

Minutes
Board of Trustees
Village of Monticello
August 17, 2010
7:00pm

Call Meeting to Order

Mayor Jenkins called the meeting to order at 7:00pm

Pledge to the Flag

Roll Call

Mayor Jenkins-Present Carmen Rue-Present T.C. Hutchins-Present
Victor Marinello-Present James Matthews-Absent

Also Present: John Barbarite-Village Manager
 John LiGreci-Deputy Village Manager
 Dominic Cordisco-Village Attorney
 Doug Solomon-Chief of Police
 James Steinberg-Highway Superintendent
 Helen Buddrutt-Sullivan County Renaissance

Motion to Accept Agenda

Trustee Hutchins made a motion with a comment.

Trustee Hutchins stated that #12 should be discussed in a closed Attorney-Client session.

Dominic Cordisco replied that the issue can be discussed during an Attorney-Client session, but it has to be voted on in an open meeting.

Trustee Hutchins stated that he felt this was important because there are some concerns that they will be speaking of regarding people and he felt that it was in the favor of the Board not to air their laundry or anyone else's.

A new motion was made by Trustee Marinello to accept the amended agenda and second by Trustee Hutchins. Upon the call of the roll, all were in favor.

Approval of Minutes from the August 3, 2010 Meeting

A motion was made by Trustee Rue and second by Trustee Hutchins. Upon the call of the roll, all were in favor.

Mayor's Report

The Mayor presented a plaque that had been awarded to the Village from the Sullivan County Renaissance Group for the work done in the front of Village Hall. He expressed his appreciation and thanks to the Renaissance for supporting the Village. He also presented other certificates from Senator John Bonacic, Aileen Gunther, & Maurice Hinchey in regards to the improvements done to the front of Village Hall.

The Mayor also stated that he attended a Ground-Breaking Ceremony at Hudson River Healthcare on Lakewood Avenue. They will be opening a new Pediatrics and Dental Facility to help the community.

He also stated that he had a meeting with Janet Newberg at the County from the SPECS /Recycling Program. Mayor Jenkins questioned the Village Manager asking if he was able to find out the percentage of recycling done in the Village of Liberty in comparison to the Village of Monticello. In the prior meeting during Public Comment, Janet Newberg stated that the Village of Liberty was at 80% recycling.

The Village Manager, John Barbarite stated that he had been in contact with John Kellenbech, who runs the DPW Landfill for the Village of Liberty and he calculated Monticello's waste stream and waste stream based upon the tonnage and everything that we deliver to the landfill, the Village is approximately at 4 to 5% and Liberty is 15 to 16%, not 80.

Manager's Report

Recreation:

We are accepting applications for a gymnastic instructor as our Pete Tweed has announced he will be retiring in September. The Village wishes to continue the gymnastic program. Resumes should be submitted to the Village and the salary will depend upon qualifications and hours of employment.

The Village is offering free tennis lessons for youth between the ages of 8 and 18 at DeHoyos Park starting September 18. There will be six lessons. They will be held on Saturday mornings between 10:30 and 12 noon. The only requirement for participants is that they must wear sneakers on the tennis courts.

Trustee Hutchins asked was there a way to put our certificates and flyers posted to the Village Websites Homepage?

Mr. Barbarite answered that he will give these items to the Village Clerk and she will notify our Web Master.

The swimming pool at the DeHoyos Park will close on Tuesday, September 7. This is the day after Labor Day. We expect to drain it and do some repairs now rather than waiting for next Spring so that next Spring we won't have the hassle that we had this Spring in getting the pool open.

John LiGreci will update the board at the end of my report as to other recreation activities.

Broadway Project:

There will be a landscape meeting tomorrow at 1pm in the Village Hall for the DOT Project, they should be finalizing the plans, and everyone's welcomed to attend.

We have received calls concerning parking on Broadway. We have expressed the Village's concerns to the Department of Transportation. It should be noted the village has many municipal parking lots. The lots are underutilized. We encourage shopkeepers and employees working on Broadway to use the parking lots so as to leave the available spaces on Broadway for visitors. We will be installing signage to let visitors know the municipal lots are behind the buildings on Broadway. I spoke with our Highway Superintendent and we are going to meet with DOT and we're going to talk about getting some signs up that will direct visitor's to the Municipal Lots. Many people drive down Broadway and if they are not from here, they do not know that there is parking in the lots behind the business' along Broadway, so we're going to make a point of getting signs up about that.

