

**Village of Hillburn
Annual Organizational Meeting
Monday, April 6, 2015 - 7:00PM**

MINUTES OF THE ANNUAL ORGANIZATION MEETING held on Monday, April 6, 2015, 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

ABSENT: 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.

Mayor Flanagan welcomed everyone to the meeting and acknowledged the presence of Ramapo Police Chief Peter Brower, Ramapough Indian Chief Dwaine Perry and Senior Citizens President Judi Starr. DPW Superintendent Tom Conklin led in the Pledge of Allegiance.

Rev. Adam Gosser, Lighthouse Worship Center, offered the Invocation.

The Oath of Office was administered to re-elected Mayor Craig M. Flanagan Jr. for the two-year term (April 2015-April 2017) by Village Clerk-Treasurer Mary Boone.

The Oath of Office was administered to re-elected Trustee Eleanor J. DeGraw for the two-year term (April 2015-April 2017) by Village Clerk-Treasurer Mary Boone.

Mayoral Appointments and Designations (Official Year April 2015-April 2016)

DEPUTY MAYOR.....	<u>Eleanor J. DeGraw</u>
ACTING VILLAGE JUSTICE.....	<u>Jerome S. Jefferson</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>(Tabled for Proposals)</u>
PLANNING CONSULTANT.....	<u>Robert Geneslaw, Inc.</u>
STREET COMMISSIONER.....	<u>Bonnie R. O’Blenis</u>
WATER COMMISSIONER.....	<u>Eleanor J. DeGraw</u>
POLICE COMMISSIONER.....	<u>Craig M. Flanagan, Jr.</u>
RECREATION COMMISSIONER (Youth & Seniors).....	<u>Bonnie R. O’Blenis (Youth)</u>
	<u>Eleanor J. DeGraw (Seniors)</u>
YOUTH RECREATION ACTIVITIES COORDINATOR.....	<u>Angela Flanagan</u>
YOUTH RECREATION AIDES.....	<u>Marcella F. Perrano/Jacques L. VanDunk</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>
WATER DEPT. CLERKS.....	<u>Yvonne Van Dunk</u>
	<u>Robin G. Miele</u>
FIRE ALARM INSTALLATION/MONITORING.....	<u>Electrolock, Inc.</u>

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

WHEREAS, the Mayoral appointments and designations have been made for the 2015-2016 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 2015-2016 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 2015-2016 fiscal year:

- Village Attorney - Elizabeth K. Cassidy, PLLC
- Village Engineer - Brooker Engineering, PLLC
- Village Auditor - O’Connor Davies, LLP

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

Appointment of Zoning Board of Appeals Member: 5-Year Term (April 2015 - April 2020)

Mayor Flanagan announced his re-appointment of David McNally to serve as a member of the Zoning Board of Appeals for the 5-year term April 2015 – April 2020.

Appointment of Planning Board Member for the 5-Year Term (April 2015 – April 2020)

Mayor Flanagan announced his appointment of Richard Mellon to serve as a member of the Planning Board for the 5-Year Term April 2015–April 2020.

IT WAS RESOLVED by the Village Board to approve Mayor Flanagan's appointments to the Zoning Board of Appeals and Planning Board.

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 O’Blenis and seconded by Trustee DeGraw 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

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

Procurement Policy Review (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)

Mayor Flanagan made the following announcements:

- Hillburn Clean-Up Day will be held on 4/11/15 from 8:00AM-12:00noon.
- 2015-2016 Budget Hearing – 4/14/15 at 7:30PM
- Hillburn Day – 8/01/15

Rev. Gosser offered the Benediction.

Mayor Flanagan thanked everyone for coming.

Meeting was adjourned at 7:25PM. **Approved by Village Board.**

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