

VILLAGE OF HILLBURN
Board of Trustees Meeting
Tuesday, December 13, 2016 – 7:00PM

MINUTES OF THE BOARD OF TRUSTEES MEETING held on Tuesday, December 13, 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
Elizabeth K. Cassidy, Village Attorney
Thomas M. Conklin, DPW Supt.

ABSENT: Eleanor J. DeGraw, Trustee
(illness)

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.

Mayor Flanagan introduced the newly appointed Deputy Treasurer, Parquiris DeLeon and welcomed her to the Village staff.

Minutes of the 11/15/16 Meeting and 12/7/16 Special 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 – Deferred until the arrival of a Ramapo Police Officer.

DPW Report – DPW Supt. Thomas Conklin reported:

-Striping of Municipal Building Parking Lot –

A MOTION was made by Trustee O’Blenis and seconded by Mayor Flanagan to ratify the approval of the 10/28/16 estimate, and payment of the subsequent Invoice #1063 from Jason Duncan in the amount of \$300.00 to stripe the Municipal Building Parking Lot.

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

Property Maintenance - 132 Sixth Street – Supt. Conklin reported that, in response to calls received by the Village Office from the bank representative inquiring if the property had been cleaned up, he had been requested to make inspections of the property. At this date, the property remains unmaintained.

-In accordance with the 10/11/16 Resolution, the Village Board directed the DPW to clean up the property and the cost of same will be levied on the property owner’s respective tax bill.

NYS DOT – Local Highway Inventory – Supt. Conklin attended an informational meeting on Monday, 12/12/16 to discuss the implementation of stricter guidelines in determining local street inventories. Under these guidelines, the area from Boulder Avenue to the tank would no longer qualify due to it is gated off. The Village’s 2018 CHIPs allocation will be affected.

O & R Utilities – 12/13/16 Municipal Information Exchange – Agenda Item: Deployment of the Smart Meter Project – Supt. Conklin attended the meeting. “Smart Meters” (digital meters) will be installed by O & R that will monitor electric usage, outages and allow readings to be obtained electronically. Modules will be installed on gas meters. Customers will be able to access information regarding their usage through their smart phones. Customers can also opt out of the program; however, would be subject to “opt-out fees” and fees for a meter reader. Notification will be sent out to all customers by O & R.

-Chief Starr stated the program will also allow the power to be shut off in the event of a house fire. Supt. Conklin stated this feature was discussed for future implementation.

Suez Water – Estimated Bills – It has been determined that the bills were estimated due to the new meter was not tied into the main office. The next bill should reflect actual readings.

-DPW Supt. Conklin stated the need for a meter reading “gun” for the new meter. Estimated cost: \$2,500.00.

HFD Report – Chief Starr reported:

-The HFD has responded to 108 calls this year to date. Approximately 35 more calls than last year.

-Accessory Equipment for New Chief’s Car – Quotes are being obtained.

-New HFD Member – Request for Village Board approval – RE: Physical: Joe Neyen. **Approved by Village Board.**

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

-Tallman Fire Department has provided gear to be used temporarily for Robert Van Dunk III.

-Chief Starr wished the Village Board a Merry Christmas and Happy New Year.

Ramapo Fire Protection Districts No. 1 and 5 – RE: Town of Ramapo Public Hearings

HFD Starr was requested to attend the Town of Ramapo’s Public Hearings to be held tomorrow, 12/14/16 as follows:

2017 Fire Protection District No. 1 – 8:03 PM – Proposed Amount: \$100,500

2017 Fire Protection District No. 5 – 8:07 PM – Proposed Amount: \$ 44,025

Village Engineer’s Report – Engineer McCreedy not present.

12/08/16 Claim – General Engineering – (Consortium Meeting) \$ 75.50 **Approved by Village Board.**

12/08/16 Claim – *Escrow (33 Sixth Street Land Disturbance) \$129.50 **Approved by Village Board.**
(subject to establishment of Escrow account)

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

*The Village Clerk-Treasurer confirmed the required escrow account has not been established at this date.

-Stormwater Consortium – RE: Need to request an extension for the comment period on NYS DEC’s Proposed MS4 Permit Changes - Request for Village to print the form letter provided on letterhead. The Village’s Stormwater Consortium representative, Eve Mancuso of Brooker Engineering, followed up on same.

