide wastewater treatment for the project, including specifying proposed receiving water (name and classification if surface discharge or describe subsurface disposal plans): _____	
vi. Describe any plans or designs to capture, recycle or reuse liquid waste: _____	
e. Will the proposed action disturb more than one acre and create stormwater runoff, either from new point sources (i.e. ditches, pipes, swales, curbs, gutters or other concentrated flows of stormwater) or non-point source (i.e. sheet flow) during construction or post construction? _____	
☐ Yes ☒ No	
If Yes: i. How much impervious surface will the project create in relation to total size of project parcel? _____ Square feet or _____ acres (impervious surface) _____ Square feet or _____ acres (parcel size) ii. Describe types of new point sources. _____ iii. Where will the stormwater runoff be directed (i.e. on-site stormwater management facility/structures, adjacent properties, groundwater, on-site surface water or off-site surface waters)? _____	
• If to surface waters, identify receiving water bodies or wetlands: _____	
• Will stormwater runoff flow to adjacent properties? _____	
☐ Yes ☐ No ☐ Yes ☐ No	
iv. Does the proposed plan minimize impervious surfaces, use pervious materials or collect and re-use stormwater? _____	
f. Does the proposed action include, or will it use on-site, one or more sources of air emissions, including fuel combustion, waste incineration, or other processes or operations? _____	
☐ Yes ☒ No	
If Yes, identify: i. Mobile sources during project operations (e.g., heavy equipment, fleet or delivery vehicles) _____ ii. Stationary sources during construction (e.g., power generation, structural heating, batch plant, crushers) _____ iii. Stationary sources during operations (e.g., process emissions, large boilers, electric generation) _____	
g. Will any air emission sources named in D.2.f (above), require a NY State Air Registration, Air Facility Permit, or Federal Clean Air Act Title IV or Title V Permit? _____	
☐ Yes ☒ No	
If Yes: i. Is the project site located in an Air quality non-attainment area? (Area routinely or periodically fails to meet ambient air quality standards for all or some parts of the year) _____ ii. In addition to emissions as calculated in the application, the project will generate: • _____ Tons/year (short tons) of Carbon Dioxide (CO₂) • _____ Tons/year (short tons) of Nitrous Oxide (N₂O) • _____ Tons/year (short tons) of Perfluorocarbons (PFCs) • _____ Tons/year (short tons) of Sulfur Hexafluoride (SF₆) • _____ Tons/year (short tons) of Carbon Dioxide equivalent of Hydrofluorocarbons (HFCs) • _____ Tons/year (short tons) of Hazardous Air Pollutants (HAPs)	
☐ Yes ☐ No	

h. Will the proposed action generate or emit methane (including, but not limited to, sewage treatment plants, landfills, composting facilities)? ☐ Yes ☒ No

If Yes:

i. Estimate methane generation in tons/year (metric): _____

ii. Describe any methane capture, control or elimination measures included in project design (e.g., combustion to generate heat or electricity, flaring): _____

i. Will the proposed action result in the release of air pollutants from open-air operations or processes, such as quarry or landfill operations? ☐ Yes ☒ No

If Yes: Describe operations and nature of emissions (e.g., diesel exhaust, rock particulates/dust): _____

j. Will the proposed action result in a substantial increase in traffic above present levels or generate substantial new demand for transportation facilities or services? ☐ Yes ☒ No

If Yes:

i. When is the peak traffic expected (Check all that apply): ☐ Morning ☐ Evening ☐ Weekend
☐ Randomly between hours of _____ to _____

ii. For commercial activities only, projected number of truck trips/day and type (e.g., semi trailers and dump trucks): _____

iii. Parking spaces: Existing _____ Proposed _____ Net increase/decrease _____

iv. Does the proposed action include any shared use parking? ☐ Yes ☐ No

v. If the proposed action includes any modification of existing roads, creation of new roads or change in existing access, describe: _____

vi. Are public/private transportation service(s) or facilities available within ½ mile of the proposed site? ☐ Yes ☐ No

vii. Will the proposed action include access to public transportation or accommodations for use of hybrid, electric or other alternative fueled vehicles? ☐ Yes ☐ No

viii. Will the proposed action include plans for pedestrian or bicycle accommodations for connections to existing pedestrian or bicycle routes? ☐ Yes ☐ No

k. Will the proposed action (for commercial or industrial projects only) generate new or additional demand for energy? ☒ Yes ☐ No

If Yes:

i. Estimate annual electricity demand during operation of the proposed action: _____
 minor increase from existing usage to power new treatment system and pumps

ii. Anticipated sources/suppliers of electricity for the project (e.g., on-site combustion, on-site renewable, via grid/local utility, or other):
 via grid/ local utility _____

iii. Will the proposed action require a new, or an upgrade, to an existing substation? ☐ Yes ☒ No

l. Hours of operation. Answer all items which apply.

i. During Construction:	ii. During Operations:
• Monday - Friday: _____ 7AM-4PM	• Monday - Friday: _____ 24/7
• Saturday: _____ N/A	• Saturday: _____ 24/7
• Sunday: _____ N/A	• Sunday: _____ 24/7
• Holidays: _____ N/A	• Holidays: _____ 24/7

m. Will the proposed action produce noise that will exceed existing ambient noise levels during construction, operation, or both? ☒ Yes ☐ No If yes: i. Provide details including sources, time of day and duration: typical construction equipment during normal construction hours _____	
ii. Will the proposed action remove existing natural barriers that could act as a noise barrier or screen? ☒ Yes ☐ No Describe: construction may require the removal of trees _____	
n. Will the proposed action have outdoor lighting? ☒ Yes ☐ No If yes: i. Describe source(s), location(s), height of fixture(s), direction/aim, and proximity to nearest occupied structures: on new water facility, will not be pointed toward nearby homes _____	
ii. Will proposed action remove existing natural barriers that could act as a light barrier or screen? ☒ Yes ☐ No Describe: construction may require the removal of trees _____	
o. Does the proposed action have the potential to produce odors for more than one hour per day? ☐ Yes ☒ No If Yes, describe possible sources, potential frequency and duration of odor emissions, and proximity to nearest occupied structures: _____	
p. Will the proposed action include any bulk storage of petroleum (combined capacity of over 1,100 gallons) or chemical products 185 gallons in above ground storage or any amount in underground storage? ☐ Yes ☒ No If Yes: i. Product(s) to be stored _____ ii. Volume(s) _____ per unit time _____ (e.g., month, year) iii. Generally, describe the proposed storage facilities: _____	
q. Will the proposed action (commercial, industrial and recreational projects only) use pesticides (i.e., herbicides, insecticides) during construction or operation? ☐ Yes ☒ No If Yes: i. Describe proposed treatment(s): _____	
ii. Will the proposed action use Integrated Pest Management Practices? ☐ Yes ☐ No	
r. Will the proposed action (commercial or industrial projects only) involve or require the management or disposal of solid waste (excluding hazardous materials)? ☐ Yes ☒ No If Yes: i. Describe any solid waste(s) to be generated during construction or operation of the facility: • Construction: _____ tons per _____ (unit of time) • Operation : _____ tons per _____ (unit of time) ii. Describe any proposals for on-site minimization, recycling or reuse of materials to avoid disposal as solid waste: • Construction: _____ • Operation: _____ iii. Proposed disposal methods/facilities for solid waste generated on-site: • Construction: _____ • Operation: _____	

s. Does the proposed action include construction or modification of a solid waste management facility? ☐ Yes ☒ No

If Yes:

i. Type of management or handling of waste proposed for the site (e.g., recycling or transfer station, composting, landfill, or other disposal activities): _____

ii. Anticipated rate of disposal/processing:

- _____ Tons/month, if transfer or other non-combustion/thermal treatment, or
- _____ Tons/hour, if combustion or thermal treatment

iii. If landfill, anticipated site life: _____ years

t. Will the proposed action at the site involve the commercial generation, treatment, storage, or disposal of hazardous waste? ☐ Yes ☒ No

If Yes:

i. Name(s) of all hazardous wastes or constituents to be generated, handled or managed at facility: _____

ii. Generally describe processes or activities involving hazardous wastes or constituents: _____

iii. Specify amount to be handled or generated _____ tons/month

iv. Describe any proposals for on-site minimization, recycling or reuse of hazardous constituents: _____

v. Will any hazardous wastes be disposed at an existing offsite hazardous waste facility? ☐ Yes ☐ No

If Yes: provide name and location of facility: _____

If No: describe proposed management of any hazardous wastes which will not be sent to a hazardous waste facility: _____

E. Site and Setting of Proposed Action

E.1. Land uses on and surrounding the project site

a. Existing land uses.

i. Check all uses that occur on, adjoining and near the project site.

☐ Urban ☐ Industrial ☐ Commercial ☒ Residential (suburban) ☐ Rural (non-farm)

☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other (specify): _____

ii. If mix of uses, generally describe: _____

b. Land uses and covertypes on the project site.

Land use or Covertypes	Current Acreage	Acreage After Project Completion	Change (Acres +/-)
• Roads, buildings, and other paved or impervious surfaces	0.2	0.2	0
• Forested	42	42	0
• Meadows, grasslands or brushlands (non-agricultural, including abandoned agricultural)			
• Agricultural (includes active orchards, field, greenhouse etc.)			
• Surface water features (lakes, ponds, streams, rivers, etc.)			
• Wetlands (freshwater or tidal)			
• Non-vegetated (bare rock, earth or fill)			
• Other Describe: _____			

c. Is the project site presently used by members of the community for public recreation? ☐ Yes ☒ No
i. If Yes: explain: _____

d. Are there any facilities serving children, the elderly, people with disabilities (e.g., schools, hospitals, licensed day care centers, or group homes) within 1500 feet of the project site? ☐ Yes ☒ No
If Yes,
i. Identify Facilities: _____

e. Does the project site contain an existing dam? ☐ Yes ☒ No
If Yes:
i. Dimensions of the dam and impoundment:
• Dam height: _____ feet
• Dam length: _____ feet
• Surface area: _____ acres
• Volume impounded: _____ gallons OR acre-feet
ii. Dam's existing hazard classification: _____
iii. Provide date and summarize results of last inspection: _____

f. Has the project site ever been used as a municipal, commercial or industrial solid waste management facility, or does the project site adjoin property which is now, or was at one time, used as a solid waste management facility? ☐ Yes ☒ No
If Yes:
i. Has the facility been formally closed? ☐ Yes ☒ No
• If yes, cite sources/documentation: _____
ii. Describe the location of the project site relative to the boundaries of the solid waste management facility: _____

iii. Describe any development constraints due to the prior solid waste activities: _____

g. Have hazardous wastes been generated, treated and/or disposed of at the site, or does the project site adjoin property which is now or was at one time used to commercially treat, store and/or dispose of hazardous waste? ☐ Yes ☒ No
If Yes:
i. Describe waste(s) handled and waste management activities, including approximate time when activities occurred: _____

h. Potential contamination history. Has there been a reported spill at the proposed project site, or have any remedial actions been conducted at or adjacent to the proposed site? ☐ Yes ☒ No
If Yes:
i. Is any portion of the site listed on the NYSDEC Spills Incidents database or Environmental Site Remediation database? Check all that apply: ☐ Yes ☒ No
☐ Yes – Spills Incidents database Provide DEC ID number(s): _____
☐ Yes – Environmental Site Remediation database Provide DEC ID number(s): _____
☐ Neither database
ii. If site has been subject of RCRA corrective activities, describe control measures: _____

iii. Is the project within 2000 feet of any site in the NYSDEC Environmental Site Remediation database? ☐ Yes ☒ No
If yes, provide DEC ID number(s): _____
iv. If yes to (i), (ii) or (iii) above, describe current status of site(s): _____

v. Is the project site subject to an institutional control limiting property uses? ☐ Yes ☐ No	
• If yes, DEC site ID number: _____ • Describe the type of institutional control (e.g., deed restriction or easement): _____ • Describe any use limitations: _____ • Describe any engineering controls: _____ • Will the project affect the institutional or engineering controls in place? ☐ Yes ☐ No • Explain: _____	
E.2. Natural Resources On or Near Project Site	
a. What is the average depth to bedrock on the project site? _____ >6.5 feet	
b. Are there bedrock outcroppings on the project site? ☐ Yes ☒ No	
If Yes, what proportion of the site is comprised of bedrock outcroppings? _____ %	
c. Predominant soil type(s) present on project site:	
Mardin gravelly silt loam, 3-8% slope	80 %
Mardin gravelly silt loam 8-15% slope	20 %
	_____ %
d. What is the average depth to the water table on the project site? Average: _____ 1.5 feet	
e. Drainage status of project site soils: ☐ Well Drained: _____ % of site	
☒ Moderately Well Drained: _____ 100 % of site	
☐ Poorly Drained _____ % of site	
f. Approximate proportion of proposed action site with slopes: ☒ 0-10%: _____ 85 % of site	
☒ 10-15%: _____ 15 % of site	
☐ 15% or greater: _____ % of site	
g. Are there any unique geologic features on the project site? ☐ Yes ☒ No	
If Yes, describe: _____	
h. Surface water features.	
i. Does any portion of the project site contain wetlands or other waterbodies (including streams, rivers, ponds or lakes)? ☐ Yes ☒ No	
ii. Do any wetlands or other waterbodies adjoin the project site? ☒ Yes ☐ No	
If Yes to either i or ii, continue. If No, skip to E.2.i.	
iii. Are any of the wetlands or waterbodies within or adjoining the project site regulated by any federal, state or local agency? ☒ Yes ☐ No	
iv. For each identified regulated wetland and waterbody on the project site, provide the following information:	
• Streams: Name Ramapo River, Upper, and tribs	Classification ^B _____
• Lakes or Ponds: Name _____	Classification _____
• Wetlands: Name _____	Approximate Size _____
• Wetland No. (if regulated by DEC) _____	
v. Are any of the above water bodies listed in the most recent compilation of NYS water quality-impaired waterbodies? ☐ Yes ☒ No	
If yes, name of impaired water body/bodies and basis for listing as impaired: _____	
i. Is the project site in a designated Floodway? ☐ Yes ☒ No	
j. Is the project site in the 100-year Floodplain? ☐ Yes ☒ No	
k. Is the project site in the 500-year Floodplain? ☐ Yes ☒ No	
l. Is the project site located over, or immediately adjoining, a primary, principal or sole source aquifer? ☒ Yes ☐ No	
If Yes:	
i. Name of aquifer: Sole Source Aquifer Names: Ramapo SSA	

m. Identify the predominant wildlife species that occupy or use the project site:		
Bats _____ _____	Deer _____ _____	Owl _____ _____
n. Does the project site contain a designated significant natural community? ☐ Yes ☒ No		
If Yes:		
i. Describe the habitat/community (composition, function, and basis for designation): _____ _____		
ii. Source(s) of description or evaluation: _____		
iii. Extent of community/habitat:		
• Currently: _____ acres • Following completion of project as proposed: _____ acres • Gain or loss (indicate + or -): _____ acres		
o. Does project site contain any species of plant or animal that is listed by the federal government or NYS as endangered or threatened, or does it contain any areas identified as habitat for an endangered or threatened species? ☒ Yes ☐ No		
If Yes:		
i. Species and listing (endangered or threatened): _____ Northern Long-eared Bat		
p. Does the project site contain any species of plant or animal that is listed by NYS as rare, or as a species of special concern? ☐ Yes ☒ No		
If Yes:		
i. Species and listing: _____ _____		
q. Is the project site or adjoining area currently used for hunting, trapping, fishing or shell fishing? ☐ Yes ☒ No		
If yes, give a brief description of how the proposed action may affect that use: _____ _____		
E.3. Designated Public Resources On or Near Project Site		
a. Is the project site, or any portion of it, located in a designated agricultural district certified pursuant to Agriculture and Markets Law, Article 25-AA, Section 303 and 304? ☐ Yes ☒ No		
If Yes, provide county plus district name/number: _____		
b. Are agricultural lands consisting of highly productive soils present? ☐ Yes ☒ No		
i. If Yes: acreage(s) on project site? _____		
ii. Source(s) of soil rating(s): _____		
c. Does the project site contain all or part of, or is it substantially contiguous to, a registered National Natural Landmark? ☐ Yes ☒ No		
If Yes:		
i. Nature of the natural landmark: ☐ Biological Community ☐ Geological Feature		
ii. Provide brief description of landmark, including values behind designation and approximate size/extent: _____ _____		
d. Is the project site located in or does it adjoin a state listed Critical Environmental Area? ☐ Yes ☒ No		
If Yes:		
i. CEA name: _____		
ii. Basis for designation: _____		
iii. Designating agency and date: _____		

e. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places? If Yes: i. Nature of historic/archaeological resource: ☐ Archaeological Site ☐ Historic Building or District ii. Name: _____ iii. Brief description of attributes on which listing is based: _____	☐ Yes ☒ No
f. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	☒ Yes ☐ No
g. Have additional archaeological or historic site(s) or resources been identified on the project site? If Yes: i. Describe possible resource(s): _____ ii. Basis for identification: _____	☐ Yes ☒ No
h. Is the project site within five miles of any officially designated and publicly accessible federal, state, or local scenic or aesthetic resource? If Yes: i. Identify resource: _____ ii. Nature of, or basis for, designation (e.g., established highway overlook, state or local park, state historic trail or scenic byway, etc.): _____ iii. Distance between project and resource: _____ miles.	☐ Yes ☒ No
i. Is the project site located within a designated river corridor under the Wild, Scenic and Recreational Rivers Program 6 NYCRR 666? If Yes: i. Identify the name of the river and its designation: _____ ii. Is the activity consistent with development restrictions contained in 6 NYCRR Part 666?	☐ Yes ☒ No ☐ Yes ☐ No

F. Additional Information

Attach any additional information which may be needed to clarify your project.

If you have identified any adverse impacts which could be associated with your proposal, please describe those impacts plus any measures which you propose to avoid or minimize them.

G. Verification

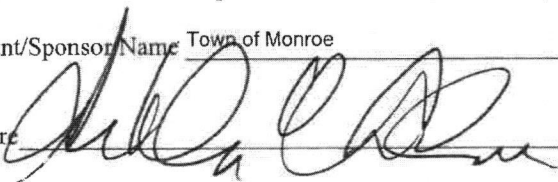
I certify that the information provided is true to the best of my knowledge.

Applicant/Sponsor Name Town of Monroe

Date

8/8/25

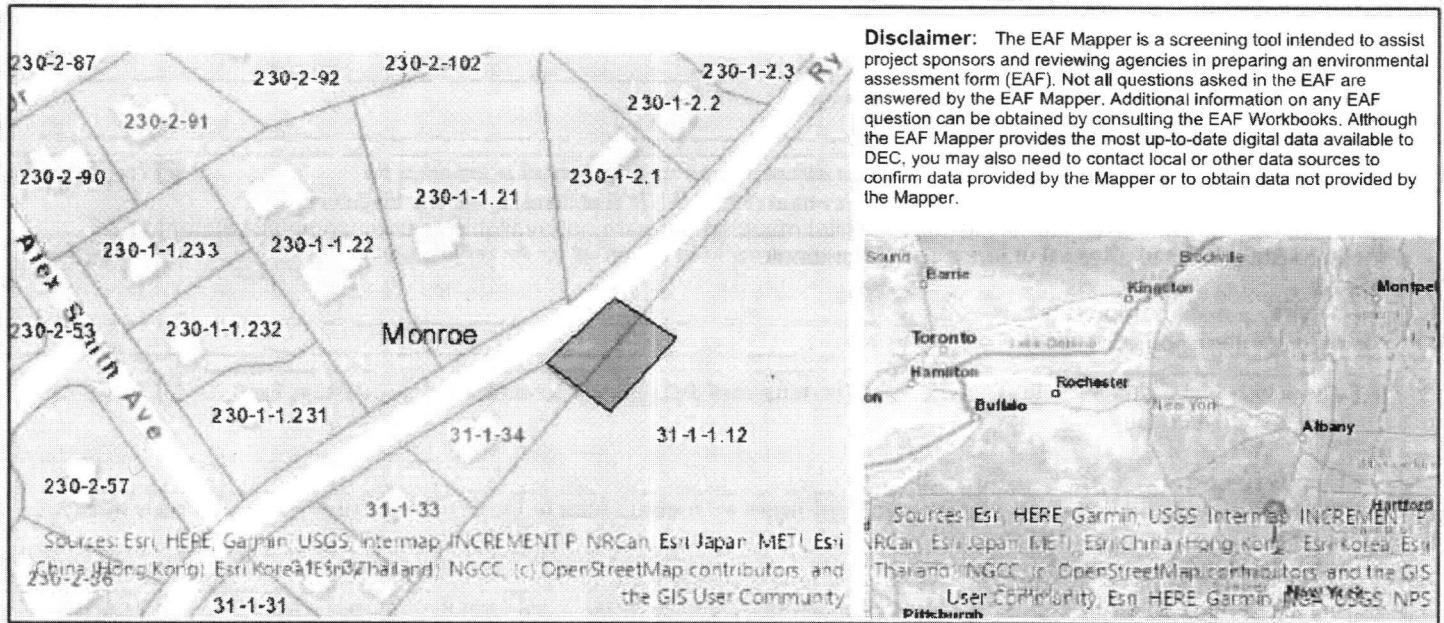
Signature



Title

SUPERVISOR

PRINT FORM



B.i.i [Coastal or Waterfront Area]	No
B.i.ii [Local Waterfront Revitalization Area]	No
C.2.b. [Special Planning District]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
E.1.h [DEC Spills or Remediation Site - Potential Contamination History]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
E.1.h.i [DEC Spills or Remediation Site - Listed]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
E.1.h.i [DEC Spills or Remediation Site - Environmental Site Remediation Database]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
E.1.h.iii [Within 2,000' of DEC Remediation Site]	No
E.2.g [Unique Geologic Features]	No
E.2.h.i [Surface Water Features]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
E.2.h.ii [Surface Water Features]	Yes - Digital mapping information on local, New York State, and federal wetlands and waterbodies is known to be incomplete. Refer to the EAF Workbook.
E.2.h.iii [Surface Water Features]	Yes - Digital mapping information on local, New York State, and federal wetlands and waterbodies is known to be incomplete. Refer to the EAF Workbook.
E.2.h.v [Impaired Water Bodies]	No
E.2.i. [Floodway]	No
E.2.j. [100 Year Floodplain]	No
E.2.k. [500 Year Floodplain]	No
E.2.l. [Aquifers]	Yes
E.2.l. [Aquifer Names]	Sole Source Aquifer Names: Ramapo SSA

E.2.h. [Natural Communities]	No
E.2.o. [Endangered or Threatened Species]	Yes
E.2.o. [Endangered or Threatened Species - Name]	Northern Long-eared Bat
E.2.p. [Rare Plants or Animals]	No
E.3.a. [Agricultural District]	No
E.3.c. [National Natural Landmark]	No
E.3.d [Critical Environmental Area]	No
E.3.e. [National or State Register of Historic Places or State Eligible Sites]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
E.3.f. [Archeological Sites]	Yes
E.3.i. [Designated River Corridor]	No

From: Brazee, Olivia (PARKS) <Olivia.Brazee@parks.ny.gov>
Sent: Monday, August 11, 2025 10:56 AM
To: Quinn Mullarkey
Cc: Holland, Olivia (PARKS)
Subject: FW: Town of Monroe Water District 1 Facility Improvements
Attachments: [Monroe WD 1 NOI.pdf](#)

Hello, Quinn,
The SHPO has no objection to the Town serving as Lead Agency for SEQR.
Please reach out to Olivia Holland, copied here, for any follow-up questions on your CRIS project submission.
Thank you,
~Olivia

OLIVIA BRAZEE *(she/her/hers)*

Senior Historic Site Restoration Coordinator

NYS Office of Parks, Recreation and Historic Preservation

Division for Historic Preservation | Peebles Island State Park P.O. Box 189 Waterford NY 12188
(518) 948-2067 | olivia.brazee@parks.ny.gov
parks.ny.gov | [Facebook](#) | [Instagram](#) | [LinkedIn](#)

From: Mclvor, Sara (PARKS) <Sara.Mclvor@parks.ny.gov>
Sent: Monday, August 11, 2025 10:15 AM
To: Brazee, Olivia (PARKS) <Olivia.Brazee@parks.ny.gov>
Subject: FW: Town of Monroe Water District 1 Facility Improvements

FYI-Orange County

Sara Mclvor

Historic Site Restoration Coordinator
Division for Historic Preservation

New York State Parks, Recreation & Historic Preservation

Peebles Island State Park, P.O. Box 189, Waterford, NY 12188-0189
O: 518-268-2127, C: 518-903-0079 | sara.mcivor@parks.ny.gov
<https://parks.ny.gov/shpo/>

From: Quinn Mullarkey <qmullarkey@mhepc.com>
Sent: Friday, August 8, 2025 3:41 PM
To: Mclvor, Sara (PARKS) <Sara.Mclvor@parks.ny.gov>
Cc: tcardone@monroeny.org
Subject: Town of Monroe Water District 1 Facility Improvements

You don't often get email from qmullarkey@mhepc.com. [Learn why this is important](#)

ATTENTION: This email came from an external source. Do not open attachments or click on links from unknown senders or unexpected emails.

Good afternoon,

Please see the attached Notice of Intent for Designation of Lead Agency for the subject project. This was uploaded in the CRIS system, submission token C7LU135LKL7R.

The Town of Monroe is pursuing WIIA Grant funding to help cover a portion of the cost of this project. As you may be aware, the deadline for WIIA grant applications is September 12th, which is fast approaching. The Town is looking to complete SEQR before the applications are due, which is a tough feat due to the 30-day window for interested agencies to provide written objections to the Town declaring lead agency.

If NYSHPO has or does not have an objection to the Town declaring lead agency for this project, the Town respectfully requests a letter to that effect. This would greatly help with the timing to ensure that the Town is able to submit for this much needed grant funding.

We appreciate your assistance with this matter. Please let me know if you require any additional information.

Thanks,
Quinn



33 Airport Center Drive, Suite 202
New Windsor, NY 12553

Quinn M. Mullarkey, P.E.
Senior Engineer

Office: (845) 567-3100

Fax: (845) 567-3232

qmullarkey@mhepc.com | www.mhepc.com



MONROE TOWN BOARD SPECIAL MEETING AGENDA (Thursday, August 7, 2025)

Generated by Valerie Bitzer

Members present

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

DRAFT

Meeting called to order

1. Call to Order

Discussion, Information, Procedural: 1.1 Pledge to the Flag

2. Motion to Open Town Board Meeting

Action (Resolution): 2.1 Motion to Open Town Board Special Meeting of August 7, 2025

2025-#342

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to Open the Town Board Special Meeting of August 7, 2025, at 7:00 PM.

Motion by Sal Scancarello, second by Mary Bingham.

Final Resolution: Motion Carries

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

3. New Business

Action (Resolution), Discussion, Information: 3.1 Authorize and Commence the SEQRA Process for a WD No. 1 Water Infrastructure Improvement Act (WIIA) Grant Application

2025-#343

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion for the Town of Monroe to Authorize and Commence the SEQRA Process for a WD No. 1 Water Infrastructure Improvement Act (WIIA) Grant Application.

The proposed project consists of the construction of a new water facility to house a Disinfection Byproduct Treatment system and new booster pumps to supply water to the residents in Water District 1 in the Town of Monroe. (Ties into applying for a Grant)

Please take notice that, according to the provisions of 6 NYCRR Part 617, the Town of Monroe Town Board has declared its intent to be lead agency for the purpose of review of and action on the project named below. If within 90 calendar days from the date of mailing this notification no involved agency submits a written objection to the Town of Monroe Town Board, the Town Monroe Town Board shall act as lead agency and shall follow the provisions of 6NYCRR Part 617.7 governing determination of significance of the proposed action.

Name of Project: Town of Monroe Water District 1 Facility Improvements

Contact Person/Address: Anthony Cardone, Supervisor
Town of Monroe
1465 Orange Turnpike
Monroe, NY 10950
(845) 783-1900

Location: near 169 Rye Hill Road, Town of Monroe

Tax Map Parcel: Section 33, Block 1, Lot 1.12
Orange County, New York

SEQRA Status: Unlisted Action

Date of Action: 7 August 2025

Date of Mailing: 8 August 2025

Involved/Interested Agencies:
Town of Monroe Town Board
1465 Orange Turnpike
Monroe, NY 10950

Orange County Department of Health
124 Main Street
Goshen, NY 10924

Village of Monroe Village Board

7 Stage Road
Monroe, NY 10950

NYS Office of Parks, Recreation and Historic Preservation
PO Box 189
Waterford, NY 12188

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

Final Resolution: Motion Carries

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

4. Adjournment

Action (Resolution): 4.1 Adjournment of Meeting

2025-#344

BE IT RESOLVED, that the Town Board of the Town of Monroe adjourns the Special Meeting of August 7, 2025, at 7:03 PM.

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

Final Resolution: Motion Carries

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

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF A RESOLUTION ADOPTED BY THE
TOWN BOARD OF THE TOWN OF MONROE AT A MEETING OF SAID BOARD HELD ON
THE 7th DAY OF Aug., 2025.



VALERIE BITZER
TOWN CLERK



Agenda Item Details

Meeting	Aug 07, 2025 - MONROE TOWN BOARD SPECIAL MEETING AGENDA
Category	3. New Business
Subject	3.1 Authorize and Commence the SEQRA Process for a WD No. 1 Water Infrastructure Improvement Act (WIIA) Grant Application
Access	Public
Type	Action (Resolution), Discussion, Information
Recommended Action	2025-# BE IT RESOLVED that the Town Board of the Town of Monroe

Public Content

[20250807 Notice of Special Meeting -WIIA.pdf \(58 KB\)](#)

Administrative Content

Executive Content

[Monroe WD 1 Notice of Intent Revised.pdf \(24 KB\)](#)

[Monroe WD No. 1 Notice of Intent.pdf \(24 KB\)](#)

Motion & Voting

2025-#343

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Monroe, NY 10950

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Goshen, NY 10924

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7 Stage Road
Monroe, NY 10950

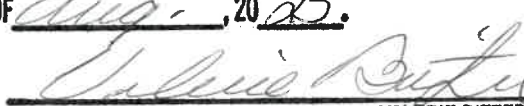
NYS Office of Parks, Recreation and Historic Preservation
PO Box 189
Waterford, NY 12188

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

Final Resolution: Motion Carries

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

HEREBY CERTIFY THAT THIS IS A TRUE COPY OF A RESOLUTION ADOPTED BY THE
TOWN BOARD OF THE TOWN OF MONROE AT A MEETING OF SAID BOARD HELD ON
THE 7th DAY OF Aug., 2025.


VALERIE BITZER
TOWN CLERK

LOCALiQ

Observer-Dispatch | Daily Messenger
Times Telegram | New Jersey Herald
Times Herald-Record

PO Box 631202 Cincinnati, OH 45263-1202

Exhibit A

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Town Board of the Town of Monroe, in the County of Orange, State of New York, will meet at the Town Hall, 1465 Orange Turnpike, Monroe, New York, on September 2, 2025, at 7:00 o'clock P.M. (Prevailing Time), for the purpose of conducting a public hearing in relation to the increase and improvement of facilities of the Water District No. 1, consisting of water system improvements, including but not limited to the construction of a new treatment building; installation of new air stripping equipment, chemical feed system, booster skid, and processing pipe; and mechanical, HVAC, plumbing and electrical upgrades, the foregoing to include ancillary or related site, demolition and other work required in connection therewith (the "Project"), all substantially as described in the engineering report prepared for the Town by McGoe, Hauser and Edsall, Consulting Engineers, D.P.C., New Windsor, New York, entitled: "Disinfection By-Product Treatment Improvements," dated August 13, 2025, at the estimated maximum cost of \$3,277,000. The Town expects to apply for grants and/or other funding for the Project through the State of New York Environmental Facilities Corporation and/or from other sources, and if any such grants and/or other funds are received, such grants or other funds will be applied toward the cost of said Project or redemption of the Town's bonds or notes issued therefor, or to be budgeted as an offset to the taxes to be collected. At said public hearing, the Town Board will hear all persons interested in said subject matter thereof.

Dated: August 18, 2025
Monroe, New York

BY ORDER OF THE TOWN
BOARD OF THE TOWN OF
MONROE, COUNTY OF
ORANGE,
STATE OF NEW YORK
By
Valerie Bitzer,
Town Clerk
Town of Monroe

AFFIDAVIT OF PUBLICATION

Valerie Bitzer
Town of Monroe
1465 Orange TPKE
Monroe NY 10950-3718

STATE OF NEW YORK, COUNTY OF ORANGE

The Times Herald-Record, a daily newspaper distributed in the Orange, Ulster, Pike, PA and Sullivan Counties, published in the English language in the City of Middletown, County of Orange, State of New York printed and published and personal knowledge of the facts herein state and that the notice hereto annexed was Published in said newspapers in the issues dated on:

08/22/2025

and that the fees charged are legal.
Sworn to and subscribed before on 08/22/2025

Legal Clerk

Notary, State of WI, County of Brown

8-25-26

My commission expires

Publication Cost: \$67.24

Tax Amount: \$0.00

Payment Cost: \$67.24

Order No:

Customer No:

PO #:

of Copies:

1

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

MARIAH VERHAGEN
Notary Public
State of Wisconsin

LOCALiQ

Observer-Dispatch | Daily Messenger
Times Telegram | New Jersey Herald
Times Herald-Record

PO Box 631202 Cincinnati, OH 45263-1202

AFFIDAVIT OF PUBLICATION

Valerie Bitzer
Town of Monroe
1465 Orange TPKE
Monroe NY 10950-3718

STATE OF NEW YORK, COUNTY OF ORANGE

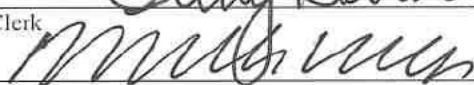
The Times Herald-Record, a daily newspaper distributed in the Orange, Ulster, Pike, PA and Sullivan Counties, published in the English language in the City of Middletown, County of Orange, State of New York printed and published and personal knowledge of the facts herein state and that the notice hereto annexed was Published in said newspapers in the issues dated on:

08/20/2025

and that the fees charged are legal.

Sworn to and subscribed before on 08/20/2025



Legal Clerk


Notary, State of WI, County of Brown

8.25.26

My commission expires

Publication Cost: \$38.32

Tax Amount: \$0.00

Payment Cost: \$38.32

Order No:

Customer No:

PO #:

of Copies:

1

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MARIAH VERHAGEN
Notary Public
State of Wisconsin

TOWN OF MONROE NOTICE OF SPECIAL MEETING

NOTICE IS HEREBY GIVEN that a Special Meeting will be held by the Town Board of the Town of Monroe, Orange County, New York, on **Monday, August 18, 2025 at 7:00 p.m.** or soon thereafter as can be heard at Monroe Town Hall, 1465 Orange Turnpike, Monroe NY 10950, to take actions concerning a Water District No. 1 Water Infrastructure Improvement Act ("WIIA") grant application and concerning proposed improvements to Water District No. 1, including declaring lead agency under SEQRA and adopting an Order Calling for a Public Hearing. This meeting is called on short notice due to deadlines associated with the grant application process. The Town does not expect to conduct any other business and there will be no public comment on the agenda.

Valerie Bitzer – Town Clerk
August 14, 2025

LOCALiQ

Observer-Dispatch | Daily Messenger
Times Telegram | New Jersey Herald
Times Herald-Record

PO Box 631202 Cincinnati, OH 45263-1202

Exhibit A

NOTICE OF PUBLIC HEARING

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Dated: August 18, 2025
Monroe, New York

BY ORDER OF THE TOWN
BOARD OF THE TOWN OF
MONROE, COUNTY OF
ORANGE,
STATE OF NEW YORK
By
Valerie Bitzer,
Town Clerk
Town of Monroe

AFFIDAVIT OF PUBLICATION

Valerie Bitzer
Town of Monroe
1465 Orange TPKE
Monroe NY 10950-3718

STATE OF NEW YORK, COUNTY OF ORANGE

The Times Herald-Record, a daily newspaper distributed in the Orange, Ulster, Pike, PA and Sullivan Counties, published in the English language in the City of Middletown, County of Orange, State of New York printed and published and personal knowledge of the facts herein state and that the notice hereto annexed was Published in said newspapers in the issues dated on:

08/22/2025

and that the fees charged are legal.
Sworn to and subscribed before on 08/22/2025

Legal Clerk

Notary, State of WI, County of Brown

8-25-26

My commission expires

Publication Cost: \$67.24

Tax Amount: \$0.00

Payment Cost: \$67.24

Order No:

Customer No:

PO #:

of Copies:

1

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

MARIAH VERHAGEN
Notary Public
State of Wisconsin

**TOWN OF MONROE
NOTICE OF SPECIAL MEETING**

NOTICE IS HEREBY GIVEN that a Special Meeting will be held by the Town Board of the Town of Monroe, Orange County, New York, on **Monday, August 18, 2025 at 7:00 p.m.** or soon thereafter as can be heard at Monroe Town Hall, 1465 Orange Turnpike, Monroe NY 10950, to take actions concerning a Water District No. 1 Water Infrastructure Improvement Act ("WIIA") grant application and concerning proposed improvements to Water District No. 1, including declaring lead agency under SEQRA and adopting an Order Calling for a Public Hearing. This meeting is called on short notice due to deadlines associated with the grant application process. The Town does not expect to conduct any other business and there will be no public comment on the agenda.

Valerie Bitzer – Town Clerk
August 14, 2025

HAWKINS

HAWKINS DELAFIELD & WOOD LLP
140 BROADWAY, NEW YORK, NY 10005
(212) 820-9300 | HAWKINS.COM

August 13, 2025

Town of Monroe, New York
Increase and Improvement of the Water District No. 1
(Our File Designation: _____)

Hon. Anthony Cardone
Town Supervisor
Town of Monroe
1465 Orange Turnpike
Monroe, New York 10950

Dear Supervisor Cardone:

In accordance with the request of the Town of Monroe, I have prepared the attached Order Calling for a Public Hearing for the increase and improvement of facilities of the Water District No. 1, pursuant to Section 202-b of the Town Law, which we understand will be considered by the Town Board on August 18, 2025.

Also attached is the Notice of Public Hearing to be held on September 2, 2025, which appears as Exhibit A to the Order. Kindly arrange for publication of the Notice at least once in the official Town newspaper ("*Times Herald Record*") and arrange for posting of the Notice on the sign board of the Town maintained pursuant to subdivision 6 of Section 30 of the Town Law, not less than ten (10) nor more than twenty (20) days before the date of the Public Hearing. The notice must also be mailed to all residents of the Water District. I have also enclosed the Affidavit of Posting and Affidavit of Mailing for completion and execution by the Town Clerk.

Please return a certified copy of the Order, the executed Affidavit of Posting and an original Affidavit of Publication to me when they are available.

With best regards, I am

Very truly yours,



William J. Jackson

WJJ/ml
Enclosures

At a regular meeting of the Town Board of the Town of Monroe, in the County of Orange, New York, held at the Town Hall, 1465 Orange Turnpike, Monroe, New York, on August 18, 2025.

PRESENT:

Anthony Cardone, Supervisor
Mary Bingham, Councilperson
Dorey Houle, Councilperson
Maureen Richardson, Councilperson
Salvatore Scancarello, Councilperson

In the Matter
of the

Increase and Improvement of Facilities of the
Water District No. 1, in the Town of Monroe,
in the County of Orange, New York, pursuant to
Section 202-b of the Town Law

Offered by: _____

Seconded by: _____

ORDER CALLING FOR A PUBLIC
HEARING TO BE HELD ON SEPTEMBER 2, 2025

WHEREAS, the Town Board of the Town of Monroe (herein called the “Town”), in the County of Orange, New York, on behalf of the Water District No. 1, in the Town (herein called the “District”), has caused McGoey, Hauser and Edsall, Consulting Engineers, D.P.C., New Windsor, New York, engineers duly licensed by the State of New York (the “Engineer”) to prepare a preliminary map, plan and report entitled: “_____,” dated August __, 2025, which report is on file in the office of the Town Clerk, for the increase and improvement of facilities of the District, consisting of water system improvements, including but not limited to the construction of a new treatment building; installation of new air stripping equipment, chemical feed system, booster skid, and processing pipe; and mechanical, HVAC, plumbing and electrical

upgrades, the foregoing to include ancillary or related site, demolition and other work required in connection therewith (the “Project”), and said map, plan and report have been filed with the Town Board; and

WHEREAS, pursuant to the direction of the Town, the Engineer has completed and filed with the Town Board such preliminary map, plan and report for said increase and improvement of facilities of the District and has estimated the maximum cost thereof to be \$3,277,000; and

WHEREAS, the Town expects to apply for grants and/or other funding for the Project through the State of New York Environmental Facilities Corporation and/or from other sources, and if any such grants and/or other funds are received, such grants or other funds will be applied toward the cost of said Project or redemption of the Town’s bonds or notes issued therefor, or to be budgeted as an offset to the taxes to be collected.

NOW, THEREFORE, BE IT

ORDERED, that a meeting of the Town Board of the Town be held at the Town Hall, 1465 Orange Turnpike, Monroe, New York, on September 2, 2025 at 7:00 o’clock P.M. (Prevailing Time) to consider said increase and improvement of facilities of the District and to hear all persons interested in the subject thereof concerning the same and for such other action on the part of the Town Board with relation thereto as may be required by law; and be it,

FURTHER ORDERED, that the Town Clerk publish at least once in “*Times Herald Record*,” hereby designated as the official newspaper of the Town for such publication, and post on the sign board of the Town maintained pursuant to subdivision 6 of Section 30 of the Town Law, a Notice of such public hearing, substantially in the form attached hereto as Exhibit A, the first publication thereof and said posting to be not less than ten (10) nor more than twenty (20) days

before the date of such public hearing; and that the Town Clerk shall mail, or cause to be mailed, by first class mail to each owner of taxable real property in the District, a notice of such public hearing in substantially the form attached hereto in Exhibit A.

DATED: August 18, 2025

TOWN BOARD OF THE TOWN OF MONROE

(SEAL)

The adoption of the foregoing Order was duly put to a vote on roll call, which resulted as follows:

Supervisor Anthony Cardone	voting_____
Councilperson Mary Bingham	voting_____
Councilperson Dorey Houle	voting_____
Councilperson Maureen Richardson	voting_____
Councilperson Salvatore Scancarello	voting_____

The Order was declared adopted.

* * * * *

CERTIFICATE

I, VALERIE BITZER, Town Clerk of the Town of Monroe, in the County of Orange, State of New York, DO HEREBY CERTIFY that I have compared the preceding Order Calling for a Public Hearing with the original thereof filed in the office of the Town Clerk on August 18, 2025, and that the same is a true and correct copy of said original and of the whole thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of said Town on this ____ day of August, 2025.

(SEAL)

Valerie Bitzer, Town Clerk
Town of Monroe

Exhibit A

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Town Board of the Town of Monroe, in the County of Orange, State of New York, will meet at the Town Hall, 1465 Orange Turnpike, Monroe, New York, on September 2, 2025, at 7:00 o'clock P.M. (Prevailing Time), for the purpose of conducting a public hearing in relation to the increase and improvement of facilities of the Water District No. 1, consisting of water system improvements, including but not limited to the construction of a new treatment building; installation of new air stripping equipment, chemical feed system, booster skid, and processing pipe; and mechanical, HVAC, plumbing and electrical upgrades, the foregoing to include ancillary or related site, demolition and other work required in connection therewith (the "Project"), all substantially as described in the engineering report prepared for the Town by McGoey, Hauser and Edsall, Consulting Engineers, D.P.C., New Windsor, New York, entitled: " _____," dated August __, 2025, at the estimated maximum cost of \$3,277,000.

The Town expects to apply for grants and/or other funding for the Project through the State of New York Environmental Facilities Corporation and/or from other sources, and if any such grants and/or other funds are received, such grants or other funds will be applied toward the cost of said Project or redemption of the Town's bonds or notes issued therefor, or to be budgeted as an offset to the taxes to be collected.

At said public hearing, the Town Board will hear all persons interested in said subject matter thereof.

Dated: August 18, 2025
Monroe, New York

BY ORDER OF THE TOWN BOARD OF THE
TOWN OF MONROE, COUNTY OF ORANGE,
STATE OF NEW YORK

By _____
Valerie Bitzer , Town Clerk
Town of Monroe

AFFIDAVIT OF POSTING

STATE OF NEW YORK)
 :SS
COUNTY OF ORANGE)

Valerie Bitzer , being duly sworn upon her oath deposes and says:

That she is and at all the times hereinafter mentioned she was the duly qualified and acting Town Clerk of the Town of Monroe, in the County of Orange, State of New York; that on the ____ day of _____, 2025, she caused to be posted on the official bulletin board of the Town maintained pursuant to subdivision 6 of Section 30 of the Town Law, a copy of the Notice of Public Hearing to be held on September 2, 2025, a copy of which is attached hereto and made a part hereof.

Valerie Bitzer , Town Clerk
Town of Monroe

Subscribed and sworn to before me
this ____ day of _____, 2025.

Notary Public, State of New York

STATE OF NEW YORK)
 :SS
COUNTY OF ORANGE)

AFFIDAVIT OF MAILING

Valerie Bitzer , being duly sworn upon her oath deposes and says:

That she is and at all the times hereinafter mentioned she was the duly qualified and acting Town Clerk of the Town of Monroe, in the County of Orange, State of New York; that on the ____ day of _____, 2025, she caused to be mailed, by first class mail, a copy of the Notice of Public Hearing to be held on September 2, 2025, to each owner of property benefitted by the improvements referred to in said Notice as shown upon the assessment roll of said Town.

Town Clerk

Subscribed and sworn to before me

this ____ day of _____, 2025.

Notary Public, State of New York

2. Public Hearing

Subject **4.2. Motion to Close the Public Hearing RE WD No. 1 Increase and Improvements**

Meeting September 2, 2025 - Monroe Town Board Meeting Agenda

Type Action (Resolution)

2025-#

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

3. Public Hearing

Subject **4.3. Adoption of Order After Public Hearing RE WD No. 1 Increase and Improvements**

Meeting September 2, 2025 - Monroe Town Board Meeting Agenda

Type Action (Resolution)

Adoption of Order After Public Hearing RE WD No. 1 Increase and Improvements.

2025-#

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

1. Resolution and Order After Public Hearing RE WD No. 1 Improvements

At a meeting of the Town Board of the Town of Monroe, in the County of Orange, New York, held at the Town Hall, 1465 Orange Turnpike, Monroe, New York, on the 2nd day of September, 2025.

PRESENT:

Anthony Cardone, Supervisor
Mary Bingham, Councilperson
Dorey Houle, Councilperson
Maureen Richardson, Councilperson
Salvatore Scancarello, Councilperson

In the Matter
of the

Increase and Improvement of Facilities of the
Water District No. 1, in the Town of Monroe,
in the County of Orange, New York, pursuant to
Section 202-b of the Town Law

Offered by: _____

Seconded by: _____

RESOLUTION AND
ORDER AFTER PUBLIC
HEARING

WHEREAS, map, plan and report entitled: “Disinfection By-Product Treatment Improvements,” dated August 13, 2025, has been prepared by McGoey, Hauser and Edsall, Consulting Engineers, D.P.C., engineers duly licensed by the State of New York (the “Engineer”), for the increase and improvement of facilities of the Water District No. 1 (herein called the “District”), in the Town of Monroe, New York (the “Town”), consisting of water system improvements, including but not limited to the construction of a new treatment building; installation of new air stripping equipment, chemical feed system, booster skid, and processing pipe; and mechanical, HVAC, plumbing and electrical upgrades, the foregoing to include ancillary or related

site, demolition and other work required in connection therewith (the “Project”), at the estimated total cost of \$3,277,000; and

WHEREAS, the Town expects to apply for grants and/or other funding for the Project through the State of New York Environmental Facilities Corporation and/or from other sources, and if any such grants and/or other funds are received, such grants or other funds will be applied toward the cost of said Project or redemption of the Town’s bonds or notes issued therefor, or to be budgeted as an offset to the taxes to be collected; and

WHEREAS, the Town Board adopted an Order describing in general terms the proposed increase and improvement of such facilities, specifying the estimated maximum cost thereof, and stating the Town Board would meet to hear all persons interested in said increase and improvement of facilities on September 2, 2025 at 7:00 o’clock P.M. (Prevailing Time) at the Town Hall, 1465 Orange Turnpike, Monroe, New York; and

WHEREAS, a Notice of such public hearing was duly published and posted pursuant to the provisions of Article 12 of the Town Law; and

WHEREAS, a Notice of such public hearing was also mailed by first class mail to each owner of taxable real property in the District; and

WHEREAS, such public hearing was duly held by the Town Board on the 2nd day of September, 2025 at 7:00 o’clock P.M. (Prevailing Time) at the Town Hall, 1465 Orange Turnpike, Monroe, New York, with considerable discussion on the matter having been had and all persons desiring to be heard having been heard, including those in favor of and those in opposition to said increase and improvement of such facilities;

Now, therefore, it is hereby

DETERMINED, that it is in the public interest to increase and improve the facilities of the District as hereinabove described, at the estimated maximum cost of \$3,277,000; and it is hereby

ORDERED, that the facilities of the District shall be so increased and improved and that McGoe, Hauser and Edsall, Consulting Engineers, D.P.C., engineers duly licensed by the State of New York (the "Engineer") shall prepare plans and specifications and make a careful estimate of the expense for said increase and improvement of such facilities and, with the assistance of the Town Attorney, shall prepare a proposed contract for such increase and improvement of facilities of the District, which plans and specifications, estimate and proposed contract shall be presented to the Town Board as soon as possible; and it is hereby

FURTHER ORDERED, that the expense of said increase and improvement of facilities shall be financed by the issuance of not to exceed \$3,277,000 bonds of the Town, and the costs of said increase and improvement of facilities, including payment of principal of and interest on said bonds, shall be paid from charges collected through water metering and/or by the assessment, levy and collection of assessments upon the several lots and parcels of land within the District which the Town Board shall deem especially benefited by said improvements, so much upon and from each as shall be in just proportion to the amount of benefit which the improvement shall confer upon the same; and it is hereby

FURTHER ORDERED, that the Town Clerk record, or cause to be recorded, a certified copy of this Resolution and Order After Public Hearing in the office of the Clerk of Orange County within ten (10) days after adoption thereof.

