

VILLAGE OF HILLBURN
Board of Trustees Meeting
Tuesday, April 12, 2016 – 7:00PM

MINUTES OF THE BOARD OF TRUSTEES MEETING held on Tuesday, April 12, 2016, 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
Thomas M. Conklin, DPW Supt.
Elizabeth K. Cassidy, Village Attorney

RECORDER OF MINUTES: Mary Boone, Clerk-Treasurer

Meeting was called to order by the Hon. Mayor Craig M. Flanagan, Jr. Village resident Carolyn Caccamo led in the Salute to the Flag.

Minutes of 3/22/16 Meeting - Approved by Village Board.

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

Minutes of 4/4/16 Annual Organizational 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 –

The presence of Town of Ramapo Police Officer Caro was acknowledged.

RE: 4th Street Bridge –Mayor Flanagan requested enforcement of the weight limit restrictions on the 4th Street bridge.

DPW Report – DPW Supt. Thomas Conklin reported:

2016 Hillburn Clean-Up Day – 4/02/16 – Supt. Conklin thanked the volunteers who participated, and extended a special thank you to Add Ventures for the work done in the area of the gazebo.

Water Department – Quotes for needed parts are being obtained and will be submitted to the Village Board, when received.

Summer DPW Hours –

A MOTION was made by Trustee DeGraw and seconded by Trustee O’Blenis authorizing DPW summer hours of 6:00AM – 2:30PM from May 1st to October 10th.

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

Municipal Green Team – Supt. Conklin reported he will be attending a meeting at the RC Solid Waste Authority on 4/14/16 at 10:00AM.

RC Health Department – Water Testing Requirements – 1st Half of 2016 – Fee: \$130.00 – Approved by Village Board.

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

RC Health Department – Inspections – Water Tank and 4th Street Meter Pit – Supt. Conklin reported the sites were in compliance.

-The Village Clerk reported a written report was received regarding the inspection of the water tank. (copies supplied)

HFD Report – Chief Shane Starr reported

-The Village Board extended their congratulations to new elected H.F.D. Chief Starr.

Newly Elected Line Officers – A list of Officers and their contact information was supplied. **Approved by Village Board.**

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

(6) Radios Donated by Novartis Pharmaceuticals – Request for approval of quote from Goosetown Communications to purchase (6) chargers at the total cost of \$1,136.00. **Approved by Village Board.**

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

Gas Detector – The existing gas detector is not working properly and cannot be repaired. Request for approval of quote from FirstDue Fire Equipment to purchase a gas detector in the amount of \$1,375.00. **Approved by Village Board.**

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

H.F.D. Members

-Anthony Henry and Susan Starr have started the Firefighter I class (total of 104 hours)

-Request to add Robert Cirincione to the Driver’s List. Approved by Village Board, subject to obtaining a Motor Vehicle Report.

Request to Purchase Laptop Computer – The existing computer is no longer working and is outdated. Computer with Windows 10 is needed to submit required reports. Prices will be obtained.

Truck Inspections – Request to take trucks to ConServ for inspections. **Approved by Village Board.**

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

Replacement of Equipment Lost in Brush Fire on Brandt Road – 100’ of 3” Hose and 300’ of Forestry Hose. Equipment will be purchased out of the 2016-17 Budget.

-Chief Starr was requested to supply a list of equipment losses and donations (Novartis).

7:30PM – Opening of Bids – Garbage Contract.

The Notice to Bidders that was duly posted and published was read aloud by the Village Clerk-Treasurer.

A total of (2) Bids were received:

<u>Name/Address of Bidder</u>	<u>One Year Bid</u>		<u>Three Year Bid</u>	
	6/01/16-5/31/17	6/01/16-5/31/17	6/01/17-5/31/18	6/01/18-5/31/19
Superior Waste & Cart. P.O. Box 508 Nyack, NY 10960	Monthly: 3,152.25 Annual: 37,827.00	Monthly: 3,152.25 Annual: 37,827.00	Monthly: 3,262.50 Annual: 39,150.00	Monthly: 3,376.00 Annual: 40,512.00
Menichetti Carting P.O.913 Tallman, NY 10982	Monthly: 2,600.00 Annual: 31,200.00	Monthly: 2,495.00 Annual: 29,940.00	Monthly: 2,545.00 Annual: 30,540.00	Monthly: 2,595.00 Annual: 31,140.00

Bids were tabled for review by the Village Attorney.

