

Board of Trustees Minutes

Re-Organizational Meeting

Village of Monticello

Wednesday, April 2, 2025

6:00 pm

**Call Meeting to Order**

The meeting was called to order at 6:03pm by Mayor Massey.

**Pledge to the Flag**

**Roll Call**

Mayor Massey-Present

Trustee Jenkins-Present

Trustee Hutchins-Present

Trustee Davis-Present

Trustee Barbarite-Present

**Also Present:**

James Snowden, Village Manager

Janine Gandy-McKinney, Village Clerk

**Motion to accept the agenda with item#12- Village Water Supply being omitted**

A motion was made by Trustee Hutchins with a second by Trustee Jenkins to accept the agenda. Upon the call of the roll, all present were in favor.

**Approval of minutes from the March 19<sup>th</sup>, 2025 Regular Board Meeting**

There were no minutes

**Public Hearing Proposed Local Law #1 of 2025 to amend Local Law #7 of 2024 amending Chapter 202, entitled , “Rental Permits” by amending §202-5(b)(3)(a) from the Village Clerk issuing permits to permits being issued by the Code Enforcement Office**

A motion was made by Trustee Hutchins with a second by Trustee Jenkins to open the public hearing at 6:05pm. Upon the call of the roll, all present were in favor.

The floor was opened to the public three times and no one spoke.

A motion was made by Trustee Hutchins with a second by Trustee Jenkins to leave the public open until further notice due to the need for additional changes. Upon the call of the roll, all present were in favor.

**Mayor’s Comments**

Exterior property and premises shall be maintained in a clean, safe, and sanitary condition. The occupant shall keep that part of the exterior property that such occupant occupies or controls in a clean and sanitary manner. Sidewalks, walkways, stairs, driveways, and similar areas shall be kept in a proper state of repair and maintained free from hazardous conditions.

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Failure of owner to control tenant /lessee compliance allows for subjugation to prosecution. Automobiles do not belong on the sidewalk or lawns. Failure to comply with violations allows for authorization of employees or contractors hired by the district to enter the property in violation and correct the said infractions. The costs of such removals or repairs shall be borne by the owner or agent for the property."

However, once again let me state that landlords you are accountable for tenant/lessee compliance with Village codes. If the tenant/lessee does not comply with property maintenance requirements, then it is the landlord's duty to hold them accountable. There are rules and obligations that apply to both property owners and lessees/tenants. However, many renters are unaware of Village regulations, leading to unexpected fines, lease restrictions, and compliance issues. Therefore, it is the responsibility of the landlords to educate them and ensure their tenant/lessee follows all Village rules and codes.

Homeowners are required to submit intended plans for all proposed deck and structure alterations. There are stiff fines for all who fail to comply with this requirement. All infractions will be enforced to the fullest of the law. We want to ensure you are exempt from potential stop work orders or imposed fines, so let's all work together for the beautification of the Village of Monticello. Do it the right way from the beginning and avoid potential difficulties.

1. *Garbage must be placed inside trash bins with lids on.*
2. *The recycling of cardboard requires it to be broken down and tied with string.*
3. *Garbage bags cannot be placed on the outside nor the side of the trash bin. Extra bags found to be located outside of*
4. *the container will be fined at a cost of \$15.00 per bag.*
5. *Sidewalks must be maintained by individuals. If the Village finds it necessary to do it for you, it will come at a cost*
6. *If individuals are present within crosswalks, it is illegal for vehicles to proceed.*

Spring and Summer are approaching, and it is time to do some Spring Cleaning! Remember to:

1. Keep Grass mowed
2. Trees trimmed
3. Yard free of debris
4. Control noxious weed and wild plant growth
5. Keep sidewalks clear
6. Ensure cars are parked correctly
7. Maintain in good repair and structurally sound all accessory constructions i.e. (detached garages, walls, fences)

These actions will ensure a beautiful Monticello!

On a high note, I want to thank the parents of the Village's children for allowing them to accompany me on a field trip to the Waterpark. A wonderful time was had by all and I look forward to our next adventure.

In addition, please take note that the Center for Workforce Development is now accepting applications for the Sullivan County's Summer Youth Employment Program. Check out the website at: <https://sullivanny.gov/Departments/WorkforcedevelopmcntNouthServices/SYEP>.