DATED: September 2, 2025

(SEAL)

TOWN BOARD OF THE TOWN OF MONROE

The adoption of the foregoing Resolution and Order was duly put to a vote on roll call, which resulted as follows:

Supervisor Anthony Cardone	voting_____
Councilperson Mary Bingham	voting_____
Councilperson Dorey Houle	voting_____
Councilperson Maureen Richardson	voting_____
Councilperson Salvatore Scancarello	voting_____

The Resolution and Order were declared adopted.

4. Public Hearing

Subject **4.4. Adoption of Bond Resolution RE WD No. 1 Increase and Improvements**

Meeting September 2, 2025 - Monroe Town Board Meeting Agenda

Type Action (Resolution)

Adoption of Bond Resolution

2025-#

BE IT RESOLVED that the Town of Monroe

1. Bond Resolution RE WD No. 1 Improvements

BOND RESOLUTION OF THE TOWN OF MONROE, NEW
YORK, ADOPTED SEPTEMBER 2, 2025, APPROPRIATING
\$3,277,000 FOR THE INCREASE AND IMPROVEMENT OF
FACILITIES OF WATER DISTRICT NO. 1, AND AUTHORIZING
THE ISSUANCE OF \$3,277,000 BONDS OF SAID TOWN TO
FINANCE SAID APPROPRIATION

Offered by: _____

Seconded By: _____

Recitals

Recital

WHEREAS, following preparation of a map, plan and report and an estimate of cost for the increase and improvement of facilities of Water District No. 1 (herein referred to as the “District”), in the Town of Monroe (herein called the “Town”), in the County of Orange, New York, and after a public hearing duly called and held, the Town Board of the Town determined that it is in the public interest to increase and improve the facilities of the District, and ordered that such facilities be so increased and improved;

Now, therefore, be it

RESOLVED BY THE TOWN BOARD OF THE TOWN OF MONROE, IN THE COUNTY OF ORANGE, NEW YORK (by the favorable vote of not less than two-thirds of all the members of said Board) AS FOLLOWS:

Section 1. The Town Board hereby appropriates the amount of \$3,277,000, for the increase and improvement of facilities of Water District No. 1, consisting of water system improvements, including but not limited to the construction of a new treatment building; installation

of new air stripping equipment, chemical feed system, booster skid, and processing pipe; and mechanical, HVAC, plumbing and electrical upgrades, the foregoing to include ancillary or related site, demolition and other work required in connection therewith (the “Project”), all as further described in the map, plan and report prepared for the Town by McGoe, Hauser and Edsall, Consulting Engineers, D.P.C., New Windsor, New York, entitled: “Disinfection By-Product Treatment Improvements,” dated August 13, 2025. The estimated maximum cost thereof, including preliminary costs and costs incidental thereto and the financing thereof, will not exceed \$3,277,000. The plan of financing includes the issuance of not to exceed \$3,277,000 bonds of the Town to finance said appropriation, and the collection of charges from water metering and/or the assessment, levy and collection of assessments upon the several lots and parcels of land within the District which the Town Board shall deem benefited thereby, so much upon and from each as shall be in just proportion to the amount of benefit which the improvement shall confer upon the same, to pay the principal of and interest on said bonds as the same shall become due and payable. The Town expects to apply for grants and/or other funding for the Project through the State of New York Environmental Facilities Corporation and/or from other sources, and if any such grants and/or other funds are received, such grants or other funds will be applied toward the cost of said Project or redemption of the Town’s bonds or notes issued therefor, or to be budgeted as an offset to the taxes to be collected.

Section 2. Bonds of the Town in the principal amount of not to exceed \$3,277,000 are hereby authorized to be issued pursuant to the provisions of the Local Finance Law, constituting Chapter 33-a of the Consolidated Laws of the State of New York (herein called the “Law”), to finance said appropriation.

Section 3. The following additional matters are hereby determined and stated:

(a) The period of probable usefulness of the object or purpose for which said bonds are authorized to be issued, within the limitations of Section 11.00 a. 1 of the Law, is forty (40) years.

(b) The proceeds of the bonds herein authorized and any bond anticipation notes issued in anticipation of said bonds may be applied to reimburse the Town for expenditures made after the effective date of this resolution. The foregoing statement of intent with respect to reimbursement is made in conformity with Treasury Regulation Section 1.150-2 of the United States Treasury Department.

(c) The proposed maturity of the serial bonds authorized by this resolution will exceed five (5) years.

Section 4. Each of the bonds authorized by this resolution and any bond anticipation notes issued in anticipation of said bonds shall contain the recital of validity prescribed by Section 52.00 of the Law and said bonds and any notes issued in anticipation said bonds shall be general obligations of the Town, payable as to both principal and interest by a general tax upon all the taxable real property within the Town. The faith and credit of the Town are hereby irrevocably pledged to the punctual payment of the principal of and interest on said bonds and any notes issued in anticipation of the sale of said bonds, and provision shall be made annually in the budget of the Town by appropriation for (a) the amortization and redemption of the bonds and any notes issued in anticipation thereof to mature in such year and (b) the payment of interest to be due and payable in such year.

Section 5. Subject to the provisions of this resolution and of the Law and pursuant to the provisions of Section 21.00 of the Law relative to the authorization of the issuance of bonds with substantially level or declining annual debt service, Section 30.00 relative to the authorization of the issuance of bond anticipation notes and Section 50.00 and Sections 56.00 to 60.00 and 168.00

of the Law, the powers and duties of the Town Board relative to authorizing bond anticipation notes and prescribing the terms, form and contents and as to the sale and issuance of the bonds herein authorized, and the renewals of said bond anticipation notes, and as to executing contracts for credit enhancements and providing for substantially level or declining annual debt service, are hereby delegated to the Supervisor, the chief fiscal officer of the Town.

Section 6. The validity of the bonds authorized by this resolution, and of any notes issued in anticipation of said bonds, may be contested only if:

- (a) such obligations are authorized for an object or purpose for which the Town is not authorized to expend money, or
- (b) the provisions of law which should be complied with at the date of the publication of such resolution, or a summary thereof, are not substantially complied with, and

an action, suit or proceeding contesting such validity is commenced within twenty days after the date of such publication, or

- (c) such obligations are authorized in violation of the provisions of the constitution.

Section 7. This resolution shall take effect immediately and the Town Clerk is hereby authorized and directed to publish the foregoing bond resolution, in summary, in the "*Times Herald Record*," a newspaper having a general circulation in said Town, which newspaper is hereby designated as the official newspaper of the Town for such publication, together with the Town Clerk's statutory notice in the form prescribed by Section 81.00 of the Local Finance Law of the State of New York.

The adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

Supervisor Anthony Cardone	voting_____
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Councilperson Mary Bingham	voting_____
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Councilperson Dorey Houle	voting_____
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Councilperson Maureen Richardson	voting_____
----------------------------------	-------------

Councilperson Salvatore Scancarello	voting_____
-------------------------------------	-------------

The Resolution was declared adopted.

5. Public Hearing

Subject **4.5. Set Public Hearing Date: Authorizing a Property Tax Levy in Excess of the Limit Established in General Municipal Law 3-C**

Meeting September 2, 2025 - Monroe Town Board Meeting Agenda

Type Action (Resolution)
Discussion

2025-#

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to Set a Public Hearing Date: Authorizing a Property Tax Levy in Excess of the Limit Established in General Municipal Law 3-C for _____, 2025, at 7:00 PM or soon there-after.

1. Acceptance of Minutes

Subject 5.1. Acceptance of August 4, 2025 Minutes

Meeting September 2, 2025 - Monroe Town Board Meeting Agenda

Type Action (Resolution)

2025-#

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

1. TB 8-4-2025 DRAFT Meeting Minutes

Motion to Accept the Minutes of August 4, 2025

MONROE TOWN BOARD MEETING AGENDA (Monday, August 4, 2025)

Generated by Valerie Bitzer

Members present

Supervisor -Tony Cardone, Mary Bingham, Sal Scancarello, Dorey Houle, Maureen Richardson
Town Counsel Nugent
Town Clerk: Valerie Bitzer

DRAFT

1. Call to Order

Discussion,Information,Procedural: 1.1 Pledge to the Flag

2. Motion to Open Town Board Meeting

Action (Resolution): 2.1 Motion to Open Town Board Meeting of August 4, 2025

2025-#312

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to Open the Town Board Meeting of August 4, 2025, at 7:00 PM.

*Councilwoman Richardson joined the meeting during Call to Question for this Motion.

Motion by Sal Scancarello, second by Mary Bingham.

Final Resolution: Motion Carries

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

3. Community Announcements

Presentations: 3.1 Noah Nadelson, Munistat
Town of Monroe, NY

Financial Condition & Debt Profile

PRESENTED BY: MUNISTAT SERVICES, INC.

INTRODUCTION

The Debt Profile portion of the presentation is a snapshot of the Town's current outstanding indebtedness. Funding for certain projects might require the issuance of debt and borrowing makes it possible for Towns to finance multiple, pressing infrastructure needs simultaneously. By using debt to pay for long-lasting capital assets, Towns can spread the cost of the project to match the useful life of the asset, benefitting taxpayers by distributing costs over multiple years. 75% of infrastructure needs in our Country are done at the local level and the issuance of debt is the most commonly used instrument to help improve the quality of life and drive economic growth.

The Financial Condition is measured in part by the Town's asset position, liquidity and fund balance levels. As one of the fastest growing Counties in the State, there has been a need to invest in infrastructure. All Towns face a significant amount of pressure on the revenue and expenditure side of the budget, and therefore on its reserves. Year-end surpluses and fund balances are moneys that can provide a cushion or buffer that may be needed from time to time to operate without interruption or reduction in services. Fund balances and adequate reserves should be managed and reviewed on a regular basis.

Where are we now, and how does one determine an appropriate amount of fund balance and the level of debt? We look for guidance from investors and the rating agencies. While the financial position makes up approximately 30% to 40% of the rating, it's important to note that bonded indebtedness makes up approximately 10% of the Town's bond rating. Nonetheless, there are metrics that are published by the market that we can target to use as a guidelines...

KEY MARKET METRICS

As Viewed by the Rating Agencies and Institutional Investors

- ☐ Available Fund balance in excess of 35%
- ☐ Debt service as a % of expenditures in the range of 8% to 15%
- ☐ Net Debt (property tax supported debt) as a % of market value below 3%
- ☐ Debt Per Capita in a range of \$1,000 to \$1,500

OUTSTANDING BONDS

- ☐ \$3,679,000 Public Improvement Serial Bonds - 2020A
- ☐ \$612,500 Public Improvement Serial Bonds - 2020B
- ☐ \$890,000 Public Improvement Serial Bonds - 2021
- ☐ \$213,000 Public Improvement Serial Bonds - 2022
- ☐ \$21,775,000 Public Improvement Serial Bonds - 2025

\$3,679,000 Public Improvement Serial Bonds - 2020 Series A Authorization and Purpose

Date Authorized Purpose Amount Issued

05/21/2018 Acquisition of Town Hall \$2,415,000

05/21/2018 Improvements to Town Hall 575,000

05/21/2018 Purchase of Trucks 109,000
04/15/2019 Water District #12 Improvements 580,000
Totals: \$3,679,000

\$612,500 Public Improvement Serial Bonds – 2020 Series B (Federally Taxable) Authorization and Purpose
Date Authorized Purpose Amount Issued
10/16/2017 Water District #12 Improvements \$247,500
05/20/2019 Payment of a Settlement 365,000
Totals: \$612,500

\$890,000 Public Improvement Serial Bonds – 2021 Authorization and Purpose
Date Authorized Purpose Amount Issued
11/16/2020 Acquisition of Vehicles \$890,000

\$213,000 Public Improvement Serial Bonds – 2022 Authorization and Purpose
Date Authorized Purpose Amount Issued
07/30/2013 Water District #8 Improvements \$213,000

\$21,775,000 Public Improvement Serial Bonds – 2025 Authorization and Purpose
Date Authorized Purpose Amount Issued
05/20/2019 Acquisition of Land \$2,590,000
04/01/2024 Acquisition of Land 19,185,000
Totals: \$21,775,000

KEY MARKET METRICS

As Determined by the Rating Agencies and Institutional Investors

- ☐ Total Debt as a % of Full Market Value should be less than 3%
- ☐ 2025 Full Market Value - \$3.56 billion
- ☐ 2025 Debt - \$25.7 million
- ☐ Total Debt as a % of Full Market Value = 0.72%
- ☐ Total Debt Per Capita should be in a range of \$1,000 to \$1,500
- ☐ 2024 Population – 21,299
- ☐ 2025 Debt - \$25.7 million
- ☐ Total Debt Per Capita = \$1,208
- ☐ Debt service as a % of expenditures should be in the range of 8% to 15%
- ☐ 2025 Total Budget - \$15 million
- ☐ 2026 Total Debt Service - \$1.9 million
- ☐ Debt Service as a % of Expenditures = 12.67%
- ☐ Fund balance as a % of expenditures should be in excess of 35%, depending on size of budget.
- ☐ 2025 Total Budget - \$15 million
- ☐ 2024 Available Fund Balance across all Funds - \$12 million
- ☐ Fund Balance as a % of Expenditures = 80%

EXECUTIVE SUMMARY

The preceding slides represent third party metrics, and in the most recent report, S&P considers the Town to have a “low, manageable debt position”. It also states that the Town has a “history of strong and stable financial results, supported by conservative budgeting”. There has been a consistent, steady investment in equipment, building improvements, roads, public safety, and water upgrades. Most of it without the issuance of debt.

The increase in the capital assets reflects the Town’s strong financial credit and position. The Town’s fund balance levels and solid reserves further demonstrate the strong operating results. The Town’s focus should now be on maintaining its budget practices and capital project selection to ensure that it meets the long-term goals and objectives of the Town: to offer its residents and businesses the most desirable community facilities and reliable infrastructure to sustain their quality of life.

To hear presentation by Noah Nadelson with Munistat, and Town Board Members comments, please go on-line to Board Doc's Video Clip #3.1, 0:0:51.

(Please see attachment for full presentation which is also filed in the Town Clerk's Office).

Presentations: 3.2 Orange County Legislator Peter Tuohy

Orange County Legislator Peter Tuohy talked about the odor in Airplane Park. So. Blooming Grove ran out chemicals and product. Village of Monroe had grand opening of the playground on July 21, 2025, and the Carnival was that weekend as well. They weren't treating it for a day or two and that they were out of product. Environmental Services (EF&S) got hold people from the Village So. Blooming Grove and the operator and was able to secure product. Right now, there's a plan in place with EF&S. They'll be monitoring numerous on a weekly basis. Monitoring the inventory and making sure it doesn't happen again.

To hear discussion between Orange County Legislator Peter Tuohy and Board Members RE the odor at Airplane Park, please go on-line to Board Doc's Video Clip #3.2, 0:21:26.

Information: 3.3 First Presbyterian Church of Monroe Chicken BBQ

First Presbyterian Church of Monroe 42nd Annual Chicken BBQ, August 9th, 1-5pm rain or shine. 142 Stage Rd., Monroe. Dine-In or Take-Out. Tickets are \$20 and available at the Church Office 9am-12pm. Meal includes 1/2 chicken, Macaroni Salad, Corn and Strawberry Shortcake. Can order on-line by scanning the QR Code on the flyer. For more info, please call

845-783-1632.

To hear Councilwoman Houle RE First Presbyterian Church of Monroe Chicken BBQ, please go on-line to Board Doc's Video Clip #3.3, 0:33:37.

Information: 3.4 Orange County Mobile DMV at Town Hall, August 20th
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. Wednesday, August 20, 2025, 10:00-12PM, closed 12-1pm, 1-3:30pm. Monroe Town Hall 1465 Orange Tpke., Monroe, NY 10950.

To hear Councilwoman Houle RE Orange County Mobile DMV at Town Hall, August 20th, please go on-line to Board Doc's Video Clip #3.4, 0:34:39.

Information: 3.5 Lakeside Fire Department Garage Sale
Annual Lakeside Fire Department Garage Sale
Date: Saturday September 6, 2025 (Rain Date September 7, 2025)
Time: All Vendors Arrive at 8:00 AM for set up. Open to the public from 10:00AM-4:00PM
Place: Monroe Town Hall 1465 Orange Tpke., Monroe
Hot Dogs and Burgers will be for sale.
Cost: \$30 for first table. Second table \$25.
Breast Cancer Truck will be available for items that you no longer want. Truck will only be available for Saturday. You are responsible for taking the remainder of your items back home.
RSVP to Laura at 845-325-8238 only if you want to be a vendor.
All are welcome.
Porta Potty will be available.

To hear Supervisor Cardone RE Lakeside Fire Department Garage Sale, please go on-line to Board Doc's Video Clip #3.5, 0:35:10.

Information: 3.6 Lions Club Community Garage Sale
Monroe Lions Club Community Garage Sale
Show and Sell your crafts and Treasures
Date: Sunday, September 7, 2025
Time: 9:00 AM-2:00 PM
Vendor Setup starts at 7:30 AM
Place: Harriman Army Navy Parking Lot (186 Rt. 17M, Harriman, NY)
\$35/space (8x10 table space) \$50/space (12x14 tent space)
Spaces sell out quickly. Call 845-325-6834
Bring your own table/Chairs/Tent
Reserve your space today! Deadline August 30, 2025

To hear Councilwoman Bingham RE Lions Club Community Garage Sale, please go on-line to Board Doc's Video Clip #3.6, 0:36:07.

Information: 3.7 Monroe Gives Community Yard Sale
Monroe Gives Community Yard Sale.
Vendors Wanted!
Saturday, September 13, 2025
9:00 AM-2:00 PM
St. Anastasia's Parking Lot, Rt. 17M, Harriman, NY
Reserve your Vendor Spot.
\$30 per 18'x10' space (advanced payment required)
Spaces are limited - sign up early to guarantee your spot!

IMPORTANT GUIDELINES:

- No sale of liquor, tobacco/vape products, adult materials or firearms
- No food trucks permitted
- Vendors must bring their own tables, chairs, and tents (if needed)

ABOUT MONROE GIVES

We're a local nonprofit supporting the MW community through year-round giving and emergency assistance. Proceeds from this event help families in need.

To reserve a spot or ask questions: monroegives@gmail.com

To hear Councilman Scancarello RE Monroe Gives Community Yard Sale, please go on-line to Board Doc's Video Clip #3.7, 0:36:59.

Information: 3.8 So. Orange Family YMCA Swim Lessons Scholarships Available

**SWIM LESSONS SCHOLARSHIPS AVAILABLE
THE Y IS OFFERING SWIM LESSONS SCHOLARSHIPS**

This scholarship program is open to youth ages 4 to 18, with an emphasis on supporting families who may be navigating financial limitations or have children who benefit from adaptive learning environments. The YMCA of Middletown & the South Orange Family YMCA are committed to promoting water safety throughout our region. Every child deserves the chance to be Water Ready. If your family is navigating financial challenges or your child would benefit from an adaptive learning environment, we encourage you to apply. Let's make a splash—together! Qualified applicants will receive FREE weekly SWIM LESSONS PLUS a 2-MONTH FAMILY MEMBERSHIP. How to Apply: 1. Complete our simple Swim Lesson Financial Assistance. Application: 2. Submit the application at either our Middletown or Monroe branch and we will contact you within the week about your approval.

YMCA OF MIDDLETOWN 81 Highland Avenue, Middletown, NY 10940 (P) 845-344-9622

SOUTH ORANGE FAMILY YMCA 45 Gilbert Street Ext., Monroe, NY 10950 (P) 845-782-9622

WWW.MIDDLETOWNYMCA.ORG

To hear Councilman Scancarello RE So. Orange Family YMCA Swim Lessons Scholarships Available, please go on-line to Board Doc's Video Clip #3.8, 0:37:33.

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

Information: 4.1 Enter into Executive Session

*NO ACTION AT THIS TIME

5. Return to Regular Meeting

Information: 5.1 Return to Regular Meeting

*NO ACTION AT THIS TIME

6. Old Business

Discussion, Information: 6.1 AMENDED Advisory Opinion 2025-01

Supervisor Cardone notes the acceptance of the findings regarding Advisory Opinion 2025-01 by the Board of Ethics.

To hear the discussion between Supervisor Cardone and Town Counsel Nugent RE AMENDED Advisory Opinion 2025-01, please go on-line to Board Doc's Video Clip #6.1, 0:38:33.

Action (Resolution), Discussion: 6.2 Board of Ethics Advisory Opinions 2025-02 & 2025-03

The Supervisor noted that they accept the unfounded determination RE Board of Ethics Advisory Opinion 2025-03.

2025-#313

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to accept Board of Ethics recommendations RE Advisory Opinion 2025-02.

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

Final Resolution: Motion Carries

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

Nay: Mary Bingham

Abstain: Maureen Richardson

2025-#313A

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to accept Board of Ethics unfounded determination RE Advisory Opinion 2025-03.

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

2025-#313B

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to withdraw prior Motion (2025-#313A).

Motion by Supervisor -Tony Cardone, second NONE.

Discussion, Information: 6.3 Board of Ethics Concern

Discussion RE Board of Ethics concern. Correspondence from Councilwoman Richardson was received and is on file in the Town Clerk's Office.

To hear discussion between Town Board Members and Town Counsel Nugent, please go on-line to Board Doc's Video Clip #6.3, 0:47:21.

7. Public Hearing

Action (Resolution), Discussion, Information: 7.1 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

2025-#314

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.

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

Final Resolution: Motion Carries

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

- Town Clerk Valerie Bitzer: No Public Comment.
- Supervisor Cardone: No public comment. Okay. I spoke to Dave Fritz. We have a water meeting tomorrow.
- Councilwoman Bingham: Yes.
- Supervisor Cardone: We're gonna go over more details then. I would like to put this back up on the agenda for a Public Hearing. I'll keep it open till September 2nd at 7 p.m. or immediately there-after.
- Councilwoman Bingham: I think September 15th might be better. Because we would have another water meeting be, before that. I think we're gonna need two water meetings in order to flush out all the. Sorry for that. Flush out all the details.
- (Laughter)
- Councilwoman Houle: Pun intended.
- (Laughter)
- Supervisor Cardone: Okay, I'll go along with you, Councilwoman Bingham.
- Councilwoman Bingham: Okay, so, you made the motion. I'll second for September 15th.
- Supervisor Cardone: 15th.

The following residents signed up for Public Comment on 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. To hear their comments and Town Board Members responses, please go on-line to Board Doc's Video Clip #7.1, 1:03:33.

Action (Resolution): 7.2 Motion to Keep 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

2025-#315

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to Keep 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 until September 15, 2025, at 7:00PM or soon there-after.

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

Final Resolution: Motion Carries

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

8. Acceptance of Minutes

Action (Resolution): 8.1 Acceptance of July 14, 2025 Minutes

2025-#316

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to accept the July 14, 2025 Minutes.

Motion by Mary Bingham, second by Sal Scancarello.

Final Resolution: Motion Carries

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

9. Audit of Claims

Action (Resolution), Discussion: 9.1 General Fund Abstract

2025-#317

BE IT RESOLVED that the Town Board of the Town of Monroe requests approval of Abstract #25-14 General Fund containing Check #37066 - 37163 totaling \$624,358.94.

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

Final Resolution: Motion Carries

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

Abstain: Mary Bingham

Action (Resolution), Discussion: 9.2 Escrow Fund Abstract

2025-#318

BE IT RESOLVED that the Town Board of the Town of Monroe requests approval of Abstract #25-10 Escrow Fund containing Check #2232 - 2235 totaling \$23,730.93.

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

Final Resolution: Motion Carries

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

10. Budget Transfers

Action (Resolution), Discussion: 10.1 Budget Transfer Abstract

2025-#319

BE IT RESOLVED that the Town Board of the Town of Monroe approves Budget Transfer Abstract #2025-06 totaling \$4,500 for 2025 Expenditure Adjustments.

ABSTRACT OF BUDGET TRANSFERS

TOWN OF MONROE

DATE OF AUDIT: AUGUST 4, 2025

ABSTRACT 2025-06

2025 EXPENDITURE ADJUSTMENTS

Requested By: Highway

DATE GL NO. DESCRIPTION Account Trans In Trans Out

8/4/2025 General Repairs Contractual DB00-5110-4500-00 4,500.00

General Repairs Equipment Rentals DB00-5110-2000-001 2,500.00

General Repairs Equipment Rental DB00-5110-4500-02 2,000.00

4,500.00 4,500.00

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

Final Resolution: Motion Carries

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

11. New Business

Discussion, Information: 11.1 Short Term Rental Application, 10 Twin Lakes Rd. (SBL#19-1-1.3)

Discussion regarding Short Term Rental Application for 10 Twin Lakes Rd. (SBL#19-1-1.3).

Corrections need to be adjusted in regard to the application as far as addresses. Concern RE mailing. Mailing was done twice. A resident indicated that they did not receive it. Applicant needs to do the mailing again (regular mail) and show proof of mailing from the Post Office. Will be put back on the September 2nd Agenda.

To hear discussion between Applicant, Town Board Members and Town Counsel Nugent RE Short Term Rental Application, 10 Twin Lakes Rd. (SBL#19-1-1.3), please go on-line to Board Doc's Video Clip #11.1, 1:07:00.

Action (Resolution), Discussion: 11.2 Community Concerns Hotline

TOWN OF MONROE

NON-EMERGENCY COMMUNITY CONCERNS HOTLINE

845-783-1004

The Town of Monroe is pleased to announce the launch of our Community Concerns Hotline designed to assist our residents in reporting non-emergency community concerns and quality of life issues in the Town of Monroe. If you have a community concern or quality of life issue that is town related, we encourage you to call 845-783-1004 and leave a message to report the issue. You will receive a follow-up phone call to further discuss the concern. Be sure to provide as much detail as possible when reporting an issue, including location, time, and specific observations. Photos and videos can also be helpful should we require additional information in investigating the concern. If your concern is related to a matter outside the town (Village of Monroe/Village of Harriman), please contact the appropriate municipality. Remember to dial 911 for all emergencies. With resident safety at the forefront of our efforts, the town continues to explore intermunicipal agreement opportunities with local law enforcement agencies. We will continue to keep you posted on our progress as we work to ensure your concerns are addressed in a timely manner.

To hear discussion between Town Board Members RE Community Concerns Hotline, please go on-line to Board Doc's Video Clip #11.2, 1:21:55.

2025-#320

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Resolution approving the launch of the Community Concerns Hotline designed to assist our residents in reporting non-emergency community concerns and quality of life issues in the Town of Monroe.

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

Action (Resolution), Information: 11.3 Dorey Houle: Resignation, Climate Smart Community Coordinator
2025-#321

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Resolution accepting the resignation of Dorey Houle, Climate Smart Community Coordinator, effective August 3, 2025.

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

Action (Resolution), Discussion: 11.4 Climate Smart Communities Coordinator Position, Monroe Conservation Commission
2025-#322

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Resolution appoint Lauren Kelly as Climate Smart Communities (CSC) Coordinator for the Town of Monroe effective August 4, 2025.

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

2025-#322A

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion that anyone who is interested on this Board or in any other body within the Town be able to contact Lauren and receive access through the portal.

Motion by Maureen Richardson, second by Mary Bingham.
Final Resolution: Motion Fails
Aye: Mary Bingham, Maureen Richardson
Nay: Supervisor -Tony Cardone, Sal Scancarello, Dorey Houle

Action (Resolution), Discussion: 11.6 Tony Schaffer: Resignation, Monroe Joint Parks and Recreation Commission
2025-#323

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Resolution accepting the resignation of Tony Schaffer, Monroe Joint Park and Recreation Commission, effective June 10, 2025.

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

Action (Resolution), Discussion: 11.7 Sean Buckley, Monroe Joint Parks and Recreation Commission Appointment
2025-#324

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Resolution appointing Sean Buckley to the Monroe Joint Parks and Recreation Commission, slot #5 with a term to expire 12/31/2027.

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

Action (Resolution), Discussion: 11.8 Gwendoline Rios: Resignation, Building Department
2025-#325

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Resolution accepting the resignation of Gwendoline Rios, Part-Time Clerk, Building Department, effective July 24, 2025.

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

Final Resolution: Motion Carries

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

Action (Resolution): 11.9 Brenda Woodard: Resignation, Dial-A-Ride

2025-#326

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Resolution accepting the resignation of Brenda Woodard, Dial-A-Ride Driver, effective August 6, 2025.

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

Final Resolution: Motion Carries

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

Action (Resolution), Discussion: 11.10 Justice Court Training Request, Nicolette Wechsler

2025-#327

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Resolution approving Nicolette Wechsler's attendance at the NYSAMCC Annual Conference and Training taking place September 28th— October 1st at the Albany Desmond Hotel.

Conference registration fee: \$100

Hotel Lodging Package 3 Nights including meals: \$945

Mileage and tolls estimated at: \$154

These costs are covered by the Justice Court Education, Dues, Meetings Account# A000-1110-4189-00. The Board previously approved the Justice Court fund transfer request for this purpose.

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

Final Resolution: Motion Carries

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

Action (Resolution), Discussion: 11.11 Grace Ponce, Justice Court Attendant

2025-#328

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Resolution approving Grace Ponce for the position of Part-Time Court Attendant at an hourly rate of \$25 and anticipated start date of August 13, 2025. Orange County Department of Human Resources has preapproved Grace for this position.

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

Final Resolution: Motion Carries

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

Action (Resolution), Discussion: 11.12 CrowdStrike Free License Deployment

2025-#329

BE IT RESOLVED that the Town Board of the Town of Monroe Resolution authorizing the Supervisor to send an email to Town of New Windsor IT, the town's IT provider, stating the following as requested by the Town of New Windsor attorney:

"I, Tony Cardone agree on behalf of the Town of Monroe that the Town of New Windsor Information Technology Department may deploy CrowdStrike licensing provided by New York State to all devices to replace the currently deployed CrowdStrike provided by New Windsor Information Technology. I understand that once the new license is deployed, billing for the current CrowdStrike licensing provided by New Windsor Information Technology will end."

CrowdStrike is the antivirus solution New Windsor IT deploys to protect the town's computers from cyberthreats.

As part of an ongoing cyber security initiative, New York State and the Department of Homeland Security have been providing CrowdStrike at no cost to all New York State counties for a few years. Recently, they have expanded this offering to the two largest municipalities in each county based on population. Based on the size of the Town of New Windsor's population plus the population of the municipalities they provide IT services for, they have qualified for one of these site licenses. Upon the launch of the replacement project, all CrowdStrike software licensing will now be provided free of charge

to all towns, villages and fire districts that the Town of New Windsor services, including the Town of Monroe.

Motion by Dorey Houle, second by Sal Scancarello.

Final Resolution: Motion Carries

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

Action (Resolution), Discussion: 11.13 Retired Dial-A-Ride Bus #40

2025-#330

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Resolution that we sell Dial-A-Ride Bus No. 40 with Vin. No. ending in 06549 that's been retired since January 2025 to Sacred Heart Church for \$675. *To be surplussed in order to do this.

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

Final Resolution: Motion Carries

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

Action (Resolution), Discussion: 11.14 Dial-A-Ride Public Transportation Agency Safety Plan

2025-#331

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Resolution authorizing the Supervisor to sign the Town of Monroe Dial-A-Ride Public Transportation Agency Safety Plan.

Motion by Dorey Houle, second by Sal Scancarello.

Final Resolution: Motion Carries

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

Action (Resolution), Discussion: 11.15 Mombasha Park Baseball Field Improvements Bid

2025-#332

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Resolution authorizing Town Clerk to put the bid out for Improvements at Mombasha Little League Field.

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

Final Resolution: Motion Carries

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

Action (Resolution), Discussion: 11.16 2025 - 2026 Intermunicipal Agreement for the Control of Snow and Ice on Certain County Roads

2025-#333

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Resolution authorizing the Supervisor to execute the Intermunicipal Agreement with Orange County Department of Public Works for the Snow and Ice Control on Certain County Roads for the 2025-2026 Season.

Item Description Distance Per Mile Rate Per Mile Total

A. Harriman Heights Road, County Road No. 71, leading from County Road No. 19, northeasterly to New York State Route 17M 2.01 \$5,500.00 \$11,055.00

B. West Mombasha Road, County Road No. 91, leading from County Road No. 5, Monroe-Greenwood Lake Road, at Cedar Cliff Road, southerly to the Town of Tuxedo Line 3.76 \$5,500.00 \$20,680.00

Total Contract 5.77 \$5,500.00 \$31,735.00

Motion by Dorey Houle, second by Sal Scancarello.

Final Resolution: Motion Carries

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

Action (Resolution), Discussion: 11.17 Amendment to Owner-Engineer Agreement, Monroe Water District #2: Process Piping Replacement

2025-#334

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to Table the matter RE Amendment to Owner-Engineer Agreement, Monroe Water District #2: Process Piping Replacement to the next meeting as we still have some

questions unanswered from MHE.
(Councilwoman Richardson stepped away from the dais).

Motion by Supervisor -Tony Cardone, second by Sal Scancarello.
Final Resolution: Motion Carries
Aye: Supervisor -Tony Cardone, Mary Bingham, Sal Scancarello, Dorey Houle
Not Present at Vote: Maureen Richardson

Action (Resolution), Discussion, Information: 11.18 2025 Town and County Tax Bill RE 207-3-17

2025-#335

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Resolution requesting the Board to approve waiving additional penalties/fees for the parcel located at 207-3-17 as this payment rejection took a while to research. A new payment was made by the resident on July 28, 2025, in the amount of \$10,163.74. *No additional penalties.

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

Action (Resolution), Discussion, Information: 11.19 2025 Town and County Tax Bill RE 47-2-34.2

2025-#336

BE IT RESOLVED that the Town Board of the Town of Monroe Resolution requesting the Board to approve waiving additional penalties/fees for the parcel located at 47-2-34.2 as this payment rejection took a while to research. A new payment was made by the resident on July 30, 2025, in the amount of \$3,992.30. *No additional penalties.

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

Action (Resolution), Information: 11.20 General Code Supplement No. 124 Estimate

2025-#337

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to approve General Code Supplement No. 124 Estimate. Estimate is between \$1,535.00 and \$1,880.00. *Amount not to exceed \$1,880.

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

Action (Resolution), Discussion: 11.21 Return of Escrow RE: Camille Tokerud

2025-#338

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to return Camille Tokerud's Escrow balance in the amount of \$1,093.43.

Date of Request: July 28, 2025

Comments:

Please see attached final detail sheet for Camille Tokerud's ZBA escrow. Final invoice has been processed. Balance to be returned is \$1,093.43.

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

Action (Resolution), Discussion: 11.22 Approval to Release Escrow for Driveway Permit #2022-01 – 250 Schunnemunk Road

2025-#339

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to approve Highway Department request to return the escrow amount of \$1,800 for Driveway Permit #2022-01 at 250 Schunnemunk Road. The driveway has been inspected and found to meet all current Town Code standards. As such, the Highway Department recommends releasing the bond.

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

Final Resolution: Motion Carries

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

Action (Resolution): 11.23 Approval to Release Escrow for Driveway Permit #2024-07 – 79 Raywood Drive

2025-#340

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to approve Highway Department's request to return the escrow amount of \$15,000 for Driveway Permit #2024-07 at 79 Raywood Drive. The driveway has been inspected and found to meet all current Town Code standards. As such, the Highway Department recommends releasing the bond.

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

Final Resolution: Motion Carries

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

Discussion: 11.24 Stop Sign Request, Carriage Hill Estates

Request to install stop sign at the intersection of Woodland and Carriage Hill and two cul-de-sacs. Request stems from busses driving at excessive speeds. Stop signs are not put in place to control speed. Town will have Engineer look into this.

To hear discussion between Town Board Members RE Stop Sign Request, Carriage Hill Estates, please go on-line to Board Doc's Video Clip #11.23, 1:57:19.

12. Public Comment

Information: 12.1 Rules for Public Comment

Discussion, Information: 12.2 Public Comment

The following spoke during Public Comment. To hear their comments, and Town Board members responses, please go on-line to Board Doc's Video Clip #12.2, 2:01:53.

- Amy Levine (Decided not to speak)
- Dan Burke
- Maria May
- BJ Mendelson
- Jacob Zuckerman
- Liam Wisheart

Dan Burke: Spoke RE Board of Ethics Complaint from prior meeting and what he felt should have been done.

Maria May: Spoke RE odor at Airplane Park and Legislator Pete Tuohy's comments.

BJ Mendelson: Spoke RE the time limit given for Public Comment. He also spoke about Pete Tuohy's comments on You Tube (Orange County Sewer) from the most recent meeting in July. He stated that So. Blooming Grove is the primary culprit of the potentially dangerous hydrogen sulfide gas. Not Chester.

Liam Wisheart: Spoke RE Ethics Advisory Opinion 2025-01 concerning Pat Patterson and Peckham Industries.

13. Adjournment

Action (Resolution): 13.1 Adjournment of Meeting

2025-#341

BE IT RESOLVED that the Town Board of the Town of Monroe adjourns the meeting of August 4, 2025, at 9:24 PM.

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

Final Resolution: Motion Carries

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

2. Acceptance of Minutes

Subject **5.2. Acceptance of August 7, 2025 Minutes**

Meeting September 2, 2025 - Monroe Town Board Meeting Agenda

Type

1. Certified TB 8-7-2025 DRAFT Meeting Minutes RE WD No. 1
Improvements for Grant Application

MONROE TOWN BOARD SPECIAL MEETING AGENDA (Thursday, August 7, 2025)

Generated by Valerie Bitzer

Members present

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

DRAFT

Meeting called to order

1. Call to Order

Discussion, Information, Procedural: 1.1 Pledge to the Flag

2. Motion to Open Town Board Meeting

Action (Resolution): 2.1 Motion to Open Town Board Special Meeting of August 7, 2025

2025-#342

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to Open the Town Board Special Meeting of August 7, 2025, at 7:00 PM.

Motion by Sal Scancarello, second by Mary Bingham.

Final Resolution: Motion Carries

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

3. New Business

Action (Resolution), Discussion, Information: 3.1 Authorize and Commence the SEQRA Process for a WD No. 1 Water Infrastructure Improvement Act (WIIA) Grant Application

2025-#343

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion for the Town of Monroe to Authorize and Commence the SEQRA Process for a WD No. 1 Water Infrastructure Improvement Act (WIIA) Grant Application.

The proposed project consists of the construction of a new water facility to house a Disinfection Byproduct Treatment system and new booster pumps to supply water to the residents in Water District 1 in the Town of Monroe. (Ties into applying for a Grant)

Please take notice that, according to the provisions of 6 NYCRR Part 617, the Town of Monroe Town Board has declared its intent to be lead agency for the purpose of review of and action on the project named below. If within 60 calendar days from the date of mailing this notification no involved agency submits a written objection to the Town of Monroe Town Board, the Town of Monroe Town Board shall act as lead agency and shall follow the provisions of 6 NYCRR Part 617.7 governing determination of significance of the proposed action.

Name of Project: Town of Monroe Water District 1 Facility Improvements

Contact Person/Address: Anthony Cardone, Supervisor
Town of Monroe
1465 Orange Turnpike
Monroe, NY 10950
(845) 783-1900

Location: near 169 Rye Hill Road, Town of Monroe

Tax Map Parcel: Section 33, Block 1, Lot 1.12
Orange County, New York

SEQRA Status: Unlisted Action

Date of Action: 7 August 2025

Date of Mailing: 8 August 2025

Involved/Interested Agencies:
Town of Monroe Town Board
1465 Orange Turnpike
Monroe, NY 10950

Orange County Department of Health
124 Main Street
Goshen, NY 10924

Village of Monroe Village Board

7 Stage Road
Monroe, NY 10950

NYS Office of Parks, Recreation and Historic Preservation
PO Box 189
Waterford, NY 12188

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

Final Resolution: Motion Carries

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

4. Adjournment

Action (Resolution): 4.1 Adjournment of Meeting

2025-#344

BE IT RESOLVED, that the Town Board of the Town of Monroe adjourns the Special Meeting of August 7, 2025, at 7:03 PM.

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

Final Resolution: Motion Carries

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

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF A RESOLUTION ADOPTED BY THE
TOWN BOARD OF THE TOWN OF MONROE AT A MEETING OF SAID BOARD HELD ON
THE 7th DAY OF Aug., 2025.



VALERIE BITZER
TOWN CLERK

3. Acceptance of Minutes

Subject	5.3. Acceptance of August 18, 2025 Minutes
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Meeting	September 2, 2025 - Monroe Town Board Meeting Agenda
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Type	Action (Resolution)
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2025-#

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to accept the August 18, 2025 Minutes.

1. TB 8-18-2025 DRAFT Meeting Minutes

MONROE TOWN BOARD SPECIAL MEETING AGENDA (Monday, August 18, 2025)
Generated by Barbara Singer

Members present

Supervisor -Tony Cardone, Mary Bingham, Sal Scancarello, Dorey Houle, Maureen Richardson
No Legal Council

DRAFT

1. Call to Order

Discussion, Information, Procedural: 1.1 Pledge to the Flag

2. Motion to Open Town Board Meeting

Action (Resolution): 2.1 Motion to Open Town Board Special Meeting of August 18, 2025

2025-#345

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to Open the Town Board Special Meeting of August 18, 2025, at 6:58 pm.

Motion by Sal Scancarello, second by Mary Bingham.

Final Resolution: Motion Carries

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

3. New Business

Action (Resolution), Discussion, Information: 3.1 Take Actions Concerning a Water District No. 1 Water Infrastructure Improvement Act ("WIIA") Grant Application and Concerning Proposed Improvements to Water District No. 1, Including Declaring Lead Agency Under SEQRA and Adopting an Order Calling for a Public Hearing

2025-#346A

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion To Declare the Town of Monroe Lead Agency Status.

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

Final Resolution: Motion Carries

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

2025-#346B

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to Adopt the SEQRA Negative Declaration In The Final Findings.

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

Final Resolution: Motion Carries

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

2025-#346C

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to Set the Public Hearing For September 2, 2025 at 7pm or Immediately Thereafter.

At a regular meeting of the Town Board of the Town of Monroe, in the County of Orange, New York, held at the Town Hall, 1465 Orange Turnpike, Monroe, New York, on August 18, 2025.

PRESENT:

Anthony Cardone, Supervisor
Mary Bingham, Councilperson
Dorey Houle, Councilperson
Maureen Richardson, Councilperson
Salvatore Scancarello, Councilperson

In the Matter

of the

Increase and Improvement of Facilities of the
Water District No. 1, in the Town of Monroe,
in the County of Orange, New York, pursuant to
Section 202-b of the Town Law

Offered by: Supervisor Cardone

Seconded by: Councilperson Bingham

ORDER CALLING FOR A PUBLIC

HEARING TO BE HELD ON SEPTEMBER 2, 2025

WHEREAS, the Town Board of the Town of Monroe (herein called the "Town"), in the County of Orange, New York, on behalf of the Water District No. 1, in the Town (herein called the "District"), has caused McGoe, Hauser and Edsall, Consulting Engineers, D.P.C., New Windsor, New York, engineers duly licensed by the State of New York (the "Engineer") to prepare a preliminary map, plan and report entitled: "Disinfection By-Product Treatment Improvements," dated August 13, 2025, which report is on file in the office of the Town Clerk, for the increase and improvement of facilities of the District, consisting of water system improvements, including but not limited to the construction of a new treatment building; installation of new air stripping equipment, chemical feed system, booster skid, and processing pipe; and mechanical, HVAC, plumbing and electrical upgrades, the foregoing to include ancillary or

related site, demolition and other work required in connection therewith (the "Project"), and said map, plan and report have been filed with the Town Board; and
WHEREAS, pursuant to the direction of the Town, the Engineer has completed and filed with the Town Board such preliminary map, plan and report for said increase and improvement of facilities of the District and has estimated the maximum cost thereof to be \$3,277,000; and
WHEREAS, the Town expects to apply for grants and/or other funding for the Project through the State of New York Environmental Facilities Corporation and/or from other sources, and if any such grants and/or other funds are received, such grants or other funds will be applied toward the cost of said Project or redemption of the Town's bonds or notes issued therefor, or to be budgeted as an offset to the taxes to be collected.
NOW, THEREFORE, BE IT
ORDERED, that a meeting of the Town Board of the Town be held at the Town Hall, 1465 Orange Turnpike, Monroe, New York, on September 2, 2025 at 7:00 o'clock P.M. (Prevailing Time) to consider said increase and improvement of facilities of the District and to hear all persons interested in the subject thereof concerning the same and for such other action on the part of the Town Board with relation thereto as may be required by law; and be it,
FURTHER ORDERED, that the Town Clerk publish at least once in "Times Herald Record," hereby designated as the official newspaper of the Town for such publication, and post on the sign board of the Town maintained pursuant to subdivision 6 of Section 30 of the Town Law, a Notice of such public hearing, substantially in the form attached hereto as Exhibit A, the first publication thereof and said posting to be not less than ten (10) nor more than twenty (20) days before the date of such public hearing; and that the Town Clerk shall mail, or cause to be mailed, by first class mail to each owner of taxable real property in the District, a notice of such public hearing in substantially the form attached hereto in Exhibit A.
DATED: August 18, 2025
TOWN BOARD OF THE TOWN OF MONROE

(SEAL)

The adoption of the foregoing Order was duly put to a vote on roll call, which resulted as follows:
Supervisor Anthony Cardone voting: Aye
Councilperson Mary Bingham voting: Aye
Councilperson Dorey Houle voting: Aye
Councilperson Maureen Richardson voting: Aye
Councilperson Salvatore Scancarello voting: Aye
The Order was declared adopted.
* * * * *

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

4. Adjournment

Action (Resolution): 4.1 Adjournment of Meeting
2025-#347
BE IT RESOLVED, that the Town Board of the Town of Monroe adjourns the Special Meeting of August 18, 2025, at 7:01pm.

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

1. Audit of Claims

Subject

6.1. General Fund Abstract

Meeting

September 2, 2025 - Monroe Town Board Meeting Agenda

Type

Action (Resolution)

Discussion

2025-#BE IT RESOLVED that the Town Board of the Town of Monroe requests approval of Abstract #25-15 General Fund containing Check # 37164 - 37234 totaling \$571,103.89.