HFD Report (continued)

PenFlex – January 1, 2016 Annual Report for HFD Service Award Program – The Village Board and Village Attorney acknowledged receipt of same.

7:30PM – Public Hearing – 2016-2017 Tentative Budgets

The duly posted and published Notice of Public Hearing was read aloud by Mayor Flanagan.

Copies of the 2016-2017 Tentative Budgets were supplied to individuals in attendance at the hearing.

Mayor Flanagan reviewed the 2016-2017 Tentative General Fund and Water Fund Budgets and Revenues and Appropriations pages and highlighted the decreases and increase in comparison to the prior year.

- The tentative tax rate is \$3.81 per \$100 valuation, an increase of 6¢ over the 2015-2016 tax rate (\$3.75/100).
- Increase in tax rate can be attributed to reduction/exemption in assessments.
- Salary increases are appropriated for employees.

Hearing was opened for Public Comment.

-**Carolyn Caccamo (27 Terrace Avenue)** requested a meeting with the Village Board and Village Attorney following the meeting. (not related to Budget Hearing)

-**Chevron Torres (54 5th Street)** questioned why “Street Cleaning” and “Street Maintenance” are listed separately.

-Attorney Cassidy stated the two categories are required to be budgeted separately.

-**Patricia Van Dunk (23 Mountain Avenue)** stated she serves on the Hillburn Planning Board and stated the shed constructed on 20 & 60 Torne Valley Road (Salamone Redi-Mix) is not shown on any plans approved by the Planning Board.

-Attorney Cassidy stated it is a salt shed for the Village of Hillburn.

-Mayor Flanagan stated the salt shed was relocated from the top of 5th Street to the present location in response to complaints received from neighboring residents.

-Mrs. Van Dunk stated her concerns inasmuch as there was no public hearing or vote regarding the relocation of the shed; the construction was done with no Planning Board approval, and it is on property that is not owned by the Village.

-Attorney Cassidy stated she is in the process of finalizing an Agreement with the property owner.

-Mayor Flanagan stated it is not a permanent structure and could be relocated.

Chevron Torres stated the Village should have followed the procedures required from residents, inasmuch as obtaining a Building Permit.

With no further comments,

A MOTION was made by Trustee DeGraw and seconded by Trustee O’Blenis to close the Public Hearing.

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

Village Engineer's Report – Engineer McCreedy not present.

Mayor Flanagan reported a proposal is forthcoming from the Village Engineer regarding the proposed Youth Center turnaround.

Community Development –

2015 CD Program – Project: “After School Program 2015-2016” – No further information.

Village Attorney's Report –

Introductory Local Law 2 of 2016 - Overnight Parking Restriction – As authorized by the Village Board at the 3/22/16 meeting, Attorney Cassidy read aloud the draft local law she had prepared.

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

WHEREAS, the Village Board of Trustees adopted § 230-6 as part of the Code of the Village of Hillburn, which section was most recently amended on March 31, 1971;

WHEREAS, the code section prohibited parking on all Village highways between the hours of 12:00 am and 6:00am beginning November 15 and ending April 15 each year;

WHEREAS, the Village Board of Trustees has determined that it is in the best interest of the Village to repeal § 230-6 in order to further limit the prohibition of parking on Village streets to such time as there may be the accumulation of snow;

NOW THEREFORE BE IT RESOLVED, that Introductory Local Law #2 of 2016, entitled A Local Law to Prohibit on Parking on Streets During Snow Fall Events, which is intended to replace § 230-6 in its entirety, is hereby introduced before the Board of Trustees of the Village of Hillburn;

BE IT FURTHER RESOLVED that copies of the aforesaid introductory local law be laid upon the desk of each member of the Board, and

BE IT FURTHER RESOLVED that a public hearing shall be held on May 10, 2016 at 7:15 P.M. or as soon thereafter as may be heard in the Mary M. Boone Meeting Room, 31 Mountain Avenue, Hillburn, New York 10931.