Now down to business:

We have a Village clean-up date scheduled for May 5<sup>th</sup> -May 9<sup>th</sup>. The rules will be fully outlined in the next Mayor's report. As of this date, all debris should be placed in front of residences. Mind that there will be no tires, no hazardous materials, no batteries, no electronics, and no oil accepted. Please refrain from including these materials within your rubbish turn-in.

Again, let me reiterate that we must all make volunteering a personal priority. The initiative with Catholic Charities Foundation that was looking for volunteers to restock the food pantry has not garnered much of a buzz. I implore you all to get out there and commit to serving your neighbors in need. This event is held every Wednesday from 9am-1pm. As we work towards all of our planned initiatives, I encourage everyone in our community to get involved. You can stay informed by attending the board meetings. Whether it's getting involved in local activities, volunteering, or simply supporting one another, every effort contributes to the keen sense of community that defines Monticello.

HONOR Update reported that their Housing 1<sup>st</sup> Program is now working with SOS to help transition homeless persons more quickly to permanent housing. They have opened 9 units in other counties since the program started. They are still in need of rental properties but are viewing properties this week.

Catholic Charities will continue to operate a variety of services for persons in need. A variety of social care services remain available despite shutting down their substance abuse treatment services.

The state Youth Council, represented from Sullivan County by a local teen and the County's Youth Bureau leader, Cathie Paci, met with the Governor recently. They are advocating for better Driver Education for youth across the state. The Youth Council was given the opportunity to have a Legislative Day of meeting with members of the Senate and Assembly.

SALT (Sullivan Allies Leading Together): There will be a public hearing April 24<sup>th</sup> at 10:15am to add Cannabis to the County's Social Host Law. This law prevents parents from providing alcohol to minors. The public hearing is in advance of a potential change that will add cannabis to the list of otherwise legal, but prohibited substances that adults can provide to minors.

Keep those "Human Services Shoutouts" coming! Our next UNITED SULLIVAN project is a joint awareness project of all community partners and Bold Gold Media. There are two goals for this project, to celebrate the work of human services professionals across Sullivan County and raise community awareness of services that are available. All agencies and school districts are invited to join the project, just send an email with a 3-4 sentence summary of the work one or

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a group of employees have done. Submit as many names and summaries as you would like to see recognized. Please obtain consent from individuals before sharing their names. The names and summaries will be shared as "shoutouts" on Bold Gold's morning shows starting next month.

The Healing Communities team has installed an emergency naloxone (NARCAN) kit at the Ted Stroebel Center in Monticello with a lot of support from local businesses and municipalities. The emergency naloxone kits are now installed in more than 100 locations across Sullivan County!

Once again, thank you for your continued support and commitment. Together, we can progress and achieve for the Village of Monticello. I look forward to keeping you updated as we take on more projects moving forward and to hearing your thoughts and ideas along the way.

### Events:

A career and job fair presented by SUNY Sullivan Career Center was held in the E Building Lobby on Tuesday, April 1<sup>st</sup>, 2025 from 10am-1pm. For more information on how you or your agency can participate, call (845)434-5750 x4202 or email [careercenter@sunysullivan.edu](mailto:careercenter@sunysullivan.edu).

Veterans Fishing Day- April 4<sup>th</sup>, 2025. Free lunch provided and whoever catches the biggest fish will win a new fishing pole. A valid NY fishing license required. See flyer for additional details.

Free Rabies Clinic: Sullivan County Department of Public Health Services has scheduled a free rabies clinic that will be held at the Town of Lumberland Park Pavilion, 1052 Proctor Rd-Glen Spey, on April 23<sup>rd</sup>, 2025, from 6:00 to 7:30pm.

### Ongoing Events:

1. Have a hot cup of FREEDOM! Join Vet2Vet of Sullivan County for coffee and camaraderie every Monday at ATI from 10-11am at their location at 309 East Broadway, Monticello.
2. Weekly AA/NA Meetings-Ted Stroebel Center 7:00-8:30pm
3. Behavioral Health Services for Youth are being provided by Astor Services Satellite Clinic. Online Providers are available at the Monticello High School and St. John's Street Building. Parental consent is necessary.
4. Sullivan 180: The 2025 Community Resource Guides are here! As a reminder, this valuable guide to our community's wide variety of resources is always available and kept up to date on the Sullivan 180 website at [www.sullivan180.org](http://www.sullivan180.org).
5. The Veteran Caregiver program continues monthly from ATI.
6. Rental assistance funding remains available for those in recovery from substance use disorders.

