

VILLAGE OF HILLBURN
Board of Trustees Meeting
Tuesday, April 24, 2018 – 7:00PM

MINUTES OF THE BOARD OF TRUSTEES MEETING held on Tuesday, April 24, 2018, in the Municipal Meeting Room, 31 Mountain Avenue, Hillburn, New York 10931, commencing at 7:00PM.

PRESENT: Craig M. Flanagan, Jr., Mayor
Bonnie R. O’Blenis, Trustee
Eleanor J. DeGraw, Trustee
Richard Ellsworth, Village Attorney
Eve Mancuso, Village Engineer
Thomas M. Conklin, DPW Supt.

RECORDER OF MINUTES: Robin Miele, Clerk-Treasurer

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Meeting called to order by the Hon. Craig M. Flanagan, Jr., Mayor. Clerk-Treasurer Robin Miele led the Salute to the Flag.

Minutes of the 4/10/18 Meeting – Approved by Village Board

Ayes: Mayor Flanagan & Trustees O’Blenis & DeGraw
Noes: None

Street & Water Commissioners Reports – Approved by Village Board.

Ayes: Mayor Flanagan & Trustees O’Blenis & DeGraw
Noes: None

Police Commissioner’s Report – Mayor Flanagan deferred report until the arrival of a Ramapo Police Officer.

DPW Report – DPW Supt. Thomas Conklin reported:

2018 Hillburn Clean-Up Day - 4/14/18 – Supt. Conklin stated the day was a great success and extended appreciation to the residents, and especially to the Suffern Mounties, for volunteering their time to participate.

-Mayor Flanagan stated trash was strewn along Route 59 the next day, possibly from an uncovered truck. He requested DPW Supt. to note the license plate number on garbage trucks that are not properly covered.

-Supt. Conklin stated the NYS DOT were in the Village and collecting trash along the State highways and had cleaned the area.

4/10/18 Notice – RE: Hillburn Transfer Station – Supt. Conklin reported that he had received notice that the Hillburn Transfer Station will be under construction (floor replacement) for a couple of months and operating at a restricted volume access.

Surplus Equipment – Bids Received by Absolute Auctions & Realty – 3/29/18 Auction #2720

The 2001 GMC C8500 Dump Truck, (2) Red Max Weed Whackers and Office Electronics (Towers/Printers) have been picked up by the respective bidders. The pick-up of the 1990 John Deere 870 Tractor/Mower is being coordinated with the bidder.

Princeton Hydro – 4/24/18 Proposal – 2018 Pond Management Service – Veterans Memorial Park Pond

A MOTION was made Trustee DeGraw and seconded by Trustee O’Blenis to authorize Mayor Flanagan to sign the Agreement, as amended to reflect the maximum cost not to exceed \$1,000 for treatment of the pond.

Ayes: Mayor Flanagan & Trustees O’Blenis & DeGraw
Noes: None

3/22/18 Damage to Guardrail–Terrace Ave & Suffern Rd – Supt. Conklin stated he is obtaining quotes for the material to repair the guardrail.

SUEZ Water New York – PSC Mandated Water Meter Testing – Contractor: National Metering Services, Inc. – DPW Supt. will contact SUEZ to schedule a date/time for the testing.

Cintas – DPW Uniform Cleaning Service – 4/18/18 Notification of price adjustment effective 5/1/18.

-DPW Supt. Conklin stated he is obtaining quotes from alternate companies.

Village Water System

Village Engineer Mancuso reported on the meeting held with Glenn McCreedy of Civil Design Works, LLC and a representative of H2M (worked with Riddick in assigning value to the system in the 1980’s) to discuss what the system consists of, the age of specific areas of the system, etc. Riddick will review the information and provide a quote on the current value of water system.

-4/19/18 Proposal for Engineering Services from Civil Design Works, LLC. –

A MOTION was made by Trustee DeGraw and seconded by Trustee O’Blenis to accept the 4/19/18 proposal for Engineering Services from Civil Design Works, LLC and to authorize Mayor Flanagan to sign same.