BE IT FURTHER RESOLVED that the Village Clerk/Treasurer shall cause to be published public notice in the official newspaper as is required by law.

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

Noes: None

Abstentions: None

Appointment of Alternate Members on the Planning Board and Zoning Board of Appeals – Attorney Cassidy advised a Local Law would be required and could be acted on now or it can wait until the Comprehensive Plan/Zoning Law update is performed.

Request for Village Maintenance of Private Portion of 7th Street – The Village Board acknowledged receipt of Attorney Cassidy's memo regarding private roadways.

Unsafe Structure 53 6th Street – Condemnation Proceedings – Notice was sent to the property owner on 2/19/16 providing 60 days to remedy the unsafe condition.

-Attorney Cassidy stated that after 60 days (4/18/16), Brian Brooker of Brooker Engineering, PLLC, along with an architect (to be determined) will be directed to conduct the required inspection and to provide a written report. If the structure is determined to be dangerous or unsafe, matter will be taken to the Supreme Court. All charges incurred by the Village would be assessed against the respective property.

-DPW Supt. Conklin reported there is a dumpster on the property. Mayor Flanagan requested Supt. Conklin to notify the Building/Fire Inspector of any activity on the property.

-The Village Clerk confirmed no permits have been issued for any work on the property.

Lease Agreement – 20-60 Torne Valley Road, LLC (Salomone Redi-Mix) – Attorney Cassidy has prepared a Draft Agreement and will supply same.

Proposals-Comprehensive Planning/Zoning RFP – Attorney Cassidy reported a meeting will be scheduled with the lowest bidder **NP & V, Nelson, Pope & Voorhis, LLC, Melville, NY 11747**. Proposals remained tabled.

Verizon 10 Year Special Franchise Agreement – Expiration Date: October 2017 – An email was received from Verizon on 3/29/16 RE: Scheduling of an introductory meeting to commence negotiations. Attorney Cassidy reported she will contact Verizon.

2014-2015 LGRMIF – Project is complete. The records were returned on 3/23/16, microfilm was supplied and digitized documents were filed on computer

RE: 2016-2017 LGRMIF Application – The application was submitted on 3/14/16. No response as of this date.

2016-2017 Insurance Renewal – Trustee DeGraw reported on the Insurance Renewal Information meeting that was held on 4/5/16 with Insurance Agent, Garret Durland. Action was taken by the Village Board on the items listed in the 4/5/16 correspondence from the Insurance Agent. (copy attached).

2015 Tax Certioraris

Three matters remain outstanding: Hillburn Park/Realty Mgmt., TBS Realty Mgmt. and Fujita, T. & K. These matters, along with any Article 7's filed for the 2016 Assessments on these properties, will be addressed together in the next budget cycle.

-Attorney Cassidy reported Rebecca Speno is no longer with BOND Schoeneck & King; however she will be submitting a proposal from her new firm. The Village Board can determine which firm, if any, is retained.

2016 Assessment Roll – The 2016 Assessment Roll was finalized on 4/1/16.

Zoning Board of Appeals –

-**RE: Appeal filed by Kristian Matthews/Stoneworks Estates** – The Village Board was in receipt of a copy of the ZBA's 4/1/16 letter to the Applicant advising of the action taken and supplying a copy of the Resolution adopted by the ZBA on 3/10/16.

-**ZBA Membership** – The Village Clerk-Treasurer reported new ZBA Member Timothy Williams took his Oath of Office for the five year term ending April 2021.

Planning Board – Next meeting will be held on 4/20/16.

The Village Clerk-Treasurer reported the Planning Board Clerk and ZBA Clerk attended a Clerk Session sponsored by the Rockland Municipal Planning Federation 4/8/16. Topic: Processing of Applications.

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

Escrow Accounts – Village Clerk-Treasurer reported:

There are two claims filed by the Village Attorney and Village Engineer against the Stoneworks escrow account... pending action by the ZBA.