1. MONROE 9 2 2025



ABSTRACT OF AUDITED VOUCHERS

TOWN OF MONROE

General Fund

DATE OF AUDIT: SEPTEMBER 2, 2025

Abstract #25-15 Gen

TOTAL

\$571,103.89

Vendor	PO #	Description	Amount	Check Id	Check Date
914 HEATING & COOLING, INC.	25-01897	SERVICE CALL AC-SENIOR CENTER	7,688.00	37164	8/18/2025
AGUILAR CONTRACTING LLC	25-01787	HYDRANT EMERGENCY WORK	8,000.00	37165	8/18/2025
AMAZON CAPITAL SERVICES	25-01771	JULY 2025 AMAZON PURCHASES	1,286.30	37166	8/18/2025
AMERICAN DREAM CAR WASH & QUIC	25-01788	CHEVY TRUCK WASHED	35.00	37167	8/18/2025
ARKEL MOTORS INC	25-01789	PARTS - TRUCK #7	1,910.44	37168	8/18/2025
AUDIO SERVICES LLC	25-01790	SERVICE CALL-TV BROADCAST RAC	125.00	37169	8/18/2025
BADGER METER	25-01791	JULY 2025 SOFTWARE SERVICES	378.30	37170	8/18/2025
BECKS HOME & GARDEN CORP	25-01877	SUPPLIES	403.38	37171	8/18/2025
THE BUG BUSTERS, LLC	25-01792	JULY 2025 TOWN HALL PEST MGMT	150.00	37172	8/18/2025
SUSAN CAGNEY	25-01776	BOARD OF ASSESSMENT REVIEW SVC	225.00	37173	8/18/2025
CALLAHAN & NANNINI QUARRY, INC	25-01793	ITEM #4 - WD#8 & HWY DEPT	3,678.90	37174	8/18/2025
CHEMUNG SUPPLY CORP	25-01794	SPLIT COUPLERS	856.53	37175	8/18/2025
COLLIERS ENGINEERING & DESIGN	25-01796	SAPPHIRE LAKE DAM ENGINEERING	6,991.00	37176	8/18/2025
CORSI TIRE OF OSSINING, INC.	25-01795	TIRE TUBES	57.90	37177	8/18/2025
CROWN CASTLE FIBER, LLC	25-01797	AUG 2025 INTERNET SERVICE	625.00	37178	8/18/2025
DOC PROFESSIONAL CLEANING SERV	25-01815	JULY 2025 CLEANING SERVICES	4,590.00	37179	8/18/2025
EM BENEFITS	25-01892	SEPT 2025 PREMIUM	194.75	37180	8/18/2025
ENVIRO-CLEAN	25-01816	PORTA POTTY	645.00	37181	8/18/2025
FASTENAL COMPANY	25-01817	10 FLAP DISCS	93.71	37182	8/18/2025
FEDERAL EXPRESS CORPORATION	25-01819	OVERNIGHT LTR-BOND CLOSING	31.97	37183	8/18/2025
LAURA FERNANDEZ	25-01777	BOARD OF ASSESSMENT REVIEW SVC	200.00	37184	8/18/2025
JOSETTE FIGUEROA	25-01820	MEMORY FOAM SEAT	39.99	37185	8/18/2025
FEERICK NUGENT MACCARTNEY PLLC	25-01818	JUNE 2025 TAX CERTIORARI	82.50	37186	8/18/2025
FOX LEDGE, INC.	25-01826	JULY 2025 WATER	220.14	37187	8/18/2025
FRONTIER	25-01822	PHONE SERVICE 7/24/25-8/23/25	2,170.35	37188	8/18/2025
FRONTIER	25-01825	PHONE SERVICE 8/1/25-8/30/25	160.74	37188	8/18/2025
GABRIELLI TRUCK SALES	25-01828	SWITCH - TRUCK #21	106.13	37189	8/18/2025
G&T LANDSCAPING	25-01898	CARRAIGE HILL LAWN	80.00	37190	8/18/2025
HARRIMAN ARMY-NAVY, INC.	25-01895	UNIFORM FOR GRACE PONCE	564.83	37191	8/18/2025
HAWKINS DELAFIELD & WOOD LLP	25-01827	BOND COUNCEL	32,700.00	37192	8/18/2025
INTERSTATE WASTE SERVICES, INC	25-01829	JULY 2025 REFUSE	218,520.13	37193	8/18/2025
KNOW HOW AUTO SUPPLY, LLC	25-01830	SUPPLIES/PARTS	757.44	37194	8/18/2025
KONICA MINOLTA BUSINESS	25-01876	BIZHUB C250I 7/1-7/31/25	33.50	37195	8/18/2025
SATINA LOPEZ	25-01778	BOARD OF ASSESSMENT REVIEW SVC	200.00	37196	8/18/2025
MAILS BEST FRIEND,LLC	25-01831	MICROSOFT E-MAIL SERVICES	2,217.60	37197	8/18/2025
BENIGNO MALDONADO	25-01832	2025 EYECARE REIMBURSEMENT	142.76	37198	8/18/2025
MARINA'S PIZZA	25-01833	PIZZA SENIOR CENTER	45.00	37199	8/18/2025
MHE ENGINEERING	25-01834	WD#1 PRESSURE TANK REPLACEMENT	187.00	37200	8/18/2025



ABSTRACT OF AUDITED VOUCHERS

TOWN OF MONROE

General Fund

DATE OF AUDIT: SEPTEMBER 2, 2025

Abstract #25-15 Gen

TOTAL

\$571,103.89

Vendor	PO #	Description	Amount	Check Id	Check Date
MHE ENGINEERING	25-01835	GENERAL ENGINEERING	657.00	37200	8/18/2025
MHE ENGINEERING	25-01836	WATER DISTRICT CODE REVIEW	2,193.20	37200	8/18/2025
MHE ENGINEERING	25-01837	MS4 ANNUAL PERMIT	333.80	37200	8/18/2025
MHE ENGINEERING	25-01838	CDBG ANNUAL GRANT	1,886.00	37200	8/18/2025
MHE ENGINEERING	25-01839	PALLOTTI VILLAGE-WATER EXT	771.18	37200	8/18/2025
CARLA MCNAMARA	25-01780	TRAVEL EXPENSE FOR CONFERENCE	406.83	37201	8/18/2025
MONROE-WOODBURY CENTRAL SCHOO	25-01840	JULY 2025 FUEL MAINTENANCE	573.06	37202	8/18/2025
MONROE-WOODBURY CENTRAL SCHOO	25-01841	JULY 2025 FUEL BUILDING DEPT	64.32	37202	8/18/2025
MONROE-WOODBURY CENTRAL SCHOO	25-01842	JULY 2025 FUEL CHARGES	4,764.95	37202	8/18/2025
MONROE-WOODBURY CENTRAL SCHOO	25-01843	FUEL	3,701.11	37202	8/18/2025
NEWBURGH POWER EQUIPMENT	25-01844	MOWER PARTS	519.00	37203	8/18/2025
NEW YORK COMMUNICATION CO INC	25-01875	AUG 2025 GPS & RADIO SYSTEM	673.00	37204	8/18/2025
NYS EMPLOYEES HEALTH INSURANCE	25-01878	SEPTEMBER 2025 PREMIUM	113,286.63	37205	8/18/2025
OCCUPATIONAL SERVICES	25-01845	FIRST AID SUPPLIES	215.25	37206	8/18/2025
OPTIMA ENVIRONMENTAL SERVICES	25-01848	OIL/WATER SEPERATOR	3,357.35	37207	8/18/2025
OPTIMUM	25-01849	8/8/25-9/7/25 INTERNET	172.04	37208	8/18/2025
OPTIMUM	25-01850	8/8/25-9/7/25 INTERNET	140.45	37208	8/18/2025
OPTIMUM	25-01851	8/1-8/30/25 INTERNET & TV	92.76	37208	8/18/2025
ORBIS CORPORATION	25-01852	18 GALLON RECYCLE BINS	5,922.00	37209	8/18/2025
OFFICE OF THE STATE COMPTROLLE	25-01847	JUNE 2025 COURT FEES	3,713.00	37210	8/18/2025
OFFICE OF STATE COMPTROLLER	25-01846	INTRO GOVERNMENT ACCOUNTING	85.00	37211	8/18/2025
ORANGE ULSTER BOCES	25-01853	2025/2026 MICROFILM STORAGE	564.00	37212	8/18/2025
PARTNERS IN SAFETY	25-01854	PHYSICAL J. FIGUEROA	78.00	37213	8/18/2025
PERENNIAL SERVICES LLC	25-01855	SUMMER FERT/WEED CONTROL	820.00	37214	8/18/2025
PERENNIAL SERVICES LLC	25-01882	SPRING/SUMMER-FERT/WEED CONTRL	2,416.00	37214	8/18/2025
PITNEY BOWES GLOBAL FINANCIAL	25-01856	6/8/25-9/7/25 LEASE - JUSTICE	227.97	37215	8/18/2025
PRESTIGE GRAPHIC SERVICES, INC	25-01857	DAR UNIFORMS	710.00	37216	8/18/2025
PROJECT SUPPLY, INC	25-01858	CONCRETE MIX - WD#8	263.25	37217	8/18/2025
JEAN M. RABBITT	25-01896	JUNE 2025 COURT BOOKS RECON	500.00	37218	8/18/2025
ROGO FASTENER CO, INC.	25-01859	SPADE, FUSES, FUSE KIT	431.56	37219	8/18/2025
SCHMIDTS WHOLESALE	25-01862	WD# 8 & 14 CLAMP, KIT, HYDRANT	8,667.97	37220	8/18/2025
SOUTH CENTRAL PLANNING & DEVEL	25-01860	MGO MONTHLY FEE - JULY 2025	292.42	37221	8/18/2025
SEALCOAT USA INC.	25-01861	LINE STRIPING	14,850.00	37222	8/18/2025
SHOPRITE SUPERMARKETS, INC.	25-01863	SALAD DEMO BY NUTRITIONIST	114.20	37223	8/18/2025
BARBARA J. SINGER	25-01864	REIMBURSE EYE EXAM/GLASSES	500.00	37224	8/18/2025
SOLITUDE LAKE MANAGEMENT	25-01865	ANNUAL MAINTENANCE ROUND LAKE	5,286.51	37225	8/18/2025
STAPLES BUSINESS ADVANTAGE	25-01866	OFFICE SUPPLIES	153.79	37226	8/18/2025
STAPLES BUSINESS ADVANTAGE	25-01867	OFFICE SUPPLIES	25.90	37226	8/18/2025



ABSTRACT OF AUDITED VOUCHERS

TOWN OF MONROE

General Fund

DATE OF AUDIT: SEPTEMBER 2, 2025

Abstract #25-15 Gen

TOTAL

\$571,103.89

Vendor	PO #	Description	Amount	Check Id	Check Date
CAROLINE STEINHAUER	25-01779	BOARD OF ASSESSMENT REVIEW SVC	150.00	37227	8/18/2025
THE ANIMAL RIGHTS ALLIANCE INC	25-01868	SPAY/NEUTER SURGERIES	450.00	37228	8/18/2025
TILCON NEW YORK INC.	25-01869	ASPHALT	2,703.78	37229	8/18/2025
TOSHIBA BUSINESS SOLUTIONS-NY	25-01870	ESTUDIO 330AC 8/7/25-9/6/25	43.57	37230	8/18/2025
TOSHIBA BUSINESS SOLUTIONS-NY	25-01871	ESTUDIO4515AC 8/1/25-8/31/25	95.11	37230	8/18/2025
TOSHIBA BUSINESS SOLUTIONS-NY	25-01872	ESTUDIO330AC 8/5/25-9/4/25	21.71	37230	8/18/2025
VILLAGE OF MONROE	25-01770	WATER USAGE 5/1/25-7/31/25	91,037.93	37231	8/18/2025
WECHSLER POOL & SUPPLY CO.	25-01873	MAY 2025 CHLORINE	488.00	37232	8/18/2025
W & J EBNER INC	25-01874	STATE TROOPER MENS ROOM REPAIR	140.00	37233	8/18/2025
OC MUNICIPAL PLANNING FEDERATI	25-01769	Annual Dues	150.00	37234	8/20/2025
TOTAL			571,103.89		

2. Audit of Claims

Subject

6.2. Escrow Fund Abstract

Meeting

September 2, 2025 - Monroe Town Board Meeting Agenda

Type

Action (Resolution)

Discussion

2025-#BE IT RESOLVED that the Town Board of the Town of Monroe requests approval of Abstract #25-11 Escrow Fund containing Check #2236 - 2237 totaling \$7,395.93.

1. ESCROW 25-11



ABSTRACT OF AUDITED VOUCHERS

TOWN OF MONROE

Escrow

DATE OF AUDIT: SEPTEMBER 2, 2025

Abstract #25-11 Escrow

Total Claims: \$ 7,395.93

Vendor	PO #	Description	Amount	Check Id	Check Date
FEERICK NUGENT MACCARTNEY PLLC	25-01677	Jule Rutledge	500.00	2236	8/19/2025
FEERICK NUGENT MACCARTNEY PLLC	25-01678	K. Donoghue	907.50	2236	8/19/2025
FEERICK NUGENT MACCARTNEY PLLC	25-01679	Michael Dy	412.50	2236	8/19/2025
FEERICK NUGENT MACCARTNEY PLLC	25-01680	Home Depot	2,282.50	2236	8/19/2025
FEERICK NUGENT MACCARTNEY PLLC	25-01681	C. Tokerud	852.50	2236	8/19/2025
FEERICK NUGENT MACCARTNEY PLLC	25-01682	J. Zicherman	715.00	2236	8/19/2025
FEERICK NUGENT MACCARTNEY PLLC	25-01683	Zimmerman	632.50	2236	8/19/2025
CAMILLE TOKERUD	25-01821	RTRN OF ESCROW BAL Z096-2025	1,093.43	2237	8/19/2025
TOTAL			7,395.93		

1. Budget Transfers

Subject

7.1. Budget Transfer Abstract

Meeting

September 2, 2025 - Monroe Town Board Meeting Agenda

Type

Action (Resolution)
Information

2025-#

BE IT RESOLVED that the Town Board of the Town of Monroe requests approval of Budget Transfer Abstract #25-07, 2025 Expenditure Adjustments, totaling \$13,050.96.

ABSTRACT OF BUDGET TRANSFERS

TOWN OF MONROE

DATE OF AUDIT: September 2, 2025

ABSTRACT 2025-07

2025 EXPENDITURE ADJUSTMENTS

DATE GL NO. DESCRIPTION Account Trans In Trans Out

9/2/2025 EQUIPMENT B000-3620-2000-00 500.00 EDUCATION, DUES, MEETINGS

B000-3620-4189-00 500.00

SOFTWARE MAINTENANCE B000-3620-4226-00 500.00

VEHICLE REPAIR & MAINTENANCE B000-3620-4301-00 500.00

JUSTICE COURT ATTENDANT UNIFORMS A000-1110-4105-00 264.83

JUSTICE COURT IT SUPPORT A000-1110-4223-00 264.83

ASSESSOR EDUCATION, DUES, MEETINGS A000-1355-4104-00 1,500.00

ASSESSOR AUTO INSURANCE A000-1355-4600-00 1,500.00

DIAL A RIDE UNIFORMS A000-5630-4105-00 1,500.00

DIAL A RIDE PS OVERTIME A000-5630-1050-00 2,000.00

DIAL A RIDE TIRES A000-5630-4305-00 3,500.00

SENIOR CENTER REPAIRS & MAINTENANCE A000-7620-4303-00 6,605.00

SHARED SERVICES REPAIR & MAINTENANCE A000-1620-4303-00 6,605.00

THEATER BUILDING ELEVATOR INSP/MAINT A000-1622-4270-00 150.00

THEATER BLDG REPAIR & MAINT A000-1622-4303-00 150.00

OCSD #1 SEWER ASSESSMENT 11 STAGE A000-1950-4000-01 31.13

OCSD #1 SEWER ASSESSMENT 369 NINNINGER A000-1950-4000-10 31.13

13,050.96 13,050.96

1. 2025-07

1. Cash Transfers

Subject

8.1. Cash Transfer Abstract

Meeting

September 2, 2025 - Monroe Town Board Meeting Agenda

Type

Action (Resolution)
Information

2025-#

BE IT RESOLVED that the Town Board of the Town of Monroe made a Motion to approve Abstract #2025-06, in the amount of \$1,140,000 for cash transfers to/from investment funds.

CASH TRANSFERS TO/FROM INVESTMENT FUNDS

TOWN OF MONROE

DATE OF AUDIT: September 2, 2025

ABSTRACT #CASH 2025-06

DATE GL NO. DESCRIPTION Account Trans To Trans From

9/2/2025 Consolidated Savings A000 Fund A000-0201 600,000.00NYCLASS

Investment A000 Fund A000-0240 600,000.00

Consolidated Savings DA00 Fund DA00-0201 200,000.00

NYCLASS Investment DA00 Fund DA00-0240 200,000.00

Consolidated Savings DB00 Fund DB00-0201 300,000.00

NYCLASS Investment DB00 Fund DB00-0240 300,000.00

Consolidated Savings SW08 Fund SW08-0201 40,000.00

NYCLASS Investment SW08 Fund SW08-0240 40,000.00

1,140,000.00 1,140,000.00

1. 2025-06

1. New Business

Subject	9.1. Water District 14
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Meeting	September 2, 2025 - Monroe Town Board Meeting Agenda
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Type	Discussion Action (Resolution)
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2025-#BE IT RESOLVED, that the Town Board of the Town of Monroe

2. New Business

Subject **9.2. Resolution Approving Town of Monroe Shredding, Electronics, Textile and Tire Recycling Day**

Meeting September 2, 2025 - Monroe Town Board Meeting Agenda

Type Action (Resolution)
Discussion

Discuss and approve Town of Monroe Shredding, Electronics, Textile and Tire Recycling Day to take place on November 1, 2025, at the Town of Monroe Highway Garage located at 87 Mine Road. Hours 9:00 AM-12:00 PM.

2025-#

BE IT RESOLVED, that the Town Board of the Town of Monroe Made a Motion to approve Town of Monroe Shredding, Electronics, Textile and Tire Recycling Day to take place on November 1, 2025, at the Town of Monroe Highway Garage located at 87 Mine Road. Hours 9:00 AM-12:00 PM.

1. Town of Monroe Quote - 2 (1) November 1, 2025_Redacted
2. Pro Shred 11-1-2025 Quote



Upcycle USA, LLC
39 Plymouth St
Unit J
Fairfield, NJ 07004
Phone 973-575-5800
www.upcyclellc.com

DATE 01/29/2025

BILL TO:
Town of Monroe
1465 Orange Turnpike
Monroe, NY 10950

FOR:
Upcycle USA, LLC
39 Plymouth St
Unit J
Fairfield, NJ 07004

Please submit prompt payment upon completion. Thank you for your cooperation

DESCRIPTION	Date of Service	TV Removal Fee	Hard Drive Serialization Fee	Serialization Fee	Processing Fee	TOTAL
IT EQUIPMENT REMOVAL 9am-12pm	11/01/2025	N/A	N/A	N/A	N/A	\$750.00
TOTAL						\$750.00



SHRED EVENT
November 1st, 2025

Company Address CA
Location Northern New Jersey

Created Date 2025-02-13
Quote Number 00002476

Prepared By Zach Antonucci
Phone (201) 366-0091
Email zach.antonucci@proshred.com

Bill To Name Town Of Monroe
Bill To 87 Mine Rd.
Monroe NY 10950
United States

Ship To Name Town Of Monroe

Product	List Price	Sales Price	Quantity	Total Price
Shred Event - 1 hour	\$550.00	\$400.00	3.00	\$1,200.00

Subtotal \$1,200.00
Discount 0.00%
Total Price \$1,200.00
Grand Total \$1,200.00

3. New Business

Subject **9.3. Sam Ventola, Conservation Commission Resignation**

Meeting September 2, 2025 - Monroe Town Board Meeting Agenda

Type Action (Resolution)
Information

2025-#

BE IT RESOLVED that the Town Board of the Town of Monroe Made a Motion to accept the resignation of Sam Ventola from the Conservation Commission effective August 24, 2025.

1. Letter of Resignation RE Sam Ventola_Redacted

On Sun, Aug 24, 2025 at 3:31 PM Sam Ventola [REDACTED] wrote:
Dear Dennis,

Please accept this email as formal notification that I am resigning from the Town of Monroe Conservation Commission, effective immediately.

Unfortunately, due to increasing demands on my schedule, I no longer have enough time to dedicate to the commission's important work. I also believe that a new member with more available time and fresh perspectives would be able to contribute more effectively to the commission's goals.

I have valued my time serving the Town of Monroe in this capacity and wish the commission all the best in its future endeavors.

Sincerely,
Samuel Ventola

4. New Business

Subject **9.4. 2025 Monroe Volunteer Ambulance Corps Agreement**

Meeting September 2, 2025 - Monroe Town Board Meeting Agenda

Type Action (Resolution)
Discussion

2025-#

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

2025 AGREEMENT

THIS AGREEMENT effective as of the **first day of _____, 2025** between the **TOWN OF MONROE**, a corporation having its principal place of business at 1465 Orange Turnpike, Monroe, New York 10950, hereinafter referred to as the “Town” and the **MONROE VOLUNTEER AMBULANCE CORPS, INC.**, a not-for-profit corporation having its principal offices at 100 Ramapo Street, P.O. Box 841, Monroe, New York 10950, hereinafter referred to as “The Corps.”

WHEREAS, The Corps maintains and operates an ambulance service as defined in Section 3001 of the New York Public Health Law (“PHL”) pursuant to a valid operating certificate issued by the New York State Department of Health, Bureau of Emergency Medical Services, pursuant to PHL Section 3005 that permits it to operate its ambulance service in the Town; and

WHEREAS, the Town and The Corps are desirous of entering into an agreement to secure the provision of ambulance services within the Town; and

WHEREAS, it is the Town’s position that this Agreement is entered into pursuant to Section 122-b of the General Municipal Law; and

WHEREAS, The Corps does not agree with the applicability of General Municipal Law § 122-b to this Agreement; and

WHEREAS, the Town determines that The Corps is a qualified operation having sufficient trained and experienced personnel to provide such ambulance services as required by law; and

WHEREAS, the Town Board has made the necessary budgetary appropriation for the fiscal year 2025 to make the payments required under this Agreement.

NOW, THEREFORE, in consideration of the mutual promises hereinafter set forth,

pursuant to the applicable provisions of law, the parties agree as follows:

1. The Corps agrees to transport sick or injured persons from within the Town boundaries to a place of treatment and to provide pre-hospital basic life support services to injured persons within the boundaries of the Town. In consideration for these services the Town agrees to pay The Corps the sum of **Twenty-Seven Thousand (\$27,000.00) Dollars** and to assist in defraying the operating costs of The Corps. Such sum shall be paid by the Town to The Corps upon receipt of an invoice from The Corps after the effective date of this Agreement.

2. The Corps agrees that the pre-hospital emergency treatment that it provides shall be provided by certified emergency medical technicians. In addition, The Corps further agrees that it will ensure that additional certified emergency medical technicians are on duty to provide coverage during daytime hours *6:00 a.m. to 6:00 p.m. Monday - Friday*. In consideration of this additional coverage, the Town agrees to pay The Corps **Two Hundred Nine Thousand, Nine Hundred and Fifty-Five (\$ 209,955.00) and 00/100 Dollars** to assist in defraying the cost of the additional personnel. The Corps shall submit monthly vouchers to the Town for the above coverage and such vouchers shall be paid by the Town within thirty (30) days of the receipt of each voucher, not to exceed **Two Hundred Nine Thousand, Nine Hundred and Fifty-Five (\$ 209,955.00) and 00/100 Dollars** by December 31, 2025.

3. The Corps agrees that it shall provide the Town with a monthly report regarding the number of regular and overtime hours worked by the emergency medical technicians and the amounts paid by The Corps for such coverage so that both the Town and The Corps can monitor the costs of providing this service.

4. Except as otherwise provided in this Agreement, The Corps agrees that it will make no charges for the provision of any services, including transportation of sick or injured persons,

pursuant to this Agreement, except to the extent that charges are required for Medicaid/Medicare requirements.

5. Notwithstanding the foregoing and to the extent required, the Town authorizes The Corps to seek reimbursement from third parties for the services it renders pursuant to this Agreement and The Corps shall not be precluded from seeking such reimbursement for services provided herein from any third-party sources such as health insurance providers, auto insurance providers, Medicare/Medicaid and Worker's Compensation. Further, to the extent applicable, the Town assigns its rights, if any, to The Corps for The Corps to bill, collect and retain all such amounts. The Corps represents that it currently assesses a charge of **One thousand five hundred (\$1,500.00) and 00/100 Dollars** per ambulance call, but rarely receives full reimbursement of that amount.

6. The Corps agrees that the Town shall have the right to inspect the books and records of The Corps at any time upon reasonable notice to The Corps so as to verify the use and collection of the funds.

7. On a quarterly basis, The Corps agrees to provide the Town with a report setting forth the amount of reimbursements collected from any source, as described in paragraph 5 during such quarter and such report shall include the current balances of all of The Corps accounts. Said report shall be provided to the Town within fifteen (15) days after the end of each calendar quarter (e.g. by April 15th for first quarter, July 15th for second quarter, October 15th for third quarter, and January 15th for fourth quarter).

8. In addition, on an annual basis, The Corps shall provide the Town with a copy of any audit of its books and records performed by a certified public accountant and/or a copy of any financial statement prepared for The Corps.

9. To the extent that any dispute under this Agreement arises in relation to a matter involving the applicability of General Municipal Law § 122-b to this Agreement or the Town's authority to enter into this Agreement pursuant to General Municipal Law § 122-b, The Corps reserves all rights and remedies to challenge the applicability of General Municipal Law § 122-b to this Agreement and of the Town's authority to enter into this Agreement pursuant to General Municipal Law § 122-b in the event that an amicable resolution of the dispute cannot be reached between the parties.

10. This contract shall expire on **December 31, 2025**.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the day and year first above written.

TOWN OF MONROE

MONROE VOLUNTEER AMBULANCE CORPS, INC.

By: _____
Anthony Cardone, Supervisor

By: _____
_____, President

[illegible]

On the _____ day of _____, in the year 2025, before me; the undersigned personally appeared **Anthony Cardone** personally, Supervisor for the Town of Monroe, known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual or the person upon behalf of which the individual acted, executed the instrument.

Notary Public

[illegible]

On the _____ day of _____, in the year 2025, before me; the undersigned personally appeared _____, the _____ for the Monroe Volunteer Ambulance Corps. personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that she executed the same in her capacity, and that by her signature on the instrument, the individual or the person upon behalf of which the individual acted, executed the instrument.

Notary Public

5. New Business

Subject **9.5. Newcastle Communications Annual Service Contract Renewal**

Meeting September 2, 2025 - Monroe Town Board Meeting Agenda

Type Action (Resolution)
Discussion

Discussion regarding renewal of the SV9100 annual service contract with Newcastle Communications in the amount of \$4,595.00 for the time period of 12/14/25-12/13/26.

2025-#

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

INVOICE

BILL TO

JENNIFER SCHNAARS
TOWN OF MONROE
1465 ORANGE TURNPIKE
MONROE, NY 10950

SHIP TO

JENNIFER SCHNAARS
TOWN OF MONROE
1465 ORANGE TURNPIKE
MONROE, NY 10950

INVOICE # 32464

DATE 08/01/2025

TERMS ON RECEIPT

P.O. NUMBER

SERVICE CONTRACT RENEWAL

SALES REP

HOUSE

CONTRACT DATES

12/14/25-12/13/26

DATE	ACTIVITY	QTY	RATE	AMOUNT
	SV91/93/95 Service Contracts Newcastle OGS Remote Business Hours 8:30am-5pm Support (194 Ports) OGS Contract: PM20910, Part #Q24-DN000000118860, \$2.70 per port per month per year = \$6,285.60 *Discount of \$2,730.64 *Annual Newcastle Remote Business Hours Support for NEC SV9100 including NEC 9100 Standard Annual Software Assurance Program Covers: *NC Labor, Remote Technical Support, application support, general client questions regarding functions and system troubleshooting. *MAC (Moves, Adds or Changes) - Remote Only: Moves/Adds/Changes (MAC) requests to the Current Database Only are Included with this Contract. Monday -Friday 8:30am-5:00pm - This agreement includes two hours of remote programming changes during normal business hours Monday -Friday 8:30am-5:00pm. Must be scheduled in advance. - These changes are not to exceed two hours annually and are to be used at one time. They are NOT to be used for new projects/upgrades/migrations/training. - All additions of New Hardware/New Licensing/New Software & Programming of all New Additions to the current Database/System are not included. *This agreement includes an annual one and a half hours of remote admin training at any time during the contract period for a maximum of four participants. *All equipment purchased through Newcastle is covered under the said Purchaser's Annual Support Agreement. An active service agreement is required, with no lapses in support. All equipment that has not reached the end - of - life (EOL) by the manufacturer is covered for replacement. If hardware, software or warranty reaches EOL, the equipment is no longer covered for replacement and is Best Effort Newcastle Support. Purchaser is required to maintain an active NEC SV9100 Standard Annual Software Assurance Program	1	3,554.96	3,554.96

DATE	ACTIVITY	QTY	RATE	AMOUNT
	for Newcastle 24x7x365 Technical Support to remain in effect. If Purchaser does not maintain an active NEC SV9100 Standard Annual Software Assurance Program this agreement becomes Newcastle Best Effort; and any manufacturer support may be billable. *As per the NEC SV9100 Software Assurance Program agreement customers must renew or cancel their software assurance 90 days prior to expiration or NEC SV9100 will apply their own cancellation penalty. Newcastle Communications has no control over this cancellation policy.			
08/01/2025	BE115105 - SWA PSA SV9100 UNIT NEC Software Assurance (107 Units) OGS Contract: PM20910, Part #Q24-DN000000110743, \$9.72 per unit *NEC SV9100 Standard Software Assurance Program registers your system with the supplier, and provides your chosen vendor, NC, with permission to call or email the supplier's technical support. The purchaser's standard annual software assurance program includes bug and security patching. Please Note: Only a certified SV9100 engineer can call for manufacturer technical support with NEC Standard Annual Software Assurance Program. Your current hardware is EOL at CP10 Version 12.10.50. The current hardware release is CP20 V.14.50.11. Please contact our sales department if you would like information on upgrading your SV9100. sales@nccomm.com or call 212-780-9680 Ext.106 PLEASE NOTE: Only a certified SV9100 Engineer can call for Supplier technical support with the NEC SV9100 Standard Annual Software Assurance Program. Please Note: Only a certified SV9100 engineer can call for manufacturer technical support with NEC Standard Annual Software Assurance Program. Any Upgrade or Migration attempted or completed, not by NC certified technicians and requires technical support or restoration labor of the system caused by this attempt, in the process or future will be billed at current T&M Rates. Support for Upgrade/Migrations done by others is not covered by this agreement. *PLEASE NOTE: NEC SV9100 Software Assurance price is subject to change if NEC increases its price. Below is the current licensing of the purchaser's NEC SV9100 system that is covered under this agreement between NC and the purchaser. Running v12.10.50 *One hundred thirty three (133) Resource licenses *Thirty one (31) Voicemail box licenses *Thirty-Six (36) Standard User licenses *Two (2) Polycom IP5000 *Thirty six (36) NEC DT820 - 8 Button Phones	1	1,040.04	1,040.04
	999 South Oyster Bay Road, Ste 111 Bethpage, New York 11714 212-780-9680 schan@nccomm.com			

DATE	ACTIVITY	QTY	RATE	AMOUNT
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*One (1) NEC SV9100 Chassis (Needs Upgrade to SV9100 SP20)

*One (1) 4 Port CO Trunk Card

*Two (2) 16 Port Digital Card

*One (1) PRI Card

*Third Party Equipment: Any 3rd Party Equipment purchased and installed by a customer is not covered under this agreement (Ex: Phones, Gateways, Cards, software, apps etc.) unless stated in your agreement. Newcastle will not provide troubleshooting or support for this equipment. Any Newcastle requested support is billable Best Effort Support at current Newcastle T&M rates. Manufacturer Support may be required is subject to manufacturer rates and approval.

*Equipment Environment: The Purchaser must provide a suitable physical environment including UPS power and air conditioning as required by the manufacturer specifications.

*Force Majeure: Newcastle shall not be liable for any failure of or delay in the performance of equipment covered in this Agreement for the period that such failure or delay is due to causes beyond its reasonable control, including but not limited to acts of God, war, strikes or labor disputes, embargoes, government orders, electrical supply failure or interruption, fire, flood, storm, explosion, nuclear accident, sabotage, or any other force majeure event.

*Best Effort: NC will use the best efforts to take all actions to support any system that is End of Life or End of Support as per the specified manufacturer to comply with all the terms of this agreement. Best Effort does not include providing additional, upgrades or replacement of End-of-Life hardware or software.

*Microsoft Platform: Whether it be a physical or virtual platform, it is the responsibility of the customer to provide a fully functional Microsoft Windows Server Operating system for use with any Newcastle Supported system. This includes all Microsoft Services, Features, Roles, etc. required by the Newcastle supported systems. The Microsoft Operating System and all the above-related functionality must be stable, if any issues arise from the Operating System, it is the responsibility of the customer to engage a certified Microsoft Expert to mitigate the issue, before Newcastle Technicians can further troubleshoot our support systems on the platform. All Microsoft Windows or Operating System upgrades/updates/patches are the responsibility of the customer. Newcastle technicians can advise which operating system upgrades/updates/patches to apply, however, Newcastle technicians will not perform the operating system upgrades/updates/patches. If Purchaser wishes, Newcastle will provide a T&M quote at current billable rates to be available at the time of the Windows Operating System updates.

*Anti-Virus Exclusions: All Newcastle Communications Support products have Anti-Virus exclusions that must be followed. Customers receive these exclusions during installations and upgrades. You may request a copy of the exclusions for the Newcastle supported products at any time. If the exclusions are not followed, system interruptions are considered self-inflicted. Newcastle restoration labor systems caused by self-inflicted system interruptions are billable at current Newcastle T&M rates.

*Security Notice: It is the customer's sole responsibility to ensure

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 Bethpage, New York 11714
 212-780-9680
 schan@nccomm.com

DATE	ACTIVITY	QTY	RATE	AMOUNT
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that their network (physical and logical) access points are secure from unsolicited log on and that all admin accounts use complex secure passwords. It is also the responsibility of the customer to coordinate and inquire about any security features and coordinate with Newcastle to apply accordingly.

All equipment purchased through Newcastle requires password complexity protection (8 characters or more) to ensure protection from security breaches, including but not limited to physical phones. Newcastle will assist with any, and all requests to ensure that proper security is provided but is not responsible for omitted or overlooked items.

*Group Policy: Any group policy changes affecting the Newcastle provided service and/or administrator accounts as well as all Newcastle contracted servers, may not be altered without prior consent and mutual understanding. Changes including but not limited to: antivirus exemption rules, permission to access folders, server restarts, unattended windows updates and reboots, software installation and patching permissions.

*Peripheral Systems: Newcastle Communications is not responsible for Purchaser's network, network performance or peripheral systems upgrades/additions/changes unless otherwise stated in this agreement. This includes but is not limited to data center or PBX, scheduled UPS maintenance, or data switch adds/moves/changes, new installation/changes/porting of Carrier Services and all other network changes/upgrades/additions. It is the Purchaser's responsibility to inform Newcastle of any, and all network/peripheral system work prior to work being performed to ensure there will be no compatibility issues or unexpected system interruption (Includes any/all third-party applications). Any additions/upgrades/changes being made must be verified for compatibility. Other vendor support may be billable. It is the Purchaser's responsibility to request Standby Newcastle Support if changes are required that will affect/potentially affect the Newcastle supported system(s). Standby Newcastle Support during business hours or after hours is billable at current T&M rates.

*Operating System Updates: All Microsoft Windows or Operating System upgrades/updates/patches are the responsibility of the customer. Newcastle technicians can advise which operating system upgrades/updates/patches to apply, however, Newcastle technicians will not perform the operating system upgrades/updates/patches. If Purchaser wishes, Newcastle will provide a T&M quote at current billable rates to be available at the time of the Windows Operating System updates.

*Customer Inflicted System Interruption: This agreement does not cover customer inflicted system interruption repair. Any system interruptions or downtime caused by customer action, such as, but not limited to, deleting NC supported software, reconfiguring of NEC SV9300 System/hardware, deletion of drive partition, application of system updates, changing of Passwords, changing out Data/Network Equipment, Server Domain Name changes, HOST server changes, etc., is consider customer inflicted system interruption. NC agreement provisions customers to call NC for any questions in advance regarding maintenance or changes of a NC supported system or peripheral system in which any changes would

999 South Oyster Bay Road, Ste 111
Bethpage, New York 11714
212-780-9680
schan@nccomm.com

DATE	ACTIVITY	QTY	RATE	AMOUNT
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cause the NC supported system interruption/downtime. Any Newcastle support required to return NC supported system to production due to a customer inflicted interruption is billable at current business/after hour T&M rates. NC support can be requested in advance to prevent system interruption and may be billable at current business/after hour T&M rates.

PLEASE NOTE OUR NEW ACCOUNTING REMITTANCE PROCESS: ACH PAYMENTS: Gioia P. Ambrette Inc. DBA Newcastle Communications ABA Routing # 021052053 Checking Account # 29013039	SUBTOTAL	4,595.00
	TAX (8.875%)	0.00
	TOTAL	4,595.00
	BALANCE DUE	\$4,595.00

NEWCASTLE COMMUNICATIONS
 999 South Oyster Bay Road, Ste 111
 Bethpage, New York 11714

6. New Business

Subject **9.6. Town of Monroe Food Truck Festival, Saturday, October 18th**

Meeting September 2, 2025 - Monroe Town Board Meeting Agenda

Type Action (Resolution)
Discussion

Resolution approving the Town of Monroe Food Truck Festival taking place on Saturday, October 18th from 1 p.m. - 8 p.m. at town owned O&R Park, located at 61 O&R Road, Monroe. The beneficiary of this event will be American Legion Post #488.

2025-#

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

7. New Business

Subject **9.7. Agreement for ATM Services, Town of Monroe Food Truck Festival**

Meeting September 2, 2025 - Monroe Town Board Meeting Agenda

Type Action (Resolution)
Discussion

Resolution authorizing the Supervisor to sign the General Agreement Pertaining to the ATM and Merchant Services for the Town of Monroe Food Truck Festival on October 18, 2025.

2025-#

BE IT RESOLVED, that the Town Board of the Town of Monroe made a Motion authorizing the Supervisor to sign the General Agreement pertaining to ATM and Merchant Services for the Town of Monroe Food Truck Festival on October 18, 2025, located at O&R Park.

1. Oct 18 2025 Food Truck Festival (PDF)



Waldwick, NJ 07463
Lavallette, NJ 08735
Toll Free (888) 696-5590
Local Ph. (201)-503-7166
Fax: 888-887-1807
E-Mail: accessiblemeansllc@gmail.com

General Agreement

This agreement made the ____ of _____, 2025 by and between Accessible Means LLC and the Town of Monroe, NY,

Whereas, Town of Monroe, NY, is holding an event known as the Town of Monroe, NY Food Truck Festival, on Saturday October 18, 2025, in the Parking Lot located at 61 Orange and Rockland Road, Monroe, NY

Whereas, Accessible Means LLC and Town of Monroe, NY, wish to agree upon Accessible Means LLC providing ATM Services for the Town of Monroe, NY Food Truck Festival event.

Now therefore, witnessed that for and in consideration of the promises herein after contained, the parties agree as follows:

Accessible Means LLC will be the exclusive provider of ATM services at the Town of Monroe, NY Food Truck Festival event.

The ATM(s) provided would charge a surcharge fee of \$3.25 per surcharged transaction, which will be split between the parties as follows:

- \$1.00 to the Town of Monroe, NY and \$2.25 to Accessible Means LLC.
- Payment to Town of Monroe, NY will be on surcharged transactions only.
- Payment will be by check.
- Payment will be made within 30 – 45 days.

Accessible Means LLC will have insurance for general liability in the amount of \$1,000,000 per occurrence in force during the event. Town of Monroe, NY to be named as certificate holder with additional insured listed as required. In addition, a Waiver of Subrogation will be provided, in favor of the Town of Monroe.

In witness thereof, the parties have signed this agreement the day and year first written.

For: Accessible Means LLC

X Richard Alfieri

Richard Alfieri – Owner/Managing Member

For: Town of Monroe, NY

X _____

_____ (Print Name)

8. New Business

Subject	9.8. Return of Escrow, Street Opening and Driveway Permits, Mountainview Drive
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Meeting	September 2, 2025 - Monroe Town Board Meeting Agenda
---------	--

Type	Discussion Action (Resolution)
------	-----------------------------------

Discussion regarding Highway Department request for approval to return the escrow amount of \$3,000 for Driveway Permit #2023-02 and \$5,000 for Street Opening Permit #2024-04 at 290 Mountainview Drive. Both the driveway and the road opening at this address have been inspected and found to meet all current Town Code standards. As such, the Highway Department recommends releasing the bonds.

2025-#

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

Town of Monroe Highway Department

87 Mine Road Monroe, NY 10950

Telephone 845-782-8583

Street Opening & Driveway Entrance Permit Closure / Bond Refund Form

Date: 8/19/2025

Permit Number: 2023-02

Original Bond Amount: \$3,000

Owner: AMG Plus Realty LLC

Location: 290 Mountainview Drive

The following application has been approved to the satisfaction and specifications of the Town of Monroe Highway Department

Amount refunded: \$3,000

Amount withheld: 0

Check Payable: Brach & Mann Associates

PO Box 622

Monroe, New York, 10950

Authorized by William Brown Jr.
William Brown Jr.
Deputy Highway Superintendent

Highway Department
TOWN OF MONROE, NEW YORK 10950

Examined _____ 20____

Disapproved a/c _____

Approved Joe Mann 2023

(Highway Superintendent)

No. 2023-02

Date: 7/3/23

Application for Street Opening or Driveway Entrance Permit

INSTRUCTIONS

1. This application must be completely filled in by type written or in ink and submitted in triplicate to the Town Highway Superintendent.
2. If this application is for a Driveway Entrance Permit, it must be accompanied by three sketches of the work to be done as follows:
 - a. A profile from the crown of the road to a point thirty (30) inches inside of the property line.
 - b. The location of any tiles or drainage system, water mains or other public utility conduits.
 - c. Any additional information the Town Highway Superintendent may deem necessary to act on the applications.
3. A Fee in the amount prescribed by the law must accompany each application. (See Code of Town of Monroe - Chapter 43-4).
4. A Security Deposit in the amount as determined by the Town Highway Superintendent must accompany each application in the form and manner as prescribed in the law. (code - Chapter 43 5).
5. A Certificate of Insurance must accompany each application in the form and manner as prescribed in the law, (See Code- Chapter 43-6).

APPLICATION IS HEREBY MADE TO THE Highway Department for the issuance of a Permit, pursuant to Local Law No. 1, 1972 as adopted by the Town of Monroe and contained in Chapter 43 of the Code of the Town of Monroe, New York. The applicant agrees to comply with all applicable laws, ordinances and regulations.

(Signature of Applicant)

254 Nininger Road Monroe NY 10950

(Address of Applicant)

State whether applicant is owner, lessee, agent, architect, engineer or builder:

Agent

Name of owner of premises AMG Plus Realty LLC

If applicant is a corporation, signature of duly authorized officer Joel Mann - President of BM Associates
(Name and Title of Corporate Officer)

Location of land where proposed work will be done 290 Mountainview Dr Monroe NY 10950

Nature of Work (Check which applicable)

New Driveway

Street Opening

STATE OF NEW YORK
COUNTRY OF ORANGE

ss:

Joel Mann
(name of individual signing application)

being duly sworn disposes and says that he is the applicant

above named, he is the Agent

(Contractor, agent corporation office, etc.)

of said owner or owners, and is duly authorized to

perform or have performed the said work and to make and file this application; that all statements contained in this application are true to the best of his knowledge and belief, and that the work will be performed in the manner set forth in the application and in the plans and specifications filed therewith.

Sown to before me

This 3rd day of July, 2023

Notary Public, Orange County

Joel Mann
(Signature of Applicant)

HERSH GROSSBARD
Notary Public, State of New York
Reg. No. 01GR6434787
Qualified in Orange County
Commission Expires 06/13/2026

APPLICANT'S COPY



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/6/2023

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).

PRODUCER
GNP Brokerage US Inc. an ISU Network Member
2001 57th Street
Brooklyn NY 11204

CONTACT
NAME: JOEL MEISELSPHONE
(A/C, No, Ext): 718-851-5400FAX
(A/C, No): 718-853-0164E-MAIL
ADDRESS:

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURED
EASTGATE MANAGEMENT SERVICE CORP.
1170 ROUTE 17M, #2
CHESTER NY 10918

License#: 1045961
EASTMAN-01

INSURER A : Markel Insurance Company

28932

INSURER B :

INSURER C :

INSURER D :

INSURER E :

INSURER F :

COVERAGES

CERTIFICATE NUMBER: 147095333

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	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY			MKLC1PBC000088	11/20/2022	11/20/2023	
	☐ CLAIMS-MADE ☒ OCCUR						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
							\$
	☐ AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	☐ ANY AUTO						BODILY INJURY (Per person) \$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
							\$
	☐ UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE \$
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE \$
	☐ DED ☐ RETENTION \$						\$
	☐ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE ☐ OTH-ER ☐
	☐ ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$
	☐ If yes, describe under DESCRIPTION OF OPERATIONS below						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)

CERTIFICATE HOLDER

Town of Monroe
1465 Orange Turnpike
Monroe NY 10950

CANCELLATION

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

Jul Monroe



**Workers'
Compensation
Board**

**CERTIFICATE OF
NYS WORKERS' COMPENSATION INSURANCE COVERAGE**

1a. Legal Name & Address of Insured (use street address only) EASTGATE MANAGEMENT SERVICE CORP. 1170 ROUTE 17M, #2 CHESTER, NY 10918 Work Location of Insured (Only required if coverage is specifically limited to certain locations in New York State, i.e., a Wrap-Up Policy)	1b. Business Telephone Number of Insured 845-783-0217 1c. NYS Unemployment Insurance Employer Registration Number of Insured 1d. Federal Employer Identification Number of Insured or Social Security Number 263843984
2. Name and Address of Entity Requesting Proof of Coverage (Entity Being Listed as the Certificate Holder) TOWN OF MONROE 1465 ORANGE TURNPIKE MONROE, NY 10950	3a. Name of Insurance Carrier TECHNOLOGY INSURANCE CO. 3b. Policy Number of Entity Listed in Box "1a" TWC4135179 3c. Policy effective period 08/10/2022 to 08/10/2023 3d. The Proprietor, Partners or Executive Officers are ☐ included. (Only check box if all partners/officers included) ☒ all excluded or certain partners/officers excluded.

This certifies that the insurance carrier indicated above in box "3" insures the business referenced above in box "1a" for workers' compensation under the New York State Workers' Compensation Law. **(To use this form, New York (NY) must be listed under item 3A on the INFORMATION PAGE of the workers' compensation insurance policy).** The Insurance Carrier or its licensed agent will send this Certificate of Insurance to the entity listed above as the certificate holder in box "2".

The insurance carrier must notify the above certificate holder and the Workers' Compensation Board within 10 days IF a policy is canceled due to nonpayment of premiums or within 30 days IF there are reasons other than nonpayment of premiums that cancel the policy or eliminate the insured from the coverage indicated on this Certificate. (These notices may be sent by regular mail.) **Otherwise, this Certificate is valid for one year after this form is approved by the insurance carrier or its licensed agent, or until the policy expiration date listed in box "3c", whichever is earlier.**

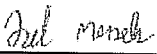
This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policy listed, nor does it confer any rights or responsibilities beyond those contained in the referenced policy.

This certificate may be used as evidence of a Workers' Compensation contract of insurance only while the underlying policy is in effect.

Please Note: Upon cancellation of the workers' compensation policy indicated on this form, if the business continues to be named on a permit, license or contract issued by a certificate holder, the business must provide that certificate holder with a new Certificate of Workers' Compensation Coverage or other authorized proof that the business is complying with the mandatory coverage requirements of the New York State Workers' Compensation Law.

Under penalty of perjury, I certify that I am an authorized representative or licensed agent of the insurance carrier referenced above and that the named insured has the coverage as depicted on this form.

Approved by: JOEL MEISELS
(Print name of authorized representative or licensed agent of insurance carrier)

Approved by:  6/6/23
(Signature) (Date)

Title: AGENT

Telephone Number of authorized representative or licensed agent of insurance carrier: 718-851-5400

Please Note: Only insurance carriers and their licensed agents are authorized to issue Form C-105.2. Insurance brokers are NOT authorized to issue it.

C-105.2 (9-17)

www.wcb.ny.gov



Workers'
Compensation
Board

CERTIFICATE OF INSURANCE COVERAGE

NYS DISABILITY AND PAID FAMILY LEAVE BENEFITS LAW

PART 1. To be completed by NYS disability and Paid Family Leave benefits carrier or licensed insurance agent of that carrier

1a. Legal Name & Address of Insured (use street address only) EASTGATE MANAGEMENT SERVICE CORP. 1170 ROUTE 17M, #2 CHESTER, NY 10918	1b. Business Telephone Number of Insured 845-783-0217
Work Location of Insured (Only required if coverage is specifically limited to certain locations in New York State, i.e., Wrap-Up Policy)	1c. Federal Employer Identification Number of Insured or Social Security Number 263843984
2. Name and Address of Entity Requesting Proof of Coverage (Entity Being Listed as the Certificate Holder) TOWN OF MONROE 1465 ORANGE TURNPIKE MONROE, NY 10950	3a. Name of Insurance Carrier ShelterPoint Life Insurance Company 3b. Policy Number of Entity Listed in Box "1a" DBL430721 3c. Policy effective period 12/12/2022 to 12/11/2023

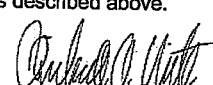
4. Policy provides the following benefits:

☒ A. Both disability and paid family leave benefits.
☐ B. Disability benefits only.
☐ C. Paid family leave benefits only.

5. Policy covers:

☒ A. All of the employer's employees eligible under the NYS Disability and Paid Family Leave Benefits Law.
☐ B. Only the following class or classes of employer's employees:

Under penalty of perjury, I certify that I am an authorized representative or licensed agent of the insurance carrier referenced above and that the named insured has NYS Disability and/or Paid Family Leave Benefits insurance coverage as described above.

Date Signed 6/6/2023 By 
(Signature of insurance carrier's authorized representative or NYS Licensed Insurance Agent of that insurance carrier)

Telephone Number 516-829-8100 Name and Title Richard White, Chief Executive Officer

IMPORTANT: If Boxes 4A and 5A are checked, and this form is signed by the insurance carrier's authorized representative or NYS Licensed Insurance Agent of that carrier, this certificate is COMPLETE. Mail it directly to the certificate holder.

If Box 4B, 4C or 5B is checked, this certificate is NOT COMPLETE for purposes of Section 220, Subd. 8 of the NYS Disability and Paid Family Leave Benefits Law. It must be emailed to PAU@wcb.ny.gov or it can be mailed for completion to the Workers' Compensation Board, Plans Acceptance Unit, PO Box 5200, Binghamton, NY 13902-5200.

PART 2. To be completed by the NYS Workers' Compensation Board (Only if Box 4B, 4C or 5B have been checked)

State of New York Workers' Compensation Board

According to information maintained by the NYS Workers' Compensation Board, the above-named employer has complied with the NYS Disability and Paid Family Leave Benefits Law (Article 9 of the Workers' Compensation Law) with respect to all of their employees.

Date Signed _____ By _____
(Signature of Authorized NYS Workers' Compensation Board Employee)

Telephone Number _____ Name and Title _____

Please Note: Only insurance carriers licensed to write NYS disability and paid family leave benefits insurance policies and NYS licensed insurance agents of those insurance carriers are authorized to issue Form DB-120.1. Insurance brokers are NOT authorized to issue this form.

DB-120.1 (12-21)



BRACH AND MANN ASSOCIATES
PO BOX 622
MONROE, NY 10950

JPMORGAN CHASE
MONROE, NY 10950

8620
1-2/210

07/03/2023

PAY
TO THE
ORDER OF

Town of Monroe

VOID

\$ **500.00

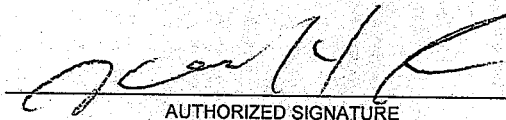
Five hundred and 00/100*****

DOLLARS

Town of Monroe
1465 Orange Turnpike
Monroe, NY 10950

MEMO

290 Mountainview Application Fee


AUTHORIZED SIGNATURE

⑈008620⑈ ⑆021000021⑆ 601536565⑈

BRACH AND MANN ASSOCIATES

07/03/2023

Town of Monroe

8620

290 Mountainview Application Fee for road opening p

500.00

Brach And Mann NY LLC 6565

290 Mountainview Application Fee

500.00

BRACH AND MANN ASSOCIATES

07/03/2023

Town of Monroe

8620

290 Mountainview Application Fee for road opening p

500.00

Brach And Mann NY LLC 6565

290 Mountainview Application Fee

500.00

CLASSIC TOP 51125

BRACH AND MANN ASSOCIATES
PO BOX 622
MONROE, NY 10950

JPMORGAN CHASE
MONROE, NY 10950

8611
1-2/210

07/03/2023

PAY
TO THE
ORDER OF

Town of Monroe

VOID

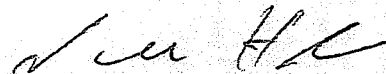
\$ **3,000.00

Three thousand and 00/100*****

DOLLARS

Town of Monroe
1465 Orange Turnpike
Monroe, NY 10950

MEMO



AUTHORIZED SIGNATURE

290 Mountainview Escrow for Road Opening Permit

⑈008611⑈ ⑆021000021⑆ 601536565⑈

BRACH AND MANN ASSOCIATES

8611

07/03/2023

Town of Monroe

290 Mountainview Escrow for Road Opening Permit

3,000.00

Brach And Mann NY LLC 6565

290 Mountainview Escrow for Road Opening Permit

3,000.00

BRACH AND MANN ASSOCIATES

8611

07/03/2023

Town of Monroe

290 Mountainview Escrow for Road Opening Permit

3,000.00

Brach And Mann NY LLC 6565

290 Mountainview Escrow for Road Opening Permit

3,000.00

Town of Monroe Highway Department

87 Mine Road Monroe, NY 10950

Telephone 845-782-8583

Street Opening & Driveway Entrance Permit Closure / Bond Refund Form

Date: 8/19/2025

Permit Number: 2024-04

Original Bond Amount: \$5,000

Owner: AMG Plus Realty LLC

Location: 290 Mountainview Drive

The following application has been approved to the satisfaction and specifications of the Town of Monroe Highway Department

Amount refunded: \$5,000

Amount withheld: 0

Check Payable: Eastgate Management Service

PO Box 392

Chester, New York, 10918

Authorized by William Brown Jr.
William Brown Jr.
Deputy Highway Superintendent

Highway Department
TOWN OF MONROE, NEW YORK 10950

Examined 3-28- 2024

No. 2024-04

Disapproved a/c _____

Approved [Signature] 3/28 2024

Date: 3/20/24

(Highway Superintendent)

Application for Street Opening or Driveway Entrance Permit

INSTRUCTIONS

1. This application must be completely filled in by type written or in ink and submitted in triplicate to the Town Highway Superintendent.
2. If this application is for a Driveway Entrance Permit, it must be accompanied by three sketches of the work to be done as follows:
 - a. A profile from the crown of the road to a point thirty (30) inches inside of the property line.
 - b. The location of any tiles or drainage system, water mains or other public utility conduits.
 - c. Any additional information the Town Highway Superintendent may deem necessary to act on the applications.
3. A Fee in the amount prescribed by the law must accompany each application. (See Code of Town of Monroe –Chapter 43-4).
4. A Security Deposit in the amount as determined by the Town Highway Superintendent must accompany each application in the form and manner as prescribed in the law. (code – Chapter 43 5).
5. A Certificate of Insurance must accompany each application in the form and manner as prescribed in the law, (See Code-Chapter 43-6).

