

VILLAGE OF HILLBURN  
Board of Trustees Meeting  
Tuesday, January 30, 2018 – 7:00PM

MINUTES OF THE BOARD OF TRUSTEES MEETING held on Tuesday, January 16, 2018, 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, Deputy Mayor  
Bonnie R. O’Blenis, Trustee  
Thomas M. Conklin, DPW Supt.  
Mary M. Boone, Clerk-Treasurer

**ABSENT:** Elizabeth K. Cassidy, Village Attorney

**RECORDER OF MINUTES:** Robin Miele, Asst. Clerk-Treasurer

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Meeting called to order by the Hon. Craig M. Flanagan, Jr., Mayor. HFD Chief Shane Starr led the Salute to the Flag.  
Mayor Flanagan acknowledged the presence of newly appointed Planning Board Member, Rhonda Jennings. Ms. Jennings stated she enjoys serving on the Planning Board and has attended informative seminars and webinars regarding planning.

**Minutes of the 1/16/18 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 Minervini who stated the Village is quiet.  
-Mayor Flanagan stated that complaints have been received regarding the driver for Menichetti Carting, the Village’s garbage contractor, not stopping for Stop signs.

**4<sup>th</sup> Street Railroad Bridge**

**Email Received from Marc Conway of Trans American Trucking – Request for Authorization to Utilize the 4<sup>th</sup> St. Railroad Bridge to Transport a Transformer to a Substation Located on 4<sup>th</sup> Street**

Mayor Flanagan reported a meeting was held yesterday with the Village Engineer, Building/Fire Inspector and representatives from O & R Utilities regarding this matter. Information was provided stating that the bridge is structurally able to carry the load. Subsequently, the transformer is scheduled to be delivered the first week in March, 2018. The assistance of the Ramapo Police Dept. will be needed to direct traffic.

**DPW Report – DPW Supt. Thomas Conklin reported:**

-Hillburn Youth Center HVAC Replacement Project – Swanson Consulting, Inc. conducted the required electrical inspection.

-Mayor Flanagan reported he and DPW Supt. Conklin conducted a walk-through with Design Air and approved the project. Engineer Mancuso was advised and consented to the approval.

-Proposal submitted by Design Air – Additional Registers and Manual Dampers - Mayor Flanagan stated this work is needed in order to regular the heat in the Youth Center office, as it gets extremely hot.

A MOTION was made by Trustee O’Blenis and seconded by Trustee DeGraw to approve the 1/29/18 Proposal submitted by Design Air to install 3 new registers and manual damper at the Youth Center Office, at the cost of \$882.00. Funding: Grant: \$755.25; General Fund: \$126.75.

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

The Clerk-Treasurer stated a Purchase Order will be prepared.

-DPW Supt. Conklin advised the work is scheduled to be done tomorrow, 1/31/18.

**Storm Drains** – The Town of Ramapo has been contacted to provide assistance for 4 storm drains located on Sixth St.

-Hillburn Clean-Up Day – Supt. Conklin is coordinating this event with Keep Rockland Beautiful and recommended the date be Saturday, 4/14/18 (Rain Date: 4/21/18) **Approved by Village Board**

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

-NYS DOT – Mayor Flanagan and DPW Supt. Conklin will be meeting with Jim Morwoski of the NYS DOT on Wednesday, 2/7/18 at 10:00AM to discuss several items regarding Route 17:

- NYS DOT has requested a letter from the Village of Hillburn stated that it has no objection to the NYS DOT posting “No Parking” signs in the areas of Gates of Praise and where the Hot Dog Stand is located.
- NYS DOT’s interest in turning over a portion of Route 17 to the Village of Hillburn (from JD Tire to I-287 Ramp)
- NYS DOT’s proposed work on a culvert located on Route 17. The Village of Hillburn has only received copies of emails between the NYS DOT and the NYS DEC. No specific location or start-up date have been provided; and no Permit Application has been filed with the Village of Hillburn.
- Pending issue of needed lighting under the NYS Thruway overpass.

**Installation of Traffic Signs –**

RE: Installation of a “Stop” sign in the area of the 4<sup>th</sup> Street Bridge at the intersection with Terrace Avenue. A site inspection will be made by Mayor Flanagan and DPW Conklin to determine a location for the sign.

-A discussion was held on various ways to deter motorists from using the 4<sup>th</sup> Street Bridge and Terrace Avenue as a thoroughfare to Route 17.