Senior Citizens –

-Trustee DeGraw reported she had attended the Mayor and County Recognition Day luncheon held on 4/5/16 at the Summit Park Elementary School sponsored by the National Service/Senior Corps Programs in Rockland County. The Village of Hillburn was the only municipality to have a representative present.

Trip Request – 5/18/16 Trip to New York City – Tour and Luncheon – Village's Share: \$1,060.50 (42 participants @ \$25.25 each). **Approved by Village Board.**

Ayes: Mayor Flanagan, Trustees DeGraw & O'Brien

Noes: None

Recreation – A written Report was provided and read by Trustee O'Brien:

Easter Egg Hunt held on March 26, 2016 was a huge success with approximately 80 children in attendance. Special thanks were extended to the Village Board and volunteers Bev Flanagan and Cindy Andryshak, who was the Easter Bunny.

2015-2016 After School Program – Mrs. Kelly Henry came and spoke to the children about the history of the Hillburn Schools. Some of the children will be participating in a group dance during the upcoming Hillburn School Historic Site Dedication Ceremony on 5/15/16.

The After School Program will not be in session from 4/22–29/16 - Spring Recess*

-Request for Petty Cash to Purchase Snacks - \$500.00. **Approved by Village Board.**

Ayes: Mayor Flanagan, Trustees DeGraw & O'Brien

Noes: None

2016 Summer Camp & Swim Program –

*Request to work 15 hours during the week of 4/22/16-4/29/16 to prepare for Summer Programs. **Approved by Village Board.**

Ayes: Mayor Flanagan, Trustees DeGraw & O'Brien

Noes: None

-2016 Summer Camp & Swim Program Health Director – The Recreation Director has contacted Rosita Benjamin, who has consented to serve as Health Director again this year. **Approved by Village Board.**

Ayes: Mayor Flanagan, Trustees DeGraw & O'Brien

Noes: None

Community Trips and Programs

-Open Gym – Friday, 4/15/16 – 6:30PM – 8:30PM – Grades 1-8 (Youth Center) **Approved by Village Board.**

-Introductory Zumba Class (Certified Instructor: Beatrice Pelletur) – Wednesday, 4/20/16 – 7:30PM (Youth Center)
Approved by Village Board

-Trip to Provident Bank Park – Cuban National Baseball Team – Friday, 6/24/16 – 7:00PM – Village Share: Cost of Bus (to be determined). Purchase of 40 Tickets at 12.25 each – Not to exceed \$500.00 - Village to be reimbursed upon sale of tickets.. **Approved by Village Board.**

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

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

Public Comments

Patricia Van Dunk (23 Mountain Avenue) questioned the proposed “turn-around”.

-Mayor Flanagan stated the Village Board is looking into installing a turn-around in the area of the 5th Street Recreation Field to enable buses to drop children off for the After School Program, rather than have them walk from Hickory Avenue during inclement weather. The proposed turn-around would not take all of the Recreation Field.

-**Mrs. Van Dunk** stated that, as a bus driver, she is concerned that the turn-around will take a large area, if not all, of the Recreation Field. She does not feel it is necessary and feels public meetings should be held prior to any decision.

Chevron Torres (54 5th Street) questioned if the Village has a Code Book and, if so, if it is available online.

-Attorney Cassidy stated the Village of Hillburn does have a Code Book. It is not online; however, can be reviewed at the Village Office during normal business hours.

Mrs. Torres stated there seems to be a discrepancy regarding the regulations restricting open burning in firepits and the information placed in the August 2015 Village Memo by the Building/Fire Inspector.

-Attorney Cassidy explained that there are many State, County and Local codes that oversee open burning.

Mrs. Torres stated her displeasure in the increase of the assessed value of her home due to recent repairs/improvements.

-The Village Board and Village Attorney advised Mrs. Torres that the deadline has passed for filing complaints on assessments with the Hillburn Board of Assessors.

Requests for Use of Hillburn Community Room

-Applicant: Sheree Edwards Date/Time: Sat., July 7, 2016 / 12:00noon – 4:00PM Purpose: Bridal Shower
Approved by Village Board Subject to Receipt of Certificate of Insurance naming the Village as additionally insured and the required Fee of \$150.00.