APPLICATION IS HEREBY MADE TO THE Highway Department for the issuance of a Permit, pursuant to Local Law No. 1, 1972 as adopted by the Town of Monroe and contained in Chapter 43 of the Code of the Town of Monroe, New York. The applicant agrees to comply with all applicable laws, ordinances and regulations.

Joel Mann

(Signature of Applicant)

254 Nininger Road Monroe NY 10950

(Address of Applicant)

State whether applicant is owner, lessee, agent, architect, engineer or builder: _____

Agent

Name of owner of premises AMG Plus Realty LLC

If applicant is a corporation, signature of duly authorized officer Joel Mann - President of BM Associates
(Name and Title of Corporate Officer)

Location of land where proposed work will be done 290 Mountainview Dr Monroe NY 10950

Nature of Work (Check which applicable)

New Driveway

Street Opening

STATE OF NEW YORK

COUNTRY OF ORANGE ss:

Joel Mann

(name of individual signing application)

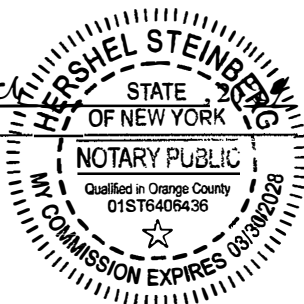
being duly sworn disposes and says that he is the applicant

above named, he is the Agent of said owner or owners, and is duly authorized to
(Contractor, agent corporation office, etc.)

perform or have performed the said work and to make and file this application; that all statements contained in this application are true to the best of his knowledge and belief, and that the work will be performed in the manner set forth in the application and in the plans and specifications filed therewith.

Sown to before me

This 21 day of March
[Signature]
Notary Public, Orange County



[Signature]
(Signature of Applicant)

APPLICANT'S COPY



**Workers'
Compensation
Board**

**CERTIFICATE OF
NYS WORKERS' COMPENSATION INSURANCE COVERAGE**

1a. Legal Name & Address of Insured (use street address only) EASTGATE MANAGEMENT SERVICE CORP. 1170 ROUTE 17M, #2 CHESTER, NY 10918 Work Location of Insured (Only required if coverage is specifically limited to certain locations in New York State, i.e., a Wrap-Up Policy)	1b. Business Telephone Number of Insured 845-783-0217 1c. NYS Unemployment Insurance Employer Registration Number of Insured 1d. Federal Employer Identification Number of Insured or Social Security Number 263843984
2. Name and Address of Entity Requesting Proof of Coverage (Entity Being Listed as the Certificate Holder) TOWN OF MONROE 1465 ORANGE TURNPIKE MONROE, NY 10950	3a. Name of Insurance Carrier TECHNOLOGY INSURANCE CO. 3b. Policy Number of Entity Listed in Box "1a" TWC4135179 3c. Policy effective period 08/10/2023 to 08/10/2024 3d. The Proprietor, Partners or Executive Officers are ☐ included. (Only check box if all partners/officers included) ☒ all excluded or certain partners/officers excluded.

This certifies that the insurance carrier indicated above in box "3" insures the business referenced above in box "1a" for workers' compensation under the New York State Workers' Compensation Law. **(To use this form, New York (NY) must be listed under Item 3A on the INFORMATION PAGE of the workers' compensation insurance policy).** The Insurance Carrier or its licensed agent will send this Certificate of Insurance to the entity listed above as the certificate holder in box "2".

The insurance carrier must notify the above certificate holder and the Workers' Compensation Board within 10 days IF a policy is canceled due to nonpayment of premiums or within 30 days IF there are reasons other than nonpayment of premiums that cancel the policy or eliminate the insured from the coverage indicated on this Certificate. (These notices may be sent by regular mail.) **Otherwise, this Certificate is valid for one year after this form is approved by the insurance carrier or its licensed agent, or until the policy expiration date listed in box "3c", whichever is earlier.**

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policy listed, nor does it confer any rights or responsibilities beyond those contained in the referenced policy.

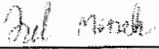
This certificate may be used as evidence of a Workers' Compensation contract of insurance only while the underlying policy is in effect.

Please Note: Upon cancellation of the workers' compensation policy indicated on this form, if the business continues to be named on a permit, license or contract issued by a certificate holder, the business must provide that certificate holder with a new Certificate of Workers' Compensation Coverage or other authorized proof that the business is complying with the mandatory coverage requirements of the New York State Workers' Compensation Law.

Under penalty of perjury, I certify that I am an authorized representative or licensed agent of the insurance carrier referenced above and that the named insured has the coverage as depicted on this form.

Approved by: JOEL MEISELS

(Print name of authorized representative or licensed agent of insurance carrier)

Approved by: 

(Signature)

3/20/2024

(Date)

Title: AGENT

Telephone Number of authorized representative or licensed agent of insurance carrier: 718-851-5400

Please Note: Only insurance carriers and their licensed agents are authorized to issue Form C-105.2. Insurance brokers are NOT authorized to issue it.

Workers' Compensation Law

Section 57. Restriction on issue of permits and the entering into contracts unless compensation is secured.

1. The head of a state or municipal department, board, commission or office authorized or required by law to issue any permit for or in connection with any work involving the employment of employees in a hazardous employment defined by this chapter, and notwithstanding any general or special statute requiring or authorizing the issue of such permits, shall not issue such permit unless proof duly subscribed by an insurance carrier is produced in a form satisfactory to the chair, that compensation for all employees has been secured as provided by this chapter. Nothing herein, however, shall be construed as creating any liability on the part of such state or municipal department, board, commission or office to pay any compensation to any such employee if so employed.
2. The head of a state or municipal department, board, commission or office authorized or required by law to enter into any contract for or in connection with any work involving the employment of employees in a hazardous employment defined by this chapter, notwithstanding any general or special statute requiring or authorizing any such contract, shall not enter into any such contract unless proof duly subscribed by an insurance carrier is produced in a form satisfactory to the chair, that compensation for all employees has been secured as provided by this chapter.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/20/2024

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).

PRODUCER GNP Brokerage US Inc. an ISU Network Member GNP BROKERAGE US INC 2001 57TH STREET BROOKLYN NY 11204	CONTACT NAME: Joel Meisels PHONE (A/C No. Ext): 7183055321 FAX (A/C No.): E-MAIL ADDRESS: service@gnpbrokerage.com
INSURED EASTGATE MANAGEMENT SERVICE CORP. ISAAC WEINBERGER PO BOX 392 CHESTER NY 10918	License#: 1045961 EASTMAN-01
INSURER(S) AFFORDING COVERAGE	
INSURER A: Markel Insurance Company	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 1418347654 **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	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y	Y	MKLC1PBC000097	11/20/2023	11/20/2024	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 \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	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)

Certificate Holder and their officers, directors, employees, subsidiaries, partners, and affiliates are added as additional insured on a primary and non-contributory basis for ongoing and completed operations as per written contract. Policy includes an endorsement for Waiver of Subrogation.

CERTIFICATE HOLDER**CANCELLATION**

Town of Monroe
1465 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

Del Monroe

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VOID VOID VOID
Eastgate Management Service
POB 392
Chester, NY 10918

Signature Bank
485 Madison Ave
Floor 11
New York, NY 10022

CHECK NO.

7153

1-1357
260

3/28/2024

VOID VOID VOID
PAY **FIVE-THOUSAND AND 00/100*******

DOLLARS

AMOUNT

TO THE
ORDER
OF **Town Of Monroe**

****5,000.00**

 SECURITY FEATURES INCLUDED. DETAILS ON BACK 

⑆026013576⑆ 1504464934⑈ 7153

Eastgate Management Service
Town Of Monroe
01 Plans and Permits

Sewer permit

3/28/2024

7153

5,000.00

Signature Bank 4934

5,000.00

VOID VOID VOID

Eastgate Management Service
POB 392
Chester, NY 10918

Signature Bank
485 Madison Ave
Floor 11
New York, NY 10022

CHECK NO.

7128

1-1357

260

3/21/2024

PAY *SEVEN HUNDRED FIFTY AND 00/100******

DOLLARS

TO THE
ORDER
OF

Town Of Monroe

AMOUNT

**750.00



sewer Rd cut Application fee

SECURITY FEATURES INCLUDED. DETAILS ON BACK

⑆026013576⑆ 1504464934⑈ 7128

Eastgate Management Service
Town Of Monroe
01 Plans and Permits

Plans and Permits

3/21/2024

7128

750.00

Signature Bank 4934

750.00

1. Old Business

Subject	10.1. Short Term Rental Application, 10 Twin Lakes Rd. (SBL #19-1-1.3)
Meeting	September 2, 2025 - Monroe Town Board Meeting Agenda
Type	Action (Resolution) Discussion

OFFICE OF THE BUILDING DEPARTMENT



1465 Orange Turnpike

Monroe, NY 10950

845-783-1900 ext.208

www.townofmonroeny.gov

July 31, 2025

Tony Cardone – Supervisor
Town Board of the Town of Monroe

RE: Review of STR (Short-Term Rental) application for **10 Twin Lakes Rd. (sbl#19-1-1.3)**

Dear Mr. Cardone and Town Board member,

Pursuant to Chapter 40 Rentals, Short Term (STR) of the Town Code, see attached application and supporting documents to permit **10 Twin Lakes Rd.; an existing (7) bedroom Single-Family Dwelling with maximum occupancy shall not exceed 12 people**, to be used as a transient rental to be rented or offer to rent a short-term rental (STR) within the Town of Monroe.

As stated in §40-8, sub-sections A thru C, I have reviewed the application for compliance with the requirements of Chapter 40, the applicant was notified of application deficiencies within time allowed and has addressed the deficiencies. I confirmed the review of application is complete.

The application was then reviewed against the Residential and Fire Codes of NYS and inspections of the premises were conducted on **3/7/2025, 7/16/2025, & 7/30/2025**. I determined the property is in substantial compliance with the Residential and Fire Codes of NYS.

As stated in § 40-8 F (3), The structure and lot are nonconforming with zoning and was GRANTED variances for nonconformances as stated on ZBA variance resolution dated 7/22/2025 (see attached). As stated in §40-8, sub-sections D, upon a satisfactory inspection, I am forwarding the application to the Town Board for review of sub-sections E thru G (see attach). I have not received any objections from any neighbor.

If you have any questions please feel free to contact me.

Sincerely,

Benigno Maldonado
Building & Fire Inspector
Code Enforcement Officer

Town of Monroe
Inspections Per Permit

Application Type: Short Term Rental
Location: 10 Twin Lakes Rd

Type	Date	Inspector	Status	Notes
Pre-Permit Site Insp.	03/07/2025	Benigno Maldonado	Fail	See attached email with outstanding items.
Pre-Permit Site Insp.	07/16/2025	Benigno Maldonado	Fail	Good afternoon all, What you submitted is not acceptable and you have not followed the process. After investigating the file it was determined that no footing inspections were done for BP#2024-12587, to confirm the depth of frost protection. Need to dig down 2-footings, one at front and one along the house to verify the depth. Also need to do a final site inspection to determine all code compliance items for the deck permit. In addition, as stated in my 5/1/2025 email attached you need the following: See attached the acceptance of the items submitted but note the remaining required items. • Section J (1-3), requires fire safety features to be demonstrated. Need to schedule interior and site inspection. 6) As stated in § 40-8 F (3), The structure and lot are nonconforming with zoning and have not received variances for any nonconformances. The lot and structure are considered existing nonconforming. Need to get Zoning Board of Appeals granted variance resolution signed and dated from the ZBA secretary. 7) Need to complete and close out permits BP#12587 permit for deck and HVAC with final inspection and compliance with conditions, as mentioned above.
Pre-Permit Site Insp.	07/30/2025	Benigno Maldonado	Pass	All appears to be in order.

OFFICE OF THE BUILDING DEPARTMENT



1465 Orange Turnpike
Monroe, NY 10950
845-783-1900 ext.208
845-782-4009/5597 Fax
www.townofmonroeny.gov

2ND REVIEW = 5/01/25
3RD REVIEW = 7/30/25
- ALL APPEARS TO BE
IN ORDER.

March 7, 2025

Jacob Zicherman
119 Lee Ave. Ste. 719
Brooklyn, NY 11211

RE: 10 Twin Lakes Rd. SBL#19-1-1.3
(Short Term Rental [STR] Application)

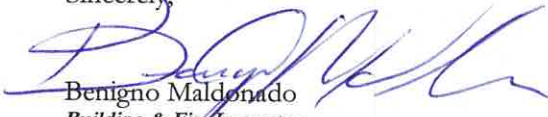
Dear Mr. Zicherman,

With reference to your above lot and your submitted application for a Short-Term Rental Permit (STR), at this time the application is **not acceptable** because of the following deficiencies:

- 1) As stated in section "B" of the application instructions, proof of compliance with all standards of **section §40-6** for initial application, understanding of the requirements of §40-6 and demonstration of the ability to meet those requirements have not been demonstrated. Need the following:
 - Section A (1-6), B, G, & K, requires proof of Terms of rental contract and Exclusive short-term use. **OK**
 - Provide sample copy of contract with all Operational Requirements and House Policies. **OK**
 - Section H, Lodging taxes. Proof that you have registered as required by local, county, state or federal law. **OK**
 - Section I, need proof that insurance is covered for the house use as a STR and as per Town Insurance Carrier, applicant to provide proof of \$1,000,000.00 in Liability Coverage. (See attached) **OK**
 - Section J (1-3), requires fire safety features to be demonstrated. **NEED TO SCHEDULE INTERIOR AND SITE INSPECTION.**
- 2) As stated in section "H" of the application instructions, need copies of any proof of registration with all proper taxing authorities to include county and state. **OK**
- 3) As stated in section "I" of the application instructions, certificate of Liability Insurance form prepared by a licensed insurance agency and as per Town Insurance Carrier, applicant to provide proof of \$1,000,000.00 in Liability Coverage. (See attached resolution) **OK**
- 4) As stated in section "K" of the application instructions, Entity Disclosure Form has not been completed. (See attached) **OK**
- 5) As stated in section "L" of the application instructions, need information on lake-rights. **OK**
- 6) As stated in § 40-8 F (3), The structure and lot are nonconforming with zoning and have not received variances for any nonconformances. The lot and structure are considered existing nonconforming. **NEED TO GET A VARIANCE.** See attached letter of denial to proceed to Zoning Board of Appeals. **NEED TO APPLY FOR VARIANCE.**
- 7) Need to complete and close out permits BP#12587 permit for deck and HVAC with final inspection and compliance with conditions. **NEED TO CLOSE PERMIT.**

Please submit all of the above needed documentation and call to set up inspection. Also note that until above is complete the application will be paused and the house **SHALL NOT BE USED AS A STR.**

Sincerely,


Benigno Maldonado
Building & Fire Inspector

TOWN OF MONROE

CERTIFICATE OF COMPLIANCE



Permit No.: 2024-12587
CO #: 2024-12587

Completion Date: 07/30/2025

THIS CERTIFIES that the building located at: 10 Twin Lakes Rd

SEC-BLK-LOT: 19-1-1.3

Conforms substantially to the approved plans and specifications heretofore filed in this office with application for Building Permit received on 12/19/2024 pursuant to which Building Permit No. 2024-12587 was issued and conforms to all of the requirements of the applicable provisions of the law or code at that time. The certificate is issued for:

The installation of ductless Daikin Mini-Splits HVAC systems, including electrical work and for the demolition of an existing house deck and construction of a new 16'x41' rear open wood house deck to an existing Single Family Detached Dwelling as per plans submitted and approved on 12/31/2024.

Zoned: SR-15 as established and designated on the Zoning Map of the Town of Monroe.

This certificate is issued to: 10 Twin Lakes LLC c/o: Jacob Zicherman for the aforesaid structure.

Benigno Maldonado
Benigno Maldonado
Building Inspector/Code Enforcement
Officer

TOWN OF MONROE: COUNTY OF ORANGE
ZONING BOARD OF APPEALS

-----X
In the Matter of the Application of

JACOB ZICHERMAN

**DECISION/RESOLUTION
GRANTING VARIANCE**

For Area Variance(s) as follows:

- Front Yard: pre-existing non-conforming 25.9',
Minimum required 40'

For a short-term rental permit.

-----X

Relief Sought

The Applicant seeks a front yard area variance for pre-existing non-conforming bulk on an existing improved lot in connection with his application for a short-term rental permit, providing 25.9' whereas the minimum required by Code is 40'.

The lands affected by this application are located at 10 Twin Lakes Road in the Town of Monroe in the SR-15 Zone and shown generally on the tax maps of the Town of Monroe as Sec. 19, Block 1, Lot 1.3.

Public Hearing

A public hearing was conducted on June 24, 2025. The hearing was properly noticed as required by Code and was duly closed at the conclusion thereof.

SEQRA

This is a Type II Action under SEQRA.

Findings and Conclusions

The Town of Monroe Zoning Board of Appeals has examined the written documentation and reviewed the testimony with respect to the applicant's variance application and has made the following findings and conclusions in that regard:

The applicant is the owner of the subject parcel located on Twin Lakes Road and seeks a short-term rental permit from the Town of Monroe Town Board. He is currently proceeding before that Board in connection with same.

The property is presently pre-existing, nonconforming as to bulk in regard to the front yard, providing 25.9' whereas the minimum required by current Code is 40.' A short-term rental permit may not be issued for a property with noncomplying bulk for the applicable zoning district. Accordingly, the applicant has applied to this Board for a variance for the existing front yard nonconformity. The applicant does not propose any new renovations, additions, or any expansion of any existing nonconformities, just a variance for the one pre-existing non-conforming condition.

The Building Inspector initially questioned in his March 7, 2025, letter whether the property was also nonconforming in regard to lot coverage, but subsequently determined that the applicant does not need a lot coverage variance on the basis that the property has access to sewer, so the maximum permitted lot coverage is 25%. The June 1, 2025, survey submitted by the applicant established that the applicant's lot coverage is 20%, so he is Code-compliant in that regard and does not need a lot coverage variance.

No objections were received to the relief sought.

In reviewing the facts presented, the Board has considered the five factors set forth in New York State Town Law §267-b. Each factor has been considered relevant to the decision, but no single one was viewed as determinative.

(1) There was no evidence presented at the hearing of any negative impact on the character of the neighborhood or a detriment to nearby properties. The nonconformity for which a variance is sought is pre-existing and has existed without any complaint or any perceivable negative impact for an extended time. The applicant is not proposing any new improvements or expansions.

(2) There was no evidence presented that the benefit sought by the applicant could be achieved by some feasible method other than the area variance sought.

(3) The variance is not substantial particularly since the condition has existed for so long without incident or complaint.

(4) There was no evidence presented that the proposed variance would have an adverse effect or impact on the physical or environmental conditions in the neighborhood or district.

(5) The alleged difficulty is self-created in that the applicant voluntarily seeks a short-term rental permit knowing that the front yard is non-conforming, but it is not self-created in that the applicant is not proposing to build anything new or expand any existing nonconformities.

Accordingly, pursuant to the requirements of Section 267-b.3 of the New York State Town Law, this Board finds that the benefit to the Applicant if the variance is granted outweighs the detriment to the health, safety and welfare of the neighborhood or community by such a grant, and the variance sought is therefore hereby GRANTED.

Variance Granted

1. Front Yard, pre-existing non-conforming 25.9', minimum required 40'

Conditions

1. Compliance with the survey submitted to this Board dated June 1, 2025.
2. The applicant shall pay all fees and expenses prior to the issuance of any certificate of use/occupancy; and
3. The applicant shall comply with all other applicable laws, rules, and regulations.

The variance(s) granted on the conditions imposed herein are the minimum necessary and adequate while at the same time preserving and protecting the character of the neighborhood and the health, safety and welfare of the community.

Information Note: Town of Monroe Code Section 57-65.C(12) provides that: "Any area or use variance granted by the Zoning Board of Appeals, or any variance granted under Subsection A(2), (3), (6) or (7), shall be deemed expired if the physical improvements associated with that variance are not completed by the recipient of the variance, and a certificate of occupancy or certificate of completion issued by the appropriate Town official, within two years of the filing of the variance with the Town Clerk, unless a longer period is specified in the decision of the Zoning Board of Appeals. Nothing shall preclude the applicant who receives a variance from seeking a rehearing on the decision granted to seek an extended period of time to complete the improvements and receive the certificate of occupancy or certificate of completion for the improvement which is enabled in part or in all by the variance which was granted. [Added 7-11-2011 by L.L. No. 4-2011]"

By roll call a motion to adopt the foregoing Resolution/Decision was made, seconded, and voted upon as follows:

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Francis Postiglione, Chair	<u>X</u>	—	—	—
Kevin Scully	<u>X</u>	—	—	—
Steven Thau	<u>X</u>	—	—	—
John Seeley	<u>X</u>	—	—	—
Zach Murphy	<u>X</u>	—	—	—

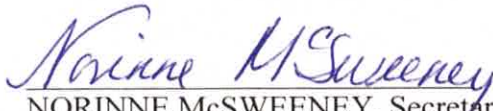
Dated: 7/22/25



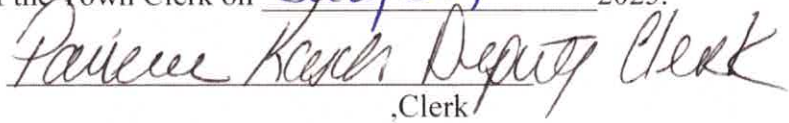
Francis Postiglione, Chair
Town of Monroe ZBA

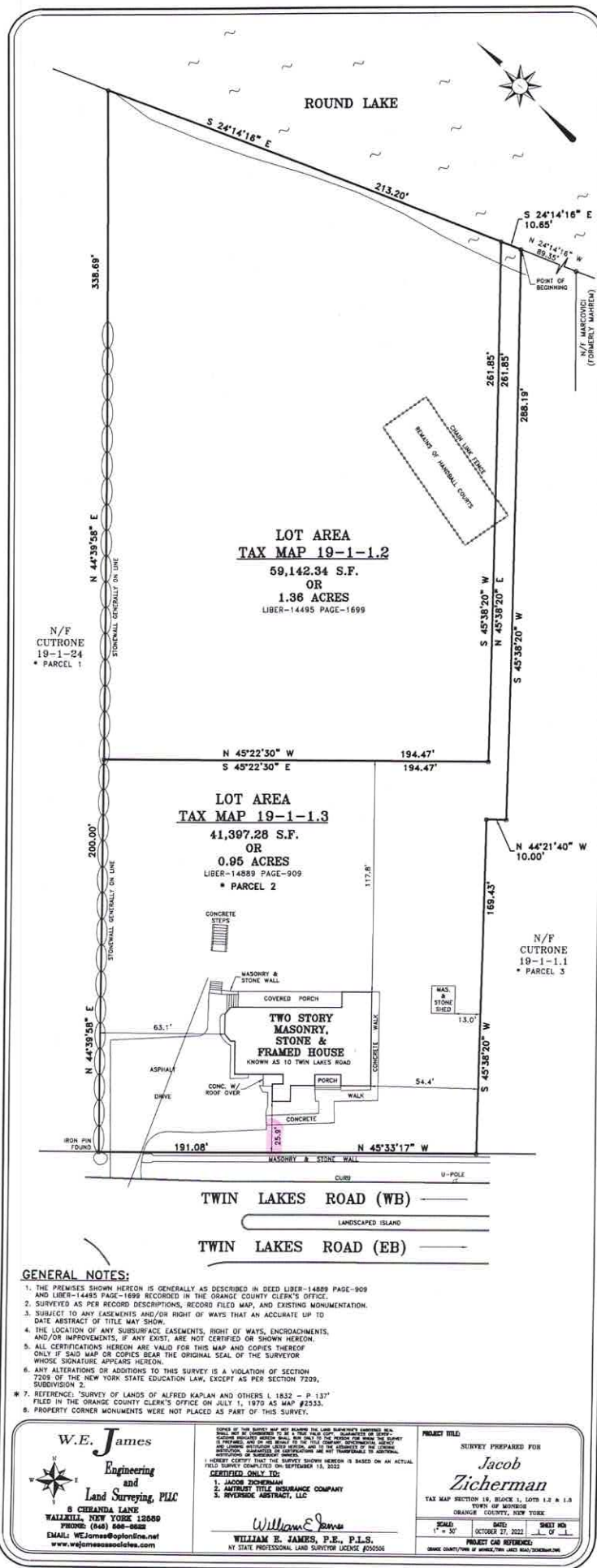
STATE OF NEW YORK)
)ss:
COUNTY OF ORANGE)

I, NORINNE McSWEENEY, Secretary to the Zoning Board of Appeals of the Town of Monroe, do hereby certify that the foregoing is a true and exact copy of a Decision maintained in the office of the Town of Monroe Zoning Board of Appeals, said resulting from a vote having been taken by the Zoning Board at a meeting of said Board held on June 24, 2025.


NORINNE McSWEENEY, Secretary
TOWN OF MONROE ZONING BOARD OF APPEALS

I PATRICIA KASCH, Clerk of the Town of Monroe, do hereby certify that the foregoing Decision was filed in the Office of the Town Clerk on July 22, 2025.


_____, Clerk
TOWN OF MONROE



OFFICE OF THE BUILDING DEPARTMENT



1465 Orange Turnpike
Monroe, NY 10950
845-783-1900 ext.208
845-782-4009/5597 Fax
www.townofmonroecny.gov

March 7, 2025

Jacob Zicherman
119 Lee Ave. Ste. 719
Brooklyn, NY 11211

RE: 10 Twin Lakes Rd. SBL#19-1-1.3
(Short Term Rental [STR] Application)

Dear Mr. Zicherman,

With reference to your above lot and your submitted application for a Short-Term Rental Permit (STR), your application can't proceed forward because of the following deficiencies:

1) **§ 40-8 Procedure for first permit issuance.**

F. In determining whether to authorize the permit, the Town Board shall consider the information in the application, the testimony of the Building Inspector, the testimony of the application and the testimony of any objecting neighbors and the applicant, and shall authorize the permit where it finds the following standards are met:

(3) The structure and lot are conforming to the requirements of this chapter or have received variances for any nonconformances and the lot and structure are not considered existing nonconforming uses or buildings.

2) Schedule of District Regulations table for SR-15 District requires the following Minimum Areas and Setbacks:

a) **Front Yard 40' min.** The existing front setback is 25.9' from the front property line.

This is an encroachment of 14.1' because of pre-existing non-conforming condition.

b) **Lot Coverage – 15%.** Unknown existing survey does not specify. **Will require updated as-built survey for exact measurement to see if the existing conditions do not exceed 25%.**

You may contest the above through the Zoning Board of Appeals by contacting the ZBA Clerk Norinne McSweeney @ 845-783-1900 ext. 115. If a variance is granted, you shall submit the signed approved resolution for review.

Note: As per section A66-15 of Monroe Town Code “an appeal shall be taken within thirty (30) days of the action of the administrative official appealed from”.

Also note, for now the application will be paused and the house **SHALL NOT BE USED AS A STR.**

Yours truly,


Benigno Maldonado
Building & Fire Inspector
Code Enforcement Officer

Cc: emailed to jacob@happylivingmanagement.com

3/7/2025

STR APPLICATION STR-2025-0018

10 TWIN LAKES RD. SBL# 19-1-1.3
 REVIEW BY B.I. BEN MADDADO
 OF CONFORMING LOTS W/ ZONING
 FOR STR USE AS PER §40-8 F(3)

ATTACHMENT A: TOWN OF MONROE - SCHEDULE OF DISTRICT REGULATIONS
 Suburban Residential - 15,000 SF District
 Town of Monroe Zoning Chapter 57

1	2	3	4	5	6	7	8	9	10	11
District	Principal Permitted Uses	Accessory Uses	Special Uses Subject to Authorization and Site Plan Approval by the Planning Board	Minimum Lot Area (sq. ft.)	Minimum Lot Width (feet)	Minimum Front Yard (feet)	Minimum Side Yard (feet)	Minimum Rear Yard (feet)	Maximum Lot Coverage	Maximum Building Height
SR-15	1) Single-family detached dwelling 2) Municipal park OK - PERMITTED	1) Customary accessory uses and structures 2) Home occupation (§57-44B) 3) Gathering place (§57-13J) 4) Accessory apartment dwelling (§57-44A) 5) Noncommercial swimming pool 6) Signs, pursuant to Article XIII 7) Parking pursuant to Article XII	1) Bus passenger waiting shelter (open) (§57-13F) 2) Cemetery (§57-13G) 3) Membership club (§57-13N) 4) Public utility building or structure (§57-13S) 5) Livestock keeping, breeding, housing and raising on lots of 20 acres or more (§57-13M) 6) Child daycare center subject to § 57-13H 7) Place of worship (§57-13Q) 8) Public or private school (§57-13R) 9) Mobile home park on a 15-acre site (§ 57-13O) 10) Adaptive reuse of a historic building. (§57-13A)	1 acre without central sewer facilities 15,000 with central sewer facilities OK	125 85 OK	50 40 25.9' *	30 15 OK	60 40 OK	15% 25% ?	35 35 OK

EXISTING CONDITIONS: 41,397 SF

191.08'

117.5'

117.8'

NOT KNOWN

LESS THAN REQUIRED

REQUIRES 2BA VARIANCE

THE COTTAGE HOUSE

ESSENTIALS



10 Twin Lakes Rd.
Monroe, NY 10950



WIFI

UN: TBD

| PW: TBD



Please message us through the Airbnb app

NEED HELP?

HOUSE POLICIES



Upon arrival of renting this short term rental property please help to review these house policies.



Quiet hours from 9:00pm to 8:00am Sunday evening through Friday morning & 10:00pm to 9:00am Friday evening through Sunday morning.

During which time the noise shall not be unreasonable &/or disturb adjacent neighbors. Sound that is audible beyond the property boundaries during non-quiet hours shall not be more excessive than would be otherwise associated with a residential area.



Amplified sound that is audible beyond the property boundaries is prohibited during quiet hours.



Please park in driveway at front of house.



NO parties or group gatherings by persons other than Airbnb rental tenants.
There shall only be 1 Airbnb renter at a time. This is an "entire-home" rental space.



Maximum number of overnight occupants shall be no greater than 12.



NO more than 1 daytime guest is permitted per 2 overnight occupants, and any daytime guest must depart prior to the start of the quiet hours.



In the event of a complaint received by the Town, the property is subject to inspection by the Town Code Enforcement Official within 24 hours, and any rental tenant must not interfere with the inspection.



Minimum 2 nights stay.



Short-term rental occupancy shall not be permitted in any vehicle, trailer or camper, and sleeping accommodations shall not be provided in a tent or other temporary structure.



Exclusive short-term use. There shall only be one short-term rental tenant at any time for any property permitted under this chapter. A nontransient owner or tenant and their family residing at the property as their principal residence may continue to occupy the residential lot during the tenancy of a short-term rental tenant, so long as the total occupancy limitation is not exceeded.

HOUSE RULES

-  Check in 3pm / Check out 11am
-  No Pets
-  No Smoking
-  Alert us immediately if anything breaks. We may not be able to fix it for the next guest if you don't tell us right away.
-  If you have a BBQ do not leave any food outside, it will attract animals.

House Amenities

 Central AC + Heating system. Separate thermostats for each floor / zones.

 Essential Kitchen Appliances

 Essential Kitchen supplies

 Washer / Dryer

 Linens + Towels in all bedrooms / bathrooms

 Outdoor BBQ Grill

Favorite Eats!



If ordering, use the app: **DOORDASH**



Pizza Planet: (845) 782-7715



Wayback Burgers: (845) 395-0707



Bubbakoo's Burritos: (845) 837-1159



Aji Asian Cuisine: (845) 827-6655



Okaeri Sushi Hibachi: (845) 492-2191



Cosimo's (Italian): (845) 928-8265



Wally's Ice Cream Parlor | Cash Only (Seasonal Opening)

Things to do

STORM KING ART CENTER STORM KING ART CENTER: stormking.org



WOODBURY COMMONS PREMIUM OUTLETS: premiumoutlets.com/outlet/woodbury-common



TONS OF HIKING TRAILS: ALL TRAILS APP / alltrails.com



BEAR MOUNTAIN STATE PARK: parks.ny.gov/parks/bearmountain/



LEGOLAND THEME PARK: legoland.com



THE CASTLE FUN CENTER: thecastlefuncenter.com



ROCK RIDGE ALPACA FARM: rockridgealpacas.com



AIRPLANE PARK: villageofmonroe.org



HERITAGE TRAIL: villageofmonroe.org

Check out @ 11am



Double check for left behind belongings.



Please lock all windows + doors upon departure.



Please place trash in proper receptacles upon departure.

ENJOY YOUR STAY!



ORANGE COUNTY DEPARTMENT OF FINANCE

Kerry Gallagher
Commissioner

Andrea Concannon
Deputy Commissioner

Located at:
255 Main Street
Goshen, New York 10924

Administration:	845-291-2485
Accounts Payable:	845-360-6666
Payroll Office:	845-291-2030
Audit:	845-291-2510
Property Tax:	845-291-2480
Main Fax:	845-378-2372
Payroll Fax:	845-360-9170

Steven M. Neuhaus
County Executive

March 27, 2025

Attn: Jacob Zicherman
10 Twin Lakes LLC
119 Lee Ave Ste 719
Brooklyn, NY 11211

Dear Operator,

The Orange County Hotel and Motel Occupancy Tax was filed with the New York State Department of State and was effective as of September 15, 2009.

Enclosed please find the following documents:

- Certificate of Authority
- Rules and Regulations
- Return of Tax on Occupancy of Hotel and Motel Rooms form
- Local Law No. 13 of 2009

You may make copies of the return, which are due quarterly, for future filings. The local law, the return and the Rules and Regulations are available on the County's website www.orangecountygov.com under:

- County Departments
 - Finance Department
 - Hotel and Motel Occupancy Tax
 - Return of Tax on Occupancy of Hotel Rooms form

The Certificate number you have been issued is **H-00391**. This must appear on all correspondence, including the quarterly returns and all checks.

If you should have any questions, please call this office at 845-291-2486.

Sincerely,

Kerry Gallagher

Commissioner of Finance



Steven M. Neuhaus
County Executive

CERTIFICATE OF AUTHORITY

HOTEL AND MOTEL OCCUPANCY TAX

IDENTIFICATION NUMBER

H - 00391

(Use this number on all returns, payments & correspondence)

Kerry Gallagher
Finance Commissioner



Issued: March 2025

BUSINESS NAME:

10 Twin Lakes LLC

ADDRESS:

10 Twin Lakes Rd

Monroe, NY 10950

is authorized to collect Hotel and Motel Occupancy Tax under Local Law Number 13 of 2009, pursuant to Chapter 208 of the Laws of 1983 of the State of New York.

This certificate must be prominently displayed in the place of business.



EVIDENCE OF PROPERTY INSURANCE

JHERSKOVITZ

DATE (MM/DD/YYYY)
3/18/2025

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

AGENCY Global Risk Services Group Inc 670 Flushing Ave Ste 201 Brooklyn, NY 11206		PHONE (A/C, No, Ext): (718) 840-3636	COMPANY Berkshire Hathaway Direct Insurance Company	
FAX (A/C, No): (718) 840-3637		E-MAIL ADDRESS: Sam@globalrsg.com		
CODE:		SUB CODE:		
AGENCY CUSTOMER ID #: JACozic-01				
INSURED Jacob Zicherman 167 Hopkins St Brooklyn, NY 11206		LOAN NUMBER		POLICY NUMBER JAH0581029
		EFFECTIVE DATE 9/13/2024	EXPIRATION DATE 9/13/2025	☐ CONTINUED UNTIL TERMINATED IF CHECKED
THIS REPLACES PRIOR EVIDENCE DATED:				

PROPERTY INFORMATION

LOCATION/DESCRIPTION
Loc # 1, 10 Twin Lakes Rd, Monroe, NY 10950

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 EVIDENCE OF PROPERTY INSURANCE 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.

COVERAGE INFORMATION					AMOUNT OF INSURANCE	DEDUCTIBLE
PERILS INSURED	BASIC	BROAD	SPECIAL			
COVERAGE / PERILS / FORMS						
Loc # 1						
Dwelling					\$1,167,042	2,500
Personal Liability Each Occurrence					\$1,000,000	
Medical Payments Each Person					\$5,000	
Loss of Use					\$350,113	
Other Structures					\$116,704	

REMARKS (Including Special Conditions)

This policy covers short-term rental activities.

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

ADDITIONAL INTEREST

NAME AND ADDRESS Nationstar Mortgage LLC, ISAOA/ATIMA PO Box 7729 Springfield, OH 45501	☒ ADDITIONAL INSURED	LENDER'S LOSS PAYABLE	☒ LOSS PAYEE
	☒ MORTGAGEE		
	LOAN #		
	AUTHORIZED REPRESENTATIVE 		

<u>FOR OFFICE USE ONLY</u>
Application #

TOWN OF MONROE
 1465 Orange Turnpike Monroe, NY 10950
 Telephone (845) 845-783-1900 www.townofmonroeny.gov

ENTITY DISCLOSURE FORM

(This form must accompany all land use applications submitted by any Entity as defined herein)

Disclosure of the names and addresses of all persons or entities owning any interest or controlling position of any Limited Liability Company, Partnership, Limited Partnership, Joint Venture, Doing Business Name, Corporation or Association (hereinafter referred to as the "Entity") filing a land-use application before the Town Board is required pursuant to Section 23-11A of the Town Code of the Town of Monroe. The names of all Members of the Entity for the past year from the filing of any land use application must be set forth. Also, the applicant must attach a copy of all Entity documents filed with the New York State Secretary of State or in any other State of its formation as well as all records regarding Membership Interests in the Entity, minutes of any Meetings and records of transfer of any membership interests since the formation of the Entity. If any Member of the Entity is not a natural person, then the names and addresses as well as all other information sought herein must be supplied about the non-natural person member of that Entity, including names, addresses and formation filing documents. Applicants shall submit supplemental sheets for any additional information that does not fit within the below sections, identifying the section being supplemented.

SECTION A.

Name of Entity 10 Twin Lakes LLS	Project Name and Address 10 twin lakes rd
Address of Entity 670 Flushing Ave #215 Brooklyn NY 11206	City, State, Zip Code Monroe NY 10950
State of Formation New York	Email and telephone contact information jacob@happylivingmanagement.com

SECTION B. List all persons, officers, limited or general partners, directors, members, shareholders, manager, authorized persons, beneficial owners, any others with any interest in or with the above referenced Entity. List all persons with a membership or voting interest or controlling position in the Entity along with that parties' business or personal address and telephone number, e-mail address and other contact information. "Authorized person" used herein means an individual or entity, whether or not a shareholder, member, officer or director, or person identified by any other title who is authorized to act, solely or in conjunction with others, on behalf of or for the Entity. Use a supplemental sheet to list additional persons.

Name	Address	Telephone Number
Jacob Zicherman	167 Hopkins St Brooklyn NY 11206	347-587-0916

SECTION C. Does any party identified in Section B currently hold a paid or unpaid position with an agency of the Town of Monroe?

☐ YES

☒ NO

If yes, list every Board, Department, Office, agency or other position with the Town of Monroe with which a party has a position, unpaid or paid, and identify the agency, title, and date of hire.

Agency	Title	Date of Hire

SECTION D. The information contained herein shall be updated with the Town Clerk no later than thirty days after any change in information.

Any person who (1) provides false or fraudulent beneficial ownership information; (2) willfully fails to provide complete or updated information; or (3) during the application process, fails to obtain or maintain credible, legible, and updated beneficial ownership information shall be subject to suspension of any pending application by the applicant entity or a stop work order on any work relating to the application or both, in addition to any other applicable penalties under the Town Code or State or Federal Statute or both.

STATE OF NEW YORK COUNTY OF KINGS.

I, Jacob H Zicherman being first duly sworn, according to law, deposes and says that I am (Title) _____, an active and qualified member of the 10 Town Laws Inc, a business duly authorized by law to do business in the State of New York, and that the statements made in the forgoing affidavit are true, accurate, and complete. I further understand that land use applications may have a significant impact upon the health, safety and general welfare of the Town, its inhabitants and visitors, and the Town Board is required to be certain that anyone with any interest or controlling position of the Entity who applies for any land use approval or permission must have no conflict of interest as that term is defined in Town Law as well as the General Municipal Law and that the disclosure of any officers, directors, members, shareholders, managers, authorized persons, beneficial owners, any other controlling parties with the above entity, and all persons with a membership or voting interest in the entity is required to be made in any land use application or request for any approval from the Town to be certain no conflict of interest exists and without the disclosure a full review of any conflict cannot take place.

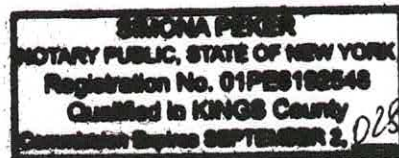
(Signature) _____

(Print) Jacob Zicherman

Sworn to and subscribed in my presence

this 24 day of March, 2025.

Simla R 3/24/25
(Notary Public) (Notary Expiration)



Exp. 09/02/2028

**NEW YORK STATE DEPARTMENT OF STATE
DIVISION OF CORPORATIONS, STATE RECORDS AND UNIFORM COMMERCIAL CODE
FILING RECEIPT**

ENTITY NAME : 10 TWIN LAKES LLC
DOCUMENT TYPE : ARTICLES OF ORGANIZATION
ENTITY TYPE : DOMESTIC LIMITED LIABILITY COMPANY

DOS ID : 6225039
FILE DATE : 07/21/2021
FILE NUMBER : 210721002326
TRANSACTION NUMBER : 202107210002474-69026
EXISTENCE DATE : 07/21/2021
DURATION/DISSOLUTION : PERPETUAL
COUNTY : ALBANY



SERVICE OF PROCESS ADDRESS : FILE IT USA INC
PO BOX 241,
ALBANY, NY, 11201, USA
FILER : FILE IT USA INC
408 SOUTH 5TH ST,
BROOKLYN, NY, 11211, USA
SERVICE COMPANY : FILE IT USA INC.
SERVICE COMPANY ACCOUNT : TH

You may verify this document online at : <http://ecorp.dos.ny.gov>
AUTHENTICATION NUMBER : 100000133765

TOTAL FEES:	\$205.00	TOTAL PAYMENTS RECEIVED:	\$205.00
FILING FEE:	\$200.00	CASH:	\$0.00
CERTIFICATE OF STATUS:	\$25.00	CHECK/MONEY ORDER:	\$0.00
CERTIFIED COPY:	\$10.00	CREDIT CARD:	\$0.00
COPY REQUEST:	\$5.00	DRAWDOWN ACCOUNT:	\$205.00
EXPEDITED HANDLING:	\$0.00	REFUND DUE:	\$0.00



July 21, 2021

To Whom This May Concern:

It is our honor to assist you with facilitating the publishing process on behalf of your entity: **10 Twin Lakes LLC**.

This is to confirm that the LLC Publishing process has been initiated. The LLC notice will be published pursuant to §206 of the NY State LLC Law.

The notice will appear in a daily and weekly county clerk designated newspaper, once a week for six consecutive weeks, as mandated by the NY State Law.

Following publication, the newspapers will issue affidavits of publication, which we will submit to the NY Department of State for filing. Upon approval of the Certificate of Publication, an original filing receipt will be issued by the state as confirmation of publication. Both affidavits of publication and the original filing receipt will be provided to you by our office, thus bringing the publishing process to completion.

We anticipate a seamless process and look forward to providing outstanding service all throughout.

With much appreciation, we look forward to more partnerships in the future.

With Regards,

The FILEIT Publishing Division



DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
CINCINNATI OH 45999-0023

Date of this notice: 07-21-2021

Employer Identification Number:
87-1789584

Form: SS-4

Number of this notice: CP 575 G

10 TWIN LAKES LLC
JACOB ZICHERMAN SOLE MBR
199 LEE AVE STE 719
BROOKLYN, NY 11211

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 87-1789584. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear off stub and return it to us.

A limited liability company (LLC) may file Form 8832, *Entity Classification Election*, and elect to be classified as an association taxable as a corporation. If the LLC is eligible to be treated as a corporation that meets certain tests and it will be electing S corporation status, it must timely file Form 2553, *Election by a Small Business Corporation*. The LLC will be treated as a corporation as of the effective date of the S corporation election and does not need to file Form 8832.

To obtain tax forms and publications, including those referenced in this notice, visit our Web site at www.irs.gov. If you do not have access to the Internet, call 1-800-829-3676 (TTY/TDD 1-800-829-4059) or visit your local IRS office.

IMPORTANT REMINDERS:

- * Keep a copy of this notice in your permanent records. **This notice is issued only one time and the IRS will not be able to generate a duplicate copy for you.** You may give a copy of this document to anyone asking for proof of your EIN.
- * Use this EIN and your name exactly as they appear at the top of this notice on all your federal tax forms.
- * Refer to this EIN on your tax-related correspondence and documents.

If you have questions about your EIN, you can call us at the phone number or write to us at the address shown at the top of this notice. If you write, please tear off the stub at the bottom of this notice and send it along with your letter. If you do not need to write us, do not complete and return the stub.

Your name control associated with this EIN is 10TW. You will need to provide this information, along with your EIN, if you file your returns electronically.

Thank you for your cooperation.



ORANGE COUNTY – STATE OF NEW YORK

KELLY A. ESKEW, COUNTY CLERK

255 MAIN STREET

GOSHEN, NEW YORK 10924

COUNTY CLERK'S RECORDING PAGE

THIS PAGE IS PART OF THE DOCUMENT – DO NOT DETACH



BOOK/PAGE: 15307 / 1055
INSTRUMENT #: 20220066790

Receipt#: 3078534
Clerk: KS
Rec Date: 09/13/2022 03:15:20 PM
Doc Grp: D
Descrip: DEED
Num Pgs: 4
Rec'd Frm: Leaders Title Agency

Party1: ZICHERMAN JACOB
Party2: 10 TWIN LAKES LLC
Town: MONROE (TN)
19-1-1.3

Recording:

Recording Fee	40.00
Cultural Ed	14.25
Records Management - Coun	1.00
Records Management - Stat	4.75
TP584	5.00
Notice of Transfer of Sal	10.00
RP5217 Residential/Agricu	116.00
RP5217 - County	9.00

Sub Total: 200.00

Transfer Tax
Transfer Tax - State 0.00

Sub Total: 0.00

Total: 200.00

**** NOTICE: THIS IS NOT A BILL ****

***** Transfer Tax *****

Transfer Tax #: 1574

Transfer Tax

Consideration: 0.00

Total: 0.00

Payment Type: Check ___
Cash ___
Charge ___
No Fee ___

Comment: _____

Kelly A. Eskew

Kelly A. Eskew
Orange County Clerk

Record and Return To:

ELECTRONICALLY RECORDED BY INGeo

THIS INDENTURE, made the 6th day of December in the year 2021

BETWEEN

Jacob Zicherman with an address at 199 Lee Avenue Suite 719, Brooklyn, NY 11211

party of the first part, and 10 TWIN LAKES LLC with an address at 199 Lee Avenue Suite 719, Brooklyn, NY 11211

party of the second part,

WITNESSETH, that the party of the first part, in consideration of 10 Dollars paid by the party of the second part, does hereby remise, release and quitclaim unto the party of the second part, the heirs or successors and assigns of the party of the second part forever,

ALL that certain plot, piece or parcel of land, with the buildings and improvements thereon erected, situate, lying and being in the
See Attached Schedule A

Said premises also known as 10 Twin Lakes Road, Monroe, NY 10950

Section 19 Block 1 Lot 1.3

Being and intended to be the same premises as conveyed to Jacob Zicherman by deed from LULJETA KUKIC and AGRON MURIQUI, dated January 11th 2021 and recorded January 27 2021 in the office of the Orange County Clerk in book 14889 page 909

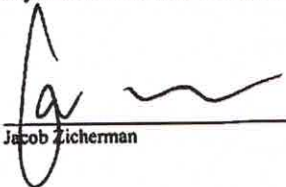
TOGETHER with all right, title and interest, if any, of the party of the first part of, in and to any streets and roads abutting the above-described premises to the center lines thereof; **TOGETHER** with the appurtenances and all the estate and rights of the party of the first part in and to said premises; **TO HAVE AND TO HOLD** the premises herein granted unto the party of the second part, the heirs or successors and assigns of the party of the second part forever.

AND the party of the first part, in compliance with Section 13 of the Lien Law, covenants that the party of the first part will receive the consideration for this conveyance and will hold the right to receive such consideration as a trust fund to be applied first for the purpose of paying the cost of the improvement and will apply the same first to the payment of the cost of the improvement before using any part of the total of the same for any other purpose.

The word "party" shall be construed as if it read "parties" whenever the sense of this indenture so requires.

IN WITNESS WHEREOF, the party of the first part has duly executed this deed the day and year first above written.