Code Enforcement:

Code enforcement has been concentrating on property maintenance violations and DPW is cleaning up properties and billing the owners. To date the Code Enforcement Officer has issued 15 violations in June, 30 in July, and 22 violations in August. Cleanup fees have totaled \$6,051.87. Cleanups are averaging approximately three hundred fifty dollars per property, so it would pay for people to clean up their property, to not only save themselves money, but to also save the Village the time and labor of doing it and also to project a better image for the Village and be a good neighbor to their neighbor's.

Employment Opportunities with the Village:

We are currently accepting applications for a Mechanic in the DPW-the starting salary is \$43,134. Applicants should be knowledgeable of heavy truck and equipment repairs.

We are also accepting applications for an Account Clerk. Applicants must be on the Sullivan County Civil Service list to be considered. Starting salary is \$32,077.

Trustee Rue asked where is that position?

The Village Manager responded that it is anticipated in talking to the Judge that she may move an Account Clerk in the Justice Court up to her Confidential Secretary and that will leave an Account Clerk position open in the Justice Court. I'll meet with a couple of people later on this week and we'll see that position may not have to be filled, but we'll look at it and see what the work load is.

Trustee Hutchins asked with the Account Clerk Civil Service Test, what's the process as to someone going to take the test, so you just walk in and take the test?

The Village Manager replied that it's not a walk-in test, you go to the County and fill out an employment application, they post on their bulletin board on a regular basis when test are given. Then you have to fill out an application to take the test and then they notify you, they are generally held up at the Middle School.

Trustee Rue stated that her understanding is that the Village has request that there is going to be a position, then they provide the test.

Mr. Barbarite stated that there is a list now, the list is available, the procedure to get a list is I send a letter to the County Personnel Office, tell them we need to hire a person in one of their job descriptions, we give the starting salary, then they supply us the list, then we canvas the people on the list and we select from the top three.

Trustee Hutchins asked if there was a way possible to ask for another test to give other people and opportunity.

Mr. Barbarite stated that it depends on how many people they have on the list. If they have a large list, then they won't give another test to increase that list. If the list is more that a year old or there's a limited number of people on that list then they'll automatically generate a new test.

Trustee Rue stated that from her understanding, you could request what you want according to experience.

The Village Manager stated that the Account Clerk job is pretty cut and dry, there are not really many levels in that, there's other list for Secretaries, Senior Typist, but our position here is really for an Account Clerk.

Resumes are still being accepted for the Justice Court clerk. The Judge told me that she hopes to start interviews this week and make a decision by next week, so if there's anyone still interested in that position, I would suggest that they hand-deliver their resume to the Village Hall so that we can get it to the Judge no later than Wednesday. Resumes should be addressed to Justice Finn, 2 Pleasant St., Monticello. Starting salary is \$34,000.

Infrastructure:

Last week DPW paved Heritage Lane from Rockridge Drive to the end and Richardson Avenue from East Broadway to Clinton Avenue, in addition to the streets, which was reported at a previous meeting. Those streets being Lincoln Avenue, Washington St., Ann Street, Roosevelt Place, and Rockridge Drive from Pleasant Street to Fraser Avenue.

Labor Management:

At next week's meeting I expect to have for the Boards review a copy of an employee handbook. The Village has never had an employee handbook outlining the benefits of working for the Village and explaining what the Village expects of its employees. Research continues on the Personnel Rules for Employees in the Administrative Department. The last update appears to have been August 1, 1987. A computer search of the Village Board minutes on disk, which covers the period from 2002 to date, has not revealed an update. We are now reviewing the hard copies of minutes from 2001 to 1987 to see if there were any updates. The reason we are doing this is because since '87, there has been some changes made and we don't know if they were with Board approval or if they were done administratively without Board approval just to keep up to date with the Union Contracts, which they should not have been done, the Board should have approved them, so as we go through the minutes, we hope to be through them by next week, so that we can say what the Village Rules are. Upon completing the research suggestions will be made to the Board as to revising the Personnel Rules and benefits for non-union employees.