Ayes: Mayor Flanagan & Trustees O’Blenis & DeGraw
Noes: None

4th Street Railroad Bridge

RE: Resurfacing by Town of Ramapo –A follow-up meeting was held at the Town of Ramapo on 4/23/18 to discuss the status of the project. A meeting was scheduled for Friday, 5/11/18 at 9:00AM.

HFD Report – Chief Starr (arrived later in meeting)

-LOSAP Program Penflex –

A MOTION was made by Trustee DeGraw and seconded by Trustee O’Blenis to authorize payment of Invoice #18-0243, in the amount of \$1,153.00 – RE: 2018 Administration Fees, Tax Forms, etc.

Ayes: Mayor Flanagan & Trustees O’Blenis & DeGraw

Noes: None

O & R – RE: NY Public Service Commission Case 16-E-0226; O & R’s Add’l LED Street Lighting Options Available to Municipalities – Upgrade of 9 streetlights to LED along 4th St. – Upgrade still pending.**Village Engineer’s Report - Engineer Eve Mancuso reported:****2018 Stormwater Education Program Agreement**

A MOTION was made by Trustee DeGraw and seconded by Trustee O’Blenis to approve the Village of Hillburn’s participation in the 2018 Stormwater Education Program, at the fee of \$1,000.00.

Ayes: Mayor Flanagan & Trustees O’Blenis & DeGraw

Noes: None

-Claims filed by Brooker Engineering, PLLC - Approved by Village Board

-4/6/18 Claim – Invoice #124621 - General Engineering (3/1-31/18) \$465.00

-4/6/18 Claim – Invoice #124622 – Creelman Road Violations \$775.00

Ayes: Mayor Flanagan & Trustees O’Blenis & DeGraw

Noes: None

Village Attorney’s Report – Village Attorney Richard Ellsworth**Verizon 5 Year Special Franchise Agreement – Expiration Date: Oct. 2017**

Attorney Ellsworth reported he had contacted Verizon and is awaiting a response.

RE: Village Property Located at 40 5th Street – Attorney Ellsworth stated he had received an inquiry from Habitat for Humanity regarding the status of the property. At present, the demolition of the existing structure is needed.

-Mayor Flanagan stated he is obtaining proposals for demolition.

RE: Proposed Local Law – Vehicle & Traffic Regulation – Matter to remain tabled

Village of Hillburn vs. Nicholas Ciancioruso, et.al. (Creelman Road) - RE: Litigation Regarding Illegal Operation of a Contractor’s Yard on Property located on Creelman Road in Violation of Stop Work Order – A Temporary Restraining Order is in effect.

Village of Hillburn vs. Creelman Road Property Owners – No Report.

Village of Hillburn v. Losner – Attorney Ellsworth has filed the required Change of Counsel documents required for him to serve as the Village’s legal counsel. The Judge has scheduled the matter for May 21, 2018.

7:25PM

A MOTION was made by Trustee DeGraw and seconded by Trustee O’Blenis to suspend the regular meeting for Attorney/Client discussion.

Ayes: Mayor Flanagan & Trustees O’Blenis & DeGraw

Noes: None

7:29PM

A MOTION was made by Trustee DeGraw and seconded by Trustee O’Blenis to resume the regular meeting.

Ayes: Mayor Flanagan & Trustees O’Blenis & DeGraw

Noes: None

Requests for Relief from Moratorium

Best Choice Confectionary, Inc. (4/23/18 Letter) – 201 Route 59 – Bldg A1 (Property I.D. 847.19-2-2) Property Owner: TBS Realty Mgmt, LLC. - Proposed Occupancy Attorney Dennis Lynch was present on behalf of the Applicant.

A MOTION was made by Trustee DeGraw and seconded by Trustee O’Blenis to grant the relief from the Moratorium presently in effect as per Local Law #2, 2017, based on Attorney Lynch’s submission of credible dollars and cents proof of the harm to his client if the waiver was not granted, and

FURTHER, this waiver does not obviate Best Choice Confectionary, Inc.’s obligation to obtain all necessary permits and approvals for the proposed Occupancy/Use of 201 Route 59, Building A1.