IN PRESENCE OF:



Jacob Zicherman

ACKNOWLEDGEMENT TAKEN IN NEW YORK STATE

State of New York, County of _____, ss:

On the _____ day of _____ in the year _____, before me, the undersigned, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

NOTARY PUBLIC

ACKNOWLEDGEMENT BY SUBSCRIBING WITNESS TAKEN IN NEW YORK STATE

State of New York, County of _____, ss:

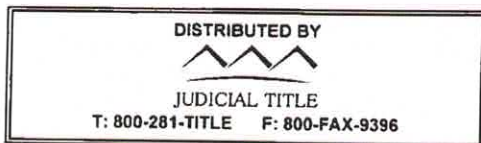
On the _____ day of _____ in the year _____, before me, the undersigned, a Notary Public in and for said State, personally appeared _____, the subscribing witness to the foregoing instrument, with whom I am personally acquainted, who, being by me duly sworn, did depose and say that he/she/they reside(s) in _____ (if the place of residence is in a city, include the street and street number if any, thereof); that he/she/they know(s) _____ to be the individual described in and who executed the foregoing instrument; that said subscribing witness was present and saw said _____ execute the same; and that said witness at the same time subscribed his/her/their name(s) as a witness thereto.

NOTARY PUBLIC

Quitclaim Deed

Jacob Zicherman
TO
10 TWIN LAKES LLC

Title No.



ACKNOWLEDGEMENT TAKEN IN NEW YORK STATE

State of New York, County of Kings, ss:

On the 22 day of Aug in the year 2022, before me, the undersigned, personally appeared J2, personally known to Jacob Zicherman me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

NOTARY PUBLIC



ACKNOWLEDGEMENT TAKEN OUTSIDE NEW YORK STATE

State of _____, County of _____, ss:

On the _____ day of _____ in the year _____, before me, the undersigned personally appeared _____ personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), that by his/her/their signature(s) on the instrument, the individual(s) or the person upon behalf of which the individual(s) acted, executed the instrument, and that such individual make such appearance before the undersigned in the _____ (add the city or political subdivision and the state or country or other place the acknowledgement was taken).

NOTARY PUBLIC

COUNTY Orange
TOWN/CITY Monroe
PROPERTY ADDRESS 10 Twin Lakes Rd
SECTION 19
BLOCK 1
LOT 1.3

RETURN BY MAIL TO:

10 TWIN LAKES LLC
199 Lee Avenue Suite 719, Brooklyn, NY 11211

Schedule A Description

All that certain plot, piece or parcel of land, situate, lying and being in the Town of Monroe, County of Orange, State of New York, and lying to the northwest of Monroe-Greenwood Lake County Road No. 5 Part II and being more particularly bounded and described as follows:

BEGINNING at a point in Round Island Lake; said point of beginning marking a northeasterly boundary line of lands as conveyed to Alfred Kaplan and others by Liber 1832 of Deeds at page 137 filed in the Orange County Clerk's Office; said point of beginning being referenced North 24° 14' 16" West, 89.35 feet from a point marking the most northerly corner of lands now or formerly of Henry and Robert Mahram as conveyed to them by Liber 1763 of Deeds at page 324 filed in the Orange County Clerk's Office;

THENCE from the above described point of beginning and setting apart other lands now or formerly of Alfred Kaplan and others on the following three courses and distances:

(1) South 45° 38' 20" West, 288.19 feet to a point;

THENCE (2) North 44° 21' 40" West, 10.00 feet to a point;

THENCE (3) South 45° 38' 20" West 169.43 feet to a point marking the northeasterly line of a 50 foot wide right of way;

THENCE along the northeasterly line of said right of way North 45° 33' 17" West, 191.08 feet to a point;

THENCE North 44° 39' 58" East, 200.00 feet to a point;

THENCE South 45° 22' 30" East, 194.47 feet to a point;

THENCE North 45° 38' 20" East, 261.85 feet to a point in Round Island Lake;

THENCE South 24° 14' 16" East, 10.65 feet to the point or place of BEGINNING.

Note: Address, Block & Lot shown for informational purposes only

Designated as Section 19, Block 1, Lot 1.3, Orange County and also known as 10 Twin Lakes Road, Monroe, NY 10950.

Approved On: _____



1465 Orange Turnpike
Monroe, NY 10950
www.monroeny.org
845-783-1900 ext. 208

Permit No. **STR-2025-0018**

Building Inspector approval/review.

APPLICATION FOR CHAPTER 40 "SHORT TERM RENTALS" PERMIT

INSTRUCTIONS:

Applicants shall apply for a short-term rental permit to the Building Inspector in accordance with the provisions of §40 and shall include all of the following information, unless waived by the Town Board upon appeal by the applicant:

- OK** A. Verification of property ownership, or affidavit of ownership and authorization by at least 50% of persons or entities holding controlling interest in the property.
- B. Proof of compliance with all standards of section §40-6 for renewals, and for initial application, understanding of the requirements of §40-6 and demonstration of the ability to meet those requirements.
- OK** C. A property survey certified to the current owner identifying the following key features:

- (a) Property boundaries.
- (b) Principal and accessory structures (residences, sheds, detached garage, decks, patios, pools, paved areas, fences, water features, utility poles, and overhead wires.

May substitute a survey certified to a previous owner prepared within the last 10 years, annotated to any minor changes and subject to a determination by the Building Inspector.

- OK** D. A site plan and as-built floor plan drawn to scale and prepared by a licensed New York State professional (architect, engineer or land surveyor). In lieu of a professionally prepared site plan and floor plan, the applicant may elect to provide a hand-drawn markup of the certified property survey, along with an approximate hand-drawn schematic floor plan, so long as the Building Inspector finds upon field inspection that the hand drawings are legible and reasonably portray existing and proposed conditions.

The site plan and floor plans must portray:

- OK** (a) Location of proposed off-street parking spots.
- OK** (b) Location of any yard or interior spaces whose access will be restricted to short-term tenants.
- OK** (c) Location and height of proposed fences, berms, and landscape planting buffers.
- OK** (d) Approximate treeline of wooded areas or location and diameter at breast height of individual trees providing substantial screening to adjacent residences or other land uses.
- OK** (e) Location of all proposed accessory structures and uses, including pools, decks, sheds, etc.
- N/A** (f) Location of any exterior firepit or fire feature.
- OK** (g) Designation of bedrooms, kitchen, bathrooms, and other demised interior spaces.
- OK** (h) Location of proposed and existing hard-wired smoke detectors, fire extinguishers and any other fire safety equipment or facilities.
- OK** (i) Location of points of egress including egress windows.
- OK** (j) Proposed location of remote digital monitoring cameras and approximate angle of aim.
- N/A** (k) Any other information deemed necessary by the Building Inspector.

- OK** E. List of names and addresses of the owners of record within a 500-foot radius of the lot of the proposed short-term rental.

- OK** F. Signed certification form (see attached) attesting compliance with § 40-7 A (8) (a thru e)

- OK** G. ~~Registered mail receipts of the notice of application.~~ **POST OFFICE RECEIPT ONLY. CERTIFIED NOT REQ'D.**

- H. Proof of registration with all proper taxing authorities.

- I. Certificate of Liability Insurance form prepared by a licensed insurance agency.

- OK** J. Permit application fee of \$500, fire safety inspection fee of \$100 (if applicable) a follow-up inspection shall be required annually, and permit renewal fee of \$50 (if applicable) made payable to the Town of Monroe.

- K. If the owner is an LLC, CORP, or INC: submit an Entity Disclosure Form with the application

- COPY OF DEED TO SHOW LAKE RIGHTS.**
- L. Copies of any applicable homeowners' or condominium association bylaws or rules and any other applicable private conditions, covenants, or restrictions, including lake rights. The correspondence shall include specific conditions that determine whether the proposed short-term rental use is allowed.
- M. Upon complete submission of all required documents of this application as stated above, the Building Inspector shall follow the procedure outlined in § 40-8. Procedure for first permit issuance. Refer to code section below for description of approval process.

APPLICATION IS HERBY MADE for a short-term rental permit to the Building Inspector in accordance with the provisions of Chapter 40. Rentals, Short-Term, the applicant agrees to comply with all applicable laws, ordinance and regulations and by signing this application, I acknowledge and understand that it shall be unlawful for any person to rent or offer to rent a short-term rental within the Town of Monroe without first obtaining a short-term rental permit, and that it shall be my responsibility to reimburse the Town of Monroe for any consultant review charges that may be submitted for payment after the permit is issued.

Name of Applicant: Jacob Zicherman

Applicant's Full Address: 199 Lee Ave Ste 719 Brooklyn, NY 11211

Phone #: 347-587-0916

Email: Jacob@happylivingmanagement.com

1. Address of Short-term rental: 10 Twin Lakes Rd. Monroe, NY 10950

2. Section: 19 Block: 1 Lot: 1.3

3. Application Type: (CHECK ONE)

☒ New Short-Term Rental (First Permit Issuance)

☐ Renewal of Existing Short-Term Rental

4. Fee: \$600 (Permit Application + Fire Safety Inspection) (Checks made payable to Town of Monroe)

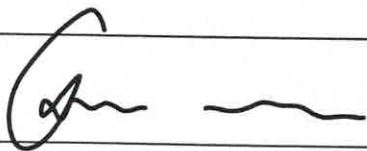
5. Name of Owner of Premises Jacob Zicherman Phone #: 347-587-0916

Address: 199 Lee Ave Ste 719 Brooklyn, NY 11211 Email: Jacob@happylivingmanagement.com

6. Name of Designated Manager SAME AS OWNER Phone #: _____

Address: _____ Email: _____

SIGNATURE



Town of Monroe

Date Paid: 3/7/2025

Payer: 10 Twin Lakes LLC
Payer Address: 199 Lee Ave Brooklyn

Notes: SBL#19-1-13 for STR-2025-0018 permit application.

Payment Type	Amount	Ref #
Check	\$600.00	167

Amount Paid: \$600.00

Fee Type	Amount
Short Term Rental App.	\$500.00
STR Fire	\$100.00

TO VERIFY AUTHENTICITY, SEE REVERSE SIDE FOR DESCRIPTION OF THE 13 SECURITY FEATURES

10 Twin Lakes LLC
199 Lee Ave Suite 719
BROOKLYN NY 11211

Bank Of America
266 BROADWAY
BROOKLYN NY 11211
1-32/210 NY

DATE 12/18/2024

AMOUNT 600.00x

PAY Town of Monroe

TO THE
ORDER
OF

418616



[Signature]

⑈000167⑈ ⑆021000322⑆483091133147⑈

Chapter 40. Rentals, Short-Term

§ 40-6. Operational requirements.

OKA. House policies shall be prominently displayed within the dwelling during occupancy by short-term rental tenants. The house policies shall also be included in the rental agreement, which shall be required to be signed by the rental contract holder. At a minimum, the house policies shall include:

OK(1) Quiet hours from 9:00 p.m. to 8:00 a.m. Sunday evening through Friday morning and 10:00 p.m. to 9:00 a.m. Friday evening through Sunday morning, during which time the noise from the short-term rental home shall not unreasonably disturb adjacent neighbors. Sound that is audible beyond the property boundaries during nonquiet hours shall not be more excessive than would be otherwise associated with a residential area.

OK(2) Amplified sound that is audible beyond the property boundaries of the short-term rental home is prohibited during quiet hours.

OK(3) Vehicles shall be parked in the designated on-site parking area and shall not be parked on the street.

OK(4) Parties or group gatherings by persons other than the short-term rental tenants are not allowed.

OK(5) No more than one daytime guest is permitted per two overnight occupants, and any daytime guest must depart prior to the start of quiet hours.

OK(6) In the event of a complaint received by the Town, the property is subject to inspection by the Town Code Enforcement Official within 24 hours, and any rental tenant must not interfere with the inspection.

→ **B.** Term of short-term rental. No short-term rental contract shall be for a term of less than 24 hours.

N/A **C.** Occupancy limitation for lots of more than five acres and where permittee is residing on-site during the duration of the short-term rental. The maximum number of overnight occupants shall be no greater than the least of the following standards, which will be noted on any issued permit:

- {
- (1) Four persons per bedroom as determined by the Building Inspector; or
 - (2) The number of persons supported by the septic system capacity as determined by the Town Engineer if the dwelling is not served by public sewer.

OK D. Occupancy limitation under all other circumstances. The maximum number of overnight occupants shall be no greater than the least of the following standards, which will be noted on any issued permit:

OK (1) Twelve persons; or **As Per Public Notice Sent To Neighbors.**

N/A (2) Four persons per bedroom as determined by the Building Inspector; or

N/A (3) The number of persons supported by the septic system capacity as determined by the Town Engineer if the dwelling is not served by public sewer.

→ **PROPERTY IS SERVICED BY OCLSD #1**

- OK* E. Remote digital monitoring of occupancy. Where a short-term rental is rented or intended to be rented for transient occupancy during periods when the manager is not residing on-site, the site shall be digitally monitored by the manager to ensure compliance with the maximum number of allowable guests and visitors entering the premises, and to provide evidence to the Building Inspector of such compliance should he or she need to investigate complaints. Digital monitoring shall include outdoor cameras adequate in number, location and view angle to monitor arrivals and departures at the property. Digital video recordings shall be taken during times when the property is rented and kept for a minimum of 30 days, and copies shall be provided to the Building Inspector upon request. Notice of locations and purpose of cameras shall be provided to renters as well as disclosure of audio recording, if any.
- PROVIDED ON SURVEY OF PROPERTY.*
- OK* F. Short-term rental occupancy shall not be permitted in any vehicle, trailer or camper, and sleeping accommodations shall not be provided in a tent or other temporary structure.
- G. Exclusive short-term use. There shall only be one short-term rental tenant at any time for any property permitted under this chapter. A nontransient owner or tenant and their family residing at the property as their principal residence may continue to occupy the residential lot during the tenancy of a short-term rental tenant, so long as the total occupancy limitation is not exceeded.
- H. Lodging taxes. The permit holder shall be responsible for collecting and remitting any required lodging and/or sales taxes on the short-term rental fee, as required by local, county, state or federal law. *ONLY PROVIDED TOWN & SCHOOL*
- I. Insurance. Permit holders shall maintain liability insurance for injuries or damage caused by rental guests in an amount determined by the Town Board, as amended from time to time and noted in a schedule to be maintained by the Town Clerk. *- NEED PROOF OF MIN. \$1,000,000 POLICY & FOR STR USE.*
- J. Fire safety. An initial inspection to ensure compliance with the Residential and Fire Codes of New York State shall be required prior to issuance of a short-term rental permit, and a follow-up inspection shall be required annually. Inspection fees shall be set from time to time, according to a fee schedule adopted by the Town Board and noted in a schedule to be maintained by the Town Clerk. In addition to any requirements of the Residential and Fire Codes of New York State, the following standards shall be met:
- (1) A hard-wired fire alarm shall be installed in all bedrooms, kitchens and living spaces. As an alternative to a hard-wired system, a Wi-Fi-based system will be permitted with cellular backup.
 - (2) A fire extinguisher shall be installed in any kitchen and within 10 feet of any fireplace, fire pit, outdoor fire feature or outdoor grill.
 - (3) The fire inspector shall verify that adequate access is afforded to the property for emergency vehicles.
- K. Offer to rent.
- (1) Any offer to rent, as defined herein, shall include the valid permit number.
 - (2) Any offer to rent shall include a disclosure of the short-term rental house policies.
- OK* L. Safe access. Hard-surfaced walkways equipped with low-level lighting shall be provided from the driveway where parking is afforded to the entrance to the short-term rental.
- OK* M. Compliance inspection. As an ongoing condition of the permit, the manager of the premises shall make the premises fully available to the Code Enforcement Officer or duly authorized deputy within 24 hours of receipt of a request by phone, regardless of whether the premises are currently occupied.

Residential[Property Info](#)[Owner/Sales](#)[Inventory](#)[Improvements](#)[Tax Info](#)[Report](#)[Comparables](#)**Municipality of Monroe**

SWIS:	334089	Tax ID:	19-1-1.3
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Ownership Information

Name	Secondary Name	Address
10 Twin Lakes LLC		199 Lee Ave Ste 719 Brooklyn NY 11211

Sale Information

Sale Date	Price	Property Class	Sale Type	Prior Owner
12/6/2021	\$1	210 - 1 Family Res	Land & Building	Zicherman, Jacob
	Value Usable	Arms Length	Deed Book	Deed Page
	No	No	15307	1055

Sale Date	Price	Property Class	Sale Type	Prior Owner
1/11/2021	\$969,000	210 - 1 Family Res	Land & Building	Kukic, Luljeta
	Value Usable	Arms Length	Deed Book	Deed Page
	Yes	No	14889	909

Sale Date	Price	Property Class	Sale Type	Prior Owner
11/30/2018	\$162,500	210 - 1 Family Res	Land & Building	Bril, Eveline
	Value Usable	Arms Length	Deed Book	Deed Page
	No	No	14495	1699

Additional Parcels Involved in Sale	19-1-1.2 in Monroe
-------------------------------------	--------------------

Photographs

(Click on photo to enlarge it.)



Photo

Photo 1 of 3

**Documents**

No documents found for this parcel

Maps[View Tax Map](#)[Pin Property on GIS Map](#)[View in Google Maps](#)[View in Bing Maps](#)[View in Near Map](#)[Map Disclaimer](#)

TOWN OF MONROE: TOWN & COUNTY 2025 TAXES

FISCAL YEAR: 01/01/2025 to 12/31/2025		WARRANT DATE: 12/27/2024		STATE AID - COUNTY: \$131,448,196.00		TOWN: \$632,524.00			
MAKE CHECK PAYABLE TO:				BANK		BILL NUMBER		PAGE	
				C000000		005282		1 OF 1	

TOWN OF MONROE
TAX COLLECTOR
1465 ORANGE TURNPIKE
MONROE, NY 10950

TO PAY IN PERSON:
 1465 Orange Turnpike
 Monroe, NY 10950
 JAN - MAR: MON - FRI 9AM -
 2PM
 ...

PROPERTY INFORMATION:

TAX MAP #: 334089 19-1-1.3
 DIMENSION: 191.00 X 200.00
 RS: 1 CLASS: 1 Family Res
 ADDRESS: 10 Twin Lakes Rd
 SCHOOL: Monroe-Woodbury Csd
 FULL MARKET VALUE: 952400.00
 UNIFORM % OF VALUE: 11.55
 ASSESSMENT: 110000

PROPERTY OWNER:

10 Twin Lakes LLC
 199 Lee Ave Ste 719
 Brooklyn, NY 11211

RECEIPT

If you feel the assessment on your property is too high, you have the right to file a grievance to lower it for future tax bills. For information, please contact your assessor for the booklet "How to File a Complaint on Your Assessment" and to inquire about exemptions. Any reduction in assessment will NOT be reflected on this bill.

LEVY DESCRIPTION	TAX LEVY	% Change From Prior YR Levy	RATE	TAXABLE VALUE	AMOUNT DUE
COUNTY	120638634	-1.5000	18.53476900	110000.00	2038.82
TOWN	3314408	10.3000	8.04000000	110000.00	884.40
HIGHWAY	775503	-6.8000	3.63485000	110000.00	399.83
PT TOWN	244163	241.3000	1.14574000	110000.00	126.03
MONROE FIRE	2353990	2.3000	5.60753000	110000.00	616.83
MONROE LIBRARY	1506325	2.5000	3.58997400	110000.00	394.90
MONROE TOWN LT	110763	0.0000	0.51282500	110000.00	56.41
MONROE REFUSE	0	0.0000	2.18607200	200.00 Units	437.21
CO 1 BOND STP&INTC	604907	-3.7000	1.66357700	110000.00	182.99

PAYMENTS RECEIVED

Receipt#: 4548 **Date Paid: 01/27/2025** **Full Payment - Bank Payment**
 Tax: 5137.42 Penalty: 0.00 Surcharge: 0.00 Notice Fee: 0.00 Ret. Check Fee: 0.00
 Cash: 0.00 Check: 5137.42 Check #: 967056523

Received from FIRST AMERICAN - 0012322 - Via Mail: \$5137.42

TOTAL TAXES PAID TO DATE: \$5137.42

PAID IN FULL

Tax Bills Online

Collection: Town & County 2024							
Fiscal Year Start: 1/1/2024			Fiscal Year End: 12/31/2024			Warrant Date: 12/27/2023	
View Printable Version							
Total Tax Due (minus penalties & interest) \$0.00							
Entered	Posted	Total	Tax Amount	Penalty	Surcharge	Via	Type
1/30/2024	1/30/2024	\$5,016.78	\$5,016.78	\$0.00	\$0.00	Mail	Full Payment - Bank Payment
Tax Bill #		SWIS		Tax Map #		Status	
005281		334089		19-1-1.3		Payment Posted	
Address			Municipality			School	
10 Twin Lakes Rd			Tax Collector			Monroe-Woodbury Csd	
Owners		Property Information		Assessment Information			
10 Twin Lakes LLC		Roll Section: 1		Full Market Value: 897200.00			
199 Lee Ave Ste 719		Property Class: 1 Family Res		Total Assessed Value: 110000.00			
Brooklyn, NY 11211		Lot Size: 191.00 x 200.00		Uniform %: 12.26			
Description	Tax Levy	Percent Change	Taxable Value	Rate	Tax Amount		
COUNTY	122536148	-1.6000	110000.000	18.76830000	\$2,064.51		
TOWN	3005552	5.0000	110000.000	7.33052800	\$806.36		
HIGHWAY	832222	26.3000	110000.000	3.92353100	\$431.59		
PT TOWN	71534	-71.4000	110000.000	0.33519900	\$36.87		
Monroe fire	2301718	4.5000	110000.000	5.50819200	\$605.90		
Monroe Library	1469325	2.4000	110000.000	3.51567100	\$386.72		
Monroe town lt	110763	14.2000	110000.000	0.51470400	\$56.62		
Monroe refuse	0	0.0000	200.000 Units	2.18749800	\$437.50		
Co 1 bond stp&intc	628362	5.5000	110000.000	1.73368900	\$190.71		
Total Taxes:					\$5,016.78		
Estimated State Aid - Type					Amount		
County					115915654.00		
Town					438954.00		

Mail Payments To:
 Town of Monroe
 Tax Collector
 1465 Orange Turnpike Monroe, NY 10950



Info-Tax Online

Monroe-Woodbury Central School District Orange County

PAY TO: Monroe-Woodbury CSD, 278 Route 32, Central Valley, NY 10917 (845) 460-6200 x6278

Property and summary tax balance information for the selected parcel is shown to the right. Exemptions are displayed as well if they exist for the property.

You can view or hide tax bill detail and any payments by clicking the bar near the bottom of the page.

If the property appears in other tax years, you can quickly view the tax history for the property. Just select a tax year from the drop-down list at the top of the page.

To request a signed Tax Certification, click the "Request Signed Certificate" button at the bottom of the page.

[Re-enter search conditions](#)

For Tax Year: 2025 School Tax (2024-2025) ▼

Last Updated: 11/12/24 04:08 pm

Owner:	Tax Map # 19-1-1.3
10 Twin Lakes LLC	Tax Bill # 007435
199 Lee Ave Ste 719	Bank Code: C000000
Brooklyn, NY 11211	School Code: 334001
	Property Class: 210 Tax Roll: 1
Location: 10 Twin Lakes Rd	Acreage:
SWIS: 334089 Monroe	Frontage: Liber: 15515
	Depth: 200 Page: 1374
	Full Value: 952,400
	Assessment: 110,000
	STAR Savings: 0.00
	Tax Amount: 16,379.75
	Tax Paid: 16,379.75
	Balance: 0.00

Show Bill and Payment Details

Tax Balance does not include any accrued Late Fees
Payments shown may not include
payments made directly to the County

[Payment Schedule](#) | [Tax Certification](#) | [Request Certification](#)

ROUND LAKE



N/F MARCOVICI
(FORMERLY MAHREM)

CONCRETE
STEPS

N/F
CUTRONE
19-1-1.1
* PARCEL 3

PARKING IN DRIVEWAY

CAMERA

CAMERAS

TWIN LAKES ROAD (WB)

LANDSCAPED ISLAND

TWIN LAKES ROAD (EB)

1. THE PREMISES SHOWN HEREON IS GENERALLY AS DESCRIBED IN DEED LIB# 1-4889 PAGE-909 RECORDED IN THE ORANGE COUNTY CLERK'S OFFICE.
2. SURVEYED AS PER RECORD DESCRIPTIONS, RECORD FILED MAP, AND EXISTING MONUMENTATION.
3. SHOWS EASEMENTS AND/OR RIGHT OF WAYS THAT AN ACCURATE UP TO DATE ABSTRACT OF TITLE MAY SHOW.
4. THE LOCATION OF ANY SUBSURFACE EASEMENTS, RIGHT OF WAYS, ENCROACHMENTS, OR OTHER IMPROVEMENTS, IF ANY EXIST, ARE NOT CERTIFIED OR SHOWN HEREON.
5. ALL CERTIFICATIONS HEREON ARE BY VALUE OF THE SURVEY.
6. IF ONLY SAID MAP OR COPIES BARE THE ORIGINAL SEAL OF THE SURVEYOR WHOSE SIGNATURE APPEARS HEREON.
7. ANY ALTERATIONS OR ADDITIONS TO THIS SURVEY IS A VIOLATION OF SECTION 7209 OF THE NEW YORK STATE EDUCATION LAW, EXCEPT AS PER SECTION 7209, SUBDIVISION 2.
8. REFERENCE: SURVEY OF LANDS OF ALFRED KAPLAN AND OTHERS L 1632 - P 137 FILED IN THE ORANGE COUNTY CLERK'S OFFICE ON JULY 1 1970 AS MAP #2533.
9. PROPERTY CORNER MONUMENTS WERE NOT PLACED AS PART OF THIS SURVEY.

COPIES OF THE SURVEY MAY NOT BEARING THE LAND SURVEYOR'S CERTIFIED SEAL, SHALL NOT BE CONSIDERED TO BE A TRUE VALID COPY. GUARANTEED OR CERTIFIED INFORMATION IDENTIFIED HEREIN SHALL BE ONLY TO THE PERSON FOR WHOM THE SURVEY WAS CONDUCTED. THE SURVEYOR'S LIABILITY TO ANY OTHER PERSONS, INCLUDING THE PREPARED AND ENDORSED INSTITUTION UNDER WRITING, AND TO THE ASSIGNEES OF THE INSTITUTION, IS LIMITED TO THE GUARANTEED INFORMATION. GUARANTEED INFORMATION IS NOT TRANSFERABLE TO ADDITIONAL INSTITUTIONS OR SUBSEQUENT OWNERS.

I HEREBY CERTIFY THAT THE SURVEY SHOWN HEREON IS BASED ON AN ACTUAL FIELD SURVEY COMPLETED ON SEPTEMBER 15, 2022

CERTIFIED ONLY TO:

1. JACOB ZICHERMAN
2. AMTRUST TITLE INSURANCE COMPANY
3. RIVERSIDE ABSTRACT, LLC

WILLIAM E. JAMES, P.E., P.L.S.
NY STATE PROFESSIONAL LAND SURVEYOR LICENSE #050504

PROJECT TITLE:

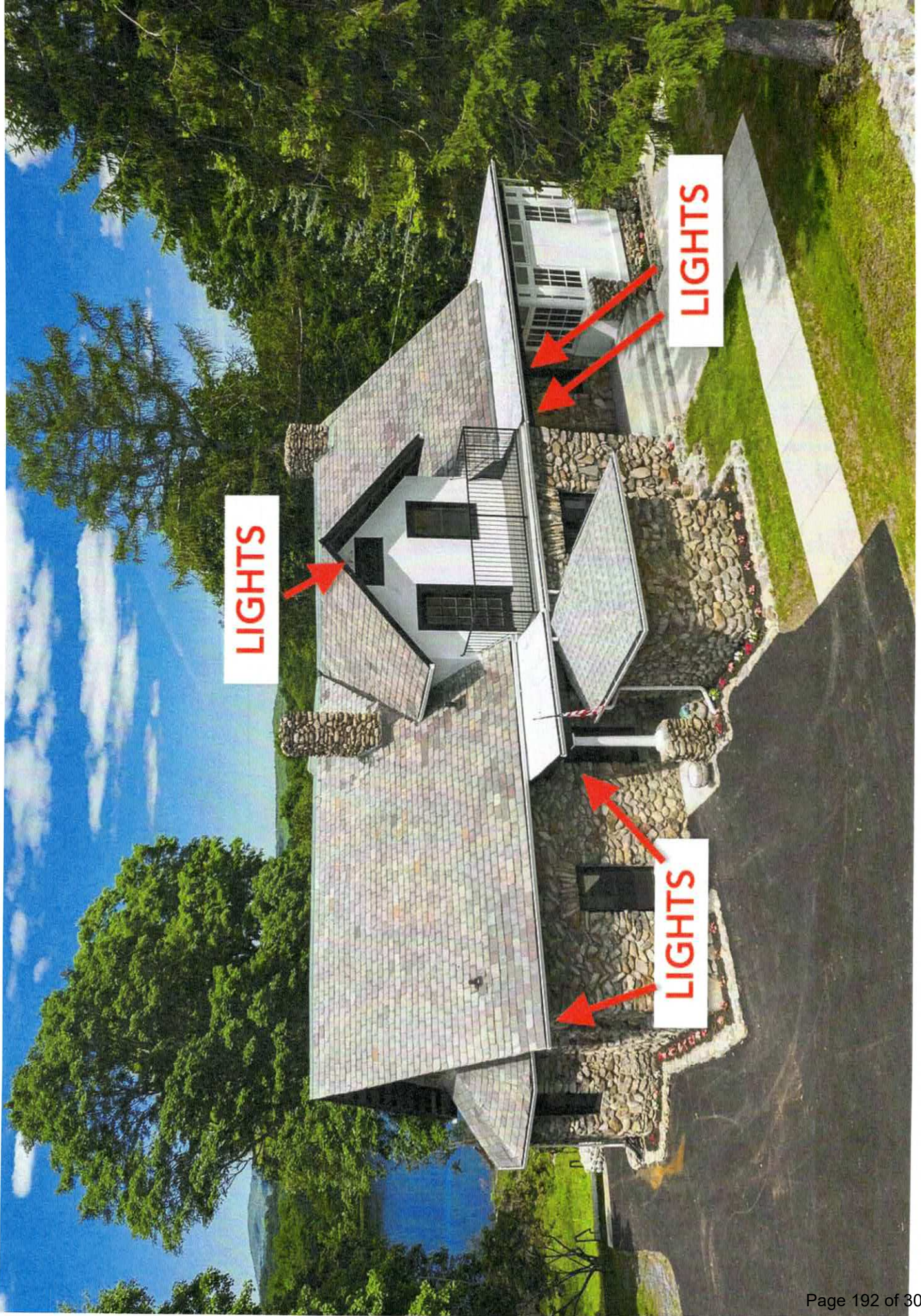
SURVEY PREPARED FOR

*Jacob
Zicherman*

TAX MAP SECTION 10, BLOCK 1, LOT 1.3
TOWN OF MONROE
GRANTEE COUNTY, NEW YORK

SCALE: 1" = 30'	DATE: SEPT. 18, 2022	SHEET 1 OF
--------------------	-------------------------	---------------

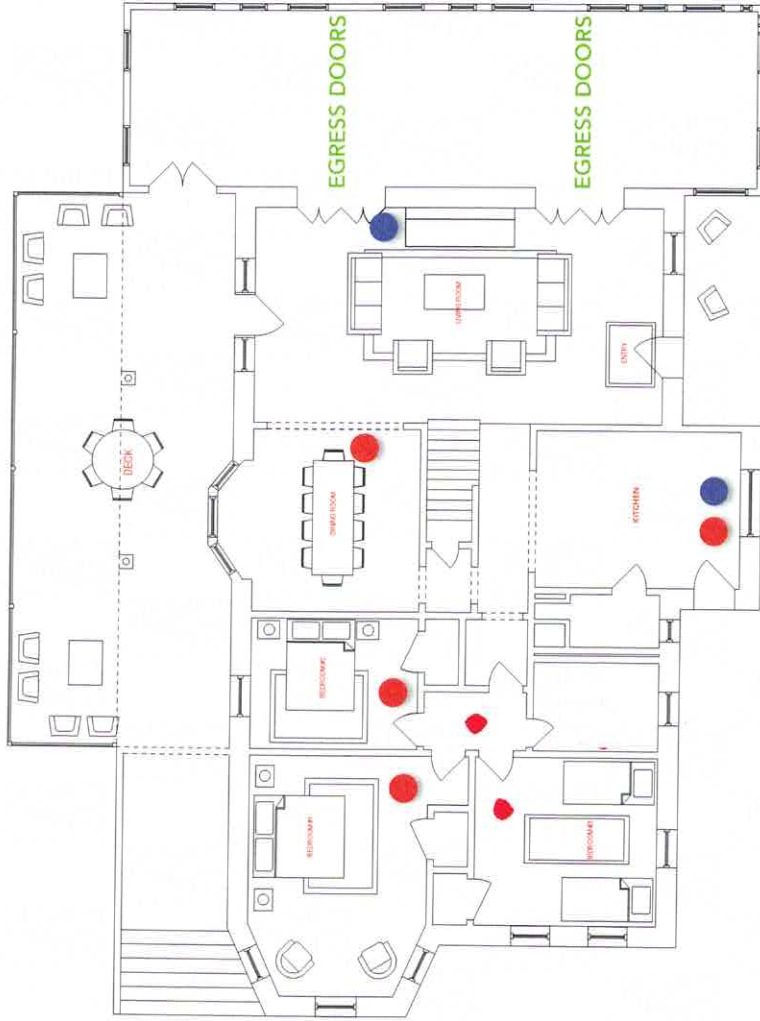
PROJECT CAD REFERENCE:
GRANTEE COUNTY/TOWN OF MONROE/TAX MAPS/DRAWING/JZICHMAN.DWG



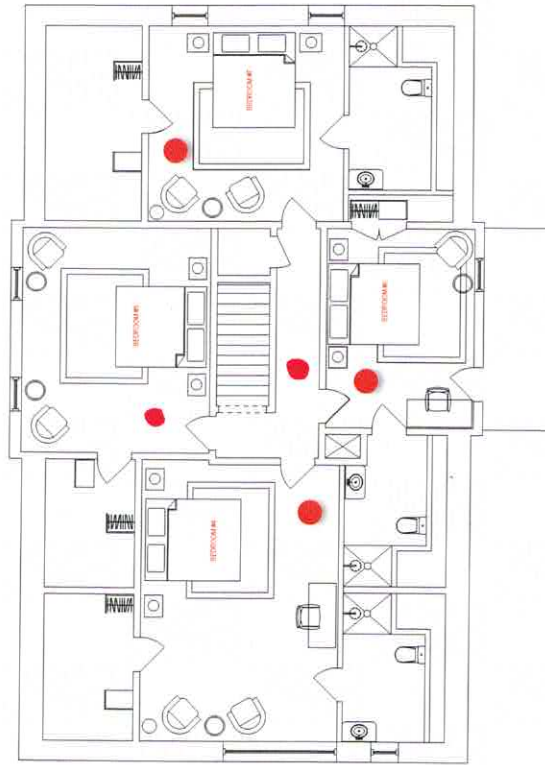


J Studio
PROJECT NAME: Lakeside Haven- Furniture Specbook.
ADDRESS: 10 Twin Lakes Rd, Monroe, NY 10950
DATE: 8/20/2024

- HARD WIRE FIRE ALARMS
- FIRE EXTINGUISHER



● HARD WIRED FIRE ALARMS



Studio J
INTERIORS
 9 Fillmore Ct,
 Monroe, NY 10950
 347 423 7287
 mailstudio@gmail.com

PROJECT TITLE AND LOCATION

10 Twin Lakes Rd, Monroe, NY 10950

PAGE

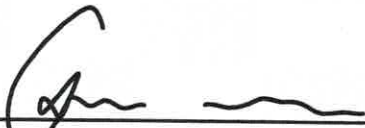
A2





SHORT-TERM RENTAL PERMIT AFFIDAVIT OF NOTICE

I, Jacob Zicherman, certify that I have provided notice of an application for a Short-Term Rental Permit to property owners and residents within 500 feet of the Short-Term Rental location as required by the Town of Monroe **Chapter 40 B**. This notice provides the owner and/or owner representative information, including the emergency 24/7 phone number.


Signature

1/8/2025
Date



PUBLIC NOTICE OF SHORT TERM RENTAL PERMIT APPLICATION

DATE SENT: 1/17/25

As required by **Section 40-7-B** of the Town of Monroe Municipal Code, at least 30 days prior to issuance of a Short-Term Rental Permit, occupants of all residences and businesses located within 500 feet from the residence must be notified of the proposed permit application and be provided with the contact information where they can seek additional information or register written concerns or objections.

You are being advised that the below mentioned individual has applied for a Short-Term Rental Permit to allow rental of below mentioned property for periods of 30 days or less as allowed by **Chapter 40** of the Town of Monroe Municipal Code.

ADDRESS TO BE USED AS SHORT-TERM RENTAL:

➔ 10 Twin Lakes Rd. Monroe, NY 10950

Total Number of Bedroom: 7 **Maximum Occupancy:** 12

(Refer to submitted site plan) **Location of proposed on-site parking:** Driveway

(Refer to applicate description) **A description of the proposed short-term rental operation:** Single family home, 7 bedrooms with 12 person max occupancy for short term rental

The name, address, telephone number and email of the proposed short-term rental manager that noticed property owners or lessees may contract if they wish to report any issues or file a complaint regarding any nuisance or violation of this chapter.

RENTAL MANAGER (all fields required)			
Name Jacob Zicherman			
Address 10 Twin Lakes	City Monroe	State NY	Zip 10950
Email Jacob@happylivingmanagement.com	Phone Number 347-587-0916		

For more information or to submit written comments or concerns, please contact:

Town of Monroe
Building Department
1465 Orange Turnpike
Monroe, NY 10950
Phone: (845) 783-1900 ext. 208
www.monroeny.org

Ben Maldonado

From: Ben Maldonado
Sent: Wednesday, December 18, 2024 3:02 PM
To: jacobzicherman@gmail.com
Subject: FW: 19-1-1.3 500 Ft Mailing List
Attachments: 19-1-1.-3_12182024 500 Ft. Mailing.pdf; Short-Term Rental Application 20220707.pdf

See attached for your STR application

Sincerely,
Benigno Maldonado, CCI
Bldg. & Fire Inspector/Code Enforcement Officer
1465 Orange Turnpike Monroe, NY 10950
Ph: 845-783-1900 ext. 208



PLEASE TAKE NOTICE: This e-mail, and any attachments thereto, is intended only for use by the addressee(s) named herein and may contain legally privileged and/or confidential information. If you are not the intended recipient of this e-mail, you are hereby notified that any dissemination, distribution or copying of this e-mail, and any attachments thereto, is strictly prohibited. If you have received this e-mail in error, please notify me by replying to this message and permanently delete the original and any copy of this e-mail and any printout thereof. The contents of this email shall not be deemed to constitute an expression of any official policy or position of the Town of Monroe.

From: Carla McNamara <cmcnamara@monroeny.org>
Sent: Wednesday, December 18, 2024 2:58 PM
To: Ben Maldonado <ben@monroeny.org>
Subject: 19-1-1.3 500 Ft Mailing List

Hi Ben,

As discussed, here is the 500 ft for 19-1-1.3.

Carla Mary McNamara
Assistant Assessor
1465 Orange Turnpike
Monroe, New York 10950
845-783-1900, Extension 206
cmcnamara@monroeny.org



PLEASE TAKE NOTICE: This e-mail, and any attachments thereto, is intended only for use by the addressee(s) named herein and may contain legally privileged and/or confidential information. If you are not the intended recipient of this e-mail, you are hereby notified that any dissemination, distribution or copying of this e-mail, and any attachments thereto, is strictly prohibited. If you have received this e-mail in error, please notify

334089 7-1-87 Antonick, Mark 325 Lakes Rd Monroe NY, 10950	334089 19-1-1.1 Cutrone, Robert J 8 Twin Lakes Rd Monroe NY, 10950	334089 19-1-20 Liu, Dongzhou 42 Twin Lakes Rd Monroe NY, 10950
334089 7-1-105 Cruz, Carlos 37 Stone Crest Rd Monroe NY, 10950	334089 19-1-1.2 Zickerman, Jacob 199 Lee Ave 719 Brooklyn NY, 11211	334089 19-1-21 Ghali, Romany 38 Twin Lakes Rd Monroe NY, 10950
334089 7-1-106 Woods, Judith D 31 Stone Crest Rd Monroe NY, 10950	334089 19-1-1.3 10 Twin Lakes LLC 199 Lee Ave Ste 719 Brooklyn NY, 11211	334089 19-1-22 Oster, Dmitri 34 Twin Lakes Rd Monroe NY, 10950
334089 16-3-5.2 Monaqua Crossings, LLC 1 E Crossman Ave Monroe NY, 10950	334089 19-1-2 Marcovici, Rodit R 308 Lakes Rd Monroe NY, 10950	334089 19-1-23 Mannillo, Daryl 32 Twin Lakes Rd Monroe NY, 10950
334089 16-3-7 Ashton, Dorothy A 46 Jacklin Ct Clifton NJ, 07012	334089 19-1-5 Killiebrew, Herman 3 Frances Ln Monroe NY, 10950	334089 19-1-24 Abdallah, Amir 24 Twin Lakes Rd Monroe NY, 10950
334089 16-3-8 Speller, Barry F 9 East Crossman Ave Monroe NY, 10950	334089 19-1-6 Laskaris, James 7 Frances Ln Monroe NY, 10950	334089 19-1-25 Smith Living Trust 8 Frances Ln Monroe NY, 10950
334089 16-3-13 Prendergast, Michael Jr 13 East Crossman Ave Monroe NY, 10950	334089 19-1-7 Gerencser, Stephen 15 Frances Ln Monroe NY, 10950	334089 19-1-26 Harrington, Michael 10 Frances Ln Monroe NY, 10950
334089 16-3-20 O Shea, James 21 East Crossman Ave Monroe NY, 10950	334089 19-1-8 Avery, Michael 17 Frances Ln Monroe NY, 10950	334089 20-1-1 Mahran, Robert 130 Cromwell Hill Rd Monroe NY, 10950
334089 16-3-24 O'Shea##, James A 21 East Crossman Ave Monroe NY, 10950	334089 19-1-18 Pryor, Conardrea N 30 Frances Ln Monroe NY, 10950	334089 20-2-1 George, Robert S 251 Mine Rd Monroe NY, 10950
334089 17-5-1 O'Shea, James A 21 E Crossman Ave Monroe NY, 10950	334089 19-1-19 Goyette Living Trust, Gerald & Gloria 46 Twin Lakes Rd Monroe NY, 10950	334089 20-2-11 Gil, Raymond 255 Mine Rd Monroe NY, 10950



**UNITED STATES
POSTAL SERVICE.**

SCOTCHTOWN
731 ROUTE 211 E STE 103
MIDDLETOWN, NY 10941-1490
(800)275-8777

01/17/2025

11:54 AM

Product	Qty	Unit Price	Price
US FlagsBklt/20	1	\$14.60	\$14.60
PurpleHeartMedal	10	\$0.73	\$7.30

Grand Total: \$21.90

Debit Card Remit \$21.90

Card Name: VISA

Account #: XXXXXXXXXXXX8347

Approval #: 045411

Transaction #: 020

Receipt #: 054551

Debit Card Purchase: \$21.90

AID: A0000000980840 Contactless

AL: US DEBIT

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Track your Packages
Sign up for FREE @
<https://informedelivery.usps.com>

All sales final on stamps and postage.
Refunds for guaranteed services only.
Thank you for your business.

Tell us about your experience.
Go to: <https://postalexperience.com/Pos>
or scan this code with your mobile device.



or call 1-800-410-7420.

UFN: 358127-0341

Receipt #: 840-51050465-2-8486179-1

Clerk: 50



SCOTCHTOWN
731 ROUTE 211 E STE 103
MIDDLETOWN, NY 10941-1490
(800)275-8777

01/17/2025 11:54 AM

Product	Qty	Unit Price	Price
US FlagsBklt/20	1	\$14.60	\$14.60
PurpleHeartMedal	10	\$0.73	\$7.30

Grand Total: \$21.90

Debit Card Remit \$21.90

Card Name: VISA
Account #: XXXXXXXXXXXX8347
Approval #: 045411
Transaction #: 020
Receipt #: 054551
Debit Card Purchase: \$21.90
AID: A0000000980840 Contactless
AL: US DEBIT

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Track your Packages
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All sales final on stamps and postage.
Refunds for guaranteed services only.
Thank you for your business.

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Go to: <https://postalexperience.com/Pos>
or scan this code with your mobile device.



or call 1-800-410-7420.

UFN: 358127-0341
Receipt #: 840-51050465-2-8486179-1
Clerk: 50

CERTIFICATION FORM ATTESTING COMPLIANCE WITH § 40-7 A (8) (a thru e)

I, Jacob Zicherman, acknowledge that I am the owner of the property to which I am applying for a short-term rental permit and attesting the compliance with the following:

(a) That I have not previously advertised, or have ceased advertising, for the short-term rental that is the subject of this application, and will not begin, or resume, any advertising until a permit is approved.

(b) I have no financial interest in any other property within the Town of Monroe associated with a short-term rental permit; or, if the owner has a financial interest in a property that is subject to a short-term rental permit, the nature of the financial interest and the property address, along with a copy of the valid permit for that property has been submitted with this application.

(c) I have paid, or will pay, all fines that have been assessed by the Town including those assessed because of a notice of violation previously issued to me for unpermitted short-term rental use or activity, prior to the processing of the short-term rental permit application.

(d) I acknowledge that all statements made on the certification form and provided during the short-term rental permit application process are correct to the best of my knowledge.

(e) I acknowledge that any false information or misrepresentations made in the application or during the application process shall result in an enforcement action pursuant to §40-10.



Signature of Applicant

12/8/2025

(Date)

OFFICE OF THE BUILDING DEPARTMENT



1465 Orange Turnpike
Monroe, NY 10950
845-783-1900 ext.208
845-782-4009/5597 Fax
www.townofmonroecny.gov

March 7, 2025

Jacob Zicherman
119 Lee Ave. Ste. 719
Brooklyn, NY 11211

RE: 10 Twin Lakes Rd. SBL#19-1-1.3
(Short Term Rental [STR] Application)

Dear Mr. Zicherman,

With reference to your above lot and your submitted application for a Short-Term Rental Permit (STR), at this time the application is **not acceptable** because of the following deficiencies:

- 1) As stated in section "B" of the application instructions, proof of compliance with all standards of **section §40-6** for initial application, understanding of the requirements of §40-6 and demonstration of the ability to meet those requirements have not been demonstrated. Need the following:
 - Section A (1-6), B, G, & K, requires proof of Terms of rental contract and Exclusive short-term use. Provide sample copy of contract with all Operational Requirements and House Policies.
 - Section H, Lodging taxes. Proof that you have registered as required by local, county, state or federal law.
 - Section I, need proof that insurance is covered for the house use as a STR and as per Town Insurance Carrier, applicant to provide proof of \$1,000,000.00 in Liability Coverage. (See attached)
 - Section J (1-3), requires fire safety features to be demonstrated. Need to schedule interior and site inspection.
- 2) As stated in section "H" of the application instructions, need copies of any proof of registration with all proper taxing authorities to include county and state.
- 3) As stated in section "I" of the application instructions, certificate of Liability Insurance form prepared by a licensed insurance agency and as per Town Insurance Carrier, applicant to provide proof of \$1,000,000.00 in Liability Coverage. (See attached resolution)
- 4) As stated in section "K" of the application instructions, Entity Disclosure Form has not been completed. (See attached)
- 5) As stated in section "L" of the application instructions, need information on lake-rights.
- 6) As stated in § 40-8 F (3), The structure and lot are nonconforming with zoning and have not received variances for any nonconformances. The lot and structure are considered existing nonconforming. Need to get a variance. See attached letter of denial to proceed to Zoning Board of Appeals.
- 7) Need to complete and close out permits BP#12587 permit for deck and HVAC with final inspection and compliance with conditions.

Please submit all of the above needed documentation and call to set up inspection. Also note that until above is complete the application will be paused and the house **SHALL NOT BE USED AS A STR.**

Sincerely,


Benigno Maldonado
Building & Fire Inspector

Approved On: _____



1465 Orange Turnpike
Monroe, NY 10950
www.monroeny.org
845-783-1900 ext. 208

Permit No. STR-2025-0018

Building Inspector approval/review.

APPLICATION FOR CHAPTER 40 "SHORT TERM RENTALS" PERMIT

INSTRUCTIONS:

Applicants shall apply for a short-term rental permit to the Building Inspector in accordance with the provisions of §40 and shall include all of the following information, unless waived by the Town Board upon appeal by the applicant:

- OK A. Verification of property ownership, or affidavit of ownership and authorization by at least 50% of persons or entities holding controlling interest in the property.
- B. Proof of compliance with all standards of section §40-6 for renewals, and for initial application, understanding of the requirements of §40-6 and demonstration of the ability to meet those requirements.
- OK C. A property survey certified to the current owner identifying the following key features:
 - (a) Property boundaries.
 - (b) Principal and accessory structures (residences, sheds, detached garage, decks, patios, pools, paved areas, fences, water features, utility poles, and overhead wires.

May substitute a survey certified to a previous owner prepared within the last 10 years, annotated to any minor changes and subject to a determination by the Building Inspector.

- OK D. A site plan and as-built floor plan drawn to scale and prepared by a licensed New York State professional (architect, engineer or land surveyor). In lieu of a professionally prepared site plan and floor plan, the applicant may elect to provide a hand-drawn markup of the certified property survey, along with an approximate hand-drawn schematic floor plan, so long as the Building Inspector finds upon field inspection that the hand drawings are legible and reasonably portray existing and proposed conditions.

The site plan and floor plans must portray:

- OK (a) Location of proposed off-street parking spots.
- OK (b) Location of any yard or interior spaces whose access will be restricted to short-term tenants.
- OK (c) Location and height of proposed fences, berms, and landscape planting buffers.
- OK (d) Approximate treeline of wooded areas or location and diameter at breast height of individual trees providing substantial screening to adjacent residences or other land uses.
- OK (e) Location of all proposed accessory structures and uses, including pools, decks, sheds, etc.
- N/A (f) Location of any exterior firepit or fire feature.
- OK (g) Designation of bedrooms, kitchen, bathrooms, and other demised interior spaces.
- OK (h) Location of proposed and existing hard-wired smoke detectors, fire extinguishers and any other fire safety equipment or facilities.
- OK (i) Location of points of egress including egress windows.
- OK (j) Proposed location of remote digital monitoring cameras and approximate angle of aim.
- N/A (k) Any other information deemed necessary by the Building Inspector.