Grants:

Our grant writer recommends applying for a Neighborhood Revitalization Plan grant in the amount of \$50,000. This will require a 20% match by the village. Eligible uses of this planning grant include the costs associated with identification of vacant/abandoned properties, identification of funding opportunities which could be leveraged for rehabilitation of those properties, and the identification of costs associated with preparation of funding applications that may be used to subsidize the rehabilitation of vacant or blighted properties. If we obtain this grant we then would be eligible to apply for a Sustainable Neighborhoods Implementation Award of up to \$500,000. This award could be used for the acquisition and rehabilitation of existing one to four unit owner occupied homes needing substantial rehabilitation, acquisition and rehabilitation of existing one to four unit residential rental properties needing substantial repair, and or new construction of one to four family unit homes built on vacant and abandoned lots that will be sold to low or moderate income buyers.

Successful completion of such grants will give the village an advantage in obtaining other related grants to help benefit low and moderate-income families or aid in the prevention/elimination of slums or blighted. This grant has no filing deadline but

applications are accepted on a continuous basis until funds are committed. At this time there are funds available, however the Village should apply to lock in any available funds as soon as possible.

I would suggest the Village Board authorize proceeding with the writing of a Neighborhood Revitalization Plan in the amount of \$50,000. Should we be accepted, at that time and only that time would it be necessary to commit the funds for the grant.

Trustee Rue asked how much are the grants?

Mr. Barbarite answered that the first grant is a \$50,000.00 grant that's basically to do a good study of all the housing stock and properties in the Village and come up with a revitalization plan on how to improve the properties. The second grant is an award. That can be used to tear down vacant building, Code Enforcement to move vacant or blighted buildings to use your efforts to get them to clean up. It can also be used for rehabilitation of buildings either privately owned 1 to 4 family or 1 to 4 families, which are used for rentals.

Trustee Rue asked who could apply for this grant?

The Village Manager stated that the Village applies for the grant, then if the Village gets the award, they make a determination as to which properties they will give the money to for repairs and improvements.

Trustee Marinello stated that it's better to repair and revitalize, because a lot of people don't realize but for every building you tear down, that decreases the property value for the Village and causes an increase in taxes. If you repair or improve the building that is sitting on that lot it decreases your taxes.

The Village Manager stated that the goal is to improve them because of a recent study at NYCOM, it was pointed out that when you have a bad building, the house on each side of it loses approximately \$7,000.00 in their value and it keeps going down until you get to the end of the street until you get to the end of the street where they only lose 1 to 2,000.00, but it has that spread along the entire block of how it diminishes the property values. Which then results in not only a lower assessment for the bad building, but lower assessments for all the properties on the block which is another big tax lost. So, it pays to try to get them to clean up first.

Trustee Hutchins asked could any of those monies be used for rehabbing a building for a recreational center for our youth?

The Village Manager responded only 1 to 4 families.

Trustee Hutchins stated that I think it's a good idea and that the Board should at least go ahead and apply for the grant and that we should also be looking for grants for our youth

and Senior's. We've been talking about a recreation building since we have been on board and we need to have Fred start reaching out for grants for our youth as well as our Senior's.

Trustee Marinello stated that he spoke with John LiGreci in regards to grants; we should also look for things for our Senior's and others, because there are people out there his age that wouldn't mind doing a tournament or something.

Trustee Hutchins stated that he talked with the Housing Authority about this grant, because I wanted to partner up with them, but they stated that they did not have any money and it's an \$8,000.00 grant so we would have to pay the full amount.

A motion was made by Trustee Hutchins and second by Trustee Marinello authorizing the Village Grant Writer to apply for the Neighborhood Revitalization Plan Grant. Upon the call of the roll, all were in favor.

John LiGreci spoke in regards to the issues presented by Trustee Marinello and also a Football Program for the Youth through the SCORS Group. He stated that the Village was granted \$20,000.00 for Recreation and has not used it; these funds could be used to support this Football Team and other Recreational Programs. Currently all of the participants are children and parents that live in the Village of Monticello. The Youth Football Program ranges from ages 5 – 13, and enables the Youth in the Village of Monticello to play as a team and be a part of something positive. There is currently 60 kids and 120 parents in total involved. We are also looking into other programs for the older youth, young adults and older adults to participate in.

