

**Village of Hillburn
 Annual Organizational Meeting
 Monday, April 4, 2016
 7:00PM**

MINUTES OF THE ANNUAL ORGANIZATION MEETING held on Monday, April 4, 2016, in the Community Room, 37 5th Street, Hillburn, NY, commencing at 7:00PM.

**PRESENT: Craig M. Flanagan Jr., Mayor
 Eleanor J. DeGraw, Trustee
 Bonnie O’Blenis, Trustee
 Elizabeth K. Cassidy, Village Attorney**

RECORDER OF MINUTES: Mary Boone, Clerk-Treasurer



Meeting was called to order by the Honorable Mayor Craig M. Flanagan Jr.

DPW Superintendent Tom Conklin led in the Pledge of Allegiance.

Pastor Paul DeLalla, Lighthouse Worship Center, offered the Invocation.

The Oath of Office was administered to re-elected Trustee Bonnie O’Blenis for the two-year term (April 2016-April 2018) by Village Attorney Elizabeth Cassidy.

The Oath of Office was administered to Alan M. Simon by Village Attorney Cassidy to serve as Acting Village Justice for the one year term (April 2016-April 2017).

Mayoral Appointments and Designations (Official Year April 2016-April 2017)

DEPUTY MAYOR.....	<u>Bonnie R. O’Blenis</u>
ACTING VILLAGE JUSTICE.....	<u>Alan M. Simon</u>
VILLAGE CLERK and TREASURER.....	<u>Mary M. Boone</u>
ASST VILLAGE CLERK and TREASURER/CLERK-TYPIST	<u>Robin G. Miele</u>
VILLAGE ATTORNEY.....	<u>Elizabeth K. Cassidy</u>
VILLAGE ENGINEER.....	<u>Brooker Engineering, PLLC</u>
VILLAGE AUDITOR.....	<u>O’Connor Davies</u>
PLANNING CONSULTANT.....	
STREET COMMISSIONER.....	<u>Bonnie R. O’Blenis</u>
WATER COMMISSIONER.....	<u>Eleanor J. DeGraw</u>
POLICE COMMISSIONER.....	<u>Craig M. Flanagan, Jr.</u>
CO-RECREATION COMMISSIONER (Youth & Seniors).....	<u>Bonnie R. O’Blenis & Eleanor J. DeGraw</u>
YOUTH RECREATION ACTIVITIES COORDINATOR.....	<u>Angela Flanagan</u>
YOUTH RECREATION AIDES.....	<u>Marcella F. Perrano</u>
.....	<u>Orianna Lee and Alyssa Flanagan</u>
DEPARTMENT OF PUBLIC WORKS SUPERVISOR.....	<u>Thomas M. Conklin</u>
ASST. DEPT. OF PUBLIC WORKS SUPERVISOR.....	<u>Shane S. Starr</u>
BUILDING and FIRE INSPECTOR.....	<u>Adam L. Gordon</u>
(DEP. V/CLK) PLANNING BD. CLERK, COURT CLERK... CLERK-TYPIST.....	<u>Yvonne Van Dunk</u>
.....	<u>Robin G. Miele</u>
WATER DEPT. CLERKS.....	<u>Robin G. Miele</u>
.....	<u>Yvonne Van Dunk</u>
FIRE ALARM INSTALLATION/MONITORING.....	<u>Electrolock, Inc.</u>

The following RESOLUTION was offered by Trustee O’Blenis and seconded by Trustee DeGraw who moved its adoption:

WHEREAS, the Mayoral appointments and designations have been made for the 2016-2017 official year,

BE IT RESOLVED that the appointments and designations are hereby approved by the Hillburn Village Board; and

BE IT FURTHER RESOLVED that the salaries and wages for the appointees shall be as set forth in the 2016-2017 budget.

Ayes: Craig M. Flanagan Jr., Mayor
Eleanor J. DeGraw, Trustee
Bonnie O’Blenis, Trustee
Noes: None

Retention of Services

IT WAS RESOLVED by the Village Board to retain the services for the 2016-2017 fiscal year:

- Village Attorney - Elizabeth K. Cassidy, PLLC (3/07/16 Letter/Proposal)
- Village Engineer - Brooker Engineering, PLLC (2/03/16 Letter/Proposal)
- Village Auditor - O’Connor Davies, LLP (5/14/15 Proposal–3 Years: 5/31/15, 16, 17)

Ayes: Craig M. Flanagan Jr., Mayor
Eleanor J. DeGraw, Trustee
Bonnie O’Blenis, Trustee
Noes: None

Schedule of Regular Meetings and the Scheduling Procedure of Special Meetings

The following RESOLUTION was offered by Trustee DeGraw and seconded by Trustee O’Blenis who moved its adoption:

WHEREAS, the Regular Meetings of the Village Board of Trustees are held twice a month,

BE IT RESOLVED, that the Regular Meetings of the Board of Trustees be held as follows:

- Months with four Tuesdays: 2nd & 4th Tuesdays
- Months with five Tuesdays: 3rd & 5th Tuesdays

AND WHEREBY, it is the desire of the Mayor and the members of the Village Board of Trustees of the Village of Hillburn that Special Meetings of the Village Board shall be held when deemed necessary; and

WHEREAS, such Special Meetings should be held when deemed necessary by either the Mayor or either one of the Trustees;

NOW, THEREFORE, BE IT RESOLVED that a Special Meeting can be called by any member of the Village Board on a 24 hour notice by notifying the Village Clerk who shall notify the other members of the Board as to the time and place of the Special Meeting and to fully comply with the Open Meetings Law that requires notifying the public and the news media.