- OK E. List of names and addresses of the owners of record within a 500-foot radius of the lot of the proposed short-term rental.

- OK F. Signed certification form (see attached) attesting compliance with § 40-7 A (8) (a thru e)

- OK G. ~~Registered mail receipts of the notice of application.~~ **POST OFFICE RECEIPT ONLY. CERTIFIED NOT REQ'D.**

- H. Proof of registration with all proper taxing authorities.

- I. Certificate of Liability Insurance form prepared by a licensed insurance agency.

- OK J. Permit application fee of \$500, fire safety inspection fee of \$100 (if applicable) a follow-up inspection shall be required annually, and permit renewal fee of \$50 (if applicable) made payable to the Town of Monroe.

- K. If the owner is an LLC, CORP, or INC: submit an Entity Disclosure Form with the application

- COPY OF DEED TO SHOW LAKE RIGHTS.*
- L. Copies of any applicable homeowners' or condominium association bylaws or rules and any other applicable private conditions, covenants, or restrictions, including lake rights. The correspondence shall include specific conditions that determine whether the proposed short-term rental use is allowed.
- M. Upon complete submission of all required documents of this application as stated above, the Building Inspector shall follow the procedure outlined in § 40-8. Procedure for first permit issuance. Refer to code section below for description of approval process.

APPLICATION IS HERBY MADE for a short-term rental permit to the Building Inspector in accordance with the provisions of Chapter 40. Rentals, Short-Term, the applicant agrees to comply with all applicable laws, ordinance and regulations and by signing this application, I acknowledge and understand that it shall be unlawful for any person to rent or offer to rent a short-term rental within the Town of Monroe without first obtaining a short-term rental permit, and that it shall be my responsibility to reimburse the Town of Monroe for any consultant review charges that may be submitted for payment after the permit is issued.

Name of Applicant: Jacob Zicherman

Applicant's Full Address: 199 Lee Ave Ste 719 Brooklyn, NY 11211

Phone #: 347-587-0916 Email: Jacob@happylivingmanagement.com

1. Address of Short-term rental: 10 Twin Lakes Rd. Monroe, NY 10950

2. Section: 19 Block: 1 Lot: 1.3

3. Application Type: (CHECK ONE)

☒ New Short-Term Rental (First Permit Issuance) ☐ Renewal of Existing Short-Term Rental

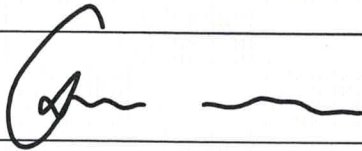
4. Fee: \$600 (Permit Application + Fire Safety Inspection) (Checks made payable to Town of Monroe)

5. Name of Owner of Premises ~~Jacob Zicherman~~ 10 TWIN LAKES LLC Phone #: 347-587-0916

Address: 199 Lee Ave Ste 719 Brooklyn, NY 11211 Email: Jacob@happylivingmanagement.com

6. Name of Designated Manager SAME AS OWNER Phone #: _____

Address: _____ Email: _____

SIGNATURE 

Chapter 40. Rentals, Short-Term

§ 40-6. Operational requirements.

OKA. House policies shall be prominently displayed within the dwelling during occupancy by short-term rental tenants. The house policies shall also be included in the rental agreement, which shall be required to be signed by the rental contract holder. At a minimum, the house policies shall include:

OK(1) Quiet hours from 9:00 p.m. to 8:00 a.m. Sunday evening through Friday morning and 10:00 p.m. to 9:00 a.m. Friday evening through Sunday morning, during which time the noise from the short-term rental home shall not unreasonably disturb adjacent neighbors. Sound that is audible beyond the property boundaries during nonquiet hours shall not be more excessive than would be otherwise associated with a residential area.

OK(2) Amplified sound that is audible beyond the property boundaries of the short-term rental home is prohibited during quiet hours.

OK(3) Vehicles shall be parked in the designated on-site parking area and shall not be parked on the street.

OK(4) Parties or group gatherings by persons other than the short-term rental tenants are not allowed.

OK(5) No more than one daytime guest is permitted per two overnight occupants, and any daytime guest must depart prior to the start of quiet hours.

OK(6) In the event of a complaint received by the Town, the property is subject to inspection by the Town Code Enforcement Official within 24 hours, and any rental tenant must not interfere with the inspection.

→ **B.** Term of short-term rental. No short-term rental contract shall be for a term of less than 24 hours.

N/A **C.** Occupancy limitation for lots of more than five acres and where permittee is residing on-site during the duration of the short-term rental. The maximum number of overnight occupants shall be no greater than the least of the following standards, which will be noted on any issued permit:

- L** → { (1) Four persons per bedroom as determined by the Building Inspector; or
(2) The number of persons supported by the septic system capacity as determined by the Town Engineer if the dwelling is not served by public sewer.

OK **D.** Occupancy limitation under all other circumstances. The maximum number of overnight occupants shall be no greater than the least of the following standards, which will be noted on any issued permit:

OK (1) Twelve persons; or **AS PER PUBLIC NOTICE SENT TO NEIGHBORS.**

N/A (2) Four persons per bedroom as determined by the Building Inspector; or

N/A (3) The number of persons supported by the septic system capacity as determined by the Town Engineer if the dwelling is not served by public sewer.

L → **PROPERTY IS SERVICED BY OCSD #1**

- OK* E. Remote digital monitoring of occupancy. Where a short-term rental is rented or intended to be rented for transient occupancy during periods when the manager is not residing on-site, the site shall be digitally monitored by the manager to ensure compliance with the maximum number of allowable guests and visitors entering the premises, and to provide evidence to the Building Inspector of such compliance should he or she need to investigate complaints. Digital monitoring shall include outdoor cameras adequate in number, location and view angle to monitor arrivals and departures at the property. Digital video recordings shall be taken during times when the property is rented and kept for a minimum of 30 days, and copies shall be provided to the Building Inspector upon request. Notice of locations and purpose of cameras shall be provided to renters as well as disclosure of audio recording, if any.
- PROVIDED ON SURVEY OF PROPERTY.*
- OK* F. Short-term rental occupancy shall not be permitted in any vehicle, trailer or camper, and sleeping accommodations shall not be provided in a tent or other temporary structure.
- G. Exclusive short-term use. There shall only be one short-term rental tenant at any time for any property permitted under this chapter. A nontransient owner or tenant and their family residing at the property as their principal residence may continue to occupy the residential lot during the tenancy of a short-term rental tenant, so long as the total occupancy limitation is not exceeded.
- H. Lodging taxes. The permit holder shall be responsible for collecting and remitting any required lodging and/or sales taxes on the short-term rental fee, as required by local, county, state or federal law. *ONLY PROVIDED TOWN & SCHOOL*
- I. Insurance. Permit holders shall maintain liability insurance for injuries or damage caused by rental guests in an amount determined by the Town Board, as amended from time to time and noted in a schedule to be maintained by the Town Clerk. *- NEED PROOF OF MIN. \$1,000,000 POLICY & FOR STR USE.*
- J. Fire safety. An initial inspection to ensure compliance with the Residential and Fire Codes of New York State shall be required prior to issuance of a short-term rental permit, and a follow-up inspection shall be required annually. Inspection fees shall be set from time to time, according to a fee schedule adopted by the Town Board and noted in a schedule to be maintained by the Town Clerk. In addition to any requirements of the Residential and Fire Codes of New York State, the following standards shall be met:
- (1) A hard-wired fire alarm shall be installed in all bedrooms, kitchens and living spaces. As an alternative to a hard-wired system, a Wi-Fi-based system will be permitted with cellular backup.
 - (2) A fire extinguisher shall be installed in any kitchen and within 10 feet of any fireplace, fire pit, outdoor fire feature or outdoor grill.
 - (3) The fire inspector shall verify that adequate access is afforded to the property for emergency vehicles.
- K. Offer to rent.
- (1) Any offer to rent, as defined herein, shall include the valid permit number.
 - (2) Any offer to rent shall include a disclosure of the short-term rental house policies.
- OK* L. Safe access. Hard-surfaced walkways equipped with low-level lighting shall be provided from the driveway where parking is afforded to the entrance to the short-term rental.
- OK* M. Compliance inspection. As an ongoing condition of the permit, the manager of the premises shall make the premises fully available to the Code Enforcement Officer or duly authorized deputy within 24 hours of receipt of a request by phone, regardless of whether the premises are currently occupied.



Agenda Item Details

Meeting	Jun 05, 2023 - MONROE TOWN BOARD MEETING AGENDA
Category	8. Old Business
Subject	8.2 Short Term Rentals RE: Insurance
Access	Public
Type	Action (Resolution), Discussion
Recommended Action	2023-# BE IT RESOLVED that the Town Board of the Town of Monroe

Public Content

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

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

Administrative Content

Motion & Voting

2023-#330

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

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

Final Resolution: Motion Carries

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



[Home](#) › [Departments](#) › [Departments E - G](#) › [Finance](#) › Hotel & Motel Occupancy Tax

Hotel & Motel Occupancy Tax

The Commissioner of Finance is responsible for the collection of the Hotel and Motel Occupancy Tax imposed on the occupancy of hotel and motel rooms, as authorized and defined in Local Law Number 13 of 2009.

Registration

Each facility in the County which are used for lodging of guests, must be registered with the Commissioner of Finance. An I.D. number will be assigned and the operator will be supplied with a Certificate of Authority, forms and instructions. The Certificate must be prominently displayed.

Filing & Returns

On September 15, 2009, the Hotel and Motel Occupancy Tax became effective. The five percent (5%) occupancy tax shall be paid by the occupant to the operator as trustee of the County. Every operator shall file with the Commissioner of Finance a Return of Tax on Occupancy of Hotel and Motel Rooms for the periods ending the last day of February, May, August and November of each year.

Returns shall be filed within twenty (20) days from the expiration of the period covered thereby. If returns are not filed and taxes not remitted by the due date, penalties and interest are incurred.

Related Documents

- [Application for Certificate of Authority](#)
- [Return of Tax on Occupancy of Hotel Rooms Form \(PDF\)](#)
- [Local Law 13 of 2009 \(PDF\)](#)
- [Local Law 1 of 2012 \(PDF\)](#)
- [Local Law 3 of 2015 \(PDF\)](#)
- [Local Law 5 of 2018 \(PDF\)](#)
- [Local Law 3 of 2021 \(PDF\)](#)

<u>FOR OFFICE USE ONLY</u>
Application #

TOWN OF MONROE
 1465 Orange Turnpike Monroe, NY 10950
 Telephone (845) 845-783-1900 www.townofmonroeny.gov

ENTITY DISCLOSURE FORM

(This form must accompany all land use applications submitted by any Entity as defined herein)

Disclosure of the names and addresses of all persons or entities owning any interest or controlling position of any Limited Liability Company, Partnership, Limited Partnership, Joint Venture, Doing Business Name, Corporation or Association (hereinafter referred to as the "Entity") filing a land-use application before the Town Board is required pursuant to Section 23-11A of the Town Code of the Town of Monroe. The names of all Members of the Entity for the past year from the filing of any land use application must be set forth. Also, the applicant must attach a copy of all Entity documents filed with the New York State Secretary of State or in any other State of its formation as well as all records regarding Membership Interests in the Entity, minutes of any Meetings and records of transfer of any membership interests since the formation of the Entity. If any Member of the Entity is not a natural person, then the names and addresses as well as all other information sought herein must be supplied about the non-natural person member of that Entity, including names, addresses and formation filing documents. Applicants shall submit supplemental sheets for any additional information that does not fit within the below sections, identifying the section being supplemented.

SECTION A.

Name of Entity	Project Name and Address
Address of Entity	City, State, Zip Code
State of Formation	Email and telephone contact information

SECTION B. List all persons, officers, limited or general partners, directors, members, shareholders, manager, authorized persons, beneficial owners, any others with any interest in or with the above referenced Entity. List all persons with a membership or voting interest or controlling position in the Entity along with that parties' business or personal address and telephone number, e-mail address and other contact information. "Authorized person" used herein means an individual or entity, whether or not a shareholder, member, officer or director, or person identified by any other title who is authorized to act, solely or in conjunction with others, on behalf of or for the Entity. Use a supplemental sheet to list additional persons.

Name	Address	Telephone Number

SECTION C. Does any party identified in Section B currently hold a paid or unpaid position with an agency of the Town of Monroe?

☐ YES

☐ NO

If yes, list every Board, Department, Office, agency or other position with the Town of Monroe with which a party has a position, unpaid or paid, and identify the agency, title, and date of hire.

Agency	Title	Date of Hire

SECTION D. The information contained herein shall be updated with the Town Clerk no later than thirty days after any change in information.

Any person who (1) provides false or fraudulent beneficial ownership information; (2) willfully fails to provide complete or updated information; or (3) during the application process, fails to obtain or maintain credible, legible, and updated beneficial ownership information shall be subject to suspension of any pending application by the applicant entity or a stop work order on any work relating to the application or both, in addition to any other applicable penalties under the Town Code or State or Federal Statute or both.

STATE OF _____ COUNTY OF _____.

I, _____ being first duly sworn, according to law, deposes and says that I am (Title) _____, an active and qualified member of the _____, a business duly authorized by law to do business in the State of New York, and that the statements made in the forgoing affidavit are true, accurate, and complete. I further understand that land use applications may have a significant impact upon the health, safety and general welfare of the Town, its inhabitants and visitors, and the Town Board is required to be certain that anyone with any interest or controlling position of the Entity who applies for any land use approval or permission must have no conflict of interest as that term is defined in Town Law as well as the General Municipal Law and that the disclosure of any officers, directors, members, shareholders, managers, authorized persons, beneficial owners, any other controlling parties with the above entity, and all persons with a membership or voting interest in the entity is required to be made in any land use application or request for any approval from the Town to be certain no conflict of interest exists and without the disclosure a full review of any conflict cannot take place.

(Signature) _____ (Print) _____.

Sworn to and subscribed in my presence

this _____ day of _____, 20 _____.

(Notary Public) (Notary Expiration)

OFFICE OF THE BUILDING DEPARTMENT



1465 Orange Turnpike
Monroe, NY 10950
845-783-1900 ext.208
845-782-4009/5597 Fax
www.townofmonroeny.gov

March 7, 2025

Jacob Zicherman
119 Lee Ave. Ste. 719
Brooklyn, NY 11211

RE: 10 Twin Lakes Rd. SBL#19-1-1.3
(Short Term Rental [STR] Application)

Dear Mr. Zicherman,

With reference to your above lot and your submitted application for a Short-Term Rental Permit (STR), your application can't proceed forward because of the following deficiencies:

1) **§ 40-8 Procedure for first permit issuance.**

F. In determining whether to authorize the permit, the Town Board shall consider the information in the application, the testimony of the Building Inspector, the testimony of the application and the testimony of any objecting neighbors and the applicant, and shall authorize the permit where it finds the following standards are met:

(3) The structure and lot are conforming to the requirements of this chapter or have received variances for any nonconformances and the lot and structure are not considered existing nonconforming uses or buildings.

2) Schedule of District Regulations table for SR-15 District requires the following Minimum Areas and Setbacks:

a) **Front Yard 40' min.** The existing front setback is 25.9' from the front property line.

This is an encroachment of 14.1' because of pre-existing non-conforming condition.

b) **Lot Coverage – 15%.** Unknown existing survey does not specify. **Will require updated as-built survey for exact measurement to see if the existing conditions do not exceed 25%.**

You may contest the above through the Zoning Board of Appeals by contacting the ZBA Clerk Norinne McSweeney @ 845-783-1900 ext. 115. If a variance is granted, you shall submit the signed approved resolution for review.

Note: As per section A66-15 of Monroe Town Code “an appeal shall be taken within thirty (30) days of the action of the administrative official appealed from”.

Also note, for now the application will be paused and the house **SHALL NOT BE USED AS A STR.**

Yours truly,


Benigno Maldonado
Building & Fire Inspector
Code Enforcement Officer

Cc: emailed to jacob@happylivingmanagement.com

3/7/2025

STR APPLICATION STR-2025-0018

10 TWIN LAKES RD. SBL# 19-1-1.3
 REVIEW BY B.I. BEN MADDONADO
 OF CONFORMING LOTS W/ ZONING
 FOR STR USE AS PER §40-8 F(3)

ATTACHMENT A: TOWN OF MONROE - SCHEDULE OF DISTRICT REGULATIONS
 Suburban Residential - 15,000 SF District
 Town of Monroe Zoning Chapter 57

1	2	3	4	5	6	7	8	9	10	11
District	Principal Permitted Uses 1) Single-family detached dwelling 2) Municipal park	Accessory Uses 1) Customary accessory uses and structures 2) Home occupation (§57-44B) 3) Gathering place (§57-13J) 4) Accessory apartment dwelling (§57-44A) 5) Noncommercial swimming pool 6) Signs, pursuant to Article XIII 7) Parking pursuant to Article XII	Special Uses Subject to Authorization and Site Plan Approval by the Planning Board 1) Bus passenger waiting shelter (open) (§57-13F) 2) Cemetery (§57-13G) 3) Membership club (§57-13N) 4) Public utility building or structure (§57-13S) 5) Livestock keeping, breeding, housing and raising on lots of 20 acres or more (§57-13M) 6) Child daycare center subject to § 57-13H 7) Place of worship (§57-13Q) 8) Public or private school (§57-13R) 9) Mobile home park on a 15-acre site (§ 57-13O) 10) Adaptive reuse of a historic building. (§57-13A)	Minimum Lot Area (sq. ft.)	Minimum Lot Width (feet)	Minimum Front Yard (feet)	Minimum Side Yard One Total	Minimum Rear Yard (feet)	Maximum Lot Coverage	Maximum Building Height Feet Stories
SR-15	OK - PERMITTED			1 acre without central sewer facilities 15,000 with central sewer facilities	125 85	50 40	30 15 OK	60 40 OK	15% 25% ?	35 35 OK LESS THAN REQUIRED

EXISTING CONDITIONS:

4,397 SF

191.08'

25.9'

54'

117.5'

117.8'

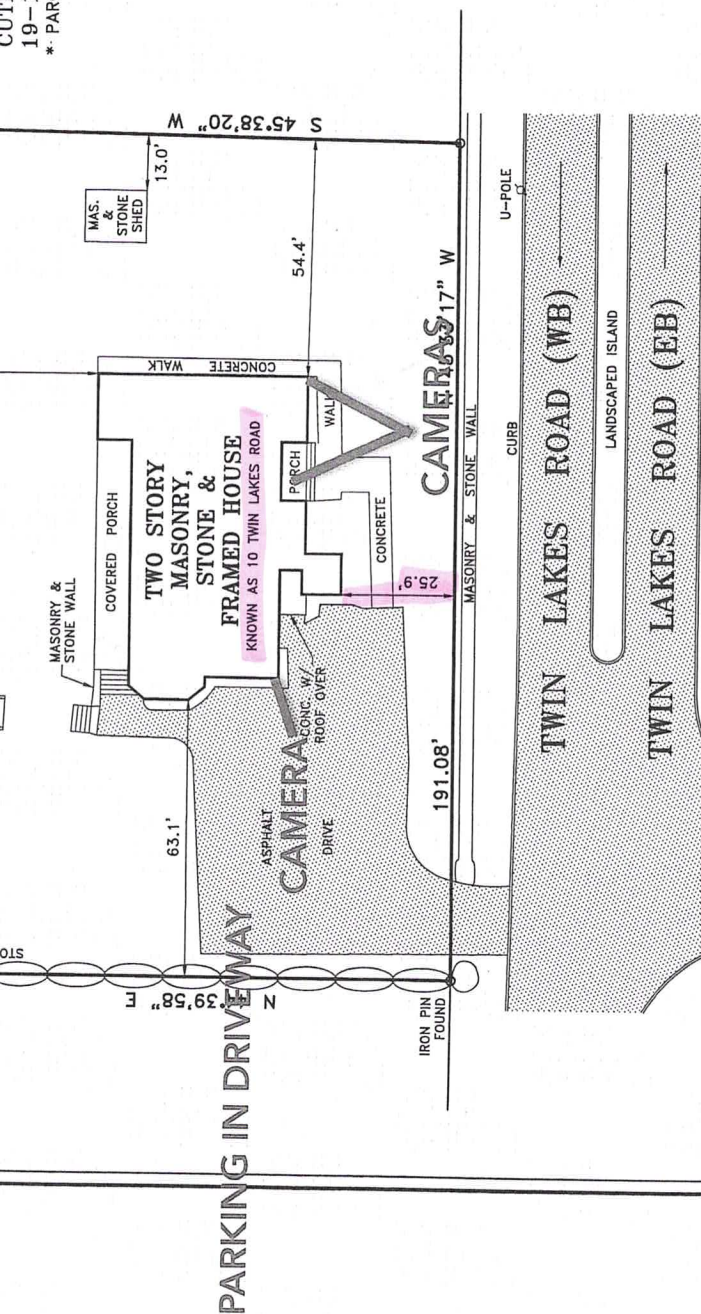
NOT KNOWN

OK

OK

REQUIRES 2BA VARIANCE

CUTRONE
19-1-1.1
* PARCEL 3



GENERAL NOTES:

1. THE PREMISES SHOWN HEREON IS GENERALLY AS DESCRIBED IN DEED LIBER-14889 PAGE-909 RECORDED IN THE ORANGE COUNTY CLERK'S OFFICE.
2. SURVEYED AS PER RECORD DESCRIPTIONS, RECORD FILED MAP, AND EXISTING MONUMENTATION.
3. SUBJECT TO ANY EASEMENTS AND/OR RIGHT OF WAYS THAT AN ACCURATE UP TO DATE ABSTRACT OF TITLE MAY SHOW.
4. THE LOCATION OF ANY SUBSURFACE EASEMENTS, RIGHT OF WAYS, ENCROACHMENTS, AND/OR IMPROVEMENTS, IF ANY EXIST, ARE NOT CERTIFIED OR SHOWN HEREON.
5. ALL CERTIFICATIONS HEREON ARE VALID FOR THIS MAP AND COPIES THEREOF ONLY IF SAID MAP OR COPIES BEAR THE ORIGINAL SEAL OF THE SURVEYOR WHOSE SIGNATURE APPEARS HEREON.
6. ANY ALTERATIONS OR ADDITIONS TO THIS SURVEY IS A VIOLATION OF SECTION 7209 OF THE NEW YORK STATE EDUCATION LAW, EXCEPT AS PER SECTION 7209, SUBDIVISION 2.
- * 7. REFERENCE: 'SURVEY OF LANDS OF ALFRED KAPLAN AND OTHERS L 1832 - P 137' FILED IN THE ORANGE COUNTY CLERK'S OFFICE ON JULY 1, 1970 AS MAP #2533.
8. PROPERTY CORNER MONUMENTS WERE NOT PLACED AS PART OF THIS SURVEY.

W.E. James

**Engineering and
Land Surveying, PLLC**

8 CHEANDA LANE
WALKILL, NEW YORK 12589
PHONE: (845) 566-6522
EMAIL: WEJames@optonline.net
www.welamesassociates.com



COPIES OF THIS SURVEY MAP NOT BEARING THE LAND SURVEYOR'S EMBOSSED SEAL SHALL NOT BE CONSIDERED TO BE A TRUE AND VALID COPY. GUARANTEES OR CERTIFICATIONS OF THE SURVEYOR ARE LIMITED TO THE SURVEY MAP AS PREPARED, AND ON THIS BEHALF TO THE TITLE COMPANY, GOVERNMENTAL AGENCY INSTITUTIONS OR SUBSEQUENT OWNERS. GUARANTEES ARE NOT TRANSFERABLE TO ADDITIONAL FIELD SURVEY COMPLETED ON: SEPTEMBER 15, 2022

CERTIFIED ONLY TO:

1. JACOB ZICHERMAN
2. ANTHEM TITLE INSURANCE COMPANY
3. RIVERSIDE ABSTRACT, LLC

PROJECT TITLE:

SURVEY PREPARED FOR

**Jacob
Zicherman**

TAX MAP SECTION 19, BLOCK 1, LOT 1.3
TOWN OF MONROE
ORANGE COUNTY, NEW YORK

SCALE: 1" = 30' DATE: SEPT. 19, 2022 SHEET NO: 1 OF 1

PROJECT CAD REFERENCE:

ORANGE COUNTY/TOWN OF MONROE/TWIN LAKES ROAD/ZICHERMAN.DWG

William E. James

WILLIAM E. JAMES, P.E., P.L.S.

NY STATE PROFESSIONAL LAND SURVEYOR LICENSE #050506

LOT AREA
41,397.28 S.F.
OR
0.95 ACRES

ROUND LAKE



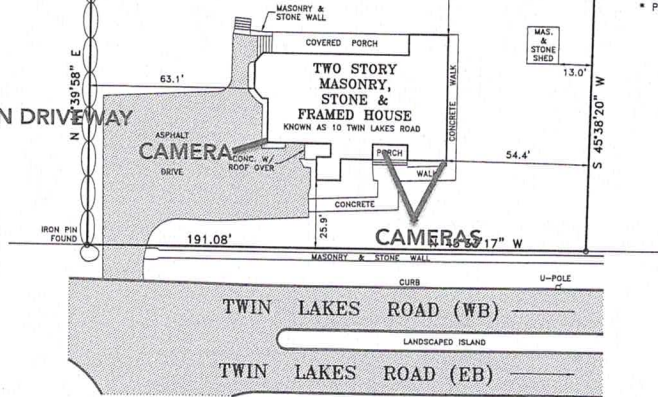
N/F
KUKIC & MURIQI
19-1-1.2

N/F MARCOVICI
(FORMERLY MAHREM)

N/F
CUTRONE
19-1-24
* PARCEL 1

N/F
CUTRONE
19-1-1.1
* PARCEL 3

PARKING IN DRIVEWAY



GENERAL NOTES:

1. THE PREMISES SHOWN HEREON IS GENERALLY AS DESCRIBED IN DEED LIBER-14889 PAGE-909 RECORDED IN THE ORANGE COUNTY CLERK'S OFFICE.
2. SURVEYED AS PER RECORD DESCRIPTIONS, RECORD FILED MAP, AND EXISTING MONUMENTATION.
3. SUBJECT TO ANY EASEMENTS AND/OR RIGHT OF WAYS THAT AN ACCURATE UP TO DATE ABSTRACT OF TITLE MAY SHOW.
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8. PROPERTY CORNER MONUMENTS WERE NOT PLACED AS PART OF THIS SURVEY.

W.E. James
Engineering
and
Land Surveying, PLLC
8 CHEANDA LANE
WALKILL, NEW YORK 12580
PHONE: (845) 566-8022
EMAIL: WEJames@optonline.net
www.wejamesassociates.com

COPIES OF THIS SURVEY MAP AND BEARING THE LAND SURVEYOR'S EMPLOYED SEAL, SHALL BE FURNISHED TO THE CLIENT. THIS SURVEYOR'S SEAL IS GUARANTEED BY THE STATE OF NEW YORK. THE SURVEYOR'S SEAL IS NOT VALID UNLESS IT IS PLACED ON THE SURVEY MAP. THE SURVEYOR'S SEAL IS NOT VALID UNLESS IT IS PLACED ON THE SURVEY MAP. THE SURVEYOR'S SEAL IS NOT VALID UNLESS IT IS PLACED ON THE SURVEY MAP.

CERTIFIED ONLY TO:
1. JACOB ZICHERMAN
2. AMTRUST TITLE INSURANCE COMPANY
3. RIVERSIDE ABSTRACT, LLC

William E. James
WILLIAM E. JAMES, P.E., P.L.S.
NY STATE PROFESSIONAL LAND SURVEYOR LICENSE #0060506

PROJECT TITLE:
SURVEY PREPARED FOR
Jacob Zicherman
TAX MAP SECTION 18, BLOCK 1, LOT 1.3
TOWN OF MONROE
ORANGE COUNTY, NEW YORK

SCALE: 1" = 30'
DATE: SEPT. 15, 2022
SHEET NO. 1 OF 1

PROJECT CAD REFERENCE:
ORANGE COUNTY/TOWN OF MONROE/TWIN LAKES ROAD/ZICHERMAN/PLN

Approved _____



Permit No. _____

Building Inspector

1465 Orange Turnpike
Monroe, NY 10950

www.townofmonroeny.gov | 845-783-1900 ext. 208

APPLICATION FOR BUILDING PERMIT

INSTRUCTIONS:

- Application** must be completely filled out and submitted in duplicate to the Building Inspector.
- Two survey's drawn to scale** locating clearly and distinctly all buildings and wetland (lakes, ponds, streams, swamps, marsh, etc), whether existing or proposed, and indicate all set-back dimensions from property lines. Give lot and block numbers or description according to deed, and show street names and indicate whether interior or corner lot.
- Two sets of plans and specifications drawn to scale showing proposed construction.** Plans and specifications describing the nature of the work to be performed, the materials and equipment to be used and installed and details of structural, mechanical, electrical and plumbing installations. ***If a Zoning Board of Appeals variance was issued, submit a copy with this application.
- Contract Agreement or Contract** (if applicable)
- Liability Insurance Certificate and Workman's Compensation Certificate** naming The Town of Monroe as Certificate Holder.
- If the owner and/or contractor is an LLC, CORP, or INC: submit an Entity Disclosure Form with application.
- Fees:** See attached building permit fee schedule. All fees are to be paid at the time of application.

APPLICATION IS HERBY MADE for the issuance of a Building Permit, the applicant agrees to comply with all applicable laws, ordinance and regulations. No work covered by this application may be commenced before a Building Permit is issued.

Name of Applicant: Jacob Zicherman

Full Address: 199 Lee Ave Ste. 719 Brooklyn, NY 11211

State whether applicant is: ☒ Owner ☐ Architect ☐ Engineer ☐ Contractor/Builder ☐ Other _____

If applicant is a corporation, provide name & title of duly authorized officer and a completed **Entity Disclosure Form**:

1. Address of proposed work being done: 10 Twin Lakes Rd. Monroe, NY 10950 SECTION: 19 BLOCK: 1 LOT: 13

2. Nature of work (describe in detail) Zoning approval for front porch

3. **Estimated Cost*** _____ **Fee:** _____ **Fee w/ Violations:** _____

*Costs for the work described in the Application for Building Permit include the cost of all the construction and other work done in connection therewith exclusive of the cost of the land. If final cost shall exceed estimated cost, an additional fee may be required before the issuance of Certificate of Occupancy. **Checks made payable to Town of Monroe.**

4. Dimensions of entire new Construction: Front _____ Rear _____ Depth _____ Height _____

5. Name of Owner of Premises Jacob Zicherman **10 TWIN LAKES LLC** Phone #: 347-587-0916
Address: 199 Lee Ave Ste. 719 Brooklyn, NY 11211

6. Name of Architect/Engineer _____ Phone #: _____
Address: _____

7. Name of Contractor _____ Phone #: _____
Address: _____

Upon approval of this application, the Building Department will issue a Building Permit to the applicant together with approved duplicate set of plans and specifications. Such permit and approved plans and specifications shall be kept on the premises available for inspection by the Building Department.

SIGNATURE _____

EMAIL: jacob@happylivingmanagement.com

*Certificate of Occupancy/Completion will be issued by e-mail ONLY



1465 Orange Turnpike
Monroe, NY 10950
www.monroeny.org | 845-783-1900 ext. 208

BUILDING PERMIT FEE SCHEDULE

Estimated Cost	Fee B/P	Estimated Cost	Fee B/P	Estimated Cost	Fee B/P	Estimated Cost	Fee B/P
\$1,000	\$200	\$26,000	\$700	\$51,000	\$1,200	\$76,000	\$1,700
\$2,000	\$220	\$27,000	\$720	\$52,000	\$1,220	\$77,000	\$1,720
\$3,000	\$240	\$28,000	\$740	\$53,000	\$1,240	\$78,000	\$1,740
\$4,000	\$260	\$29,000	\$760	\$54,000	\$1,260	\$79,000	\$1,760
\$5,000	\$280	\$30,000	\$780	\$55,000	\$1,280	\$80,000	\$1,780
\$6,000	\$300	\$31,000	\$800	\$56,000	\$1,300	\$81,000	\$1,800
\$7,000	\$320	\$32,000	\$820	\$57,000	\$1,320	\$82,000	\$1,820
\$8,000	\$340	\$33,000	\$840	\$58,000	\$1,340	\$83,000	\$1,840
\$9,000	\$360	\$34,000	\$860	\$59,000	\$1,360	\$84,000	\$1,860
\$10,000	\$380	\$35,000	\$880	\$60,000	\$1,380	\$85,000	\$1,880
\$11,000	\$400	\$36,000	\$900	\$61,000	\$1,400	\$86,000	\$1,900
\$12,000	\$420	\$37,000	\$920	\$62,000	\$1,420	\$87,000	\$1,920
\$13,000	\$440	\$38,000	\$940	\$63,000	\$1,440	\$88,000	\$1,940
\$14,000	\$460	\$39,000	\$960	\$64,000	\$1,460	\$89,000	\$1,960
\$15,000	\$480	\$40,000	\$980	\$65,000	\$1,480	\$90,000	\$1,980
\$16,000	\$500	\$41,000	\$1,000	\$66,000	\$1,500	\$91,000	\$2,000
\$17,000	\$520	\$42,000	\$1,020	\$67,000	\$1,520	\$92,000	\$2,020
\$18,000	\$540	\$43,000	\$1,040	\$68,000	\$1,540	\$93,000	\$2,040
\$19,000	\$560	\$44,000	\$1,060	\$69,000	\$1,560	\$94,000	\$2,060
\$20,000	\$580	\$45,000	\$1,080	\$70,000	\$1,580	\$95,000	\$2,080
\$21,000	\$600	\$46,000	\$1,100	\$71,000	\$1,600	\$96,000	\$2,100
\$22,000	\$620	\$47,000	\$1,120	\$72,000	\$1,620	\$97,000	\$2,120
\$23,000	\$640	\$48,000	\$1,140	\$73,000	\$1,640	\$98,000	\$2,140
\$24,000	\$660	\$49,000	\$1,160	\$74,000	\$1,660	\$99,000	\$2,160
\$25,000	\$680	\$50,000	\$1,180	\$75,000	\$1,680	\$100,000	\$2,180

Example:	Estimated Cost	Calc.	Fee
	\$100,000	(see schedule)	\$2,180
	\$25,000	(25 x 10)	\$250
	\$125,000		\$2,430

Additional \$10.00 per \$1,000 after \$100,000

**Make checks payable to:
Town of Monroe**

Permit Fees will be based on Fair Market cost of construction. Estimated cost is to be rounded up to the next thousand. (Example: est. cost \$25, 350, would become \$26, 000).

Building Permit fees will be TRIPLED where application is made for work performed without the applicant having initially secured a building permit.



Orange County – New York
Department of Finance
Orange County Government Center
255 Main Street, Goshen, NY 10924
Phone: 845-291-2486 Fax: 845-378-2372

I.D. No. H-
(TO BE ASSIGNED BY COUNTY)

APPLICATION FOR CERTIFICATE OF AUTHORITY TO COLLECT HOTEL AND MOTEL OCCUPANCY TAX

ALL QUESTIONS MUST BE ANSWERED (Please type or print)

Federal ID or Social Security # 87 1789584

1. Business Name: N/A Telephone: 347-587-0916
2. Owner's Name: Jacob Zicherman 10 TWIN LAKES LLC Operator's Name: N/A
3. Business Address: 119 Lee Ave. Ste. 719 Brooklyn, NY 11211
E-mail address: jacob@happylivingmanagement.com

4. Hotel Name (if different than above): _____ Telephone: 347-587-0916
5. Hotel Address (if different than above): 10 Twin Lakes Rd. Monroe, NY 10950

6. List below name and home address of ALL individuals, partners, or principal officers (if corporation)

NAME	HOME ADDRESS	TITLE	PHONE NO.
N/A			

7. Number of Rooms: Entire House 8. Date business started in Orange County: waiting for STR permit from Town of Monroe

9. If acquired from former owner, date business purchased: N/A

Name of former owner: _____

10. Type of Establishment: ☐ Hotel ☐ Motel ☐ Bed & Breakfast ☐ Other: Airbnb, Vrbo

11. Type of Ownership: ☒ Individual ☐ Partnership ☐ Corporation ☐ Other: _____

12. Type of Business: ☒ Year-Round ☐ Seasonal (operates 6 months or less per year)

13. Do you operate any other establishments: ☐ yes ☐ no

If yes, list names and locations: _____

I hereby certify that the statements made herein have been examined by me and are, to the best of my knowledge and belief, true and complete.

Date: 3/24, 2025

Signature: _____

Printed Name: Jacob Zicherman

Title: Owner

PENALTIES: Any owner who willfully fails to file a registration form shall be liable to the penalties provided by law.



EVIDENCE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY)
8/14/2025

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

AGENCY Global Risk Services Group Inc 670 Flushing Ave Ste 201 Brooklyn, NY 11206	PHONE (A/C, No, Ext): (718) 840-3636	COMPANY Berkshire Hathaway Direct Insurance Company	
FAX (A/C, No): (718) 840-3637	E-MAIL ADDRESS: Sam@globalrsg.com		
CODE: AGENCY CUSTOMER ID #: JACOZIC-01	SUB CODE:		
INSURED 10 Twin Lakes LLC 199 Lee Avenue #719 Brooklyn NY 11211	LOAN NUMBER	POLICY NUMBER JAH0581029	
	EFFECTIVE DATE 9/13/2024	EXPIRATION DATE 9/13/2025	☐ CONTINUED UNTIL TERMINATED IF CHECKED
THIS REPLACES PRIOR EVIDENCE DATED:			

PROPERTY INFORMATION

LOCATION/DESCRIPTION Loc # 1, 10 Twin Lakes Rd, Monroe, NY 10950
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 EVIDENCE OF PROPERTY INSURANCE 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.

COVERAGE INFORMATION

PERILS INSURED	BASIC	BROAD	SPECIAL	AMOUNT OF INSURANCE	DEDUCTIBLE
COVERAGE / PERILS / FORMS					
Loc # 1					
Dwelling				\$1,167,042	2,500
Personal Liability Each Occurrence				\$1,000,000	
Medical Payments Each Person				\$5,000	
Loss of Use				\$350,113	
Other Structures				\$116,704	

REMARKS (Including Special Conditions)

This policy covers short-term rental activities.

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

ADDITIONAL INTEREST

NAME AND ADDRESS Nationstar Mortgage LLC, ISAOA/ATIMA PO Box 7729 Springfield, OH 45501	☒	ADDITIONAL INSURED	☐ LENDER'S LOSS PAYABLE	☒	LOSS PAYEE
	☒	MORTGAGEE			
	LOAN #				
	AUTHORIZED REPRESENTATIVE 				

FILE IT USA INC.
866 Myrtle Ave
Brooklyn, NY 11206-7452
service@fileitusa.com



INVOICE

BILL TO

JACOB ZICHERMAN
199 Lee Ave, Ste 719
Brooklyn, NY 11211

INVOICE # 14242

DATE 07/21/2021

DUE DATE 07/21/2021

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
07/21/2021	LLC FORMATION - NY	10 Twin Lakes LLC - LLC FORMATION + EIN, STATE OF NY	1	350.00	350.00
07/21/2021	LLC PUBLISHING - ALBANY COUNTY	10 Twin Lakes LLC - LLC PUBLISHING, ALBANY COUNTY	1	250.00	250.00
07/21/2021	CHANGE FROM ALBANY COUNTY	CHANGE FROM ALBANY COUNTY	1	100.00	100.00

Thank you for your business.

PAYMENT

700.00

BALANCE DUE

\$0.00



Certificate of Mailing — Firm

Name and Address of Sender	TOTAL NO. of Pieces Listed by Sender	TOTAL NO. of Pieces Received at Post Office™	Affix Stamp Here Postmark with Date of Receipt.
	Postmaster, per (name of receiving employee)		

USPS® Tracking Number Firm-specific Identifier	Address (Name, Street, City, State, and ZIP Code™)	Postage	Fee	Parcel Airlift
1.	42 TWIN Lakes Rd Montroe NY 10950			
2.	Liu, Dongzhou 42 TWIN Lakes Rd Montroe NY 10950			
3.	Killebrew Herman 3 Frances Ln Montroe NY 10950			
4.	Laskaris James 7 Frances Ln Montroe NY 10950			
5.	Oster Dmitri 34 TWIN Lakes Rd Montroe NY 10950			
6.	manhilla Daryl 32 TWIN Lakes Rd Montroe NY 10950			



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of Pieces Listed by Sender

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Postmaster, per (name of receiving employee)

USPS® Tracking Number
Firm-specific Identifier

Address
(Name, Street, City, State, and ZIP Code™)

Postage

Fee

Parcel Airlift

1.

Woods Judith D
31 Stone Crest Rd

Montroe NY 10950

2.

Chaz Carlos
37 Stone Crest Rd

Montroe NY 10950

3.

Gil Raymond
255 Mine Rd

Montroe NY 10950

4.

~~Oshea~~ Oshea James A
21 East Crossman Ave.

Montroe NY 10950

5.

Matcovici Rodik R
308 Lake Rd

Montroe NY 10950

6.

Monaghan Chasings LLC
East Crossman Ave.

Montroe NY 10950



Certificate of Mailing — Firm

Name and Address of Sender

TOTAL NO.
of Pieces Listed by Sender

30

TOTAL NO.
of Pieces Received at Post Office™

30

Affix Stamp Here
Postmark with Date of Receipt.



0000

U.S. POSTAGE PAID
MONROE, NY
10950
AUG 13, 25
AMOUNT

\$21.00
\$2324E501262-3

Postmaster, per (name of receiving employee)

[Signature]



USPS® Tracking Number
Firm-specific Identifier

Address

(Name, Street, City, State, and ZIP Code™)

Postage

Fee

Parcel Airlift

1.

Mahan Robert
130 Cromwell Hill Rd

Monroe NY 10950

2.

Speller Barry F
9 East Crossman Ave.

Monroe NY 10950

3.

Predagast Michael Jr
13 East Crossman Ave.

Monroe NY 10950

4.

O Shea James
21 East Crossman Ave.

Monroe NY, 10950

5.

Cutrone Robert J
8 Twin Lakes Rd 10950

~~109~~ Monroe NY 10950

6.

Zickeman Jacob
100 Lee Ave. 710

Brooklyn NY 11211



Certificate of Mailing — Firm

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Postmaster, per (name of receiving employee)					
USPS® Tracking Number Firm-specific Identifier	Address (Name, Street, City, State, and ZIP Code™)		Postage	Fee	Parcel Airlift
1.	Avery Michael 17 Frances Ln Montroe NY 10950				
2.	Abdallaah Amir 24 TWIN LAKES Rd Montroe NY 10950				
3.	Dhyot Conardeta N 30 Frances Ln Montroe NY 10950				
4.	Gorette Living Trust Gerald & Gloria 46 TWIN LAKES Rd Montroe NY 10950				
5.	Gerenscer Stephen 15 Frances Ln Montroe NY 10950				
6.	Harrington Michael 10 Frances Ln Montroe NY 10950				



MONROE
787 STATE ROUTE 17M
MONROE, NY 10950-9998
www.usps.com

08/13/2025

04:07 PM

Product	Qty	Unit Price	Price
CIOM - Firm - Domestic	30		\$21.00

Grand Total:

Credit Card Remit \$21.00
Card Name: MasterCard \$21.00
Account #: XXXXXXXXXX1728
Approval #: 021720
Transaction #: 247
AID: A0000000041010
AL: MASTERCARD
PIN: Not Required

Chip
CAPITAL ONE

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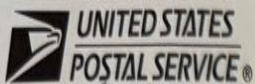
Customer Service
1-800-ASK-USPS
Agents do not have any additional
information other than what is provided on
USPS.com.

Tell us about your experience.
Go to: <https://postalexperience.com/Pos>
or scan this code with your mobile device.



or call 1-800-410-7420.

UFN: 355415-0063
Receipt #: 840-51050112-2-9350957-2
Clerk: 3



Certificate of Mailing — Firm

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Postmaster, per (name of receiving employee)					
USPS® Tracking Number Firm-specific Identifier	Address (Name, Street, City, State, and ZIP Code™)	Postage	Fee	Parcel Airlift	
1.	George Roberts 251 Mine Rd Montroe NY 10950				
2.	O Shea James 21 East Crossman Ave Montroe NY 10950				
3.	Twin Lakes LLC 107 198 Lee Ave 71a Brooklyn NY 11211				
4.	Smith Living Trust 8 Frances Ln Montroe NY 10950				
5.	Ann ashton Dorothy A 46 Jacklin ct clifton ct 07012				
6.	Ghall Brian 37 Twin Lakes Rd Montroe NY 10950				



ORANGE COUNTY DEPARTMENT OF FINANCE

Kerry Gallagher
Commissioner

Andrea Concannon
Deputy Commissioner

Located at:
255 Main Street
Goshen, New York 10924

Administration: 845-291-2485
Accounts Payable: 845-360-6666
Payroll Office: 845-291-2030
Audit: 845-291-2510
Property Tax: 845-291-2480

Main Fax: 845-378-2372
Payroll Fax: 845-360-9170

Steven M. Neuhaus
County Executive

March 27, 2025

Attn: Jacob Zicherman
10 Twin Lakes LLC
119 Lee Ave Ste 719
Brooklyn, NY 11211

Dear Operator,

The Orange County Hotel and Motel Occupancy Tax was filed with the New York State Department of State and was effective as of September 15, 2009.

Enclosed please find the following documents:

- Certificate of Authority
- Rules and Regulations
- Return of Tax on Occupancy of Hotel and Motel Rooms form
- Local Law No. 13 of 2009

You may make copies of the return, which are due quarterly, for future filings. The local law, the return and the Rules and Regulations are available on the County's website www.orangecountygov.com under:

- County Departments
 - Finance Department
 - Hotel and Motel Occupancy Tax
 - Return of Tax on Occupancy of Hotel Rooms form

The Certificate number you have been issued is **H-00391**. This must appear on all correspondence, including the quarterly returns and all checks.

If you should have any questions, please call this office at 845-291-2486.

Sincerely,

Kerry Gallagher

Commissioner of Finance



CERTIFICATE OF AUTHORITY

HOTEL AND MOTEL OCCUPANCY TAX

Steven M. Neuhaus
County Executive

Kerry Gallagher
Finance Commissioner

IDENTIFICATION NUMBER

H - 00391

(Use this number on all returns, payments & correspondence)



Issued: March 2025

BUSINESS NAME:

10 Twin Lakes LLC

ADDRESS:

10 Twin Lakes Rd

Monroe, NY 10950

is authorized to collect Hotel and Motel Occupancy Tax under Local Law Number 13 of 2009, pursuant to Chapter 208 of the Laws of 1983 of the State of New York.

This certificate must be prominently displayed in the place of business.

Rules and Regulations – Occupancy Tax

(Pursuant to Orange County Local Law Number 13 of 2009)

Due Dates for Filing Returns: (must be postmarked by due date)

QUARTER	PERIOD COVERED	DUE DATE
1 st	December 1 st – February 29 th	March 20 th
2 nd	March 1 st – May 31 st	June 20 th
3 rd	June 1 st – August 31 st	September 20 th
4 th	September 1 st – November 30 th	December 20 th

Payment of Taxes:

At the time of filing the Occupancy Tax Return, all taxes for room rentals shall be made payable to:

County of Orange, Commissioner of Finance

(Please include your Certificate of Authority number on your check.)

Mail your return and payment to:
Occupancy Tax
Orange County Commissioner of Finance
255 Main Street
Goshen, NY 10924

Failure to pay taxes with a filed return on the due date listed above will result in the Orange County Commissioner of Finance issuing a formal notice and demand for payment of tax and all interest and penalties thereon.

Penalties and Interest:

A. Penalties

Failure to File/Pay by Due Date: A penalty of 5% will be assessed on the amount due.

B. Interest

Interest will be assessed at a rate of 1% per month on the unpaid balance beginning with the month following the due date of the return.

Further collection actions and procedures are explained in the Orange County Local Law No. 13 of 2009.



ORANGE COUNTY DEPARTMENT OF FINANCE

255 Main Street
Goshen, NY 10924

Phone: 845-291-2486 • Fax: 845-378-2372

RETURN OF TAX ON OCCUPANCY OF HOTEL AND MOTEL ROOMS

(Pursuant to Local Law 13 of 2009 of the County of Orange, New York)

PLEASE PRINT OR TYPE

Certificate#: _____ Phone Number: _____ EIN# (nine-digit number): _____

Business/Owner Name: _____

Name of Establishment: _____

Mailing Address: _____

Mailing Address City, State, Zip Code: _____

Year: 20 ____ Quarter: ☐ 1st 12/1–2/29 Due 3/20 ☐ 2nd 3/1–5/31 Due 6/20 ☐ 3rd 6/1–8/30 Due 9/20 ☐ 4th 9/1–11/30 Due 12/20

☐ FINAL RETURN: Business has been sold or permanently closed.

Number of rooms rented for the quarter: _____ If seasonal, indicate months of operation: _____

Type of Establishment: ☐ Hotel ☐ Motel ☐ B&B ☐ Other: _____

COMPUTATION OF TAX:

A. Gross Income from rooms _____ \$ _____

B. Less Exempt Income from rooms _____ must complete page 2 \$(_____)

C. Net Income from rooms _____ Line A minus Line B \$ _____

D. Less Refunds and Other Credits _____ must complete page 2 \$(_____)

E. Net Income from rooms _____ Line C minus Line D \$ _____

F. Tax Due _____ Line E multiplied by 5% \$ _____

G. 5% Penalty _____ Line F multiplied by 5% (if applicable) \$ _____
(applied after the 20th of the month in which the payment is due (ex: payment due 3/20, penalty applied 3/21))

H. 1% Interest per month until paid in full _____ Line F multiplied by 1% (if applicable) \$ _____
(accrues the month after the payment is due (ex: payment due 3/20, interest starts to accrue 4/20))

I. Total Due _____ Add Lines F through H \$ _____

This return must be filed whether or not there is a tax to be remitted.

This form must be returned (postmarked) with your remittance for the full amount of the tax due within 20 days after the last day of the tax quarter to avoid the imposition of a penalty and interest.

