

VILLAGE OF HILLBURN
Board of Trustees Meeting
Tuesday, April 25, 2017 – 7:00PM

MINUTES OF THE BOARD OF TRUSTEES MEETING held on Tuesday, April 25, 2017, in the Municipal Meeting Room, 31 Mountain Avenue, Hillburn, New York 10931, commencing at 7:00PM.

PRESENT: Craig M. Flanagan Jr., Mayor
Eleanor J. DeGraw, Trustee
Bonnie R. O’Blenis, Trustee
Jessica Mahoney, Associate – Law Office of Elizabeth K. Cassidy
Thomas M. Conklin, DPW Supt.

RECORDER OF MINUTES: Mary Boone, Clerk-Treasurer

Meeting called to order by the Hon. Craig M. Flanagan, Jr., Mayor. HFD Chief Shane Starr led in the Salute to the Flag.

Minutes of the 4/11/17 Meeting - Approved by Village Board.

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

Street & Water Commissioners Reports – Approved by Village Board.

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

Police Commissioner’s Report –

Mayor Flanagan acknowledged the presence of Ramapo Police Officer Lieman who stated the Village is quiet.

DPW Report – DPW Supt. Thomas Conklin reported:

Community Clean-Up Day – Appreciation was extended to the volunteers who came on Sat., 4/22/17 and collected trash throughout the Village, as well the volunteers who cleaned along Route 59 on Sun, 4/23/17.

Spectrum Water Meter Reader – DPW Supt. reported there is a network issue with SUEZ Water whereby the reader is unable to pick up the readings. He is working with Census to resolve this matter.

5th St Salt Shed – The following quotes were submitted for modifications to the building for storage use.

Dutchess Overhead Door:	14’x12’ Garage Door:	\$2,710
Add-Ventures:	Framing of Door:	\$1,825

(Tabled by Village Board)

7th St. Drain Pipe (Area of 32 7th St.) – The Village Engineer had requested quotes from four contractors. The following two quotes have been received: (Two additional quotes are forthcoming)

Calmart:	\$22,600 (24” Pipe), \$23,400 (30” Pipe)
Zugibe	\$32,000 (30” Pipe)

HFD Report – Chief Starr reported

Federal Grants – Chief Starr and Building/Fire Inspector Gordon will be working on obtaining federal grants.

HFD Membership – Robert McIntosh is now an active Interior member.

HFD Building – CFR Bay – Drain seems to be clogged. Request to authorize DPW to snake out drain. (Approved)

New Chief’s Truck – The light package is complete. The slider will be installed on Wednesday.

Quotes for Lettering:

Legacy Signs:	\$1,100.00
Fineline Signs:	\$1,875.00

A MOTION was made by Trustee O’Blenis and seconded by Mayor Flanagan to accept the quote of Legacy Signs for lettering on the New Chief’s truck, at the cost of \$1,100.00 (Funding: BAN Appropriation for HFD Chief Vehicle).

Ayes: Mayor Flanagan & Trustee O’Blenis

Noes: None

Abstention: Trustee DeGraw

Cascade System – Requires Service/Certifications – Quote received from Haight: \$935.00. **Approved by Village Board.**

Ayes: Mayor Flanagan & Trustees DeGraw & O’Blenis

Noes: None

Jaws of Life Drill – The drill is scheduled for tomorrow evening, 4/26/17, in the area of Salomone Redi-Mix on Torne Valley Road, and will involve two vehicles. Permission was requested to use the Village’s backhoe at 6:30PM. **Approved by Village Board.**

Ayes: Mayor Flanagan & Trustees DeGraw & O’Blenis

Noes: None

The HFD will be standing by for Monsey Fire Department from 5:00PM on 4/30/17 to 6:00AM the following day (Monsey Fire Dept. Annual Dinner). Members will be available to cover the Village of Hillburn.

NYS Department of Labor – RE: Hillburn Village Hall – Citation 1- Required Workplace Violence Policy –

Attorney Mahoney advised she had received the documents from the DPW Supt. regarding inspections of Village owned buildings for incorporation in the Workplace Violence Policy and same will be provided to the Village Office tomorrow for filing with the NYS Dept. of Labor.

Village Engineer's Report – Engineer McCreedy not present.