Ayes: Mayor Flanagan & Trustees O’Blenis & DeGraw

Noes: None

Vulfrano Lazcares (12/27/17 Letter) – 39A 7th Street (Property I.D. 47.18-1-47) - Proposed Project: Addition to Single Family Dwelling: 2 Car Garage with one Bedroom and One Bathroom. Mr. Lazcares was present.

A MOTION was made by Trustee DeGraw and seconded by Trustee O’Blenis to grant the relief from the Moratorium presently in effect as per Local Law #2, 2017, based on the application’s submission of credible dollars and cents proof of the harm to him if the waiver was not granted, and

FURTHER, this waiver does not obviate Vulfrano Lazcares’ obligation to obtain all necessary permits and approvals for the proposed project: Addition to Single Family Dwelling: 2 Car Garage with one Bedroom and One Bathroom.

Ayes: Mayor Flanagan & Trustees O’Blenis & DeGraw

Noes: None

TBS Realty Mgmt, LLC (3/5/18 Letter (Rec. 3/13/18) – 201 Route 59 (Property I.D. 847.19-2-2) Proposed Project:
Addition – No action taken.

Escrow Balances were reviewed for the above stated proposed projects.

Insurance –

-The Hartford Fire Insurance Company – (Fidelity Policy – 5/14/18-5/14/19) Renewal Premium: \$169.00. **Approved by Village Board**

Ayes: Mayor Flanagan & Trustees O’Blenis & DeGraw
Noes: None

-Selective Insurance – Policy Changes

-Seely & Durland Insurance – Draft Letter to NYS Municipal Workers’ Compensation Alliance – Change of Broker - Tabled by Village Board.

7:40PM – Attorney Ellsworth was excused from meeting.

Various Capital Improvements (In accordance with 9/1/16 Bond)

A Financial Report as of 4/24/18 was supplied by the Asst. Village Clerk-Treasurer.

2018-2019 Tentative Budgets - Public Hearing held 4/10/18 – ADOPTION OF BUDGET

A MOTION was made by Trustee DeGraw and seconded by Trustee O’Blenis to ADOPT the 2018-2019 General Fund Budget (with a tax rate of \$4.22/100 valuation) and to ADOPT the 2018-2019 Water Fund Budget, as presented at the 4/10/18 Public Hearing.

Ayes: Mayor Flanagan & Trustees DeGraw & O’Blenis
Noes: None

Reliev of Unpaid Water Bills on 6/1/18 Village Tax Bills

A MOTION was made by Trustee DeGraw and seconded by Trustee O’Blenis that all water bills/charges remaining unpaid at May 1, 2018 be relieved on the respective property owners’ 2018 Village Tax Bill.

Ayes: Mayor Flanagan & Trustees DeGraw & O’Blenis
Noes: None

Reliev of Unpaid Special Assessments on 6/1/18 Village Tax Bills

A MOTION was made by Trustee O’Blenis and seconded by Trustee DeGraw that all unpaid claims as of May 1, 2018 for services rendered by the Village of Hillburn, including cost and expenses incurred by the Village of Hillburn (on litigated property violations), be assessed on the respective property owners’ 2018 Village Tax Bill.

Ayes: Mayor Flanagan & Trustees DeGraw & O’Blenis
Noes: None

2016 Master Plan Committee –

A meeting was held on 4/21/18. Upcoming meeting: 5/5/18 at 10:00AM (to be held in Community Room, 37 5th St.)

-Proposed Legal Services Agreement - Comprehensive Plan Submitted by Elizabeth K. Cassidy – Tabled at 4/10/18 Board meeting for review by Village Attorney.

2020 Census – Local Update of Census Address Operation (LUCA) – No further report. Village is duly registered.

2018 Hillburn Day – July 28, 2018 (Rain Date: 7/29/18) Chairperson: Trustee Eleanor DeGraw

A meeting was held on 4/23/18. Information is being compiled for inclusion in the May 2018 Village Memo.