Community Development Program

No response has been received from the RC CD Office regarding the Village of Hillburn opting out of the 2017 CD Program.

Village Attorney’s Report – Attorney Elizabeth Cassidy reported:

NYS Office of General Services Mini-Bid Request for HFD Chief’s Vehicle – Three (3) bids were received and reviewed at the 12/7/16 Special Board Meeting.

- | | |
|------------------------------------|---------------|
| 1. Van Bortel Ford, Inc. | \$34,704.33* |
| 2. Webster Ford/dba Henderson Ford | \$35,038.31** |
| 3. Beyer Ford, LLC | \$35,085.71 |

*lowest bid

**quickest delivery

Attorney Cassidy confirmed that all three bids meet the specifications; however Webster Ford/dba Henderson Ford, did not supply the dealer invoice.

A MOTION was made by Trustee O’Blenis and seconded by Mayor Flanagan to award the bid to the bidder with the quickest delivery (8-10 weeks), to Webster Ford/dba Henderson Ford, subject to receipt of the dealer invoice and

FURTHER, if the dealer invoice is not received, the bid will be awarded to the lowest bidder, Van Bortel Ford, Inc.

Ayes: Mayor Flanagan & Trustee O’Blenis

Noes: None

When additional information has been received and approved, Attorney Cassidy will provide a formal Resolution and will send a notice of award to NYS OGS.

RE: Land Use Law Center – 11/22/16 Notice that the Village of Hillburn has been nominated to participate in an upcoming Land Use Leadership Alliance Training Program (LULA). Attorney Cassidy recommended the Village take advantage of the program, consisting of 4 sessions (April 7 & 21 and May 5 & 12), as it will be very helpful in the Master Plan process.

-Attorney Cassidy was authorized to contact Tiffany Zezula of the Land Use Law Center to schedule a meeting to discuss the program and to assist in the selection of four to six appropriate leaders from the community to attend the program.

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

Claim – Nelson Pope & Voorhis, LLC - \$2,540.00 - Approved at the 12/7/16 Special Meeting.

-Commercial Front Mower w/Commercial Side Discharge Deck and 47” Snow Blower –Attorney Cassidy was authorized to determine if the purchase could be bid through the NYS OGS Vehicle Marketplace.

Ramapo Police Officer Gray reported the Village is quiet.

-Supt. Conklin advised Officer Gray of the new seasonal parking regulations in the Village. (The Village Clerk advised that notice of the adopted Local Law had been supplied to the Ramapo Police Department)

General Code – 12/8/16 Proposal : eCode360 (Free trial period expires 12/31/16)

Initial Cost: \$1,320.00 (includes setup and first year maintenance fee of \$1,195.00)

Annual fee: \$1,195.00

A MOTION was made by Trustee O’Blenis and seconded by Mayor Flanagan to enter into an Agreement with General Code to publish the Village Code online, as per the 12/8/16 proposal, at the initial cost of \$1,320.00 (includes setup and first year maintenance fee of \$1,195.00).

Ayes: Mayor Flanagan & Trustee O’Blenis

Noes: None

Verizon 10 Year Special Franchise Agreement – Expiration Date: October 2017 – Attorney Cassidy reported on the workshop session held with Verizon representatives on this date at 6:00PM. Topics discussed included double-poles.

Stonework Estates, Inc., Kristian Matthews and Legacy Stoneworks, Inc. v. Village of Hillburn, Village of Hillburn Zoning Board of Appeals and Adam Gordon as Code Enforcement Officer for the Village of Hillburn – Decision and Order of the Supreme Court of the State of New York dated November 29, 2016

Attorney Cassidy reported that the Court ruled Stoneworks Estates can continue to work. The Village Board is evaluating whether to appeal.

Insurance 2016-2017

Comp Alliance – Workers’ Compensation Funding Contribution (January 1, 2017 – December 31, 2017): \$30,051 (increase of \$1,234.00).

A MOTION was made by Trustee O’Blenis and seconded by Trustee Flanagan to approve the 2017 Renewal Funding Contribution Agreement with Comp Alliance in the amount of \$30,051.

Ayes: Mayor Flanagan & Trustee O’Blenis

Noes: None

Tax Certioraris – (2014, 2015, 2016) – Attorney Cassidy stated matters are being addressed. Attorney Speno has been attempting to work with the Town of Ramapo.

