

VILLAGE OF HILLBURN
Board of Trustees Meeting
Tuesday, April 26, 2016 – 7:00PM

MINUTES OF THE BOARD OF TRUSTEES MEETING held on Tuesday, April 26, 2016, 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
Thomas M. Conklin, DPW Supt.
Elizabeth K. Cassidy, Village Attorney

ABSENT: Eleanor J. DeGraw, Trustee
(illness)

RECORDER OF MINUTES: Mary Boone, Clerk-Treasurer

Meeting was called to order by the Hon. Mayor Craig M. Flanagan, Jr.. ZBA Member Timothy Williams led in the Salute to the Flag.

Presentation by NAMI (National Alliance on Mental Illness) – Sandra Wolfe of NAMI addressed the Village Board and those in attendance and stated the purpose of NAMI: To work with families to provide advocacy, education and support. All services are free. NAMI would like the Village of Hillburn to support NAMI by participating in its Ribbon Campaign by hanging ribbons throughout the Village and making literature available at Village Hall to promote May as Mental Health Awareness Month.

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

WHEREAS, since 1949, the month of May has been designated as Mental Illness Awareness Day throughout the nation; and

WHEREAS, mental health is essential to the well-being and the vitality of all families, businesses and communities; and

WHEREAS, mental health conditions are real and prevalent in our nation with 1 out of 4 Americans and 1 out of 5 children affected by mental illness; and

WHEREAS, more people die from suicide in the United States than from traffic accidents and an estimated 22 veterans die from suicide each day; and

WHEREAS, stigma and fear of discrimination keep many who would benefit from mental health services from seeking help; and

WHEREAS, with effective treatment those individuals with mental health conditions can recover and lead full, productive lives; and

WHEREAS, education, compassion, and awareness about mental illness can change negative attitudes and behaviors toward people with mental illness; and

WHEREAS, honest and direct dialog about mental illness will encourage treatment for adults and early intervention for children and teenagers, leading to a greater likelihood of healthy productive lives; and

WHEREAS, each business, school, government agency, law enforcement agency, healthcare provider, organization and citizen shares the responsibility to promote mental wellness and support prevention efforts; and

WHEREAS, the National Alliance on Mental Illness of Rockland County (NAMI Rockland) is a grassroots community mental health agency affiliated with NAMI-NYS and NAMI National and dedicated to improving the lives of individuals living with mental illness and their families through education, support and advocacy; and

WHEREAS, the Village of Hillburn is joining NAMI Rockland to participate in a statewide ribbon campaign to raise awareness of mental illness, reduce stigma, promote understanding and encourage treatment during Mental Health Awareness Month in May 2016 and is committed to these goals throughout the year;

THEREFORE, I, Craig Flanagan Jr., Mayor of the Village of Hillburn do proclaim the month of May 2016, as MENTAL HEALTH AWARENESS MONTH in Hillburn.

As the **Mayor of Hillburn** I also call upon all of our residents, government agencies, public and private institutions, businesses, and schools to recommit our community to increasing awareness and understanding of mental illnesses, reducing stigma, and discrimination, and promoting appropriate and accessible services for all individuals.

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

RESOLUTION was unanimously adopted.

Presentation – RC Task Force on Water Resources Management (RE: WaterSense Partner) - Bruce Levine addressed the Village Board and stated the RC Task Force on Water Resources Management was created as a way to rethink the use, supply and protection of potable water in Rockland County. A \$250,000 Grant, obtained through the Office of Assemblywoman Jaffee, will be used to help renovate buildings with innovative water fixtures. There is no cost for the Village of Hillburn to join as a WaterSense Partner. An annual report would be required to reflect the activities that are being done to promote water preservation (i.e. providing educational materials to residents, placing links on the Village website, adopt water regulations, etc.)

The Village Board thanked Mr. Levine for his presentation and tabled the matter for review by the Village Attorney.

Minutes of 4/12/16 Meeting - Approved by Village Board.

Ayes: Mayor Flanagan & Trustee O’Blenis

Noes: None

Street & Water Commissioners Reports – Approved by Village Board.