7. Community Services Now Offering Mental Health Services to Children Ages 5 and up in an effort to meet the demand for mental health services for children across the county. They are now accepting referrals for children beginning at age 5. Call (845)292-8770 for more information and to schedule appointments.
8. Emergency Housing and Warming Centers are open from 8pm-8am, 7-days per week. Plans for the Warming Centers to close for the season are no later than April 15<sup>th</sup>. DSS staff and SOS-CTI team members have started meeting with Warming Center patrons to assist them with long term plans for safe shelter after the Centers close.
9. Vending Machines were originally obtained as part of the Healing Communities Grant in partnership with Columbia University. The Drug Task Force is providing a vending machine at the Government Center that distributes free NARCAN. With the grant period completed, plans are to expand the product line available in the vending machines to include dental care kits for adults and kids, tick removal, wound care, and sexual health kits, as well as gunlocks provided by the Hudson Valley Veterans Administration (VA). All items are funded by various public health grant, veterans' affairs, and opioid settlement fund programs and are available free to the public.

HELP WANTED

Child Protective Caseworkers at DSS - The Child Welfare team at DSS is looking for a few more caseworkers to join the team to enable them to expand services and support into local school districts in time for the start of the next academic year. Civil service exams are offered weekly for this position. A bachelor's degree or RN and driver's license are required for the position.

Hepatitis C Care Coordinator-Cornerstone Health Services.

FYI

I am pleased to announce that we have applied for funding in the form of grants through both Kirsten Gillibrand's and Josh Riley's office for a Monticello Youth Empowerment Center as well as the construction of a new Monticello Village Hall Hub.

Mayor Massey made the following appointments for a one (1) year term with Board approval:

Village special Counsel	Term Expiration
Michael Sussman	April 2026

Deputy Village Attorney	Term Expiration
Richard S. Baum	April 2026

A motion was made by Trustee Hutchins with a second by Trustee Jenkins. Upon the call of the roll, all present were in favor.

Mayor Massey made the following appointments for a one (1) year term:

Deputy Mayor-John Barbarite

Term Expiration  
April 2026

Former Deputy Mayor Jenkins thanked Mayor Massey for the opportunity of being the Deputy Mayor during the first year of her term and said it was a pleasure to serve the Mayor and this community.

**Manager’s Report**

Mr. Snowden also reiterated to everyone about the Spring Clean-Up that will be taking place May 5-9<sup>th</sup> and also the Litter Pluck coming up on the last weekend of this month.

**Manager’s Appointment-One (1) Year Term:**

	Term Expiration
Village Engineer-Glenn Smith	April 2026
Official Newspaper-Sullivan County Democrat	April 2026
Police Surgeon- Mayer Rosenberg	April 2026
Health Officer-Dr. Garfinkel	April 2026
Police Chaplain-Evang Stella Butler	April 2026
Acting Village-Judge David Maho	April 2026
Official Banks-JP Morgan Chase Bank, Wayne Bank, Jeff Bank & TD Bank	April 2026

**Discussion-Creation of Standards of Procedures for Various Departments**

Trustee Barbarite stated that it is important that there be a set Standard of Operations for some of the departments in the Village. I am finding that in the Building Department, when new people are hired, they are not being trained properly and no one really knows the correct procedure to follow to get things done. I feel that if there was a manual or something in place for newcomers to follow, it would allow that department in particular to run more efficiently. There are a few other departments that this will also be helpful for, but for right now, it is most pertinent in the Building Department and that’s where we need to focus our attention.

**Resolution of Adoption for Local Law #1 of 2025 to amend Local Law #7 of 2024 amending Chapter 202, entitled , “Rental Permits” by amending §202-5(b)(3)(a) from the Village Clerk issuing permits to permits being issued by the Code Enforcement Office**

Tabled

**Resolution authorizing payment of the Village bills in the amount of \$94,494.29**

A motion was made by Trustee Hutchins with a second by Trustee Davis. Upon the call of the roll, all present were in favor.

**Resolution setting the date, time, and place of the regular Village Board Meetings for the 1<sup>st</sup> & 3<sup>rd</sup> Wednesdays of each month at 6:00pm in person at Village Hall located at 2 Pleasant Street**

A motion was made by Trustee Hutchins with a second by Trustee Davis. Upon the call of the roll, all present were in favor.