2016 Master Plan Committee – Mayor Flanagan scheduled the next meeting of the Committee for 2/11/17. Committee meeting is not open to the public and notice will not be posted.

Zoning Board of Appeals –

ZBA Member Nelson Hadley and Village Attorney Elizabeth Cassidy participated in two NYS webinars. The Certificate of Completion for Mr. Hadley was received at the Village Office. Attorney Cassidy's Certificate was received at her office.

Planning Board – Next Meeting: 12/15/16.

-11/30/16 Claim Against Escrow filed by Elizabeth Cassidy, PLLC in the amount of \$165.00 – RE: Sempre Qualcosa (ASA AddVenture Building Service) - 10/19/16 Application to Planning Board.

A MOTION was made by Trustee O'Brien and seconded by Mayor Flanagan to approve the claim, subject to the Planning Board's approval.

Ayes: Mayor Flanagan & Trustee O'Brien

Noes: None

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

-The Village Board was in receipt of copies of various correspondence.

Unauthorized Installation of Fill – 33 Sixth Street – A report has been received from the Village Engineer regarding his inspection; however, the required escrow has not been established.

-Tim Williams, owner of 31 Sixth Street, advised the Village Attorney that additional fill has been placed on the property, including what appeared to be car parts. (pictures were shown to the Village Attorney). Attorney Cassidy will follow up on this matter with the Building/Fire Inspector.

Senior Citizens – The Seniors held their annual Christmas Party on 12/12/16 at the Crowne Plaza.

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

Annual Christmas Party – Saturday, December 17th, 2:00PM-4:00PM – Preparations are being made. Approximately 30 children are registered. Volunteers can contact the Youth Center.

-Needed: DPW Assistance: (6) Round Tables from Community Room to Youth Ctr on 12/16/16

-Mayor Flanagan expressed condolences to Asst. Recreation Director Marty Perrano on the passing of her mother.

Hillburn Sewer Rebate Committee – In the absence of Trustee DeGraw (illness), Mayor Flanagan reported applications are still being accepted.

2017 Assessment Roll – A workshop meeting of the Board of Assessors will be held on Thursday, 1/5/17 at 7:00PM.

-Notice of 2017 Residential Assessment Ratio (RAR): 14.58.

2017 Village Election – Tuesday, March 21, 2017

The following Resolution was offered by Trustee O'Brien and seconded by Mayor Flanagan, who moved its adoption:

WHEREAS, the next General Village Election for Officers will be held on Tuesday, March 21, 2017,

BE IT RESOLVED that the Election will be held at the Municipal Building, 31 Mountain Avenue, Hillburn, New York, between the hours of 12:00 noon and 9:00 PM.

Ayes: **Craig M. Flanagan, Jr., Mayor**

Bonnie R. O'Brien, Trustee

Noes: **None**

Absent: **Eleanor J. DeGraw, Trustee**

RESOLUTION was unanimously adopted.

Public Comments

Chevron Torres (53 5th St) commented on the notice of the Master Plan Committee meeting (scheduled for 2/11/17) not being posted and questioned if the meeting is open to the public. Mayor Flanagan replied no.

-**Mrs. Torres** questioned if copies of the Court's ruling regarding Stoneworks Estates is available to the public. (the Village Clerk-Treasurer replied a copy is available at the Village Office for review)

January 2017 Meeting Schedule – Tuesdays, January 10 & 24, 2017. **Approved by Village Board.**

Ayes: Mayor Flanagan & Trustee O'Brien

Noes: None

O'Connor Davies – Audit Report for y/e 5/31/16

The Audit Report was received on this date and distributed to the Village Board for review. Pursuant to review of the report, a representative of O'Connor Davies will be requested to attend the 1/24/17 Village Board meeting.

Application for Use of Community Room –

Applicant: Kathleen Davies / Dates: Thursdays: January 12 & 26, February 9 & 23, March 9 & 23, April 6 & 20

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

Approved by Village Board.

Ayes: Mayor Flanagan & Trustee O'Brien

Noes: None

Correspondence – The Village Board acknowledged receipt of copies of correspondence, regular and email, including: Christopher Jensen/RC Office of Fire & Emergency Services – RE: NYS DEC's letter regarding deficiencies of Lake Sebago Dam. A meeting is being scheduled to discuss same.

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 7:45PM.

Ayes: Mayor Flanagan & Trustee O'Brien

Noes: None