Ayes: Mayor Flanagan & Trustee O’Blenis

Noes: None

Police Commissioner’s Report –

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

Mayor Flanagan requested assistance from the Ramapo Police Department during the 5/15/16 Hillburn School Historic Site Dedication Ceremony. Officer Donnelly advised Mayor Flanagan to coordinate coverage with Sgt. Blaine Howell

DPW Report – DPW Supt. Thomas Conklin reported:

-The DPW has been cleaning streets, installing mulch and repainting stop bars on roadways.

-**RE: May 2016 Bulk Pick-Up** – With respect to the Hillburn School Historical Dedication Ceremony that will be held on 5/15/16, the Bulk Pick-Up for May 2016 will be changed from 5/16/16 to 5/23/16. Notices will be posted.

-**RE: Recycling Regulations** – Supt. Conklin reported on a recent incident where a DPW employee was exposed to a hypodermic needle that was mixed in with recycling/trash and stated stricter enforcement of recycling/trash regulations is needed. (matter was duly reported)

-Mayor Flanagan stated the Building/Fire Inspector will be making an inspection of the respective residence due to ongoing issues of property maintenance. If prohibited items are placed in recycling bins, the recycling bin is not to be emptied and the Village Office is to be notified.

-The Village Attorney stated the Village Code will be reviewed with respect to trash/recycling regulations to determine if a local law is needed to increase enforcement.

-**RE: Installation of Signs** – Trustee O’Blenis questioned the status of signs to be installed on the Route 17 medians directing dog owners to clean up after their dogs. Supt. Conklin stated the signs will be installed.

HFD Report – Chief Shane Starr reported

-**DMV Release Forms** – Signed forms were submitted.

-**Purchase of Firefighter Manuals – Invoice from The Committee To Promote Volunteerism in Rockland County Emergency Services, Inc.** – 2 Manuals at \$75.00 each. **Approved by Village Board.**

Ayes: Mayor Flanagan & Trustee O’Blenis

Noes: None

-**Grant Writer** – Chief Starr requested a meeting be scheduled with Grantgenies to discuss grant writing services. (Mayor will make contact)

-**H.F.D. Activity** – 12 calls in April – 2 Mutual Aid Structure Fires, 3 Car Fires on NYS Thruway, 3 Extrications, 3 Brush Fires, and 1 Automatic Alarm.

-**Laptop Computer** – Chief Starr will provide specifications to the Village Office.

Village Engineer’s Report – Engineer McCreedy not present.

Correspondence from the RC Health Department – RE: Revision to the Total Coliform Rule – Matter has been referred to Engineer McCreedy. (Engineer McCreedy’s response: “He will contact Mr. Miller for more info.”)

Community Development –

2015 CD Program – Project: “After School Program 2015-2016” – No response has been received regarding the first claim submitted. A second claim is being prepared and will be sent.

-Ram Nagabundi is no longer the Director of the RC CD Program. Maria Frank is now serving as the interim Director.

Village Attorney’s Report –

RE: Garbage Contract – The two bids received on 4/12/16 were reviewed. Aside from one minor omission (list of Municipal References) the lowest qualified bidder is Menichetti Carting for both the One Year Period and the Alternative Three Year Period.

-The Village Board tabled the award of the contract. A meeting with Peter Menichetti of Menichetti Carting will be scheduled for 4/29/16 at 3:30PM.

Verizon 10 Year Special Franchise Agreement – Expiration Date: October 2017 – Attorney Cassidy reported she had reached out to Verizon and is awaiting a reply regarding the scheduling of a workshop meeting to be held prior to a regular scheduled Board Meeting.

-Mayor Flanagan requested DPW Supt. Conklin to prepare a list of double poles in the Village.

Proposals-Comprehensive Planning/Zoning RFP – A workshop meeting with representatives of NP & V, Nelson, Pope & Voorhis, LLC, the lowest bidder, was scheduled for 5/10/16 at 6:00PM. Proposals remained tabled.

-Attorney Cassidy stated she will send a letter to AKRF, Inc., White Plains, NY 10601.

2015 Tax Certioraris

The three matters that remain outstanding are Hillburn Park/Realty Mgmt., TBS Realty Mgmt. and Fujita, T. & K. These matters will be addressed with any Article 7's filed for the 2016 Assessments on these properties.

2016 Tax Certioraris

At this date, two petitions have been received: Hillburn Park Corp. and TBS Realty Management.