RE: Installation of three "Stop" signs on Sixth Street and Fox Hollow Road. Tabled until 2/13/18 meeting.

RE: Hudson Valley Water Works Conference – Lab Course – Tuesday, 2/6/18, 8:30AM-3:00PM – Town of Wallkill – Cost: \$75.00.

A MOTION was made by Trustee DeGraw and seconded by Trustee O'Brien to approve DPW Supt. Tom Conklin's attendance at the 2/6/18 Lab Course Session, at the cost of \$75.00, if applicable to fulfill the requirements for his Grade D Certification.

Ayes: Mayor Flanagan, Trustees DeGraw & O'Brien

Noes: None

**HFD Report – Chief Starr reported:**

RE: Equipment

-Request to take 5-Quad to Ruscon for DOT Inspection and repair of air brakes (leaking air). **Approved by Village Board**

Ayes: Mayor Flanagan, Trustees DeGraw & O'Brien

Noes: None

-Request to take 5-CFR to Ruscon for complete service, DOT Inspection and repair of Jaws of Life motor on the back of the truck. **Approved by Village Board**

Ayes: Mayor Flanagan, Trustees DeGraw & O'Brien

Noes: None

-Request to take 5-CFR to Valtek to obtain a quote for repainting driver side door (Under Warranty from Pierce)

Ayes: Mayor Flanagan, Trustees DeGraw & O'Brien

Noes: None

RE: Emergency Calls – Chief Starr reported the HFD had responded to a total of 76 calls in 2017 and 20 calls during the month of January 2018.

RE: Penflex – The Data Request Package will be submitted on 2/05/18.

RE: Fire Districts #1 and #5 – Chief Starr reported he is working on a print-out.

**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 the 4<sup>th</sup> St. – Matter being followed up on by Mayor Flanagan and DPW Supt. Conklin.

**Village Engineer's Report - Engineer Eve Mancuso not present.**

No report.

**Village Attorney's Report – Attorney Cassidy not present.**

Letter/Application for Relief from Moratorium filed 12/27/17 - Applicant: Vulfrano Lazcares

The 1/30/18 response letter prepared by Attorney Cassidy was provided to Mr. Lazcares.

**Town of Ramapo – 2018 Fire Districts Agreement**

The official Agreement was received from the Town of Ramapo as follows:

Fire District #1:	\$100,500
Fire District #5:	64,025
Total:	<u>\$164,525</u>

A MOTION was made by Trustee DeGraw and seconded by Trustee O'Brien to approve the Agreement with the Town of Ramapo for 2018 Fire Districts #1 and #5, and authorizing Mayor Flanagan to sign same.

Ayes: Mayor Flanagan, Trustees DeGraw & O'Brien

Noes: None

**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 –**

-At this date, the fully executed Stipulation with attachments from Stoneworks, Inc. has not been received from the Village Attorney.

**Insurance –**

NYSIF –

Notification of Compliance – Volunteer Fire Department– (posted at Village Office and H.F.D. Building)

Notification Concerning Workers' Compensation Pharmacy Benefits effective March 2018 - (posted at Village Office and H.F.D. Building)

State Insurance Fund –

1/16/18 Correspondence - RE: Deductibles to qualified policyholders.

1/16/18 Correspondence – RE: Renewal - Policy #W 357 246-8

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

A Financial Report as of 1/31/18 was supplied by the Village Clerk-Treasurer.

**Verizon 5 Year Special Franchise Agreement – Expiration Date: Oct. 2017**

-Verizon has not approved the Draft Franchise Agreement. (Public Hearing still pending)

**Tax Certioraris – (2014, 2015, 2016, 2017)** – No report.

**2018 Village Election – Tuesday, March 20, 2018**

Offices to be filled: Office of Trustee: 2 Year Term  
Office of Village Justice: 4 Year Term  
Deadline to file Independent Nominating Petitions: 2/13/18

**2018 Assessment Roll –**

**Hearing of Complaints** – Tuesday, February 20, 2018 - The Notice has been duly published and posted  
-Notices have been sent to all property owners who have had a change in their assessment on the Tentative Roll.

**Verification of Tentative Assessment Roll**

The Village Board was in receipt of a Summary of Tentative Assessment at 1/30/18.

A MOTION was made by Trustee DeGraw and seconded by Trustee O’Blenis to approve the 2018 Tentative Assessment Roll and to duly sign the Verification of Tentative Assessment

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

**2016 Master Plan Committee –**

Committee Secretary, Parquiris DeLeon, reported the next meeting has been rescheduled from 1/27/18 to 2/10/18

**2020 Census – Local Update of Census Address Operation (LUCA)** – Deputy Clerk Yvonne Van Dunk has been participating in webinars.

