

**Village of Hillburn
Annual Organizational Meeting
Monday, April 7, 2014 - 7:00PM**

MINUTES OF THE ANNUAL ORGANIZATION MEETING held on Monday, April 7, 2014, 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-elect
Elizabeth K. Cassidy, Village Attorney

RECORDER OF MINUTES: Mary Boone, Clerk-Treasurer

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Meeting was called to order by the Honorable Mayor Craig M. Flanagan Jr. Mayor Flanagan welcomed everyone to the meeting and requested DPW Superintendent Tom Conklin to lead in the Pledge of Allegiance.

Mayor Flanagan introduced Penny Mann who sang *God Bless America*.

Rev. Adam Gosser offered the Invocation.

The Oath of Office was administered to the newly elected Trustee Bonnie O’Blenis for the two-year term (April 2014-April 2016) by Hillburn Village Attorney Elizabeth K. Cassidy.

The Oath of Office was administered to the newly elected Village Justice Brian D. Nugent for the four-year term (April 2014-April 2018) by Hillburn Village Attorney Elizabeth K. Cassidy.

Mayoral Appointments and Designations (Official Year April 2014-April 2015)

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>O’Connor Davies, LLP</u>
PLANNING CONSULTANT.....	<u>Robert Geneslaw, Inc.</u>
STREET COMMISSIONER.....	<u>Bonnie O’Blenis</u>
WATER COMMISSIONER.....	<u>Eleanor J. DeGraw</u>
POLICE COMMISSIONER.....	<u>Craig M. Flanagan, Jr.</u>
SENIOR CITIZENS LIAISON.....	<u>Eleanor J. DeGraw</u>
RECREATION COMMISSIONER	<u>Bonnie O’Blenis</u>
YOUTH RECREATION ACTIVITIES COORDINATOR.....	<u>Michelle A. Noel</u>
YOUTH RECREATION AIDES.....	<u>Angela Flanagan/Jacques VanDunk</u>
DEPARTMENT OF PUBLIC WORKS SUPERVISOR.....	<u>Thomas M. Conklin</u>
ASST. DEPT. OF PUBLIC WORKS SUPERVISOR.....	<u>Shane Starr</u>
BUILDING and FIRE INSPECTOR.....	<u>Adam L. Gordon</u>
(DEP. V/CLK) PLANNING BD. CLERK, COURT CLERK.....	<u>Yvonne Van Dunk</u>
CLERK	<u>Yvonne Van Dunk</u>
WATER DEPT. CLERKS.....	<u>Robin G. Miele</u>
.....	<u>Nelson Hadley</u>
SUPERINTENDENT OF FIRE ALARMS.....	

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 2014-2015 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 2014-2015 budget.

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.

NOTE: April 2014 Meetings Scheduled as follows:

- Tuesday, April 15th – 7:00PM
Public Hearing: Tentative 2014-2015 Budget
- Wednesday, April 23rd – 7:00PM
Opening of Bids: 5th Street Sidewalk and Drainage Project

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 2014 - April 2019)

Mayor Flanagan announced his re-appointment of Carolyn Hairston to serve as a member of the Zoning Board of Appeals for the 5-year term April 2014 – April 2019.

Appointment of Planning Board Member for the 5-Year Term (April 2014 – April 2019)

Mayor Flanagan announced his re-appointment of Willie Williams to serve as a member of the Planning Board for the 5-Year Term April 2014–April 2019.

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

Retention of Services

IT WAS RESOLVED by the Village Board to retain the services for the 2014-2015 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'Brien, 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'Brien, 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 acknowledged the presence of Ramapo Police Chief Peter Brower, Ramapo Police Officer Thomas Caro, Village Engineer Glenn McCreedy, Judy Starr, Hillburn Senior Citizen Organization President, and Beverly Flanagan, Chair of the Hillburn Historical Society.

A closing speech had been provided by former Trustee Miranda Escobar to be read in the event she was unable to attend the meeting. Mayor Flanagan requested Trustee DeGraw to read same. (copy attached)

Mayor Flanagan announced Hillburn Clean-Up Day will be held on 4/26/14 from 8:00AM-12:00noon.

Former Trustee Miranda Escobar arrived at meeting and was informed that her speech had been delivered in her absence. Mayor Flanagan thanked her for her service rendered as Village Trustee (as mentioned in the Mayoral Address). An applause was given to the former Trustee.

Rev. Gosser offered the Benediction.

Mayor Flanagan thanked everyone for coming.

Meeting was adjourned at 7:28PM. **Approved by Village Board.**

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