-**RE: Special Counsel for Tax Certioraris** -Attorney Cassidy reported a proposal for services has been received from Rebecca Speno, formerly with BOND Schoeneck & King. The Village Board has the option of determining which special counsel, if any, will represent the Village.

Unsafe Structure 53 6th Street – Condemnation Proceedings – Attorney Cassidy reported the owner of the property, Ronald Losner, came to the Village Office and was issued a Building Permit Application. She also spoke with Mr. Losner and provided him with copies of all correspondence, including the 2/19/16 certified letter. The next step will be to follow up with the Village Engineer and Village appointed Architect for proposals to inspect the respective property and supply a written report of the findings.

-Village Clerk Mary Boone questioned the status of the pending matter that is before the Hillburn Village Court. Attorney Cassidy stated there is an outstanding Bench Warrant and Mr. Losner is aware of same.

2016 Stormwater II Education Agreement - Renewal Fee: \$1,000.00.

Approved by Village Board. (Mayor Flanagan signed the Agreement)

Ayes: Mayor Flanagan & Trustee O'Brien

Noes: None

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

Insurance – April 2016 – April 2017

-Claim Received from Selective.

-NYS Disability Policy (7/1/16 – 7/1/17) - **Approved by Village Board.**

Ayes: Mayor Flanagan & Trustee O'Brien

Noes: None

Zoning Board of Appeals –

Next meeting: 5/9/16. No pending applications.

Planning Board –

Appointment of a Planning Board member is pending.

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

The Village Board acknowledged receipt of correspondence.

-The Village Clerk reported on correspondence received from the RC Office of Consumer Protection regarding unlicensed contractors using the license number of licensed contractors.

Escrow Accounts – Village Clerk-Treasurer reported:

Status of Escrow Accounts Report @ 4/26/16 - Supplied to the Village Board by the Clerk-Treasurer.

RE: Stoneworks Estates – Escrow – Appeal to ZBA

The Clerk-Treasurer reported that the amounts of the two pending claims exceed the balance in the referenced escrow account by \$114.00.

A MOTION was made by Trustee O'Brien and seconded by Mayor Flanagan that, upon ZBA approval of the two pending claims, Stoneworks Estates be required to increase the escrow account, in the amount of \$114.00.

Ayes: Mayor Flanagan & Trustee O'Brien

Noes: None

Senior Citizens – No report.

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

-**Open Gym** held on 4/15/16 was a success with approximately 25 children in attendance.

-**Introductory Zumba Class** - Certified Instructor: Beatriz Pelletur) – There was a good turnout on 4/20/16 with 20 participants. Approval to continue the class will be requested when times and fees are determined.

-**Trip to Provident Bank Park** – Cuban National Baseball Team – Friday, 6/24/16 – 7:00PM – Request to hold registration on Friday, 5/20/16 from 6:00PM-8:00PM at the Youth Center. **Approved by Village Board.**

Ayes: Mayor Flanagan & Trustee O'Brien

Noes: None

-Bus Transportation to Provident Bank Park – 4/21/16 Quote from Chestnut Ridge Transportation: \$284.07. **Approved by Village Board.**

Ayes: Mayor Flanagan & Trustee O'Brien

Noes: None

2016 Summer Camp & Swim Program -Summer Camp Trips:

Colonial Bowl - \$13.00 per child (counselors do not bowl) Includes, bowling shoes, pizza.
 Medieval Times - \$32.95 per child** (includes: show and lunch)
 Sportstime USA - \$26.00 per child*
 Splashdown Beach - \$25.00 per child*
 Rye Playland - \$20.00 per child

Additional fees are being requested to offset cost (total of \$40.00 per child participating in all trips):

* Indicates an additional \$10

** Indicates an additional \$20

Approved by Village Board.

Ayes: Mayor Flanagan & Trustee O'Brien
 Noes: None

Summer Camp Trips & Swim Program Bus Transportation – 4/22/16 Quote from Chestnut Ridge Transportation, Inc.

Approved by Village Board.