**Community Development –**

2018 Community Development – The Public Hearing, as scheduled by the RC Office of Community Development, will be held on 2/13/18 at 7:15PM.

**Zoning Board of Appeals**

**Application to the Hillburn Zoning Board of Appeals Filed 11/17/17 – Applicant: Vulfrano Lazcares**

Action on this application has been tabled pending the Applicant obtaining relief from the Moratorium by the Village Board of Trustees.

**Planning Board** – The Planning Board met on Thursday, 1/18/18.

**Building/Fire Inspector’s Report –**

Inspector Gordon is presently away. Coverage is being provided by Asst. Building Inspector Tichenor.  
-DPW Supt. Conklin stated he has offered his assistance to Inspector Tichenor by driving him around the Village to become more familiar.

**Escrow**

Status of Escrow Accounts Report @ 1/30/18 was supplied.

**Senior Citizens –**

Trustee DeGraw attended the 1/15/18 meeting to install the new officers for the 2 Year Term 2018-2020.

**Recreation** – A written Report was read by Trustee O’Blenis.

**Devious Dirty Bingo – February 3, 2018.** Tickets are available. Notice to be put on the Village Marquee.  
-6 round tables from the Community Room will be needed on Friday, 2/2/18.

**Youth Center Hours** – The Youth Center will be open on Thursday, 2/22/18 and Friday, 2/23/18 (School is Open - Snow Make-Up Days) **Approved by Village Board**

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

**Open Gym** – Request to hold Open Gym for grades 2 – 9 on 2/16/18 from 6:00PM – 8:00PM. **Approved by Village Board**

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

**Easter Egg Hunt** – Request to hold the Easter Egg Hunt on 3/24/18 at 11:00AM (Rain Date: 3/31/18) **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 –**

-**Chevron Torres (54 Fifth St)** Thanked Mayor Flanagan for following up with her complaint regarding the garbage collector going through stop signs. Mrs. Torres also stated that motorists continue to speed and go through stop signs. Mayor Flanagan stated that when witnessing this, get the License Plate number and call the Ramapo Police.

**RE: O & R Proposal to Upgrade the Lighting in Village Buildings to LED** – Tabled.

**Applications for Use of Hillburn Community Room:**

The following Applications were approved by the Village Board:

-Shane Starr – HFD Chief – Saturday, 2/10/18 – 3:00PM – 11:00PM - Wing Night

-Judy Starr, President Ladies Auxiliary – Wednesday, 2/21/18 - 6:30PM – 10:30PM Ladies Auxiliary Meeting

Ayes: Mayor Flanagan, Trustees DeGraw & O’Blenis

Noes: None

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

-Emails between the NYS DOT and NYS DEC – RE: Culvert Project on Route 17 in Hillburn. Mayor Flanagan stated that this matter will be followed up on to determine the location and extent of the project.

-Village of Sloatsburg – Petition for Zone Change (Posted and supplied to various Village boards)

-Town of Ramapo – Copy of notification that the Town of Ramapo ranks as the #1 safest place to live. (letter read aloud by Mayor Flanagan)

-Laberge Group – RE: Available Grants

**SUEZ Water New York** – Information requested regarding the Village’s water system is being compiled.

**2017 Local Government Records Management Improvement Fund Grant (LGRMIF)** – Grant Award: \$28,631.00 –

The Contractor, New York State Industries for the Disabled, Inc., has provided scanned copies of the Certificates of Occupancy and Demolition Permits. Building Permits are pending.

**Mayor Flanagan** reported that the Youth Center is in need of a security camera to monitor visitors.

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

**Surplus Equipment**

Correspondence from AAR will be further reviewed. (matter referred to DPW Supt. for follow-up)

-Mayor Flanagan stated he would like to join with other municipalities to sell surplus equipment.

**Scheduled February 2018 Village Board Meetings:**

Regular Meetings: February 13<sup>th</sup> & February 27<sup>th</sup>.

Hearing of Complaints – 2018 Assessment Roll – February 20<sup>th</sup> – 5:00PM – 9:00PM.

A MOTION was made by Trustee DeGraw and seconded by Trustee O’Blenis to adjourn the meeting at 8:04PM.

Ayes: Mayor Flanagan, Trustees DeGraw & O’Blenis

Noes: None