Action on Contracts/Purchases were made by the Village Board as follows:

-Best Buy - Purchase of Xbox – Cost: \$499.99. **Approved by Village Board**

Ayes: Mayor Flanagan, Trustees O’Blenis & DeGraw
Noes: None

-AlphaGraphics of Mahwah Bergen County – Raffle Tickets (for Xbox) – Quote: \$108.20. **Approved by Village Board**

Ayes: Mayor Flanagan, Trustees O’Blenis & DeGraw
Noes: None

-Rolling Video Games – 2 Hour Game Party – Mobile Video Game Theatre – Fee: \$515.00 – Mayor Flanagan authorized to sign the Contract Agreement. **Approved by Village Board**

Ayes: Mayor Flanagan, Trustee O’Blenis & Trustee DeGraw
Noes: None

-NJ Outdoor Amusements– Fire Station Combo, Modular Bounce, Cotton Candy Cart, Popcorn Cart, Attendant – 4 Hours Fee: \$1,062.50 Mayor Flanagan authorized to sign the Contract Agreement, subject to receipt of a Certificate of Insurance naming the Village of Hillburn as the Certificate Holder. **Approved by Village Board**

Ayes: Mayor Flanagan, Trustee O’Blenis & Trustee DeGraw
Noes: None

-Best Buy – 60” LED TV – Change in Cost: From \$549.99 to \$629.99. **Ratified by Village Board**

Ayes: Mayor Flanagan, Trustee O’Blenis & Trustee DeGraw
Noes: None

Zoning Board of Appeals - No new applications have been filed.

Planning Board – Next meeting is scheduled for 5/23/18.

Building/Fire Inspector's Report – Adam Gordon not present

-4/5/18 email to the Village Board–RE: Fire Suppression Systems in Village buildings. (tabled)

-Access to Village Hall/Mayor's Office – As recommended by the Mayor, the Village Board approved the issuance of (1) entrance door key to the Village Office and (1) key to the Mayor's Office to Building/Fire Inspector Adam Gordon.

Escrow -

Status of Escrow Accounts Report @ 4/24/18 was supplied.

Senior Citizens –

A Calendar of Upcoming Trips for 2018 was supplied.

Recreation – A written Report was read by Trustee O'Brien.

Everything is going well at the Youth Center.

2018 Summer Camp & Swim Programs –

Registration is complete. Camp Program: 43 registrants; Swim Program: 45 registrants.

-Request for approval of the following trips: (detailed information provided) We will once again ask parents to contribute to the cost of trips: \$40. Per child. **Approved by Village Board**

Powerhouse Studios-Paramus, NJ

Splashdown Beach-Fishkill, NY

Dave & Busters and Movies-W. Nyack, NY

Sportstime USA-Elmsford, NY

Playland Park-Rye, NY

Ayes: Mayor Flanagan, Trustee O'Brien & Trustee DeGraw

Noes: None

Health Director Services –

A MOTION was made by Trustee DeGraw and seconded by Trustee O'Brien to enter into an Agreement with Rosita Benjamin to provide Health Director Services for the 2018 Summer Camp & Swim Programs, for the amount of \$1,200.00.

Ayes: Mayor Flanagan, Trustee O'Brien & Trustee DeGraw

Noes: None

The final cooking class is Friday, 4/27/18. Special thanks were extended to Stacey and Shelly.

Supplies Needed: Ink (black & color) and copy paper. (Approved by Village Board)

HFD Report – Chief Starr reported:

-New Junior Members – Chief Starr requested approval for Andrew & Daniel Stryko to have physicals. **Approved by Village Board**

Ayes: Mayor Flanagan, Trustee O'Brien & Trustee DeGraw

Noes: None

-Uniform Lettering – Request to have the lettering changed on two turnout jackets that have been donated from Tallman Fire Department, by Minerva Bunker Gear Cleaners at a cost not to exceed \$250.00 for both jackets. **Approved by Village Board**

Ayes: Mayor Flanagan, Trustee O'Brien & Trustee DeGraw

Noes: None

Police Commissioner's Report – Mayor Flanagan acknowledged the presence of Officer Sanchez who reported on an incident that occurred approx. 2 weeks ago at 143 Route 59 –building spray painted. Additional patrol is being provided.