Ayes: Mayor Flanagan & Trustee O'Brien
 Noes: None

Summer Camp Brochure - **Approved by Village Board.**

Ayes: Mayor Flanagan & Trustee O'Brien
 Noes: None

2015-2016 After School Program – Mrs. Kelly Henry has been working with the children for the upcoming Hillburn School Historic Site Dedication Ceremony on 5/15/16.

Application for Use of Youth Center – Film Production of “Jack & Jill”

Applicant: Nicole Cosgrove – Bowery Arts & Science - Date/Time: Thursday, April 28, 2016 – 11:00AM-11:00pm

Purpose: Holding & Bathroom use for Film Production of “Jack & Jill”

-Certificate of Insurance supplied is on file. Reduced fee was requested due to small budget.

Approved – subject to: Receipt of the reduced fee of \$150.00.

Ayes: Mayor Flanagan & Trustee O'Brien
 Noes: None

As approved at the 4/12/16 Board Meeting, a Permit was issued to Benjamin Gamer (representative of Nicole Cosgrove) for filming on Public Property (Area of 6th Street) on 4/27/16 and 4/28/16.

Hillburn Sewer Rebate Committee – Applications are still being accepted.

Public Comments

Chevron Torres (54 5th Street) questioned if any further information was obtained pertaining to her inquiry 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 stated matter will be discussed with the Building/Fire Inspector.

-HFD Chief Starr reported that there is presently a ban of all open burning in New York State. The ban applies to all open burning, other than outdoor cooking.

Request for Use of Hillburn Community Room

-Applicant: Eleanor DeGraw – Hillburn Ladies Auxiliary

Date/Time: Mon., 4/25/16 / 7:00PM / Purpose: Ladies Aux Meeting **Ratified by Village Board.**

-Applicant: Valerie Mariano – Hillburn Senior Citizens

Date/Time: Thurs, 4/28/16 - 10:00AM / Purpose: Set –Up for Military Bridge

Fri, 4/29/16 - 6:00PM–10:00PM / Purpose: Military Bridge **Approved by Village Board**

Ayes: Mayor Flanagan & Trustee O'Brien
 Noes: None

Request for Use of Municipal Meeting Room

-Applicant: David Farrison, Chair - Hillburn Scholarship Committee

Date/Time: Wed., 4/27/16 / 7:00PM / Purpose: Hillburn Scholarship Committee Meeting.

Approved by Village Board.

Ayes: Mayor Flanagan & Trustee O'Brien
 Noes: None

RE: Request for Use of Veterans Memorial Park

Applicant: Sherri Van Dunk

Date/Time: Sat., 6/25/16 – 3:00PM / Purpose: Wedding

Approved subject to receipt of Certificate of Insurance and \$150.00 fee.

Ayes: Mayor Flanagan & Trustee O'Brien
 Noes: None

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

-Village Office Memo – Phone call received from Vivian DeGroat – Request for street light in area of her home (76 6th Street).

-Arlene Miller – RC Dept. of Planning – RE: Applications being accepted by the Rockland Conservation & Service Corps. For Summer Internships.

-RC Sheriff's Office – Invitation to Annual Memorial Service on Sunday, 5/22/16 at the RC Police Memorial Site, New City, NY.

2016-2017 Tentative Budgets – Public Hearing held 4/12/16

A MOTION was made by Trustee O'Brien and seconded by Mayor Flanagan to adopt the 2016-2017 General Fund Budget (with a tax rate of \$3.81/100 valuation) and to adopt the 2016-2017 Water Fund Budget, as presented at the 4/12/16 Public Hearing.

Ayes: Mayor Flanagan & Trustee O'Brien

Noes: None

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

As authorized at the 4/12/16 meeting, the Village Clerk-Treasurer will be meeting with a representative of Municipal Audit Services, LLC on 5/3/16.

Introductory Local Law 2 of 2016 (Parking on Village Streets During and After Snowfall Events) – A Public Hearing will be held on Tuesday, May 10, 2016. Notices have been duly posted and published.

RE: Damage to Guardrail in East Hillburn (Park Avenue area) – A Police Report has not been received as of this date.

DPW Supt. Conklin stated he will obtain the Report at the Ramapo Police Department.

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

A MOTION was made by Trustee O'Brien seconded by Mayor Flanagan to adjourn the meeting at 8:05PM.

Ayes: Mayor Flanagan & Trustee O'Brien

Noes: None