Make check payable to: Commissioner of Finance, include Certificate Number (H#) in the memo section of the check.

Mail to: Occupancy Tax, Orange County Department of Finance, 255 Main Street, Goshen, NY 10924

Certificate of Taxpayer

Under the penalties of perjury, I hereby certify that this report is, to the best of my knowledge and belief, a true and complete return.

Type or Print Name Signature

Title Date



ORANGE COUNTY DEPARTMENT OF FINANCE

255 Main Street
Goshen, NY 10924

Phone: 845-291-2486 • Fax: 845-378-2372

RETURN OF TAX ON OCCUPANCY OF HOTEL AND MOTEL ROOMS

(Pursuant to Local Law 13 of 2009 of the County of Orange, New York)

EXEMPT INCOME WORKSHEET

Certificate#: _____ Name of Establishment: _____

Year: 20__ Quarter: ☐ 1st 12/1-2/29 Due 3/20 ☐ 2nd 3/1-5/31 Due 6/20 ☐ 3rd 6/1-8/30 Due 9/20 ☐ 4th 9/1-11/30 Due 12/20

- I. Exempt Income from rooms \$ _____ (amount reported on Page 1, Line B)
Below, using one (1) line per room rented, breakdown all Exempt Income reported according to the Type of Occupant (i.e. Permanent Resident, Exempt Occupant or Tax-Exempt Organization).

Use one (1) line per room rented.

	Type of Occupant (Use one line per room)	Rate for room per day	Total number of days rented	Total Dollars Exempt
ex:	Permanent Resident	\$65.00/day	45	\$2,925.00
1.	_____	\$ _____	_____	\$ _____
2.	_____	\$ _____	_____	\$ _____
3.	_____	\$ _____	_____	\$ _____
4.	_____	\$ _____	_____	\$ _____
5.	_____	\$ _____	_____	\$ _____
6.	_____	\$ _____	_____	\$ _____
7.	_____	\$ _____	_____	\$ _____
8.	_____	\$ _____	_____	\$ _____
9.	_____	\$ _____	_____	\$ _____
10.	_____	\$ _____	_____	\$ _____

Total Exemption Amount \$ _____

- II. Refunds and Other Credits \$ _____ (amount reported on Page 1, Line D)
Below, enter a description and a dollar amount for each refund or credit reported.

	Description	Dollar Amount
ex:	Tax overpayment on previous return	\$200.00
1.	_____	\$ _____
2.	_____	\$ _____

Total Refunds and Other Credits \$ _____

Certificate of Taxpayer

Under the penalties of perjury, I hereby certify that this report is, to the best of my knowledge and belief, a true and complete return.

_____	_____
Type or Print Name	Signature
_____	_____
Title	Date



ORANGE COUNTY DEPARTMENT OF FINANCE

255 Main Street
Goshen, NY 10924

Phone: 845-291-2486 • Fax: 845-378-2372

RETURN OF TAX ON OCCUPANCY OF HOTEL AND MOTEL ROOMS

(Pursuant to Local Law 13 of 2009 of the County of Orange, New York)

INSTRUCTIONS

1. Read through these instructions before filling in the Return of Tax on Hotel and Motel Rooms and the Exempt Income Worksheet.
2. Make sure the form is filled in completely and legibly.
3. Be sure to enter your Certificate Number (H#) **on all documentation and payments**. This is the number issued to you by the County and can be found on your Certificate of Authority.
4. The phone number should be the number to call if there are any questions regarding this return.
5. If you enter an amount on **Line B** (Less Exempt Income from rooms) you are claiming Exempt Income. You must complete the corresponding section on page 2 (Exempt Income Worksheet) or provide a computerized report. An explanation is required for all exempt income. If a satisfactory explanation is not provided you will be responsible to remit the tax on the amount claimed as an exemption.
6. If you enter an amount on **Line D** (Less Refunds and Other Credits) you are claiming that you overpaid your taxes in a previous quarter. You must complete the corresponding section on page 2 (Exempt Income Worksheet) or provide a computerized report. An explanation is required for all refunds and other credits. If a satisfactory explanation is not provided you will be responsible to remit the tax on the amount claimed as a refund and/or other credit.
7. If your return with your remittance for the full amount of the tax due will not be postmarked by the due date stated, you will owe the penalty. Multiply the amount on **Line F** (Tax Due) by 5% or .05. Enter the result on **Line G** (5% Penalty). If no penalty is due, enter a "0" on **Line G** (5% Penalty).
8. If you fail to file a return or pay the full amount of tax by the stated due date, interest will accrue at the rate of 1% of such tax for each month of delay, excepting the first month after such return was required to be filed or such tax became due. If interest is due, multiply the amount on **Line F** (Tax Due) by 1% or .01. Take that amount and multiply it by the number of months the return is overdue. **Exclude the month that includes the due date, for example, if the return is due on March 20th interest will begin to accrue on April 20th.** Enter the amount on **Line H** (Interest at 1% per month until paid in full). If no interest is due, enter a "0" on **Line H** (Interest at 1% per month until paid in full).
9. **Line I** (Total Due) is the total amount due and must match the amount on your check. Make the check payable to the Commissioner of Finance and including the Certificate Number in the memo section of the check.
10. You must sign and date the Return of Tax on Occupancy of Hotel and Motel Rooms form certifying under the penalties of perjury, that the report is, to the best of your knowledge and belief, a true and complete return.
11. If completed, you must sign and date the Exempt Income Worksheet form certifying under the penalties of perjury, that the report is, to the best of your knowledge and belief, a true and complete return.
12. Send the Return of Tax on Occupancy of Hotel and Motel Rooms, the Exempt Income Worksheet form or computer generated for exemptions, refunds and/or other credits, along with your payment to:
Attn: Occupancy Tax, Orange County Department of Finance, 255 Main Street, Goshen, NY 10924

FOR OFFICE USE ONLY

Application #

TOWN OF MONROE

1465 Orange Turnpike Monroe, NY 10950

Telephone (845) 845-783-1900 www.townofmonroeny.gov**ENTITY DISCLOSURE FORM**

(This form must accompany all land use applications submitted by any Entity as defined herein)

Disclosure of the names and addresses of all persons or entities owning any interest or controlling position of any Limited Liability Company, Partnership, Limited Partnership, Joint Venture, Doing Business Name, Corporation or Association (hereinafter referred to as the "Entity") filing a land-use application before the Town Board is required pursuant to Section 23-11A of the Town Code of the Town of Monroe. The names of all Members of the Entity for the past year from the filing of any land use application must be set forth. Also, the applicant must attach a copy of all Entity documents filed with the New York State Secretary of State or in any other State of its formation as well as all records regarding Membership Interests in the Entity, minutes of any Meetings and records of transfer of any membership interests since the formation of the Entity. If any Member of the Entity is not a natural person, then the names and addresses as well as all other information sought herein must be supplied about the non-natural person member of that Entity, including names, addresses and formation filing documents. Applicants shall submit supplemental sheets for any additional information that does not fit within the below sections, identifying the section being supplemented.

SECTION A.

Name of Entity	Project Name and Address
10 TWIN LAKES LLC	10 TWIN LAKES RD
Address of Entity	City, State, Zip Code
BROOKLYN 199 LEE AVE STE 7A NY 11211	MONROE NY 10950
State of Formation	Email and telephone contact information
NEW YORK	JACOB@HAPPYLIVINGMANAGEMENT.COM

SECTION B. List all persons, officers, limited or general partners, directors, members, shareholders, manager, authorized persons, beneficial owners, any others with any interest in or with the above referenced Entity. List all persons with a membership or voting interest or controlling position in the Entity along with that parties' business or personal address and telephone number, e-mail address and other contact information. "Authorized person" used herein means an individual or entity, whether or not a shareholder, member, officer or director, or person identified by any other title who is authorized to act, solely or in conjunction with others, on behalf of or for the Entity. Use a supplemental sheet to list additional persons.

Name	Address	Telephone Number
JACOB ZICKERMAN	199 LEE AVE STE 719	347-587-0916
	BROOKLYN NY 11211	

SECTION C. Does any party identified in Section B currently hold a paid or unpaid position with an agency of the Town of Monroe?

☐ YES ☒ NO

If yes, list every Board, Department, Office, agency or other position with the Town of Monroe with which a party has a position, unpaid or paid, and identify the agency, title, and date of hire.

Agency	Title	Date of Hire

SECTION D. The information contained herein shall be updated with the Town Clerk no later than thirty days after any change in information.

Any person who (1) provides false or fraudulent beneficial ownership information; (2) willfully fails to provide complete or updated information; or (3) during the application process, fails to obtain or maintain credible, legible, and updated beneficial ownership information shall be subject to suspension of any pending application by the applicant entity or a stop work order on any work relating to the application or both, in addition to any other applicable penalties under the Town Code or State or Federal Statute or both.

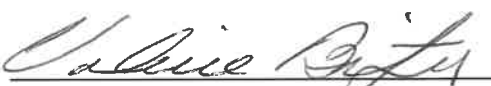
STATE OF NEW YORK COUNTY OF ORANGE.

I, JACOB ZICHERMAN being first duly sworn, according to law, deposes and says that I am (Title) OWNER/MEMBER, an active and qualified member of the 10 TWIN LAKES LLC, a business duly authorized by law to do business in the State of New York, and that the statements made in the forgoing affidavit are true, accurate, and complete. I further understand that land use applications may have a significant impact upon the health, safety and general welfare of the Town, its inhabitants and visitors, and the Town Board is required to be certain that anyone with any interest or controlling position of the Entity who applies for any land use approval or permission must have no conflict of interest as that term is defined in Town Law as well as the General Municipal Law and that the disclosure of any officers, directors, members, shareholders, managers, authorized persons, beneficial owners, any other controlling parties with the above entity, and all persons with a membership or voting interest in the entity is required to be made in any land use application or request for any approval from the Town to be certain no conflict of interest exists and without the disclosure a full review of any conflict cannot take place.

(Signature)  (Print) JACOB ZICHERMAN.

Sworn to and subscribed in my presence

this 27 day of Aug., 2025.

 9.7.29
(Notary Public) (Notary Expiration)



- L. Copies of any applicable homeowners' or condominium association bylaws or rules and any other applicable private conditions, covenants, or restrictions, including lake rights. The correspondence shall include specific conditions that determine whether the proposed short-term rental use is allowed.
- M. Upon complete submission of all required documents of this application as stated above, the Building Inspector shall follow the procedure outlined in § 40-8. Procedure for first permit issuance. Refer to code section below for description of approval process.

APPLICATION IS HERBY MADE for a short-term rental permit to the Building Inspector in accordance with the provisions of Chapter 40. Rentals, Short-Term, the applicant agrees to comply with all applicable laws, ordinance and regulations and by signing this application, I acknowledge and understand that it shall be unlawful for any person to rent or offer to rent a short-term rental within the Town of Monroe without first obtaining a short-term rental permit, and that it shall be my responsibility to reimburse the Town of Monroe for any consultant review charges that may be submitted for payment after the permit is issued.

Name of Applicant: JACOB ZICHERMAN

Applicant's Full Address: 199 LEE AVE STE 719 BROOKLYN NY 11211

Phone #: 347-587-0916 Email: JACOB@HAPPYLIVINGMANAGEMENT.COM

1. Address of Short-term rental: 10 TWIN LAKES RD MONROE, NY 10950

2. Section: 19 Block: 1 Lot: 1.3

3. Application Type: (CHECK ONE)



New Short-Term Rental (First Permit Issuance)



Renewal of Existing Short-Term Rental

4. Fee: \$600 (Checks made payable to Town of Monroe)

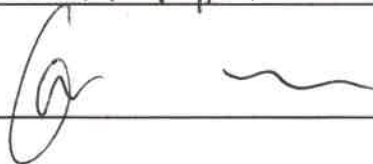
5. Name of Owner of Premises 10 TWIN LAKES LLC Phone #: 347-587-0916

Address: 199 LEE AVE STE 719 BROOKLYN NY 11211 Email: JACOB@HAPPYLIVINGMANAGEMENT.COM

6. Name of Designated Manager JACOB ZICHERMAN Phone #: 347-587-0916

Address: 167 HOPKINS ST. BROOKLYN NY 11206 Email: JACOB@HAPPYLIVINGMANAGEMENT.COM

SIGNATURE





Orange County – New York
Department of Finance
Orange County Government Center
255 Main Street, Goshen, NY 10924
Phone: 845-291-2486 Fax: 845-378-2372

I.D. No. H-
(TO BE ASSIGNED BY COUNTY)

APPLICATION FOR CERTIFICATE OF AUTHORITY TO COLLECT HOTEL AND MOTEL OCCUPANCY TAX

ALL QUESTIONS MUST BE ANSWERED (Please type or print)

Federal ID or Social Security # 87-1789584

1. Business Name: N/A Telephone: 347-587-0916
2. Owner's Name: 10 TWIN LAKES LLC Operator's Name: JACOB ZICHERMAN
3. Business Address: 199 LEE AVE STE 719 BROOKLYN NY 11211
E-mail address: JACOB@HAPPYLIVINGMANAGEMENT.COM
4. Hotel Name (if different than above): N/A Telephone: 347-587-0916
5. Hotel Address (if different than above): SAME AS ABOVE

6. List below name and home address of ALL individuals, partners, or principal officers (if corporation)
- | NAME | HOME ADDRESS | TITLE | PHONE NO. |
|-----------------|-------------------------------|-------|--------------|
| JACOB ZICHERMAN | 167 HOPKINS BROOKLYN NY 11206 | OWNER | 347-587-0916 |

7. Number of Rooms: ENTIRE HOUSE 8. Date business started in Orange County: 2025

9. If acquired from former owner, date business purchased: N/A

Name of former owner: _____

10. Type of Establishment: ☐ Hotel ☐ Motel ☐ Bed & Breakfast ☒ Other: SHORT-TERM RENTAL

11. Type of Ownership: ☐ Individual ☐ Partnership ☒ Corporation ☐ Other: _____

12. Type of Business: ☒ Year-Round ☐ Seasonal (operates 6 months or less per year)

13. Do you operate any other establishments: ☐ yes ☒ no

If yes, list names and locations: _____

I hereby certify that the statements made herein have been examined by me and are, to the best of my knowledge and belief, true and complete.

Date: 8-27, 2025

Signature: [Signature]

Printed Name: JACOB ZICHERMAN

Title: owner

PENALTIES: Any owner who willfully fails to file a registration form shall be liable to the penalties provided by law.



ORANGE COUNTY DEPARTMENT OF FINANCE

Kerry Gallagher
Commissioner

Andrea Concannon
Deputy Commissioner

Located at:
255 Main Street
Goshen, New York 10924

Administration: 845-291-2485
Accounts Payable: 845-360-6666
Payroll Office: 845-291-2030
Audit: 845-291-2510
Property Tax: 845-291-2480

Main Fax: 845-378-2372
Payroll Fax: 845-360-9170

Steven M. Neuhaus
County Executive

August 27, 2025

Attn: Jacob Zicherman
10 Twin Lakes LLC
199 Lee Ave Ste 719
Brooklyn, NY 11211

Dear Operator,

The Orange County Hotel and Motel Occupancy Tax was filed with the New York State Department of State and was effective as of September 15, 2009.

Enclosed please find the following documents:

- Certificate of Authority
- Rules and Regulations
- Return of Tax on Occupancy of Hotel and Motel Rooms form
- Local Law No. 13 of 2009

You may make copies of the return, which are due quarterly, for future filings. The local law, the return and the Rules and Regulations are available on the County's website www.orangecountygov.com under:

- County Departments
 - Finance Department
 - Hotel and Motel Occupancy Tax
 - Return of Tax on Occupancy of Hotel Rooms form

The Certificate number you have been issued is **H-00391**. This must appear on all correspondence, including the quarterly returns and all checks.

If you should have any questions, please call this office at 845-291-2486.

Sincerely,
Kerry Gallagher
Commissioner of Finance

2. Old Business

Subject **10.2. 19 Elmwood Drive, Water Bill**

Meeting September 2, 2025 - Monroe Town Board Meeting Agenda

Type Action (Resolution)
 Discussion
 Information

2025-#

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

1. 19 Elmwood Drive Water Bill_Redacted

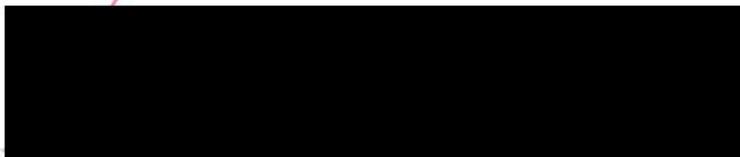
```

Range of Accounts: 1830-0 to 1830-0      Status: Both
Range of Dates: 12/01/23 to 12/31/25      Service Type: Water      Reading Type Includes:
Range of Years: First to Last              Name to Print: Bill To      Standard: Y      Final: Y      Prorated Final: Y
Range of Periods: First to Last            Location to Print: Property  Reset: Y      Interim: Y      Consumption: Y
Range of Cycles: First to Last             Minimum Usage: -9999999999 Max Usage: 9999999999
Range of Acct Types: First to Last         Range of City Ids: First to Last Estimate Flag Includes:
Range of Sections: First to Last           Range of Bill Group Ids: First to Last      Actual: Y Estimate: Y Customer Reads: Y
Read: Y      Do Not Read: Y      Retired: Y

```

Account Id	Type	Location Section Name		Cycle Meter Num	Mult Size Book	Page	Units Code Year Prd Date	Type Est Flag	Readings	Usage	Excess Usage	Roll Flag	Ref Num
1830-0	RES 8	19 ELMWOOD DRIVE MILLER, THOMAS & LISA		Water: 1 133428078	0 4 0 4	8 1830 8 1830	1.00 W08 Water Standard Meter:	2 Meter Group: 1 Status: Read					
							1.00 M08 Meter Num: 133428078		Serial Num: 133428078				
							1.00 S08 2024 4 12/27/24 S		8	8	8.00		873
							2024 4 11/14/24 R		0	0			869
										8	8.00		
							Water Standard Meter:	1 Meter Group: 1 Status: Retired					
							Meter Num:		Serial Num:				
							2024 4 11/14/24 I		1486	39	39.00		869
							2024 3 09/30/24 S		1447	20	20.00		827
							2024 2 06/25/24 S		1427	19	19.00		762
							2024 1 03/22/24 S		1408	20	20.00		754
							2023 4 12/14/23 S		1388	16	16.00		743
										114	114.00		

Tony reached out & left
voice mail



January 29, 2025
11:31 AM

TOWN OF MONROE
Utility Account Status By Account Id

Page No: 1

Range: 1830-0 to 1830-0

Year: First to Last

Account Type: First to Last

Order By: Date

Period: 1 to 12

Include Prior Year/Prd in Bal: Y

Report Type: Detail

Date: 11/01/23 to 12/31/25

Include Zero Bal: Y

Print Map/Block/Lot: N

Cycle: First to Last

Exclude Non-NSF Reversed Payments: N

Name to Print: Bill To

Section: First to Last

Status: Active/Inactive

Location to Print: Property

Print Service Debit/Credit Only:

Include Service Type: Water: Y

* Overpayment amount applied to periods outside the range is not displayed

Account Id	Type	Section	Property Location						
Bill To Name			Address						
Cycle									
Date	Type	Yr/Prd	Code Meth Check No	Description	Apply To	Principal	Penalty	Balance	
1830-0	RES	8	19 ELMWOOD DRIVE						
MILLER, THOMAS & LISA			19 ELMWOOD DRIVE	MONROE, NY		10950			
Water: 1									
12/27/24	Bill	24 4	Water	M08		35.00		646.00	
12/27/24	Bill	24 4	Water	W08	133428078	611.00		611.00	
11/04/24	Payment	24 3	Water	W08 CK 4365	W08	260.00-	0.00	0.00	
11/04/24	Payment	24 3	Water	M08 CK 4365	M08	35.00-	0.00	260.00	
09/30/24	Bill	24 3	Water	M08		35.00		295.00	
09/30/24	Bill	24 3	Water	W08		260.00		260.00	
07/30/24	Payment	24 2	Water	W08 CK 4344	W08	247.00-	0.00	0.00	
07/30/24	Payment	24 2	Water	M08 CK 4344	M08	35.00-	0.00	247.00	
06/26/24	Bill	24 2	Water	M08		35.00		282.00	
06/26/24	Bill	24 2	Water	W08		247.00		247.00	
04/30/24	Payment	24 1	Water	W08 CK 4325	W08	260.00-	0.00	0.00	
04/30/24	Payment	24 1	Water	M08 CK 4325	M08	35.00-	0.00	260.00	
03/26/24	Bill	24 1	Water	M08		35.00		295.00	
03/26/24	Bill	24 1	Water	W08		260.00		260.00	
01/23/24	Payment	23 4	Water	W08 CK 4299	W08	208.00-	0.00	0.00	
01/23/24	Payment	23 4	Water	M08 CK 4299	M08	35.00-	0.00	208.00	
12/19/23	Bill	23 4	Water	M08		35.00		243.00	
12/19/23	Bill	23 4	Water	W08		208.00		208.00	
11/02/23	Payment	23 3	Water	W08 CK 4282	W08	247.00-	0.00	0.00	
11/02/23	Payment	23 3	Water	M08 CK 4282	M08	35.00-	0.00	247.00	
Prev. Bal:								282.00	

NOTE: Prior Year/Period Principal and Penalty ARE included on this report.



Range of Accounts: 1830-0 to 1830-0 Status: Both
 Range of Dates: 01/01/24 to 12/31/25 Service Type: Water Reading Type Includes:
 Range of Years: First to Last Name to Print: Bill To Standard: Y Final: Y Prorated Final: Y
 Range of Periods: First to Last Location to Print: Property Reset: Y Interim: Y Consumption: Y
 Range of Cycles: First to Last Minimum Usage: -9999999999 Max Usage: 9999999999
 Range of Acct Types: First to Last Range of City Ids: First to Last Estimate Flag Includes:
 Range of Sections: First to Last Range of Bill Group Ids: First to Last Actual: Y Estimate: Y Customer Reads: Y
 Read: Y Do Not Read: Y Retired: Y

Account Id	Location	Units	Code	Year	Prd	Date	Type	Est	Readings	Usage	Excess	Roll	Ref
Type	Section Name							Flag			Usage	Flag	Num
	Cycle	Meter Num		Mult	Size	Book	Page						
	Bill Group	City Id											
1830-0	19 ELMWOOD DRIVE		1.00	W08	Water	Standard Meter:	2	Meter Group: 1	Status: Read				
RES 8	MILLER, THOMAS & LISA		1.00	M08	Meter Num: 133428078			Serial Num: 133428078					
Water:	1	133428078	0	4	8	1830	1.00	S08	2025 2 06/25/25 S	41	16	16.00	945
			0	4	8	1830			2025 1 03/25/25 S	25	17	17.00	924
									2024 4 12/27/24 S	8	8	8.00	873
									2024 4 11/14/24 R	0	0		869
											41	41.00	
									Water Standard Meter: 1	Meter Group: 1	Status: Retired		
									Meter Num:	Serial Num:			
									2024 4 11/14/24 I	1486	39	39.00	869
									2024 3 09/30/24 S	1447	20	20.00	827
									2024 2 06/25/24 S	1427	19	19.00	762
									2024 1 03/22/24 S	1408	20	20.00	754
											98	98.00	

22/1000 @ \$13.00 286.00
 Penalty 64.60
 25.60
 24.30
 400.50

Range: 1830-0 to 1830-0
Year: First to Last
Period: 1 to 12
Date: 01/01/24 to 12/31/25
Cycle: First to Last
Section: First to Last
Print Service Debit/Credit Only:
Include Service Type: Water: Y

Account Type: First to Last
Include Prior Year/Prd in Bal: Y
Include Zero Bal: Y
Exclude Non-NSF Reversed Payments: N
Status: Active/Inactive

Order By: Date
Report Type: Detail
Print Map/Block/Lot: N
Name to Print: Bill To
Location to Print: Property

* Overpayment amount applied to periods outside the range is not displayed

Account Id	Type	Section	Property Location	Address					
Bill To Name									
Cycle									
Date	Type	Yr/Prd	Code Meth	Check No	Description	Apply To	Principal	Penalty	Balance
1830-0	RES	8	19	ELMWOOD DRIVE					
MILLER, THOMAS & LISA			19	ELMWOOD DRIVE	MONROE, NY	10950			
Water: 1									
08/11/25	Penalty	25	2	Water	PENALTY		0.00	24.30	414.50
08/04/25	Payment	25	1	Water	W08 CK 4428	W08	93.93-	0.00	390.20
08/04/25	Payment	25	1	Water	M08 CK 4428	M08	14.87-	0.00	484.13
08/04/25	Payment	25	1	Water	OP8 CK 4428		0.00	25.60-	499.00
08/04/25	Payment	24	4	Water	W08 CK 4428	W08	102.72-	0.00	524.60
08/04/25	Payment	24	4	Water	M08 CK 4428	M08	5.88-	0.00	627.32
06/25/25	Bill	25	2	Water	M08		35.00		633.20
06/25/25	Bill	25	2	Water	W08		208.00		598.20
05/21/25	Penalty	25	1	Water	PENALTY		0.00	25.60	390.20
04/30/25	Payment	24	4	Water	W08 CK 4404	W08	242.13-	0.00	364.60
04/30/25	Payment	24	4	Water	M08 CK 4404	M08	13.87-	0.00	606.73
04/02/25	Payment	24	4	Water	W08 CK 4396	W08	266.15-	0.00	620.60
04/02/25	Payment	24	4	Water	M08 CK 4396	M08	15.25-	0.00	886.75
04/02/25	Payment	24	4	Water	OP8 CK 4396		0.00	64.60-	902.00
03/25/25	Bill	25	1	Water	M08		35.00		966.60
03/25/25	Bill	25	1	Water	W08		221.00		931.60
03/17/25	Penalty	24	4	Water	PENALTY		0.00	64.60	710.60
12/27/24	Bill	24	4	Water	M08		35.00		646.00
12/27/24	Bill	24	4	Water	W08		611.00		611.00
11/04/24	Payment	24	3	Water	W08 CK 4365	W08	260.00-	0.00	0.00
11/04/24	Payment	24	3	Water	M08 CK 4365	M08	35.00-	0.00	260.00
09/30/24	Bill	24	3	Water	M08		35.00		295.00
09/30/24	Bill	24	3	Water	W08		260.00		260.00
07/30/24	Payment	24	2	Water	W08 CK 4344	W08	247.00-	0.00	0.00
07/30/24	Payment	24	2	Water	M08 CK 4344	M08	35.00-	0.00	247.00
06/26/24	Bill	24	2	Water	M08		35.00		282.00
06/26/24	Bill	24	2	Water	W08		247.00		247.00
04/30/24	Payment	24	1	Water	W08 CK 4325	W08	260.00-	0.00	0.00
04/30/24	Payment	24	1	Water	M08 CK 4325	M08	35.00-	0.00	260.00
03/26/24	Bill	24	1	Water	M08		35.00		295.00
03/26/24	Bill	24	1	Water	W08		260.00		260.00
01/23/24	Payment	23	4	Water	W08 CK 4299	W08	208.00-	0.00	0.00
01/23/24	Payment	23	4	Water	M08 CK 4299	M08	35.00-	0.00	208.00
								Prev. Bal:	243.00

NOTE: Prior Year/Period Principal and Penalty ARE included on this report.

3. Old Business

Subject **10.3. Bid Opening RE Improvements to Mombasha Park
Little League Field**

Meeting September 2, 2025 - Monroe Town Board Meeting Agenda

Type

TOWN OF MONROE
NOTICE TO BIDDERS

PLEASE TAKE NOTICE that sealed bid proposals will be received by the Town of Monroe Clerk of the Town of Monroe, New York up to and including **2:00 PM on August 28, 2025** for the following:

BID FOR IMPROVEMENTS TO MOMBASHA PARK LITTLE LEAGUE FIELD

Bids will be opened and read at **2:00 PM on August 28, 2025** at the Town of Monroe Town Hall, 1465 Orange Turnpike, Monroe, New York 10950. Specifications may be obtained at the Office of the Town Clerk between the hours of Monday through Wednesday from 7:30 am to 5:00 pm or Thursday from 8:00 am to 5:00 pm, commencing **August 6, 2025**.

Bids need to be delivered in sealed form. The Town of Monroe cannot guarantee unintended disclosure of any proposal submitted in other than a sealed envelope, directed to the Town Clerk with **"BID FOR IMPROVEMENTS TO MOMBASHA PARK LITTLE LEAGUE FIELD"** clearly marked on the outside of the envelope.

The proposal from each bidder should contain a certification as to non-collusive bidding as set forth in Section 103 of the General Municipal Law.

All bidders must be licensed to do business within the State of New York, out-of-state bidders must be registered with the Secretary of State and authorized to do business in New York State.

The above requirements place bidder or contractor available for any legal process that may be required by any resident in the State of New York or any Governmental Agencies.

The Town Board reserves the right to reject any and all proposals, and to accept any proposal, which in the opinion of the Town Board, will be in the best interest of the residents of the Town of Monroe.

Individuals or entities who obtained bid documents from a source other than directly from the Town Clerk's Office do so at their own risk of not receiving additional documents, updates and notices that may be issued in relation to this bid. No accommodations or waivers shall be granted by the Town for deficiencies in the bid documents resulting from the submitting individual or entity failing to obtain the bid documents directly from the Town Clerk's Office.

By Order of the Town Board: August 4, 2025.

Valerie Bitzer
Town Clerk

INSTRUCTIONS TO BIDDERS

1. All bid proposals must be submitted on the official form provided by the Town of Monroe, New York, along with the bidder questionnaire.
2. Each proposal shall be clearly marked on the outside of the envelope as a sealed bid and shall include the language: **"BID FOR IMPROVEMENTS TO MOMBASHA PARK LITTLE LEAGUE FIELD"** on the face of the sealed envelope. The name and address of bidder and item for which the bid is submitted must also be indicated on the outside of the envelope.

This envelope shall then be placed in an outer envelope securely sealed and addressed to:

**Town of Monroe
Town Clerk's Office
1465 Orange Turnpike
Monroe, New York 10950**
3. No responsibility will be attached to any Town representative for the premature opening of a bid not properly addressed and identified.
4. Failure of the bidder to sign or have the signature of an authorized representative or agency on the bid proposal, in the space provided, may be cause for rejection of the bid.
5. Any bidder may withdraw his/her bid any time before the time set for opening of bids. No bid may be withdrawn after bids are opened.
6. Pursuant to Section 103-D of the General Municipal Law, as amended, a statement of non-collusion subscribed and affirmed by the bidder must accompany all bids. This statement as attached hereto and must be fully executed and submitted with the bid. Failure to submit this statement, properly executed, will result in rejection of the bid.
7. The successful bidder shall, at the time of execution of the contract, submit a certificate of insurance showing liability insurance coverage in the minimum amounts set forth in the Bid Documents and naming the "Town of Monroe" as an additional insured. The successful bidder shall also submit a performance bond in an amount equal to the bid price.
8. As required by the State of New York, all contractors and sub-contractors on municipal construction work must pay wages that are equal to, or greater than, the prevailing wage rates as determined by the New York State Department of Labor. The bidders shall be responsible for obtaining the latest wage rate determination from the Department of Labor, before submitting the bid.
9. Failure of the bidder to properly complete the bid documents may be cause for rejection of the bid.

GENERAL CONDITIONS & SPECIFICATIONS

I. INTRODUCTION

A. General Information

The Town of Monroe, New York, is seeking bids from Contractors for improvements at Mombasha Park Little League Field as specified in the "Notice to Bidder" and as detailed in this bid package and the Specifications attached hereto ("the Work"). With submission of a Bid, a Bidder agrees to be bound by the requirements set forth in the following General Conditions.

All materials, supplies, and equipment necessary to complete the Work shall be provided by the Bidder. There is no expressed or implied obligation for the Town to reimburse any parties for any expenses incurred in preparing Bids in response to this request.

* Two (2) copies of the Bid must be received at the Town Clerk's Office, Town Hall, Town of Monroe, 1465 Orange Turnpike, Monroe, New York 10950 by **August 28, 2025 not later than 2:00 PM**. The Town reserves the right to reject any or all Bids submitted. Bids submitted will initially be reviewed for completeness by Town legal counsel and the Town Board.

During the evaluation process, the Town of Monroe reserves the right, where it may serve the Town's best interest, to request additional information or clarifications from Bidders, or to allow corrections of errors or omissions. Submission of a Bid indicates acceptance by the Bidder of the conditions contained in this Bid Package.

Following the approval by the Town Board and the notification to the successful Bidder (hereinafter "Contractor"), it is expected that a contract will be executed between both parties within thirty (30) days of issuance of the award.

The Work is expected be completed by **November 1, 2025**, unless otherwise agreed by the parties.

The Town of Monroe is an Equal Opportunity Employer.

B. Term of Engagement

1. Agreement. The Agreement shall be for the term of the project and shall become effective immediately upon execution of an Agreement.

2. The Town may at any time and for any reason, with or without cause, terminate the Agreement by written notice specifying the termination date, which shall be not less than seven (7) days from the date such notice is given. In the event of such termination, any work shall be paid for in such amount as shall compensate the Contractor for the portions of the Work satisfactorily completed prior to termination. Termination under this section shall not give rise to any claim against the Town for damages or for compensation in addition to that provided hereunder. The Contractor shall perform all work necessary and reasonably desirable in order to assist the Town in meeting

SCHEDULE A

THE TOWN OF MONROE, NEW YORK

Specifications for Improvements at Mombasha Park Little League Field

I. SPECIFICATIONS FOR PROJECT

- a. Complete a survey of existing 46/60 Baseball Field.
- b. Survey the existing diamond for new grades 1st, 2nd & 3rd Base
- c. Re-delineate the existing field to accommodate both 46 / 60 and 50/70 play.
- d. Due to undulations on the diamond, a complete strip of the infield.
- e. Cut back an additional twelve feet (12') of the perimeter arc on outside of infield to expand diamond.
- f. All spoils and debris to be disposed of off-site at expense of successful Bidder.

II. EQUIPMENT SPECIFICATIONS

- a. Level Best laser grader (or substantial equivalent).
- b. ABI Sport laser grader for the infield clay grading (or substantial equivalent).
- c. Roto-Darion (or substantial equivalent) to cultivate existing topsoil.
- d. Tractor(s) shall utilize turf tires only.
- e. Turfco Topdresser or substantial equivalent.
- f. Vibratory plate tamper.

III. PRODUCT SPECIFICATIONS & MATERIALS

A. PITCHER'S MOUND RE-CONSTRUCTION

1. Clay mound bricks (Turface Co. or substantial equivalent)
2. Mound clay bags (Turface Co. or substantial equivalent)
3. Pitcher's mound conditioner (Turface Co. or substantial equivalent)
4. Mound to be constructed at an 8" Height for 50/70 & 6" height for the 46/60.
5. Mound table to be constructed for 50/70 is 30" x 48."
6. Mound to be constructed with at 17" x 40" for the 46' / 60' with a landing area of 28" x 40."
7. Installation of 2 Pitcher rubbers. The 50' rubber will be permanent and the 46' rubber shall be removable.
 - a. The 50' rubber shall be a permanent four sided 4" x 4 "x by 18"
 - b. The 46' rubber shall be a youth portable pitching rubber with ground anchors.

B. HOME PLATE AREA

1. Home plate area both left & right side batter's box
2. Clay mound bricks (Turface Co. or substantial equivalent).
3. Mound clay (Turface Co. or substantial equivalent).

4. Conditioner (Turface Co. or substantial equivalent).
5. Layout the location and height of home plate. Replace with a new home plate.
6. Layout the Location and height of the two batter's boxes (32" x 72"). Excavate the boxes to a depth of no more than 3" and remove all excavated material.
7. Installation of moisturized mound master bricks.
8. Bases, anchors, and rubbers (Rodger's Bases Company or substantial equivalent).

C. SOD SPECIFICATION, TOPSOIL& INFIELD CLAY MIX

1. Import Sandy loam Topsoil 80/20 mix to raise the diamond, 150 tons (Partac Peat Co. or substantial equivalent).
2. Topsoil must be incorporated into existing diamond for a homogenized mix.
3. Sod must be large rolls, delivered same day of cut.
4. Supplier (Clarkville and or Saratoga Sod Farm or substantial equivalent)
5. Sod to be 80% Kentucky Blue Grass 20% Turf Type Tall Fescue.
6. Infield clay (Partac Peat Co. Medium Pro Grade or substantial equivalent).

D. INFIELD CLAY INSTALLATION

1. Infield mix shall 4" thick after compaction over entire diamond.
2. Infield mix shall be placed in 2" lifts then compacted.
3. Diamond shall be Laser Graded using a Level Best Grader (or substantial \ equivalent) followed by the ABI Sport (or substantial equivalent) for positive sheet drain to the outfield.
4. Turface "Pro League Conditioner" (or substantial equivalent) to be installed after laser grading.
5. Bases and anchors to be installed a proper grade for all 6 bases.

all deadlines and ensuring safe reliable work, as may be in the best interests of the Town as determined by the Town Board.

3. In the event of such termination, the Contractor shall provide its successor with access to all documents, information and other documents that may have been used or drafted in connection with and as part of the performance of the Work hereunder and based on mutually agreeable terms and conditions as set by and between the Town and the Contractor. Nothing herein shall be deemed to entitle the Contractor any exclusive right to such Work where an emergency exists requiring immediate intervention. Further nothing herein shall preclude the Town from pursuing any remedy under law available to the Town.

4. In the event of a termination of the Contractor for cause based on a breach or failure alleged by the Town, the agreement with the successful Contractor shall include a provision allowing a 10-day cure period for the Contractor to correct any pending breach of contract.

II. NATURE OF SERVICES REQUIRED

A. General

The Town of Monroe is soliciting the services of a qualified entity for improvements to the Mombasha Park Little League Field in the Town of Monroe.

B. Scope of Work and Specifications

1. The Work shall be in accordance with the specifications set forth and annexed hereto as Schedule "A."
2. It is the obligation of the Bidder to ascertain for himself, his superintendents/supervisors, operators, and/or workers, the facts concerning conditions to be found at the locations covered by the bid where the Work will be performed, including the physical characteristics at the Work location, to read the specifications, terms, and conditions and written instructions which can, in any way, affect the work under this contract, and to make the necessary investigations relating thereto. The Bidder's submission of documents in response to this Bid certifies the acceptance of all field conditions.
3. The Contractor assumes full responsibility for the equipment employed in the prosecution of the Work hereunder and agrees to make no claims against the Town for damages to such equipment for any claims whatsoever.
4. The Contractor shall be responsible for any damage to Town or private property caused by negligence in the performance of Work under the Contract, including but not limited to, any equipment furnished to the contractor, facilities at the Work location, and all other structures on or in the vicinity of the Work site.
5. In the event of such damage, the Town shall notify Contractor of the damage, who will then have five (5) business days to make necessary repairs. In the event repairs are not

made by Contractor within the aforementioned timeframe, the Town reserves the right to immediately effect both temporary and permanent repairs at the expense of the Contractor and the Contractor hereby agrees that in such event the Town may deduct the cost of such repairs and related expenses incurred by the Town for any monies due to the Contractor under the Contract.

6. The Contractor shall be responsible for any dumping fees incurred in connection with the Work contemplated hereunder.
7. Upon receipt of instructions, the Contractor shall immediately mobilize the necessary crews to proceed with the required Work.
8. The Town shall retain 5% of the total amount of any payment due to the Contractor under the Agreement. This retainage is to provide the Town with assurance that all Work is satisfactorily completed in accordance with the specifications. Such retainage shall be released to the Contractor upon completion of the Work in a manner approved by the Town's Engineer.

C. Qualifying Requirements

1. Qualified Bidder:

- a. The Town of Monroe seeks a qualified Bidder for the purpose of completing improvements to the Mombasha Park Little League Field in the Town.
- b. The Bidder shall have prior demonstrated experience in Work of similar size and scope. The successful Bidder must also have prior experience working on similar municipal or private sector projects. Bidder shall have and maintain all required licenses, permits and certifications necessary to perform the Work. The Work performed shall be completed in a professional workmanlike manner and shall be subject to inspection by the Town and its professionals.
- c. The Bidder shall have and maintain liability insurance at all times during the course of the Work as follows:
- d. Contractor shall, during the duration of the Agreement, procure and maintain at their own expense and without expense to the Town, liability insurance for damages imposed by law and shall provide proof of insurance of the kinds and in the amount as follows from an insurance company licensed to do business in the State of New York:

General Liability: \$1,000,000 Dollars per occurrence/ \$3,000,000 Dollars aggregate.

Auto Liability: \$1,000,000 combined single limit

Workers Compensation insurance covering Contractor and any sub-contractors.

All insurance policies required under this Agreement shall include in addition to Contractor's name, the following named insured parties: **The Town of Monroe**. Further all policies shall have a thirty (30) day non-cancelable clause. In the event of the cancellation, said policy shall be replaced by an equivalent insurance prior to the cancellation date.

Before commencing the work pursuant to this Agreement, Contractor shall furnish to the Town Clerk a Certificate or Certificates of Insurance, in a form satisfactory to the Town showing compliance with this Article. Certificates shall be updated at least annually by submission to the Town Clerk.

To the fullest extent permitted by law, the Contractor waives all rights of recovery against the Town of Monroe, its officers, boards, employees, agents, and consultants for damages caused by fire or other causes of loss to the extent covered by property insurance applicable to the Work or the Project, except such rights as they may have to the proceeds of such insurance.

The Contractor shall require all subcontractors, sub-subcontractors, material suppliers, and others performing or furnishing any of the Work, by appropriate written agreements, to similarly waive all rights of recovery against the Town of Monroe, its officers, boards, employees, agents, and consultants for damages to the extent covered by property or builders' risk insurance applicable to the Work.

The policies of insurance required to be provided under the Contract Documents shall include a waiver of subrogation endorsement in favor of the Town of Monroe and its officers, boards, employees, agents, and consultants as additional insureds, as their interests may appear.

- e. The Bidder's employee(s) and apprentice(s), if any, shall be qualified and paid the applicable New York State prevailing wage rate since this project constitutes public work.
- f. The Bidder shall maintain reports, records, and itemized invoices which shall be made available to the Town upon request.
- g. The Bidder shall be required to obtain any necessary Town, County, State and Federal permits and licenses for equipment, personnel, and completing the work.
- h. The Bidder shall be required to review the Town Ethics Code and sign a document confirming the review of such Ethics Code.
- i. The Bidder will be required to verify all requirements specified herein.

2. **Location of the Work:** Mombasha Park Little League Field, 405 West Mombasha Road, Monroe, New York 10950. The field is located on the east Side of West Mombasha Road

between Neptune Drive and School Road. The approximate GPS Coordinates of the field are: **41°17'46.4"N 74°13'00.4"W**.

3. **Non-Discrimination:** No person shall be denied or subjected to discrimination on account of any services, or activities made possible by or resulting from this agreement on the grounds of sex, race, color, creed, national origin, age (except minimum age and retirement provision), marital status or the presence of any sensory, mental or physical handicap. Any violation of this provision shall be considered a violation of a material provision of this agreement and shall be grounds for cancellation, termination or suspension in whole or in part of the agreement by the Town of Monroe and may result in ineligibility for further Town of Monroe contracts. The Bidder shall at all times in the Bid and contract process comply with all applicable Town of Monroe, state, and federal anti-discrimination laws, rules, regulations and requirements thereof.

D. Reporting

1. After the Work is deemed to be completed satisfactorily by the Town, a detailed invoice that includes a description of the services rendered, materials used, if any, status of the project, and any other necessary information shall be provided, in writing, within fourteen (14) days of the completion of the Work. The Report shall be provided to the Town Clerk.
2. The Town has the right to the full and exclusive possession of information, materials, documents, and electronic data produced by the Bidder relating to any services rendered for the Town.

E. Implied Requirements

All services not specifically mentioned in this Bid Package that are necessary to provide the complete Work described by the Bid Documents shall be included.

III. BIDDER SUBMISSIONS

All Materials in the Bid Documents must be completed and received by the Town Clerk's office by **August 28, 2025 at 2:00 PM** for Bidder's Bid to be considered.

Inquiries concerning the Bid Package must be made to:

Town Clerk
Town of Monroe
1465 Orange Turnpike
Monroe, New York 10950

IV. EVALUATION PROCEDURES

A. Selection of Successful Bidder

In considering selection of a Bid award, Bids submitted will be evaluated by the Town Board and Town Legal Counsel and the bid will be awarded to the lowest responsive and responsible bidder.

B. Evaluation Criteria

The following represent the principal selection criteria, which will be considered during the evaluation process of Bids. The Bidder, in its submission must demonstrate compliance with the requirements set forth herein.

C. Mandatory Elements

- a. Demonstrate that Bidder is independent and licensed in New York.
- b. Demonstrate that Bidder has at least Seven (7) years of experience providing services substantially similar to those included in the Work.
- c. Submission of a properly completed Bid Submission responsive to the Bid Documents as issued.
- d. Demonstration that Bidder has no conflict of interest with regard to any other work performed by the Bidder for the Town of Monroe.
- e. Demonstration of compliance with the instructions in this Request for Bids.
- f. Demonstrating acknowledgment to terms of the Agreement contained herein and the Town's Standard Town of Monroe Contract Clauses included with the Agreement.

D. Final Selection

The Town will award the Bid to one Authorized Bidder. Following notification of the Bidder selected and contract approvals by the Town Board, it is expected a contract will be executed between both parties within thirty (30) days after the award.

E. Right to Reject Bids

Submission of a Bid indicates acceptance by the Bidder of the conditions contained in the Bid Documents. The Town of Monroe reserves the right to reject any or all Bids or parts thereof for any reason, to negotiate changes to Bid terms and to waive minor inconsistencies or omissions with the Bid responses.

F. Performance Bond

The successful Bidder shall be required to post a performance bond equivalent to the amount bid by Bidder. Such performance bond shall be in a form satisfactory to Town legal counsel. Such performance bond shall be filed with the Town within ten (10) days of the signing of the Agreement between the Town and the successful Bidder and prior to commencement of the Work.

BID FORM

TO: **TOWN OF MONROE**

The undersigned hereby declares that they have carefully examined the requirements of the drawings and specifications contained in Schedule A in this Bid package herein, and propose to perform the work set forth described in Schedule A (Specification) for the **Town of Monroe** as referenced and shown on the bid plans for:

BID FOR IMPROVEMENTS TO MOMBASHA PARK LITTLE LEAGUE FIELD

TOWN OF MONROE, COUNTY OF ORANGE AND STATE OF NEW YORK

\$ 57,485.⁰⁰

In Words: FIFTY SEVEN thousand Four hundred
Eighty five dollars.

All prices must be firm; i.e. no price adjustments are permitted.

In case of any discrepancy, the price in words will generally be taken as the bid price.

Nat Nuovo Jr

SIGNATURE

NAT NUOVO JR.

PRINT NAME

FIELD PRO ENTERPRISES, LLC

COMPANY NAME

P.O. Box 572

WESTWOOD, NJ
07675

ADDRESS

(646) 739-1251

PHONE NO.

NOTIFICATION OF INTENT TO SUBCONTRACT

In the event that the Bidder proposes to subcontract services to be performed under the resulting contract, the Bidder shall so state below. Furthermore, pursuant to the Specifications, listed in Schedule A of this Bid package, the successful Bidder ("Contractor") shall require all subcontractors to comply with the insurance requirements stated herein. If any subcontractor cannot comply with the insurance requirements, then such subcontractor shall be added under the Contractor's policies as additional insured.

List the Names, Addresses, Phone & Fax Numbers of Proposed Subcontractor(s):

THERE will be NO SUBCONTRACTORS

WORKING ON this PROJECT.

U.A.

QUALIFYING AFFIDAVIT

STATE OF NEW YORK)

)

COUNTY OF)

I, NATALE NUOVO, of FIELD PRO ENTERPRISES and have the title of MANAGING MEMBER.

Being first duly sworn, deposes and says,

Field PRO ENTERPRISES

1. That _____ [hereinafter "Contractor"] wishes to be qualified to bid on the Town of Monroe, New York Bid for Improvements to Mombasha Park Little League Field, located at 405 West Mombasha Road, Monroe, New York 10950.

2. That the Contractor wishes to demonstrate moral integrity in accordance with the Agreement and Specifications to be rendered herein.

3. That as of the date of signing this Affidavit, neither the Contractor, nor any of its Owners, Officers, or Directors are involved in any Federal, State or governmental investigation concerning criminal or quasi-criminal violations, except as follows (If none, so state):

NONE

4. Deponent further states that neither the Contractor, nor any of its Owners, Officers, or Directors have ever engaged in any violation of a Federal or State Criminal Statute, or ever been indicted, convicted, or entered a plea of guilty or *nolo contendere* to any violation of a Federal or State Criminal Statute; or ever engaged in a violation of any nature regarding work on contracts performed by it, including but not limited to, OSHA, NYDOT and NYDEP violations, except as follows (if none, so state):

NONE

5. That any depository, vendor or other agency herein or later named is hereby authorized to supply the Town of Monroe, New York with any information necessary to verify any statement made in the Contractor's Qualifying Statement.

6. That as of the date of signing this Affidavit, outstanding liens filed against this Contractor are as follows (if none, so state):

NONE

7. That the undersigned, being authorized to act on behalf of Contractor, certifies that I am personally acquainted with the operations of said Company, have full knowledge of the factual basis comprising the contents of the Contractor's Qualifying Statement and that the same are true to my knowledge.

8. That, if Contractor is a corporation, the corporation ___ is ___ is not incorporated in the State of New York. If not a New York Corporation, the corporation ___ is ___ is not authorized to do business in the State of New York (attach Certificate of Authorization from Secretary of State). The name of the corporation is _____.

9. That as of the date of signing this Affidavit, the Contractor has not been disqualified from future bidding on any State of New York project, including but not limited to, projects of any State Agency.

10. That the Contractor's Qualifying Statement is made to induce the Town of Monroe, New York to accept qualifications knowing that it relies upon the truth of the statements therein contained.

FIELD PRO ENTERPRISES, LLC
Contractor

Sworn and subscribed to before me this
21st day of August 2025.

Marta Morada

Signature

Title: MANAGING MEMBER



Notary Public

KANELA H. MORADA
NOTARY PUBLIC OF NEW JERSEY
ID # 50130520
My Commission Expires July 1, 2030

NOTE: Complete and Return with Bid

SMALL BUSINESS ENTERPRISE / MINORITY BUSINESS / WOMAN OWNED BUSINESS

If your firm is registered with the State of New York as a Small Business Enterprise (SBE) or Certified as a Woman Business Enterprise (WBE) or Minority Business Enterprise (MBE) you must send a copy of the Registration/Certification Form with your quotation.