Trustee Rue asked is this the \$20,000.00 that was never claimed?

Mr. LiGreci responded that this is the ongoing funds that we get every year that is never used. The amount is \$7,391.00 for the all of the football equipment.

Trustee Rue stated that she also spoke with Mr. LiGreci about this and she was reading in the paper that it is better to start off younger in football, that way by the time you reach the High School level, you are much better than someone just trying it for the first time at that age.

John LiGreci responded in agreement with Trustee Rue stating that in order to have a successful High School Program, the kids have to start participating at a younger age. This is the way it is in all of the other surrounding areas, if we were to start with the Youth Program, it would give us a better rounded Modified and High School Program.

The Mayor agreed and stated that no one has invested in the kids in the Village or anywhere else. We have these issues with gang violence, drugs and we are looking at an 80 million dollar jail and I think this is a great prevention. We have to do something positive and productive to keep our kids out of these jails and this is a good start.

Kelvin Thom from SCORS (Sullivan County Organized Recreation and Sports), we do a lot more than just football with the kids, because football and cheerleading is just 3 months out of the year. We want to make sure that we keep them off the streets and keep them involved and busy. In the last year, teens between the ages of 14 & 18 don't just wake up one day and start robbing stores. It starts way before that, by hanging out with the wrong crowd and joining gangs, taking and selling drugs, so that's why we target kids ages 6-13. At \$8,000.00 for 60 kids is \$132.00/kid or \$1.48/day for those three months. In comparison to housing an inmate in prison the amount is \$218.00/day and over a 3 month period it's \$18,000 for one inmate, so were trying to save 60 players and 50 cheerleaders, your going to make a huge investment and save money in the long run. As the Mayor said, it's about prevention, respect and responsibility.

Trustee Hutchins asked as far as the trainers, are they experienced?

Mr. Thom replied that the head coach right now is the Varsity Coach at Fallsburg, he's volunteering his time, Jason was the Modified Coach last year and he's been coaching at Fallsburg for 3 years, and Michael Ballard was coaching in Roscoe for 3 years. Both of them are also volunteering their time for this program and everyone on our Board is all volunteers, no pay.

Trustee Rue stated that we just want to make sure that the money is going to be used for the kids and not other things.

Mr. Thom replied that every dime the Village graciously gives would go directly to the kids for their uniforms & equipment.

John LiGreci stated that the Parents have all made a \$40.00 contribution towards the uniforms for each of their children so it is a co-ed type of thing; it's just not all on the Village.

Mr. Thom stated that they are also doing Fund Raisers to raise monies outside of that, they are having a BBQ this Saturday at the Ted Strobele Center from 12pm-6pm, and all are invited.

Resolution for the Budget Transfers & Amendments: Fiscal Year Ending 7-31-2010

A motion was made by Trustee Hutchins and second by Trustee Rue. Upon the call of the roll, all were in favor.

Resolution Authorizing the payment of \$4,000.00 to the Police Chiefs Association of Orange County Recruit School Tuition for Officer's Harry Mota & George Mendez

A motion was made by Trustee Marinello and second by Trustee Rue. Upon the call of the roll, all were in favor.

Resolution Authorizing the payment of \$18,935.00 to Admit Computer Services for annual computer software maintenance

A motion was made by Trustee Hutchins and second by Trustee Rue with a question.

Trustee Ruse asked is this the same amount that's paid every year?

John LiGreci responded yes, it's in line#3120-206A, it's Police Equipment, it's \$25,000.00 in there, that's where it's coming out of.

Upon the call of the roll, all were in favor.

Resolution Authorizing the payment of \$7,500.00 to Computer Doctors for annual computer hardware maintenance

A motion was made by Trustee Rue and second by Trustee Hutchins. Upon the call of the roll, all were in favor.

Resolution to set a Public Hearing for the Removal of a currently Licensed Tow Truck Firm from the Tow List or the Revoking of Licensure

Moved to Attorney-Client Session at the end of the meeting.

Resolution Authorizing Uniforms for the Football Team not to exceed \$7,391.00

A motion was made by Trustee Marinello and second by Trustee Rue. Upon the call of the roll, all were in favor.