-Applicant: Eleanor DeGraw Date/Time: Wednes., April 13, 2016 / 7:00PM Purpose: Ladies Aux Meeting
Approved by Village Board.

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

Request for Filming in the Village of Hillburn

Applicant: Benjamin Gamer, Rep. for Nicole Cosgrove -

Dates/Times: Wednes. April 27, 2016 / 10:00AM-10:00PM and Thursday, April 28, 2016 / 11:00AM-11:00PM

Purpose: Filming of Short Film

Location: Area of 47 6th Street

A MOTION was made by Trustee DeGraw and seconded by Trustee O’Blenis to approve the above stated request for filming, subject to the following:

- Receipt of a Certificate of Insurance naming the Village of Hillburn as additionally insured
- Receipt of the fee of \$100.00.
- Street(s) is to be kept clear for traffic.

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

Summer Student Employment – Notices for DPW Workers and Summer Camp/Swim Program Aides have been posted. Deadline for Filing Applications: 5/10/16.

Correspondence – The Village Board was in receipt of correspondence received, including:

-Suez Water New York – Notification of Drinking Water Standard – The Village Clerk reported the notice has been posted and the matter was referred to the Village Attorney and Village Engineer who advised no further action is needed. The Hillburn Community Scholarship Committee – Invitation to 6/11/16 Annual Scholarship Award Program that will be held at 2:00PM in the Hillburn Community Room.

-John Dinino – 4/6/16 letter requesting information on a meeting held regarding Veterans Exemptions. (The Village Clerk-Treasurer stated the meeting was held at the Ramapo Central School District and a letter has been sent to Mr. Dinino referring him to the RCSD Office)

-Cornell University Cooperation Extension Rockland County – Minutes of 3/15/16 Stormwater Consortium meeting and notification of \$410,000 Grant Award received for GIS Mapping (request for a representative of the Village of Hillburn most knowledgeable in map and GIS to attend the 4/19/16 meeting)

-Rockland County Health Department

-3/24/16 Correspondence - RE: Revision to the Total Coliform Rule for PWS ID#: NY4303664 – effective 4/1/16.

-3/28/16 Correspondence - RE: Mosquito Breeding – Notice of High Risk Area - DPW Lot. (DPW Supt. Conklin reported matter has been rectified (tires removed).

-NYCOM – Notice of 107th Annual Meeting – May 1-3, 2016 – Saratoga, NY.

-Western Ramapo Collaborative – Request to the Village Board to appoint a volunteer (possibly from a Senior Group) to attend meetings and gather information and materials regarding available services.

-New York State Thruway Authority – RE: Information regarding Cashless Tolling that will go live 4/23/16 at 12:00noon.

Hillburn School Historic Site Dedication Ceremony – Sunday, 5/15/16 at 2:00PM – 45 Mountain Avenue

Mayor Flanagan read the flyer supplied by David Farrison.

IMA Technologies – 3/6/16 Proposal for Laserfiche Software - \$9,995.00

Software to allow efficient retrieval of digitized documents. The proposal was supplied to the Village Board for review.

Municipal Audit Services, LLC – RE: Gross Receipts Taxes and Franchise Fees

The Village Clerk-Treasurer stated this audit is needed and would like to pursue same. The fee is 100% contingent on success. **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.

Carolyn Caccamo addressed the Village Board regarding the penalty assessed on her water account. The Village Board confirmed the action by the Village Board at the 3/22/16 Board Meeting: Penalty Due.

Presentations Scheduled for the 4/26/16 Board Meeting:

-7:00PM - National Alliance on Mental Illness (NAMI) – RE: May - Mental health Awareness Month – Request for Hillburn’s Participation.

-7:30PM - RC Legislature – Task Force on Water Resources Management – RE: U.S. EPA WaterSense Program – Request to make the Village of Hillburn a US-EPA “WaterSense Partner”.

A MOTION was made by Trustee DeGraw and seconded by Trustee O’Blenis to adjourn the meeting at 9:09PM.

Ayes: Mayor Flanagan, Trustees DeGraw & O’Blenis

Noes: None