7th Street Drainage – Discussed earlier in meeting.

Village Attorney's Report – Attorney Mahoney reported:

Village of Hillburn v. Losner – A Response to Summary Motion has been filed.

-Mayor Flanagan stated he has discussed this matter with Attorney Cassidy.

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

Nelson Pope & Voorhis, LLC – 4/3/17 Claim Filed in the amount of \$1,925.33. **Approved by Village Board.**

Ayes: Mayor Flanagan & Trustees DeGraw & O'Brien

Noes: None

Verizon 10 Year Special Franchise Agreement – Expiration Date: Oct. 2017 –

No further report.

Chase Commercial Online Access and Services Agreement – The Agreement has been provided to the Village Attorney for review and opinion.

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

Pending: written changes from Attorney Cassidy, as recommended at the 4/11/17 meeting.

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

The Village Board was in receipt of the Financial Report as of 4/25/17 from the Village Treasurer.

Insurance

The Hartford – Bond Coverage – Renewal Premium in the amount of \$169.00 (annual). **Approved by Village Board.**

Ayes: Mayor Flanagan & Trustees DeGraw & O'Brien

Noes: None

Comp. Alliance – Safety Bulletins and notifications of Seminars are received regularly.

Tax Certioraris – (2014, 2015, 2016) – Mayor Flanagan reported matters are being worked on.

2016 Master Plan Committee -

-Mayor Flanagan stated the process is going well. The next meeting of the Committee is scheduled for 4/29/17 at 10:00AM.

Zoning Board of Appeals –

SUEZ Water New York – Ramapo Well #97 GWUDISW Improvements -Public Hearing held 2/16/17 – The ZBA Clerk reported that the ZBA had granted the requested variance at the ZBA meeting held on 4/17/17. Copies of the ZBA Action Form and attached Resolution were provided to the Village Board.

Planning Board –

SUEZ Water New York – Ramapo Well #97 GWUDISW Improvements – The Public Hearing was held on 4/20/17, as scheduled, and the application was approved, subject to receipt of some documentation from SUEZ.

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

Mayor Flanagan reported he had spoken to the Building/Fire Inspector regarding complaints received from residents regarding work being done at ConServ (260 Route 17). Inspector Gordon advised the running of machines is in violation of an issued Stop Work Order and the matter is being referred to the Hillburn Justice Court.

-The Building/Fire Inspector has requested authorization to attend a training course entitled "How to Conduct Fire Safety & Building Safety Inspections" on 5/12/17 from 9:00AM to 4:00PM in Middletown, NY. Cost: No Fee. **Approved by Village Board.**

Ayes: Mayor Flanagan & Trustees DeGraw & O'Brien

Noes: None

Escrow

Status of Escrow Accounts Report @ 4/25/17 - The Village Board acknowledged receipt of the report as prepared and supplied by the Village Clerk-Treasurer.

-The Clerk-Treasurer stated the two escrows listed on the last page of the report (TBS Realty and Realty Management), required as per 5/26/15 Village Board Resolution, have not been established as of this date.

Senior Citizens

-Trustee DeGraw reported she had attended the 4/27/17 meeting.

-Military Bridge held on Friday, 4/21/17.

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

2017 Summer Camp & Swim Program –

-The Welcome Notice that will be provided to parents was read aloud by Trustee O'Brien. **Approved by Village Board.**

Ayes: Mayor Flanagan & Trustees DeGraw & O'Brien

Noes: None

-Required Training - Recreation Coordinator Angie Flanagan and Asst. Recreation Coordinator Marcella Perrano will attend a CPR Training Class with Town of Ramapo Instructor, Melinda Bridges on 5/15/17 from 5:30PM – 9:30PM at the Clark Recreation Center. First Aid Training will be held on 5/16 & 18/17 from 5:30PM to 9:30PM.

-Request for Approval of Trips: (*Parents will be asked to pay \$40.00 per child to help with the cost of trips)

July 12	- Boulder Stadium–Camp Day	-	Cost: \$18.00 Per Person
July 19	- Sportstime USA	-	Cost: \$27.00 Per Person
July 26	- SplashDown Beach	-	Cost: \$25.00 Per Person
August 2	- Movies	-	Cost: \$ 7.00 Per Person
	Dave & Busters	-	Cost: \$25.99 Per Person
August 8	- Recycle Plant	-	Cost: No Charge
August 9	- Rye Playland	-	Cost: \$20.00 Per Person

*Bus Cost for Trips – Pending.