Resolution to set a Public Hearing for a Local Law to Restrict Parking on North Street & Wasser Drive (Government Center)

Trustee Rue made a motion with a question and there was a second by Trustee Marinello.

Trustee Rue asked where exactly are we talking about?

The Village Manager stated that right in front where the Government Center is, the parking spaces from the corner of Government Drive down towards the driveway that goes to the Family Court, and down this side of the street up the sidewalk. The reason for this is we get a lot of calls, a lot of people want to go into the Government Center and they can't get in there because employees block the parking all day long instead of using the employee parking lot in the back, so we want to put a 2 hour parking limit along that street and to mark designated handicapped spots.

Trustee Marinello asked why not limit the employee parking to 45 minutes?

The Village Manager stated that hopefully this will be an incentive and they figured if they parked there, they can shoot in and out quicker than getting stuck in the lot.

Trustee Rue asked will there be signs?

John Barbarite responded that there would be signs that say 2-hour parking, painted spots as shown on the diagram for handicapped parking.

John LiGreci stated that there would be a no parking sign on the side road due to plowing.

Trustee Hutchins asked was the Police Department going to monitor that 2-hour parking?

Chief Solomon responded yes.

Trustee Hutchins stated that I would like to see summer jobs created for the kids to monitor that 2-hour parking.

Chief Solomon responded that we've done that before.

The Public Hearing was set for Tuesday, September 7, 2010 at 7:00pm.

Upon the call of the roll, all were in favor.

Resolution to Authorize the Purchase of a 2011 Chevrolet 1 ton 3500 HD series with Space Master utility body from NYS OGS State Bid Group#40570 Contract # PC63529 Class 3-4 truck from Robert Green for the sum of \$38,484.00 on a lease purchase agreement

A motion was made by Trustee Hutchins and second by Trustee Marinello. Upon the call of the roll, all were in favor.

Resolution Authorizing the Highway Department to go out to bid for a new Combination Dump Body (bid date to be open & read on September 9th 2010 at 2:00pm)

A motion was made by Trustee Marinello and second by Trustee Hutchins. Upon the call of the roll, all were in favor.

Resolution to Authorize the Purchase of a 2011 Chevrolet Pickup 2500 series with Plow from NYS OGS State Bid Group#40450 Award#2190-PF from Hoseltan Auto Mall, East Rochester, NY for the amount of \$32,715.38 on a lease purchase agreement

A motion was made by Trustee Rue and second by Trustee Marinello. Upon the call of the roll, all were in favor.

Resolution Authorizing the Highway Department to go out to bid for a 2010 or newer VAC ALL Multipurpose Vacuum Street Sweeper (bid date to be open & read on September 9th 2010 at 2:00pm)

A motion was made by Trustee Hutchins and second by Trustee Rue. Upon the call of the roll, all were in favor.

Resolution to the Authorize the Purchase of a 2010 Chevy 1 Ton Dump Truck w/Plow from NYS OGS State Bid Group#40570 Contract#PC63529 for the amount of \$40,143.32 on a lease purchase agreement from Robert Green

A motion was made by Trustee Hutchins and second by Trustee Rue.

Trustee Hutchins thanked the Deputy Manager for doing the research of the leasing program, which will save the taxpayers money and also allow the Village to continue to have new vehicles.

Upon the call of the roll, all were in favor.

Attorney-Client Session (if requested by the Board)

A motion was made by Trustee Marinello and second by Trustee Hutchins at 8:11pm to go into a closed Attorney-Client Session to discuss the Resolution to set a Public Hearing for the removal of a currently Licensed Tow Truck Firm from the Tow List or the Revoking of Licensure. Upon the call of the roll, all were in favor.

A motion was made by Mayor Jenkins to come out of closed session and second by Trustee Marinello, upon the call of the roll, all were in favor.

A motion was also made to table item #12, the Resolution to set a Public Hearing for the removal of a currently Licensed Tow Truck Firm from the Tow List or the Revoking of Licensure pending a meeting with the Tow Truck Owner by the Mayor and second by Trustee Hutchins, upon the call of the roll, all were in favor.

Adjournment

A motion was made by Trustee Marinello to adjourn the meeting and second by Trustee Rue. Upon the call of the roll, all were in favor.

Submitted by:



Janine Gandy, Village Clerk