**Resolution regarding the Procurement of all Goods and Services by the Departments of the**

**Village of Monticello**

A motion was made by Trustee Hutchins with a second by Trustee Davis. Upon the call of the roll, all present were in favor.

**Resolution authorizing the Village Manager to allow employees to attend Seminars and Conferences which will benefit or further the interest of the Village not to exceed \$1,500.00**

A motion was made by Trustee Hutchins with a second by Trustee Davis. Upon the call of the roll, all present were in favor.

**Resolution authorizing payment in advance of audit claims for Public Utilities, Postage, Freight and Express Charges not to exceed \$30,000.00 in accordance with Office of the New York State Comptroller Local Government Management Guide**

A motion was made by Trustee Hutchins with a second by Trustee Jenkins. Upon the call of the roll, all present were in favor.

**Resolution directing the Annual Audit of the Village Justice Court Records by the Village Independent Auditors by a bid process**

A motion was made by Trustee Hutchins with a second by Trustee Jenkins. Upon the call of the roll, all present were in favor.

**Resolution re-adopting the Investment Policy for the Village of Monticello**

A motion was made by Trustee Hutchins with a second by Trustee Jenkins. Upon the call of the roll, all present were in favor.

**Resolution designating the TD Bank as the depository for the Justice Court and authorizing the Village Justice and acting Village Justice to have sole authorization of the accounts therein**

A motion was made by Trustee Hutchins with a second by Trustee Jenkins. Upon the call of the roll, all present were in favor.

**Resolution designating the JP Morgan Chase Bank, Wayne Bank, Jeff Bank & TD Bank as the depositories for the Village and authorizing the Mayor, Deputy Mayor, Treasurer, Deputy Village Treasurer and Village Manager have sole authorization of the accounts therein**

A motion was made by Trustee Hutchins with a second by Trustee Jenkins. Upon the call of the roll, all present were in favor.

**Resolution authorizing the bidding process for the Village's Highway, Sanitation, Sewer & Water Departments annual bid items for fiscal year ending July 2026; bid opening date to be set for Thursday, May 22<sup>nd</sup>, 2025 at 2:00pm for the Highway & Sanitation Department and Thursday, May 29<sup>th</sup>, 2025 at 2:00pm for the Water & Sewer Department**

A motion was made by Trustee Hutchins with a second by Trustee Jenkins. Upon the call of the roll, all present were in favor.

**Resolution authorizing the Village's Annual Spring Litter Pluck for Saturday & Sunday, April 26<sup>th</sup> & 27<sup>th</sup>, 2025 from 9am-2pm**

A motion was made by Trustee Hutchins with a second by Trustee Jenkins. Upon the call of the roll, all present were in favor.

**Resolution setting a Public Hearing Date for proposed Local Law#4 of 2025 to amend Village Code Section 220-58 by adding Section 220-58D, "New Roads" on Wednesday May 7<sup>th</sup>, 2025 at 6:15pm**

A motion was made by Trustee Davis with a second by Trustee Hutchins. Upon the call of the roll, all present were in favor.

**Resolution authorizing the Village Manager to sign a contract with XEROX for the purchase of two(2) new copiers/printers for the Village Office**

A motion was made by Trustee Davis with a second by Trustee Hutchins. Upon the call of the roll, all present were in favor.

**Resolution authorizing payment to Village Engineer, Glenn Smith, in the amount of \$2,030.25 for work completed on the DeHoyos Park New Swimming Pool from app#A.1440.414 (Engineer-Professional Services). Account balance after expense is \$13,929.30**

A motion was made by Trustee Hutchins with a second by Trustee Davis. Upon the call of the roll, all present were in favor.

**Resolution authorizing payment to TK Elevator Corporation in the amount of \$1,006.99 for the yearly maintenance of the elevator in Village Hall from app#A.1620.203 (General. Building & Grounds-Village Hall). Account balance after expense is \$10,937.26**

A motion was made by Trustee Hutchins with a second by Trustee Jenkins. Upon the call of the roll, all present were in favor.

**Resolution authorizing payment to NYSHIP for the balance owed on the Village Employees Health Insurance for March in the amount of \$233,316.62 from the appropriation numbers in the attached Schedule "A" as listed**

A motion was made by Trustee Hutchins with a second by Trustee Jenkins. Upon the call of the roll, all present were in favor.