Ayes: Craig M. Flanagan Jr., Mayor
Eleanor J. DeGraw, Trustee
Bonnie O’Blenis, Trustee
Noes: None

Designation of Village Depositories

IT WAS RESOLVED by the Village Board to designate the following banks as the Village Depositories:

- J.P. Morgan Chase**
- Manufacturers and Traders Trust Company (M & T Bank)**
- CLASS (MBIA – Municipal Investors Service Corporation)**
- Sterling National Bank**

Ayes: Craig M. Flanagan Jr., Mayor
Eleanor J. DeGraw, Trustee
Bonnie O’Blenis, Trustee
Noes: None

Designation of Village Newspaper

IT WAS RESOLVED by the Village Board to designate **The Journal News** as the Village Newspaper, and FURTHER, other newspapers may be designated to carry the Village's legal notices.

Ayes: Craig M. Flanagan Jr., Mayor
Eleanor J. DeGraw, Trustee
Bonnie O'Blenis, Trustee

Noes: None

Rockland Municipal Planning Federation Certificates of Completion of the Zoning Recertification Course

Mayor Flanagan presented Certificates to current ZBA Chairman Carolyn Hairston and to former ZBA Member Delores Hunter (resigned as of 3/22/16).

Mayor Flanagan stated ZBA and Planning Board members are to be commended for volunteering many hours of service to the community not only by performing the duties of the respective Board, but also by attending required certification training classes

Appointment of Zoning Board of Appeals Member: 5-Year Term (April 2016 - April 2021)

Mayor Flanagan announced his appointment of Timothy Williams to serve as a member of the Zoning Board of Appeals for the 5-year term April 2016 – April 2021.

IT WAS RESOLVED by the Village Board to approve Mayor Flanagan's appointment of Timothy Williams to the Zoning Board of Appeals

Ayes: Craig M. Flanagan Jr., Mayor
Eleanor J. DeGraw, Trustee
Bonnie O'Blenis, Trustee

Noes: None

Appointment of Planning Board Member for the 5-Year Term (April 2016 – April 2021)

Mayor Flanagan stated the appointment of a Planning Board member will remain tabled.

Mayor Flanagan extended his appreciation to Thomas Lyons for his 15 years of service on the Planning Board and to Delores Hunter for her 5 years of service on the Zoning Board of Appeals.

Procurement Policy Review (Updated Policy Adopted 6/01/2013)

Mayor Flanagan stated that the Procurement Policy is being reviewed and action will be placed on a future agenda.

Mayoral Address was delivered by the Honorable Mayor Craig M. Flanagan Jr. (copy attached)

Trustee O'Blenis acknowledged the presence of Recreation Aides Orianna Lee and Alyssa Flanagan, and thanked them for offering to Co-Chair a Community Beautification Committee.

Dedication of Hillburn School as a Historic Site – Date of Event: May 15, 2016

Trustee O'Blenis stated that, as the host community, a presentation will be made by Hillburn Youth. Village resident and Ramapo Central School District Teacher Kelly Henry has volunteered to coordinate the presentation.

Trustee DeGraw stated the Hillburn Senior Citizens Organization has one of the largest memberships in the County and acknowledged the presence of President, Margaret Gulick, Vice President Diana DeGroat and Trip Coordinators Valerie Mariano and Patricia Van Dunk. Meetings are held on the 1st and 3rd Mondays of each month in the Hillburn Community Room.

Mayor Flanagan made the following announcements:

-2015-2016 Budget Hearing – 4/12/16 at 7:30PM – The tentative Budget reflects a tax rate of \$3.81 per \$100 assessed valuation (6¢ increase over the 2015-2016 tax rate)

-Garbage Contract – Bid Opening – 4/12/16 at 7:15PM.

Attorney Cassidy reported effective today, her new Associate Jessica Mahoney,, will be assisting in matters regarding the Village of Hillburn and will be covering for her during her upcoming maternity leave

Pastor DeLalla offered the Benediction.

Mayor Flanagan thanked everyone for coming.

Meeting was adjourned at 7:40PM. **Approved by Village Board.**

Ayes: Craig M. Flanagan Jr., Mayor
Eleanor J. DeGraw, Trustee
Bonnie O'Blenis, Trustee

Noes: None