SBE REGISTRATION NUMBER _____

PLEASE CHECK BELOW IF APPLICABLE:

Woman Business Enterprise _____ Minority Business Enterprise _____

Small Business Enterprise _____

Business Registration Act:

 Proof of valid business registration with the State of New York shall be submitted by the Bidder in the form of a valid Business Registration Certificate at the time of submission of the bid. Failure to submit a valid copy of the Business Registration Certificate at the time of submission of the bid shall result in the rejection of the Bidder's Proposal. No contract shall be awarded without proof of business registration.

BIDDER QUESTIONNAIRE

Answers to the following questions are required to be submitted with your bid.

NAME OF BIDDER: FIELD PRO ENTERPRISES, LLC

ADDRESS OF BIDDER: 55 PATTERSON ST. UNIT 302 Hillsdale, NJ

TELEPHONE NO: (646) 739-1251 DATE 8/25/2025

1. IF BIDDER IS AN INDIVIDUAL, HOME ADDRESS AND TELEPHONE NUMBER:

/

2. IF BIDDER IS A PARTNERSHIP, NAME, HOME ADDRESS AND TELEPHONE NUMBER OF EACH PARTNER:

FIELD PRO ENTERPRISES, LLC (IS AN LLC)

55 PATTERSON ST. UNIT 302 Hillsdale, NJ
07642

3. IF BIDDER IS A CORPORATION, NAME, HOME ADDRESS AND TELEPHONE NUMBER OF PRESIDENT AND SECRETARY:

/

4. HOW MANY YEARS HAS YOUR ORGANIZATION BEEN IN BUSINESS PROVIDING SERVICES UNDER ITS PRESENT NAME:

FIELD PRO ENTERPRISES, LLC 22 YEARS.

5. LIST THE MUNICIPALITIES AND NUMBER OF YEARS YOU HAVE PROVIDED SERVICES FOR EACH MUNICIPALITY:

CLARKSTOWN CSD (16 yrs)

RAMAPO College (12 yrs)

SLOANSBURG PARKS DEPT. (13+ yrs)

6. HAVE YOU OR YOUR ORGANIZATION EVER FAILED TO COMPLETE ANY WORK AWARDED TO YOU BY A MUNICIPALITY? YES NO (Circle one)

7. IF YOU ANSWERED "YES" TO QUESTION 6, STATE WHEN, WHERE AND WHY:

~~NA~~

8. HAS ANY OFFICER OR PARTNER OF YOUR ORGANIZATION EVER FAILED TO COMPLETE A MUNICIPAL CONTRACT HANDLED IN HIS/HER OWN NAME?

No

9. IF YOUR ANSWER TO QUESTION 8 IS "YES", STATE THE NAME OF SUCH PERSON, WHEN, WHERE AND WHY THE CONTRACT WAS NOT COMPLETED:

~~NA~~



**Division of Corporations,
State Records and
Uniform Commercial Code**

Department of State
**DIVISION OF CORPORATIONS,
STATE RECORDS AND
UNIFORM COMMERCIAL CODE**
One Commerce Plaza
99 Washington Ave.
Albany, NY 12231-0001
<https://dos.ny.gov>

APPLICATION FOR AUTHORITY OF

Field Pro Enterprises, LLC

(Insert name of Foreign Limited Liability Company)

Under Section 802 of the Limited Liability Company Law

FIRST: The name of the foreign limited liability company is:

Field Pro Enterprises, LLC

The fictitious name under which the foreign limited liability company will do business in New York is:

(Complete only if the foreign limited liability company's true name is not acceptable for authorization pursuant to §204 of the Limited Liability Company Law. The fictitious name must contain the words "Limited Liability Company" or the abbreviation "LLC" or "L.L.C.")

SECOND: The jurisdiction of organization of the foreign limited liability company is:

Delaware

The date of its organization is: 08/28/2003

THIRD: The county within New York State in which the office of the foreign limited liability company is to be located or if the foreign limited liability company shall maintain more than one office in this state, the county within New York State in which the principal office of the foreign limited liability company is to be located is: Orange County

(Complete with the name of a New York State county. Please note that the limited liability company is not required to have an actual physical office in New York State.) ✓

FOURTH: The Secretary of State is designated as agent of the foreign limited liability company upon whom process against the foreign limited liability company may be served.

The post office address to which the Secretary of State shall mail a copy of any process against the foreign limited liability company served upon the Secretary of State by personal delivery is:

Registered Agents Inc.

418 Broadway, Ste R, Albany NY 12207

(Optional) The email address to which the Secretary of State shall email a notice of the fact that process against the foreign limited liability company has been served electronically upon the Secretary of State is:

FIFTH: (Check and complete the statement that applies)

☒ The foreign limited liability company is required to maintain an office in the jurisdiction of its formation.

The address of its office is:

16192 Coastal Hwy, Lewes, DE 19958

☐ The foreign limited liability company is not required to maintain an office in the jurisdiction of its formation.

The address of the principal office of the foreign limited liability company is:

SIXTH: The foreign limited liability company is in existence in its jurisdiction of formation at the time of the filing of this application.

SEVENTH: The Articles of Organization of the foreign limited liability company were filed with the following officer in the jurisdiction of its formation:

Officer (e.g. "Secretary of State"): Secretary of State

The address of the officer is: 401 Federal St, Ste 4, Dover, DE 19901

X Natale Nuovo, Jr.
(Signature)

Natale Nuovo, Jr.

(Type or print name)

Capacity of signer (Check appropriate box):



Member



Manager



Authorized Person

APPLICATION FOR AUTHORITY
OF

Field Pro Enterprises, LLC

(Insert name of Foreign Limited Liability Company)

Under Section 802 of the Limited Liability Company Law

Filer's Name and Mailing Address:

Filings Department

Name:

Harvard Business Services, Inc.

Company, if Applicable:

16192 Coastal Hwy

Mailing Address:

Lewes, DE 19958

City, State and Zip Code:

NOTES:

1. This form was prepared by the New York State Department of State for filing an application for authority for a foreign limited liability company to conduct business in New York State. It does not contain all optional provisions under the law. You are not required to use this form. You may draft your own form or use forms available at legal supply stores.
2. Attach a Certificate of Existence, Certificate of Good Standing or Certificate of Status from the official who files and maintains limited liability company records in the jurisdiction of the foreign limited liability company's formation.
3. The name of the foreign limited liability company and its date of formation provided on this document must exactly match the name of the foreign limited liability company and, if applicable, the date of formation stated in the Certificate of Existence, Certificate of Good Standing or Certificate of Status.
4. The Department of State recommends that legal documents be prepared under the guidance of an attorney.
5. The application for authority must be submitted with a **\$250** filing fee made payable to the Department of State.

(For office use only.)

Document Details

Title Field Pro Enterprises, LLC-NY FQ
File Name Field Pro Enterprises, LLC NY FQ.pdf
Document ID 001c5cb12919452396a1603bde0e8b8e
Fingerprint 9d0210d89f4cddd2a8ed7da0bb182bbe
Status Completed

Document History

Document Created	Document Created by Filings Department (filings@delawareinc.com) Fingerprint: c6db681352fc0bd142ba1ae17a3a5769	Aug 22 2025 12:43PM America/New_York
Document Sent	Document Sent to Field Pro Enterprises, LLC (nuovo1030@gmail.com)	Aug 22 2025 12:43PM America/New_York
Document Viewed	Document Viewed by Field Pro Enterprises, LLC (nuovo1030@gmail.com) IP: 72.88.248.246	Aug 26 2025 10:38AM America/New_York
Document Signed	Document Signed by Field Pro Enterprises, LLC (nuovo1030@gmail.com) IP: 72.88.248.246 	Aug 26 2025 10:40AM America/New_York
Document Completed	This document has been completed. Fingerprint: 9d0210d89f4cddd2a8ed7da0bb182bbe	Aug 26 2025 10:40AM America/New_York

10. LIST THE NAMES OF ALL SURETY OR BONDING COMPANIES THAT HAVE BONDED YOU OR YOUR ORGANIZATION WITHIN THE PAST FIVE YEARS. GIVE THEIR NAME, ADDRESS, AMOUNT OF THE CONTRACT, AMOUNT OF THE BOND, THE NAME OF THE MUNICIPALITY OR COMPANY IN WHOSE FAVOR THE BOND WAS WRITTEN:

"Bondex" 30 A VREELAND Rd.
Florham Park, NJ 07932
A DIRECT WRITER OF SURETY BONDS

11. LIST ALL CONTRACTS THAT YOU OR YOUR ORGANIZATION ARE NOW PERFORMING OR FOR WHICH CONTRACTS HAVE BEEN SIGNED BUT WORK NOT BEGUN. GIVE THE NAME OF THE MUNICIPALITY, THE AMOUNT OF THE CONTRACT AND THE NUMBER OF YEARS THE CONTRACT IS WRITTEN FOR:

CLARKSTOWN CSD 16 yrs \$ 295,000 8/1/25 - 6/30/26
Park Ridge Bd. of Educ. 4 yrs \$ 79,600 8/1/25 - 6/30/26
Northern Valley Regional Sch. Dist.

12. DO YOU PLAN TO PURCHASE ANY EQUIPMENT TO PERFORM THE WORK REQUIRED BY THESE SPECIFICATIONS? IF YES, HOW WILL YOU FINANCE SUCH EQUIPMENT PURCHASES? NO

ALL Equipment specified on this Bid is
owned by FIELD PRO

THE FOREGOING IS A TRUE STATEMENT OF FACTS, AND I AGREE THAT IF ANY STATEMENT IS FOUND TO BE INCORRECT OR FALSE, THAT MY BID WILL BE SUBJECT TO REJECTION BY THE TOWN OF MONROE.

DATED: 8/21/25

Natale Nuovo Jr.

SIGNATURE OF OWNER OR PRESIDENT

NATALE NUOVO JR. MANAGING
MEMBER

Print Name and Title

5

Reference Sheet

NAT NUOVO JS. certify that FIELD PRO ENTERPRISES, LLC
 (name) (company)

has completed the following work within the last three years:

Name of Business: <u>SUFFERN CSD</u>	Contact Name: <u>MATT BOLLATTO (11 yrs.)</u>
Address: <u>45 MOUNTAIN AVE. HILLBURN, NY</u>	Phone: <u>845-357-7783 X 242</u>
Date and nature of work: <u>7/1/2024 - 6/30/2025</u>	Fax:
Approximate Contract Value: <u>\$ 37,800 Athletic Field MAINTENANCE</u>	Email: <u>Mbollatto@sufferncentral.org</u>

Name of Business: <u>PARK Ridge Bd. of Educ.</u>	Contact Name: <u>ROBERT WRIGHT (4 yrs)</u>
Address: <u>85 PASCAK RD. PARK Ridge, NJ</u>	Phone: <u>(201) 573-6000 X 1200</u>
Date and nature of work: <u>7/1/24 - 6/30/2025 Athletic Field MAINTENANCE</u>	Fax:
Approximate Contract Value: <u>\$ 79,600.00</u>	Email: <u>Robertwright@ParkRidge-12-NJ.us</u>

Name of Business: <u>WHITE PLAINS CSD</u>	Contact Name: <u>XAVIER HERNANDEZ (6 yrs)</u>
Address: <u>550 North ST. White PLAINS, NY</u>	Phone: <u>(914) 422-2206</u>
Date and nature of work: <u>7/1/22 - 6/30/24 Athletic Field MAINTENANCE</u>	Fax:
Approximate Contract Value: <u>\$ 495,000</u>	Email: <u>XAVIERHERNANDEZ@WPCSD.12-NY.US</u>

Name of Business: <u>BUTLER Bd. of Educ.</u>	Contact Name: <u>JOE SCAPARRO (8 yrs.)</u>
Address: <u>38 BARTHOLOMEW AVE. Butler, NJ</u>	Phone: <u>(973) 296-3445</u>
Date and nature of work: <u>7/1/22 - 6/30/23 Athletic Field MAINTENANCE</u>	Fax:
Approximate Contract Value: <u>\$ 76,540</u>	Email: <u>JSCAPARRO@butlerboe.org</u>

Signed: Nat Nuovo & Date: 8/12/2025
 (above-named representative)

**AFFIRMATIVE ACTION LANGUAGE
PROCUREMENT, PROFESSIONAL AND SERVICE CONTRACTS**

During the performance of this Contract, the Contractor agrees as follows:

- (a) The Contractor or any Subcontractor, where applicable, will not discriminate against any employee, or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, gender or sexual orientation. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
- (b) The Contractor or any Subcontractor, where applicable, will, in all solicitations or advertisements for employee's place by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regards to age, race, creed, color, national origin, ancestry, marital status, gender or sexual orientation.
- (c) The Contractor or any Subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding a notice, to be provided by the agency contracting office advising the labor union or workers' representative of the Consultant's commitments under this act, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (d) The Contractor or any Subcontractor agrees to inform, in writing, appropriate recruitment agencies in the area, including employment, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, gender or sexual orientation, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.
- (e) The Contractor or any Subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing confirms with the principles of job-related testing, as established by the statutes and court decisions of the State of New York, and as established by applicable federal law and applicable Federal court decisions.
- (f) The Contractor or any Subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading, and layoff to ensure that all such actions are taken without regard to of age, race, creed, color, national origin, ancestry, marital status, gender or sexual orientation, and conforms with the applicable employment goals, consistent with the

statutes and court decisions of the State of New York, and applicable Federal law and application Federal court decisions.

- (g) The Contractor or any Subcontractor shall furnish such reports or other documents to the Town of Monroe, New York as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Town of Monroe, New York for conduction a compliance investigation pursuant to New York State regulations.

Submitted By:

FIELD PRO ENTERPRISES

Firm Name

NATALE NUOVO JR.

By

MANAGING MEMBER

Title

8/21/25

Date

CERTIFICATION OF COMPLIANCE WITH IRAN DIVESTMENT ACT

Pursuant to General Municipal Law §103-g, which generally prohibits the Town of Monroe from entering into contracts with persons engaged in investment activities in the energy sector of Iran, the bidder/proposer submits the following certification:

Bidders must CHECK one of the two options below.

BIDDER'S CERTIFICATION

☒ By submission of this bid or proposal, each bidder/proposer and each person signing on behalf of any bidder/proposer certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief, that each bidder/proposer is not on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the State Finance Law.

☐ I am unable to certify that my name and the name of the bidder/proposer does not appear on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the State Finance Law. I have attached a signed statement setting forth in detail why I cannot so certify.

Dated: 8/21, 2025.

_____, New York

Natale Nuovo Jr.
SIGNATURE

NATALE NUOVO JR.
PRINTED NAME

MANAGING MEMBER
TITLE

Sworn to before me this 21st day of Aug, 2025

[Signature]
Notary Public

KANELA H. MORADA
NOTARY PUBLIC OF NEW JERSEY
ID # 50130520
My Commission Expires July 1, 2030

AFFIDAVIT OF NON-COLLUSION

I hereby attest that I am the person responsible within my firm for the final decision as to the price(s) and amount of this bid or, if not, that I have written authorization, enclosed herewith, from that person to make the statements set out below on his or her behalf and on behalf of my firm.

I further attest that:

1. The price(s) and amount of this bid have been arrived at independently, without consultation, communication, collusion or agreement for the purpose of restricting competition as to any matter relating to said price(s) with any other contractor, bidder or potential bidder.
2. Neither the price(s) nor the amount of this bid have been disclosed to any other firm or person who is a bidder, potential bidder or competitor on this project, and said price(s) or amount or both will not be so disclosed, directly or indirectly, prior to bid opening.
3. No attempt has been made or will be made to solicit, cause or induce any firm or person to refrain from bidding on this project, or to submit a bid higher than the bid of this firm, or an intentionally high or noncompetitive bid or another form of a complementary bid.
4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary bid.
5. My firm has not offered or entered into a subcontract or agreement regarding the purchase of materials or services from any firm or person, or offered, promised or paid cash or anything of value to any firm or person, whether in connection with this or any other project, in consideration for an agreement or promise by any firm or person to refrain from bidding or to submit a complementary bid on this project.
6. My firm has not accepted or been promised any subcontract or agreement regarding the sale of materials or services to any firm or person, and has not been promised or paid cash or anything of value by any firm or person, whether in connection with this or any other project, in consideration for my firm's submitting a complementary bid, or agreeing to do so, on this project.
7. I have made a diligent inquiry of all members, officers, employees, and agents of my firm with responsibilities relating to the preparation, approval or submission of my firm's bid on this project and have been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion, act or other conduct inconsistent with any of the statements and representations made in this affidavit.

The person signing this bid, under the penalties of perjury, affirms the truth thereof.

Natalie Nuvo MANAGING
MEMBER
Signature & Company Position

NATALE NUOVO JR.
Type/Print Name & Company Position

AFFIX CORPORATE SEAL

FIELD PRO ENTERPRISES, LLC
Company Name

8/21/25
Date Signed

Sworn to before me this 21st day of August 2025.

[Signature]
Notary Public

KANELA H. MORADA
NOTARY PUBLIC OF NEW JERSEY
ID # 50130520
My Commission Expires July 1, 2030

***THIS IS A DRAFT AGREEMENT FOR THE BID PACKAGE AND SHALL BE SUBJECT TO REVISION BY THE TOWN PRIOR TO EXECUTION.**

AGREEMENT

THIS AGREEMENT made as of the ____ day of _____, 2025, between the **Town of Monroe**, a municipal corporation of the State of New York with offices located at 1465 Orange Turnpike, Monroe, New York 10950 (hereinafter referred to as the "Town") and _____ (DOS ID #: _____) (a corporation), having its principal place of business at _____ (hereinafter referred to as the "Contractor").

This Agreement consists of the entire submitted Bid Package and the Bidder is obligated to perform all requirements of the Bid as described throughout the entire Bid Package (hereinafter "Bid Documents"):

1. Notice to Bidders
2. Instructions to Bidders
3. General Conditions & Specifications
4. Bid Form
5. Notification of Intent - Subcontractors
6. Qualifying Affidavit
7. MWBE/SBE Forminsur
8. Bidder Questionnaire
9. Affirmative Action Certification
10. Iran Divestment Act Certification
11. Affidavit of Non-Collusion
12. Draft Agreement with Successful Bidder
13. Town Standard Contract Clauses
14. Schedule A Bid Specifications

WITNESSETH:

WHEREAS, the Town desires certain improvements to the Mombasha Park Little League Field as described in Schedule A of the Bid Documents ("the Work") and

WHEREAS, the Town solicited Bids to be submitted on August 28, 2025; and

WHEREAS, Contractor submitted a Bid to the Town to provide services; and

WHEREAS, the Town Board desires to award contracts that are in the best interest of the residents of the Town; and

WHEREAS, _____ was the lowest responsive and responsible bidder.

1

BIDDER INITIALS HERE: MM

***THIS IS A DRAFT AGREEMENT FOR THE BID PACKAGE AND SHALL BE SUBJECT TO REVISION BY THE TOWN PRIOR TO EXECUTION.**

NOW, THEREFORE, the Town and Contractor, for the consideration hereinbefore named agree as follows:

ARTICLE I. Term.

Commencing upon execution of the Agreement and continuing through completion of the Work contemplated herein to the full satisfaction of the Town, which date shall be no later than **November 1, 2025** unless otherwise agreed by the parties.

ARTICLE II. Work Included

Contractor hereby agrees to perform all work set forth in the Bid Documents which are incorporated herein in full by reference and Contractor shall comply with all requirements of the Bid Documents.

ARTICLE III. No Collusion or Fraud.

Contractor hereby agrees that the only person or persons interested as principal or principals in the Bid or Bid submitted by Contractor for this Agreement is named herein, and that no other person other than those mentioned herein has any interest in the above named Bid or in the securing of the award, and this Agreement has been secured without connection with any person or persons other than those named, and that the Bid is in all respects fair and was prepared, and this Agreement secured without collusion or fraud and that neither any official nor employee of the Town has or shall have a financial interest in the performance of this Agreement or in the supplies, work, or business to which it relates, or in any portion of the profits thereof.

ARTICLE IV. Right to Suspend Work and Cancel Agreement; Penalties; Warranties

- A. It is further mutually agreed that if at any time during the execution of the Work the Town Board shall determine that the Work pursuant to this Agreement is not being performed according to this Agreement, the Town may suspend or stop Contractor's work pursuant to this Agreement.
- B. Whenever the Town determines to suspend or stop the Work under this Agreement, written notice shall be sent by certified mail to Contractor at its address. The Contractor, if requested, shall be entitled to a Hearing before the Town Board on whether or not this Agreement has been violated. Any violation of this Agreement shall be established by a preponderance of evidence.
- C. In the event that Contractor does not in compliance with the timelines set forth in the Bid Documents as established by the Town and has not been otherwise excused from

BIDDER INITIALS HERE: vn

***THIS IS A DRAFT AGREEMENT FOR THE BID PACKAGE AND SHALL BE SUBJECT TO REVISION BY THE TOWN PRIOR TO EXECUTION.**

responding by the Town, the Town may deduct up to \$1,000 per day from payments otherwise due to the Contractor for such delay, after affording an opportunity for Contractor to be heard.

- D. In the event that the Work performed by the Contractor is found to be defective, as determined by the Town Engineer, Contractor shall be obliged to repair such condition within ten (10) days of notice from the Town, unless otherwise agreed in writing, and the Town shall not incur any additional expenses associated with correcting such defective work.
- E. Contractor warrants that the Work performed under this Agreement shall be subject to a one year warranty period after acceptance by the Town. In the event of defects discovered within one year, the Contractor shall repair such conditions within ten (10) days of notice from the Town, unless otherwise agreed in writing. Contractor's warranty shall not include damage caused by third parties not reasonably related to the performance of the Work.
- F. This Agreement may be terminated as set forth in the Bid Documents.

ARTICLE V. Insurance.

- A. Contractor shall, during the duration of the Agreement, procure and maintain at their own expense and without expense to the Town, liability insurance for damages imposed by law and shall provide proof of insurance of the kinds and in the amount as follows from an insurance company licensed to do business in the State of New York:

General Liability: \$1,000,000 Dollars per occurrence/ \$3,000,000 Dollars aggregate.

Auto Liability: \$1,000,000 combined single limit

Workers Compensation insurance covering Contractor and any sub-contractor.

All insurance policies required under this Agreement shall include in addition to Contractor's name, the following named insured parties: **The Town of Monroe**. Further all policies shall have a thirty (30) day non-cancelable clause. In the event of the cancellation, said policy shall be replaced by an equivalent insurance prior to the cancellation date.

To the fullest extent permitted by law, the Contractor waives all rights of recovery against the Town of Monroe, its officers, boards, employees, agents, and consultants for damages caused by fire or other causes of loss to the extent covered by property insurance applicable to the Work or the Project, except such rights as they may have to the proceeds of such insurance.

***THIS IS A DRAFT AGREEMENT FOR THE BID PACKAGE AND SHALL BE SUBJECT TO REVISION BY THE TOWN PRIOR TO EXECUTION.**

The Contractor shall require all subcontractors, sub-subcontractors, material suppliers, and others performing or furnishing any of the Work, by appropriate written agreements, to similarly waive all rights of recovery against the Town of Monroe, its officers, boards, employees, agents, and consultants for damages to the extent covered by property or builders' risk insurance applicable to the Work.

The policies of insurance required to be provided under the Contract Documents shall include a waiver of subrogation endorsement in favor of the Town of Monroe and its officers, boards, employees, agents, and consultants as additional insureds, as their interests may appear.

- B. Before commencing the work pursuant to this Agreement, Contractor shall furnish to the Town Clerk a Certificate or Certificates of Insurance, in a form satisfactory to the Town showing compliance with this Article. Certificates shall be updated at least annually by submission to the Town Clerk.
- C. Contractor will provide the Town with a performance bond, as set forth in the Bid Documents, in an amount equal to the Bid amount submitted by contractor. Such performance bond shall be in a form approved by the Town's legal counsel.

ARTICLE VI. Compliance with Laws; Audit

- A. Compliance: Contractor shall comply with all the provisions of the Laws of the State of New York and of the United States of America which affect municipalities and municipal contracts and more particularly Labor Law, General Municipal Law, Worker's Compensation Law, Lien Law, Personal Property Law, State Unemployment Insurance Law, Federal Social Security Law, Department of Labor Occupational Safety and Health Act, Executive Orders, State, Local and Municipal Health Laws, rules and regulations and any and all regulations promulgated by the State of New York and/or amendments and additions thereto insofar as the same shall be applicable to any contract awarded hereunder, with the same force and effect as if set forth at length herein.
- B. Audit. The Town shall have the right to review and audit Contractor records relating to the performance of the Work under this Agreement, including but not limited to site logs, work orders, and other logs or documents relating to the work performed by Contractor for the Town.

ARTICLE VII. Assignments; Sub-Contractors.

BIDDER INITIALS HERE: AM

***THIS IS A DRAFT AGREEMENT FOR THE BID PACKAGE AND SHALL BE SUBJECT TO REVISION BY THE TOWN PRIOR TO EXECUTION.**

- A. This Agreement may not be assigned by the Contractor without the express written permission of the Town.
- B. In the event that the Contractor engages any sub-contractor, the sub-contractor must be approved in advance by the Town and must be disclosed, as required, in the Bid Documents.

ARTICLE VIII. Successors.

This Agreement shall bind the successors and representatives of the parties hereto.

ARTICLE IX. Defense of Actions or Suits.

- A. Neither the Town nor any of its officers or agents shall in any manner be answerable or responsible for any loss or damage that shall or may happen by reason of this Agreement, nor shall it be in any manner answerable or responsible for any injury done, for damages or compensation required to be paid under any present or future law, to any person or persons whomever, whether employees of the Contractor or otherwise, or for damages to any person or property, whether belonging to the Town or to others, occurring or to others, occurring during, or resulting by reason of this Agreement. Against all such injuries, damages and compensation, the Contractor shall and will properly guard. The Contractor shall also, at all times, indemnify and hold harmless the Town and its employees, against any and all such injuries, damages and compensation arising or resulting from the performance of this Agreement or the lack thereof whether brought by third parties against the parties to this Agreement or between the parties. The Contractor shall carry liability insurance in the sums required under this Agreement for the complete duration of this Agreement.
- B. The Town agrees to defend the terms of the Bid process made and Contractor agrees to defend the Bid made. If, however, a court of competent jurisdiction determines any contract awarded hereunder is null and void or illegal, the parties shall, except for any act of Contractor assert that the Town was a breach of the Bidder, waive any claim against each other, but may under emergency powers continue their relationship until the work is re-bid pursuant to Court Order. Such work under emergency declaration shall continue at the rate of the invalidated contract until a new contract is awarded and takes effect. The intent of this paragraph is to ensure that no public property is exposed to further damage if a court of competent jurisdiction invalidates the contract as unlawful or otherwise in excess of the powers of the Town.

ARTICLE X. Verbal Statements Not Binding.

BIDDER INITIALS HERE: MM

***THIS IS A DRAFT AGREEMENT FOR THE BID PACKAGE AND SHALL BE SUBJECT TO REVISION BY THE TOWN PRIOR TO EXECUTION.**

It is understood and agreed that the written terms and provisions of this Agreement shall supersede all prior verbal statements of the Town or other representatives of the Town, and such statements shall not be effective or be construed as entering or forming part of or altering in any way whatsoever the written agreement.

ARTICLE XI. No Waiver of Rights.

Any remedy provided in this Agreement shall be taken and construed as in addition to each and every other remedy herein provided; and in addition to all other suits, actions or legal proceedings, the Town shall be entitled as of right to a writ of injunction against any breach of any of the provisions of this Agreement.

ARTICLE XII. Notice Procedures.

- A. Any notice from one party to the other, under this Agreement, shall be in writing and shall be dated and signed by the party giving such notice, or by a duly authorized representative of such party.
- B. All inquiries between parties of this Agreement pertaining to details, progress and coordination of the work shall be considered binding only when in writing and directed to the Town through the Town Clerk.

ARTICLE XIII. Governing Law.

This Agreement shall be governed by the laws of the State of New York.

ARTICLE XIV. Severability and Interpretation.

In the event that any Court or tribunal denies full force and effect to any part of this Agreement, it is the express intention of the parties that all other aspects of this Agreement remain in full force and effect in all other respects.

ARTICLE XV. Effective Date.

This Agreement is effective upon execution by all parties and the approval of the Town Board.

ARTICLE XVI. Counterparts.

This Agreement has been prepared for execution by each of the parties which may be executed in any number of counterparts, all of which, when taken together, shall constitute a single agreement.

BIDDER INITIALS HERE: WJ

***THIS IS A DRAFT AGREEMENT FOR THE BID PACKAGE AND SHALL BE SUBJECT TO REVISION BY THE TOWN PRIOR TO EXECUTION.**

ARTICLE XVII. Entire Agreement.

- A. This Agreement constitutes the entire agreement among the parties, and nothing more nor less than the contents of this Agreement is intended by the parties. Nothing in this Agreement may be changes unless by a notarized agreement signed by both parties.
- B. This Agreement consists of the entire set of Bid Documents, including any document submitted by the Contractor as part of the Bid submission requirements. All such documents are deemed incorporated herein by reference.
- C. In addition to the foregoing, Contractor hereby agrees to the terms and conditions set forth in the Standard Contract Clauses included in the Bid Documents which are hereby agreed to be as if set forth herein and incorporated in full.
- D. Bidder indicates it is familiar with the entire set of Bid Documents, Agreement and appendices/exhibits and agrees to be obliged by the terms and conditions in said documents to the Town.

ARTICLE XVIII. Payment.

- A. The Town agrees to pay Contractor as follows:
 - 1. Upon execution of the Agreement, the Town shall pay 30% of the bid price to Contractor.
 - 2. Upon 50% completion of the Work, as confirmed by the Town Engineer, the Town shall pay the Contractor 40% of the bid price.
 - 3. Upon completion of all the Work, as approved by the Town Engineer, the Town shall pay the Contractor the remaining 30% of the bid price. At the Town's sole discretion, the Town may pay the final payment, less any amount for incomplete punch list items in an amount determined by the Town Engineer, which retained amounts shall be paid by the Town to the Contractor upon satisfactory completion of the outstanding items, as confirmed by the Town Engineer.

IN WITNESS WHEREOF, the Town of Monroe caused its seal to be affixed hereunto, and these presents to be signed by its Supervisor, and to be attested by its Town Clerk, both duly authorized so to do; and the Contractor has hereunto caused its corporate seal to be affixed hereunto and these present to be signed and to be attested to as both being duly authorized to so do the day and year first above mentioned.

TOWN OF MONROE

**CONTRACTOR
(BID AWARD WINNER)**

7

BIDDER INITIALS HERE: MM

***THIS IS A DRAFT AGREEMENT FOR THE BID PACKAGE AND SHALL BE SUBJECT TO REVISION BY THE TOWN PRIOR TO EXECUTION.**

By: _____
Town Supervisor

By: Natalie Nuovo
NAT NUOVO JR. MANAGING
Print Name and Title MEMBER

ATTEST:

By: _____
Town Clerk

BIDDER INITIALS HERE: nn

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The parties to the attached contract, license, lease, amendment or other agreement of any kind (hereinafter, "the contract" or "this contract") agree to be bound by the following clauses which are hereby made a part of the contract (the word "Contractor" herein refers to any party other than the Municipality, whether a contractor, licensor, licensee, lessor, lessee or any other party). The Municipality, as used herein, shall mean the Town, Village, or District entering into the Contract.

1. **EXECUTORY CLAUSE.**

It is hereby agreed that the Municipality shall have no liability under this contract to the Contractor or to anyone else beyond funds appropriated and available for this contract.

2. **NON-ASSIGNMENT CLAUSE.**

In accordance with Section 109 of the General Municipal Law, this Contract may not be assigned by the Contractor or its right, title or interest therein assigned, transferred, conveyed, sublet or otherwise disposed of without the Municipality's previous written consent, and attempts to do so are null and void. Notwithstanding the foregoing, such prior written consent of an assignment of a contract let pursuant to Article 5-a of the General Municipal Law may be waived at the discretion of the Municipality. The Municipality retains its right to approve an assignment and to require that any Contractor demonstrate its responsibility to do business with the Municipality. The Contractor may, however, assign its right to receive payments without the Municipality's prior written consent unless this Contract concerns Certificates of Participation pursuant to Article 5-A of the General Municipal Law.

3. **MUNICIPALITY'S APPROVAL.**

In accordance with laws of the State of New York, if the contract may be made only by specified officers or board and in a specified manner that requires the approval of the Municipality Board, the contract shall not be valid, effective or binding upon the Municipality until it has been approved by the Municipality. It shall be Contractor's obligation to confirm approval by the appropriate board, which shall not be unreasonably withheld by the Municipality.

4. **WORKERS' COMPENSATION**

BENEFITS.

In accordance with Section 108 of the General Municipal Law, this contract shall be void and of no force and effect unless the Contractor shall provide and maintain coverage during the life of this contract for the benefit of such employees as are required to be covered by the provisions of the Workers' Compensation Law.

5. **NON-DISCRIMINATION REQUIREMENTS.**

To the extent required by Article 15 of the Executive Law (the "Human Rights Law") and all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex (including gender identity or expression), national origin, sexual orientation, military status, age, disability, predisposing genetic characteristics, marital status or domestic violence victim status. Furthermore, in accordance with Section 220-e of the Labor Law, if this is a contract for the construction, alteration or repair of any public building or public work or for the manufacture, sale or distribution of materials, equipment or supplies, and to the extent that this contract shall be performed within the State of New York, Contractor agrees that neither it nor its subcontractors shall, by reason of race, creed, color, disability, sex, or national origin: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. If this is a building service contract as defined in Section 230 of the Labor Law, then, in accordance with Section 239 thereof, Contractor agrees that neither it nor its subcontractors shall by reason of race, creed, color, national origin, age, sex or disability: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. Contractor is subject to fines of \$50.00 per person per day for any violation of Section 220-e or Section 239 as well as possible termination of this contract and forfeiture of all moneys due hereunder for a second or subsequent violation.

6. **WAGE AND HOURS PROVISIONS.**

If this is a public work contract covered by

BIDDER INITIALS HERE:

WM

Article 8 of the Labor Law or a building service contract covered by Article 9 thereof, neither Contractor's employees nor the employees of its subcontractors may be required or permitted to work more than the number of hours or days stated in said statutes, except as otherwise provided in the Labor Law and as set forth in prevailing wage and supplement schedules issued by the New York State Department of Labor. Furthermore, Contractor and its subcontractors must pay at least the prevailing wage rate and pay or provide the prevailing supplements, including the premium rates for overtime pay, as determined by the Department of Labor in accordance with the Labor Law. Additionally, effective April 28, 2008, if this is a public work contract covered by Article 8 of the Labor Law, the Contractor understands and agrees that the filing of payrolls in a manner consistent with Subdivision 3-a of Section 220 of the Labor Law shall be a condition precedent to payment by the Municipality of any the Municipality approved sums due and owing for work done upon the project.

7. NON-COLLUSIVE BIDDING CERTIFICATION.

In accordance with Section 103-d of the General Municipal Law, if this contract was awarded based upon the submission of bids, Contractor affirms, under penalty of perjury, that its bid was arrived at independently and without collusion aimed at restricting competition. Contractor further affirms that, at the time Contractor submitted its bid, an authorized and responsible person executed and delivered to the Municipality a non-collusive bidding certification on Contractor's behalf.

8. INTERNATIONAL BOYCOTT PROHIBITION.

In accordance with Section 220-f of the Labor Law and Section 139-h of the State Finance Law, if this contract exceeds \$5,000, the Contractor agrees, as a material condition of the contract, that neither the Contractor nor any substantially owned or affiliated person, firm, partnership or corporation has participated, is participating, or shall participate in an international boycott in violation of the federal Export Administration Act of 1979 (50 USC App. Sections 2401 et seq.) or regulations thereunder. If such Contractor, or any of the aforesaid affiliates of Contractor, is convicted or is otherwise found to have violated said laws or regulations upon the final

determination of the United States Commerce Department or any other appropriate agency of the United States subsequent to the contract's execution, such contract, amendment or modification thereto shall be rendered forfeit and void. The Contractor shall so notify the Municipality within five (5) business days of such conviction, determination or disposition of appeal (2 NYCRR § 105.4).

9. SET-OFF RIGHTS.

The Municipality shall have all of its common law, equitable and statutory rights of set-off. These rights shall include, but not be limited to, the Municipality's option to withhold for the purposes of set-off any moneys due to the Contractor under this contract up to any amounts due and owing to the Municipality with regard to this contract, any other contract with any the Municipality's department, including any contract for a term commencing prior to the term of this contract, plus any amounts due and owing to the Municipality for any other reason including, without limitation, tax delinquencies, fee delinquencies or monetary penalties relative thereto. The Municipality shall exercise its set-off rights in accordance with normal practices including, in cases of set-off pursuant to an audit, the finalization of such audit by the Municipality.

10. RECORDS.

The Contractor shall establish and maintain complete and accurate books, records, documents, accounts and other evidence directly pertinent to performance under this contract (hereinafter, collectively, "the Records"). The Records must be kept for the balance of the calendar year in which they were made and for six (6) additional years thereafter. The Municipality authorized representative shall have access to the Records during normal business hours at an office of the Contractor within the State of New York or, if no such office is available, at a mutually agreeable and reasonable venue within the State, for the term specified above for the purposes of inspection, auditing and copying. The Municipality shall take reasonable steps to protect from public disclosure any of the Records which are exempt from disclosure under Section 87 of the Public Officers Law (the "Statute") provided that: (i) the Contractor shall timely inform an appropriate the Municipality official, in writing, that said records should not be disclosed; and (ii) said records shall be sufficiently identified; and (iii) designation of said records as exempt under the Statute is reasonable. Nothing

BIDDER INITIALS HERE: 

contained herein shall diminish, or in any way adversely affect, the Municipality's right to discovery in any pending or future litigation.

11. EQUAL EMPLOYMENT OPPORTUNITIES FOR MINORITIES AND WOMEN.

By signing this Agreement the Contractor certifies and affirms that it is Contractor's Equal Employment Opportunity Policy that:

(a) The Contractor will not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability or marital status, shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force on the Municipality contracts and will undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination. Affirmative action shall mean recruitment, employment, job assignment, promotion, upgradings, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation;

(b) At the request of the Municipality, the Contractor shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union or representative will not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such union or representative will affirmatively cooperate in the implementation of the Contractor's obligations herein; and

(c) The Contractor shall state, in all solicitations or advertisements for employees, that, in the performance of the Contract, all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Contractor will include the provisions of "a," "b," and "c" above, in every subcontract for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work") except where the Work is for the beneficial use of the Contractor. This

Section does not apply to: (i) work, goods or services unrelated to this contract; or (ii) employment outside New York State. The Municipality shall consider compliance by a contractor or subcontractor with the requirements of any federal law concerning equal employment opportunity which effectuates the purpose of this section. The Municipality shall determine whether the imposition of the requirements of the provisions hereof duplicate or conflict with any such federal law and if such duplication or conflict exists, the Municipality shall waive the applicability of this Section to the extent of such duplication or conflict.

12. CONFLICTING TERMS.

In the event of a conflict between the terms of the contract (including any and all attachments thereto and amendments thereof) and the terms of this Appendix A, the terms of this Appendix A shall control.

13. GOVERNING LAW.

This contract shall be governed by the laws of the State of New York without regard to choice of law provisions.

14. NO ARBITRATION.

Disputes involving this contract, including the breach or alleged breach thereof, may not be submitted to binding arbitration, but must, instead, be heard in a court of competent jurisdiction of the State of New York.

15. SERVICE OF PROCESS.

In addition to the methods of service allowed by the State Civil Practice Law & Rules ("CPLR"), Contractor hereby consents to service of process upon it by registered or certified mail, return receipt requested. Service hereunder shall be complete upon Contractor's actual receipt of process or upon the Municipality's receipt of the return thereof by the United States Postal Service as refused or undeliverable. Contractor must promptly notify the Municipality, in writing, of each and every change of address to which service of process can be made. Service by the Municipality to the last known address shall be sufficient. Contractor will have thirty (30) calendar days after service hereunder is complete in which to respond.

BIDDER INITIALS HERE: 

16. PROHIBITION ON PURCHASE OF TROPICAL HARDWOODS.

The Contractor certifies and warrants that any and all wood products to be used under this contract award will be in accordance with, but not limited to, the specifications and provisions of Section 165 State Finance Law, (Use of Tropical Hardwoods) which prohibits purchase and use of tropical hardwoods, unless specifically exempted, by the Municipality or any governmental agency or political subdivision or public benefit corporation. Qualification for an exemption under this law will be the responsibility of the contractor to establish to meet with the approval of the Municipality.

In addition, when any portion of this contract involving the use of woods, whether supply or installation, is to be performed by any subcontractor, the prime Contractor will indicate and certify in the submitted bid proposal that the subcontractor has been informed and is in compliance with specifications and provisions regarding use of tropical hardwoods as detailed in Section 165 State Finance Law. Any such use must meet with the approval of the Municipality; otherwise, the bid may not be considered responsive. Under bidder certifications, proof of qualification for exemption will be the responsibility of the Contractor to meet with the approval of the State.

17. MACBRIDE FAIR EMPLOYMENT PRINCIPLES.

In accordance with the MacBride Fair Employment Principles (Chapter 807 of the Laws of 1992), the Contractor hereby stipulates that the Contractor either (a) has no business operations in Northern Ireland, or (b) shall take lawful steps in good faith to conduct any business operations in Northern Ireland in accordance with the MacBride Fair Employment Principles (as described in Section 165 of the New York State Finance Law), and shall permit independent monitoring of compliance with such principles.

18. OMNIBUS PROCUREMENT ACT OF 1992.

It is the policy of the Municipality to maximize opportunities for the participation of New York State business enterprises, including minority and women-owned business enterprises as bidders, subcontractors and suppliers on its procurement

contracts. Information on the availability of New York State subcontractors and suppliers is available from:

NYS Department of Economic Development
Division for Small Business
625 Broadway
Albany, New York 12245
Telephone: 518-292-5100
Fax: 518-292-5884
E-Mail: opa@esd.ny.gov

A directory of certified minority and women-owned business enterprises is available from:

NYS Department of Economic Development
Division of Minority and Women's Business Development
655 Third Avenue
New York, New York 10017
Telephone: 212-803-3130
E-Mail: mwbecertification@esd.ny.gov
<https://ny.newnycontracts.com/FrontEnd/VendorSearchPublic.asp>

The Omnibus Procurement Act of 1992 requires that by signing this Bid Proposal or Contract, as applicable, Contractors certify that whenever the total bid amount is greater than One Million (\$1,000,000) Dollars:

(a) The Contractor has made reasonable efforts to encourage the participation of New York State Business Enterprises as suppliers and subcontractors, including certified minority and women-owned business enterprises, on this project, and has retained the documentation of these efforts to be provided upon request to the State;

(b) The Contractor has complied with the Federal Equal Opportunity Act of 1972 (P.L. 92-261), as amended;

(c) The Contractor agrees to make reasonable efforts to provide notification to New York State residents of employment opportunities on this project through listing any such positions with the Job Service Division of the New York State Department of Labor, or providing such notification in such manner as is consistent with existing collective bargaining contracts or agreements. The Contractor agrees to document these efforts and to provide said documentation to the State upon request; and

(d) The Contractor acknowledges notice that the Municipality may seek to obtain offset credits from foreign countries as a result of this contract and agrees to cooperate with the Municipality in these efforts.

19. RECIPROCITY AND SANCTIONS PROVISIONS.

Bidders are hereby notified that if their principal place of business is located in a country, nation, province, state or political subdivision that penalizes New York State vendors, and if the goods or services they offer will be substantially produced or performed outside New York State, the Omnibus Procurement Act 1994 and 2000 amendments (Chapter 684 and Chapter 383, respectively) require that they be denied contracts which they would otherwise obtain. NOTE: As of May 15, 2002, the list of discriminatory jurisdictions subject to this provision includes the states of South Carolina, Alaska, West Virginia, Wyoming, Louisiana and Hawaii. Contact NYS Department of Economic Development for a current list of jurisdictions subject to this provision.

20. COMPLIANCE WITH NEW YORK STATE INFORMATION SECURITY BREACH AND NOTIFICATION ACT.

Contractor shall comply with the provisions of the General Business Law Section 899-aa concerning notifications of disclosure of personal information.

21. CERTIFICATIONS MADE UNDER PENALTY OF PERJURY.

To the extent that any certifications, made under penalty of perjury, is false, then such failure to cure such certification shall be a material breach of this Contract and this Contract may be terminated, by providing written notification to the Contractor in accordance with the terms of the Agreement, if the Municipality determines that such action is in the best interest of the Municipality.

22. IRAN DIVESTMENT ACT.

By entering into this Agreement, Contractor certifies in accordance with General Municipal Law § 103-g that it is not on the "Entities Determined to be Non-Responsive Bidders/Offerers pursuant to the New York State Iran Divestment Act of 2012" ("Prohibited Entities List") posted at: <http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf>

Contractor further certifies that it will not utilize on this Contract any subcontractor that is identified on the Prohibited Entities List. Contractor agrees that should it seek to renew or extend this Contract, it must provide the same certification at the time the Contract is renewed or extended. Contractor also agrees that any proposed Assignee of this Contract will be required to certify that it is not on the Prohibited Entities List before the contract assignment will be approved by the State.

During the term of the Contract, should the Municipality receive information that a person is in violation of the above-referenced certifications, the Municipality will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then the Municipality shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the Contractor in default.

The Municipality reserves the right to reject any Bid, request for assignment, renewal or extension for an entity that appears on the Prohibited Entities List prior to the award, assignment, renewal or extension of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities list after contract award.

BIDDER INITIALS HERE:

MM

NY Cert. Appl.# C0662825
NJ Cert. Appl.# 52360B



NJ Pesticide Reg.# 98431A
NY Bus. Reg.# 13443

Contract Services
Athletic Field Services, Construction & Renovations

COMMERCIAL PESTICIDE APPLICATOR



NATALE NUOVO, JR

is duly certified by the New York State
Department of Environmental Conservation

ID: C0662825

Expires: 02/21/2026

Categories/Subcategories of Certification

3a

Natale Nuovo

THIS DOES NOT CONFER NYS EMPLOYEE STATUS

E-Mail: nuovo1030@gmail.com
Cell: (646) 739-1251
P.O. Box 572 Westwood, NJ 07675



Land Improvement Contractors
of America



CERTIFICATE OF PARTICIPATION

*NJLCA Apprenticeship Education and Training Fund
ERISA Participation*

Field Pro Enterprises LLC



Buddy Freund
Executive Director
NJLCA

Buddy Freund



BID OPENING

PROJECT NAME: Improvements to Mombasha Park Little League Field
BID OPENING DATE: August 28, 2025
OWNER: TOWN OF MONROE
TIME: 2:00 PM

<u>SET #</u>	<u>CONTRACTOR</u>	<u>SEALED ENVELOPE/ 2 COPIES</u>	<u>BASE BID / BID FORM</u>	<u>AFFIDAVIT</u>	<u>BIDDER QUESTIONNAIRE</u>	<u>IRAN</u>	<u>NON- COLL.</u>
1	Field Pro Enterprises, LLC	X	\$57,485.00 / X	X	X	X	X
2							
3							
4							
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9							
10							

1. Public Comment

Subject

11.1. Rules for Public Comment

Meeting

September 2, 2025 - Monroe Town Board Meeting Agenda

Type

Procedural
Information

Please be advised that any person wishing to speak at a regular public meeting during the public comment period or at a public hearing, must sign the sign-in sheet maintained by the Town Clerk for such purpose no later than 15 minutes after the commencement of the meeting. TOWN OF MONROE MEETING RULES PUBLIC COMMENT PERIODS - RULE 1: Although not required by any statute or law, the Town Board shall include at least one public participation period on the Agenda for regular Town Board meetings. However, nothing shall prohibit the Town Board, by majority vote, from suspending public comment or otherwise limiting public during a regular Town Board meetings where such limitations are determined to be necessary or otherwise conducive to accomplishing the business presently before the Town Board. RULE 2: Public comment during the public participation period of regular Town Board meetings shall be limited to three (3) minutes per speaker and the subject matter of such public comment shall be limited to Town business. 1 Yielding time or otherwise giving time to a speaker to extend the three (3) minute period by another person shall not be permitted. Written comments may be submitted to the Town Clerk in lieu of, or in addition to, a 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 relevant1 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 an Meeting Agenda to be prepared for Town Board meetings, the Town Board desires to have an Agendas prepared and distributed prior to Town Board meetings. The order of business at regular Town Board meetings shall be as follows: 1. REGULAR MEETING a. Call to Order; Pledge of Allegiance b. Approval of Minutes c. Upcoming Meeting Dates & General Announcements 2. SPECIAL ORDERS 3. DEPARTMENTAL MONTHLY REPORTS (Alphabetical Order) 4. OLD BUSINESS 5. NEW BUSINESS 6. PUBLIC COMMENT 7. EXECUTIVE SESSION (If necessary) 8. ADJOURNMENT A Board member seeking to take up a matter out of order on the agenda or to introduce a new item of business may 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."

2. Public Comment

Subject	11.2. Public Comment
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Meeting	September 2, 2025 - Monroe Town Board Meeting Agenda
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Type	Discussion Information
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The following spoke during Public Comment:

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

Subject **12.1. Enter into Executive Session**

Meeting September 2, 2025 - Monroe Town Board Meeting Agenda

Type Action (Resolution)

2025-#

BE IT RESOLVED, that the Town Board of the Town of Monroe Made a Motion to enter into an Executive Session to discuss

1. Return to Regular Meeting

Subject **13.1. Return to Regular Meeting**

Meeting September 2, 2025 - Monroe Town Board Meeting Agenda

Type Action (Resolution)

2025-#

BE IT RESOLVED that the Town Board of the Town of Monroe approves to return to regular session.

1. Adjournment

Subject

14.1. Adjournment of Meeting

Meeting

September 2, 2025 - Monroe Town Board Meeting Agenda

Type

Action (Resolution)

2025-#

BE IT RESOLVED that the Town Board of the Town of Monroe adjourns the meeting of September 2, 2025, at