**Resolution authorizing payment to Computer Doctors in the amount of \$1,170.00 for yearly maintenance to the Village computer systems from app#A.1680.404 (Shared Services-Subscriptions). Account balance after expense is \$714.55**

A motion was made by Trustee Hutchins with a second by Trustee Jenkins. Upon the call of the roll, all present were in favor.

**Resolution authorizing the Grant Writer to prepare and submit grant requests to Senator Kristen Gillibrand and Congressman Josh Riley for various municipal and community projects for the Village of Monticello**

A motion was made by Trustee Hutchins with a second by Trustee Davis. Upon the call of the roll, all present were in favor.



**Resolution amending the Village Code, Chapter A-290 entitled, “Fee Schedule” to increase the fee for returned shopping carts from \$25.00 per cart to \$100.00 per cart and for the Village to bill the appropriate establishment**

A motion was made by Trustee Hutchins with a second by Trustee Barbarite. Upon the call of the roll, all present were in favor.

**Resolution setting a Public Hearing date for Proposed Local Law#5 of 2025, Amending Article IV of Chapter 226 entitled, “Taxation” section 226-22.1-226-22.12 “Authority to Enter into a Tax Installment Agreement, Commencement, Copies of Agreements” May 7<sup>th</sup>, 2025 at 6:30pm**

A motion was made by Trustee Hutchins with a second by Trustee Barbarite. Upon the call of the roll, all present were in favor.

**Resolution authorizing authorizes payment to Honest Creative for work completed for the new Village website in the amount of \$8,000.00 from app#A.1680.202(Web Update). Account balance after expense is \$4,000.00**

A motion was made by Trustee Hutchins with a question and a second by Trustee Jenkins. Upon the call of the roll, all present were in favor.

Trustee Hutchins asked when will the website be up and running.

Trustee Barbarite responded hopefully in a few weeks, after we have our training.

**Resolution accepting the quote and authorizing payment to Veolia Water Technologies, Inc dba (Kruger)(sole source provider) in the amount of \$14,531.50 from app#G.1940.400(USDA Reserved Sewer Fund) for the purchase of Filter Screens for the Filter Building at the Sewer Department. Account balance is \$55,027.61 before expense**

A motion was made by Trustee Hutchins with a second by Trustee Jenkins. Upon the call of the roll, all present were in favor.

**Resolution authorizing the Village Clerk to Execute a Satisfaction of Mortgage & Note for 45 Harmony Lane, Unit 57 aka SBL#109.A-2-11./0607 and authorizing the Village Manager to sign the document**

A motion was made by Trustee Hutchins with a second by Trustee Jenkins. Upon the call of the roll, all present were in favor.

**Resolution authorizing the Village Clerk to Execute a Satisfaction of Mortgage & Note for 29 Harmony Lane, Unit 23 aka SBL#109.A-2-11./0103 and authorizing the Village Manager to sign the document**

A motion was made by Trustee Hutchins with a second by Trustee Davis. Upon the call of the roll, all present were in favor.

**Resolution authorizing payment to Schmidt’s Wholesale, Inc. in the amount \$1,606.88 for the purchase of parts for the Racetrack Pump Station from app#G.8120.421(Sanitary Sewers-Repairs/Maintenance) for the Sewer Department. Account balance after expense is \$9,693.70**

A motion was made by Trustee Hutchins with a second by Trustee Jenkins. Upon the call of the roll, all present were in favor.

**Resolution authorizing the Mayor to sign the Deed transfer from the Village of Monticello to Ripple Rd Realty LLC for the purchase of Village of Monticello parcel 132.-1-2 aka the Old Railroad**

A motion was made by Trustee Hutchins with a second by Trustee Jenkins. Upon the call of the roll, all present were in favor.

**Additional resolution of the Board**

1. Resolution authorizing a meeting of Village consultants, Town of Thompson consultants and George Duke from Somerset Homes. An escrow will be set at the discretion of the Village Special Counsel

A motion was made by Trustee Hutchins with a second by Trustee Barbarite. Upon the call of the roll, all present were in favor.

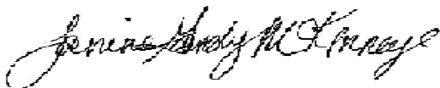
**Executive Session**

There was no Executive Session

**Adjournment**

A motion was made by Trustee Hutchins with a second by Trustee Davis to close the meeting at 6:37pm. Upon the call of the roll, all present were in favor.

Submitted by:



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Janine Gandy-McKinney,  
Village Clerk