Approved by Village Board.

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

-At present, there are 31 children registered for Camp. Authorization was requested to keep the registration open until there are 40 children registered. **Approved by Village Board.**

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

Cooking Class – The Cooking Class has ended. The Instructor, Trustee DeGraw, will be handing out Awards on Friday, 4/28/17. The children have all enjoyed the Cooking Class and look forward to next year.

Hillburn Sewer Rebate Committee – Trustee DeGraw stated there is one pending application. Applications are still being accepted.

2017 Final Assessment Roll

Two Notices of Petition have been filed and forwarded to the Village Attorney: TBS Realty Mgmt and Realty Mgt.

2017-2018 Tentative Budgets – Public Hearing held 4/11/17

A MOTION was made by Trustee DeGraw and seconded by Trustee O’Blenis to ADOPT the 2017-2018 General Fund Budget (with a tax rate of \$4.04/100 valuation) and to ADOPT the 2017-2018 Water Fund Budget, as presented at the 4/11/17 Public Hearing.

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

Reliev of Unpaid Water Bills on 6/1/17 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, 2017 be relieved on the respective property owners’ 2017 Village Tax Bill.

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

Reliev of Unpaid Special Assessments on 6/1/17 Village Tax Bills

A MOTION was made by Trustee DeGraw and seconded by Trustee O’Blenis that all unpaid claims as of May 1, 2017 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’ 2017 Village Tax Bill.

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

2017 Hillburn Day – Sat., 7/29/17 (Rain Date: 7/30/17) Committee Co-Chairperson Beverly Flanagan reported:

-The second meeting of the Committee was held on 4/21/17. The Committee had agreed to have a game trailer

-Purchase of TV:

A MOTION was made by Trustee O’Blenis and seconded by Trustee DeGraw to approve the request to amend the specifications of the TV approved at the 4/11/17 meeting from a 55” Toshiba TV at a cost not to exceed \$500.00, to a 60” Samsung TV from BestBuy at the cost of \$649.99.

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

-Purchase of Raffle Tickets - As approved at the 4/11/17 meeting, 300 Raffle Tickets were purchased and reimbursement of the cost, in the amount of \$76.79, is due to Eleanor DeGraw. **Approved by Village Board**

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

- Co-Chairperson, Trustee DeGraw, reported that an application has been filed with the Town of Ramapo for use of the stage.
- Co-Chairperson Flanagan stated that the Committee would like to have two jump houses. (to be referred to the Village Attorney for an opinion)
- Mayor Flanagan reported he had spoken to John Lynch who confirmed the availability of the Ice Cream Truck for Hillburn Day.
- The Village Clerk-Treasurer read an email received from Shelly Flanagan-Ramos and requested the Co-Chairpersons and Village Board to confirm they are aware of and authorize Ms. Flanagan-Ramos to act on behalf of the Hillburn Day Committee.
- Mayor Flanagan and Co-Chairpersons Flanagan and DeGraw confirmed same.

Public Comments –

- Chevron Torres (54 5th St)** – Speeding on 5th Street continues to be a problem. Motorists include parents going to the Youth Center to pick up their children, mainly between 4:00PM and 6:00PM. Further, she has witnessed motorists pulled over by the Ramapo Police and not given warnings and she feels they should have been issued a summons. (Officer Liemen stated it is at the discretion of the Police Officer whether or not a summons is issued; however, he will pass along Ms. Torres' comments)
- Trustee DeGraw and HFD Chief Starr stated they have witnessed motorists speeding on 5th Street who are not parents going to the Youth Center.
- Officer Liemen will report these complaints and the need for increased patrol during the specified hours. Also, a Speed Trailer may be helpful.
- Mayor Flanagan stated he will be scheduling a meeting with Ramapo Police Chief Weidel and Captain Riley.

Tim Williams stated he had witnessed 4 trucks from a tree cutting business speeding on 6th St. and going toward Rte 17.

Mayor Flanagan stressed the important of calling the Ramapo Police and reporting violations. These reports can be used to justify the need for additional police coverage.