Hillburn Sewer Rebate Committee – Trustee DeGraw reported funds are still available and applications are still being accepted.

Public Comments –

Chevron Torres (54 5th St.) stated that on 4/21/18, a young man from 275 Route 17 was seen filming (on his cell phone)her daughter and a friend, both minors, who were playing on abutting property. She called the police and was informed there was nothing to be done. Also, she would like to know if the cameras on the property at 275 Route 17 are real.

-Officer Sanchez stated he will look into the matter of the filming and stressed the importance of calling the Police when the incident happens in order to create a paper trail. If the dispatch is not helpful, ask to speak to a Supervisor.

Mrs. Torres questioned the numerous cars parked along Route 17, in front of 345 Route 17. This property was on the agenda of a Planning Board meeting she had attended and one of the conditions set forth by the Planning Board was that there was to be no parking along Route 17.

-Mayor Flanagan advised that the matter is being followed up by Building/Fire Inspector Gordon and Asst. Building Inspector Tichenor.

Applications for Use of Hillburn Community Room

-Applicant: Kathleen Davies: Thurs: May 10 & 24, June 14 & 28, July 12 & 26, August 9 & 23, 2018-

Time: 6:30PM – 8:30PM Purpose: "Bobbin Babes" Sewing & Quilting

Approved by Village Board

-Applicant: David Farrison: **Wednes, May 2, 2018 – 7:00PM – Hillburn Scholarship Committee Meeting.
Ratified by Village Board**

Ayes: Mayor Flanagan, Trustee O’Blenis & Trustee DeGraw
Noes: None

Harris Computer Systems – Invoice for Maintenance of Infomatic Program (7/18 – 6/19): \$3,087.56
Approved by Village Board

Ayes: Mayor Flanagan, Trustee O’Blenis & Trustee DeGraw
Noes: None

Schedule of Board Meetings – Tuesdays, May 15 and 29, 2018 **Approved by Village Board**

Ayes: Mayor Flanagan, Trustee O’Blenis & Trustee DeGraw
Noes: None

Partners in Safety – In response to notification sent by the Village regarding a new DPW Laborer, Partners in Safety has advised that the Village is currently set up to test CDL drivers only.

Correspondence - The Village Board acknowledged receipt of copies of correspondence, regular and email, including:

- NYCOM - Summary of Key Initiatives in the 2018-19 Adopted State Budget.
 - Authorization to Establish a Charitable Gifts Reserve Fund & Property Tax Credit Program
- RC Shared Services Initiative – 5/9/18 – Fire Training Center
- Suffern Free Library – Spring 2018 Newsletter
- RC Health Dept – Mosquito Breeding Suppression Plans
- Cornell University, Cooperative Extension RC – RE: Rockland Conservation Corps. – Utilizing Students for Stormwater Mapping.
- Montebello PTA – Community Garage Sale – Flyers (posted)
- Office of the RC Sheriff – Invitation to attend the Annual Memorial Service – 5/20/18 11:00AM – RC Police Memorial site, Main Street, New City.

2017 Local Government Records Management Improvement Fund Grant (LGRMIF) – Grant Award: \$28,631.00 – The Contractor, New York State Industries for the Disabled, Inc. – Notification has been received that the project is complete and the microfilm, hard drive and original documents will be delivered on 4/26/18.

Voucher Claims were reviewed by the Board who approved payment of same.

A MOTION was made by Trustee DeGraw and seconded by Trustee O’Blenis to adjourn the meeting at 8:22PM.

Ayes: Mayor Flanagan, Trustees O’Blenis DeGraw
Noes: None