Rhonda Jennings (54 5th St) stated that Driving Schools use the Village to train student drivers and it can be dangerous.

- Mayor Flanagan stated that Village Board authorization to utilize Village streets by Driving Schools is not required.

Chevron Torres questioned what can be done when parents allow their child(ren) to urinate in public.

- Office Liemen stated that a visit to the parents can be made.

Trustee O'Blenis stated the upcoming Village Memo should include the requirement of dog owners to clean up after their dog and to properly dispose of the dog waste. There is an ongoing problem of dog owners throwing bags of dog waste onto private property along Route 17.

Chevron Torres stated her complaint regarding the noise coming from ConServ. (reported earlier under Building/Fire Inspector's Report)

Action Form filed 4/25/17 – Complainant: Ann McCormick – Need/Request for a “Blind Driveway” sign in the area of her home at 160 Sixth St.

- DPW Supt. Conklin stated that overgrown bushes on the respective property obstruct the view of her driveway. Matter will be further reviewed and a follow-up will be made on filed Action Form.

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

- SUEZ Water – Adjustment to Bill – The Clerk-Treasurer stated the credits have been confirmed with SUEZ Water.
- RC Highway Superintendents Luncheon – 4/27/17 – Bear Mountain Inn. (DPW Supt. Conklin will be attending)
- NYS DEC – 5/16/17 Meeting with Highway Supts. – RE: Salt Storage Regulations. (DPW Supt. Conklin will attend)
- RC Sewer District – Usage Billing for Village-owned buildings. (Matter will be reviewed)
- Senator Carlucci – RE: Water Conservation/Infrastructure Roundtable – 4/28/17 – Suffern Free Library (DPW Supt. Conklin will attend)
- Cintas – Notice of price adjustment effective 5/1/17. (DPW Supt. will provide a quote from an alternate vendor).
- RC Sheriff – Invitation to Annual Memorial Service on 5/21/17 at the Rockland County Police Memorial site – Courthouse in New City.
- Township of Mahwah – Notice of Hearing – 5/3/17 - Zoning Board of Adjustment – Application filed by Sharp Plaza – Soil Movement. (Notice has been posted)
- RC Executive Ed Day – RE: County-Wide Shared Services Initiative

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

WHEREAS, New York State enacted in law on April 10, 2017, a mandate for Counties to develop and Mayors to consider a County-wide Shared Services Plan, and

WHEREAS, the Rockland County Executive has scheduled the first meeting of the Rockland County-wide Shared Services Initiation Panel (RCSSIP) for May 2, 2017 at the RCC Tech Building Auditorium at 7:00PM,

THEREFORE, BE IT RESOLVED that the Village of Hillburn join the RCSSIP and the Mayor of the Village of Hillburn, Craig M. Flanagan, Jr., be the Village of Hillburn delegate.

Ayes: Craig M. Flanagan, Jr., Mayor

Eleanor J. DeGraw, Trustee

Bonnie R. O'Blenis, Trustee

Noes: None

RESOLUTION was unanimously adopted.

–First meeting is scheduled for 5/2/17 at 7:00PM at RCC. Mayor Flanagan will be in attendance.

-RC Youth Bureau – Applications Available for Summer 2017 Conservation Corps Program.

Applications for Use of Community Room –

-Kathleen Davies – Dates: Thursdays: May 11 & 25, June 8 & 22, July 13 & 27, August 10 & 24
Time: 6:30PM – 8:30PM Purpose: “Bobbin Babes” Sewing & Quilting

Approved by Village Board providing there are no unforeseeable conflicts.

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

Mayor Flanagan reported that although the Village is presently in a 3 year contract Menichetti Carting, preliminary discussions have been held with the Village of Suffern pertaining to shared services for garbage collection.

SAM Grant - Village of Hillburn #7063 – HVAC System for Youth Center – No response has been received.

-Trustee O’Blenis stated she had received an email this past week stating they will contact the Village when information is received.

2017 Local Government Records Management Improvement Fund Grant (LGRMIF) Response pending.

Schedule of May 2017 Board Meetings: Tuesday, May 16th and May 30th **Approved by Village Board.**

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

Memorial Day Parade – May 29, 2017 – Authorization to proceed with the coordination, invitations and notices.
Approved by Village Board.

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

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 8:15PM.

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