

**VILLAGE OF HILLBURN  
Board of Trustees Meeting  
Tuesday, May 15, 2018 – 7:00PM**

**MINUTES OF THE BOARD OF TRUSTEES MEETING held on Tuesday, May 15, 2018, 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  
Eleanor J. DeGraw, Trustee  
Richard Ellsworth, Village Attorney  
Thomas M. Conklin, DPW Supt.

**ABSENT:** Eve Mancuso, Village Engineer

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

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Meeting called to order by the Hon. Craig M. Flanagan, Jr., Mayor. DPW Supt. Conklin led the Salute to the Flag.

**Minutes of the 4/24/18 Meeting – Approved by Village Board**

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

**Street & Water Commissioners Reports – Approved by Village Board.**

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

**Police Commissioner’s Report** – Mayor Flanagan deferred report until the arrival of a Ramapo Police Officer.

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

3/22/18 Damage to Guardrail–Terrace Ave & Suffern Rd – Supt. Conklin stated a quote was received from Anchor Fence in the amount of \$229.00 for the material to repair the guardrail, and estimated the DPW Labor would be \$261.00. The driver of the vehicle will be billed in the amount of \$490.00 for material and labor to repair the guardrail.

Steps for DPW Trucks – Supt. Conklin reported that steps are needed to reduce wear and tear on the trucks and to make it easier on the DPW staff. A quote was received from P & A Auto & Truck Parts.

A MOTION was made by Trustee DeGraw and seconded by Trustee O’Blenis to approve the purchase of step bars for the 2016 F550 (Quoted Price: \$259.00) and 2014 F350 (Quoted Price: \$239.00) at a cost not to exceed \$500.00.

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

Fuel for Village Vehicles – A discussion was held on ways to save on the cost for fuel.

SUEZ Water New York – PSC Mandated Water Meter Testing – Contractor: National Metering Services, Inc. – DPW Supt. Conklin reported the testing was done on 5/9/18. The meter on Route 17 was changed.

Uniform Rental – A quote from an alternate company is being obtained by Supt. Conklin. (Present: Cintas)

Cornell Local Roads Program - Spring 2018 Workshop “Running Your Highway Department” – Supt. Conklin reported he attended the 5/1/18 Workshop that was very informative.

NYS DOT 4/26/18 correspondence – RE: CHIPs Program – April 2018 Funding Report.

Princeton Hydro – 2018 Pond Management Service – Veterans Memorial Park Pond – DPW Supt. Conklin stated that treatment of the pond, as approved on 4/24/18, will commence as soon as required.

Surplus Equipment – Bids Received by Absolute Auctions & Realty – 3/29/18 Auction #2720

The 1990 John Deere 870 Tractor/Mower has been picked up by the respective bidder, George Domgioni. All items, in accordance with approved/accepted bids, have been picked up.

Rockland County Shared Services – A meeting was held on 5/9/18 for an update on the Rockland Shared Services Initiative. -A list of Village-owned vehicles/equipment was compiled by Supt. Conklin and same has been supplied to the RC Shared Services, as requested at its 2/28/18 meeting.

**Village Water System**

Civil Design Works, LLC. – Special Engineering Consulting Services

A MOTION was made by Trustee DeGraw and seconded by Trustee O’Blenis to approve payment of Invoice #10264 in the amount of \$1,317.50 to Civil Design Works, LLC, in according with the 4/19/18 proposal accepted by the Board on 4/24/18.

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

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

RE: Resurfacing by Town of Ramapo –A meeting was held at the Town of Ramapo on 5/11/18. Proposed specifications prepared by the Town of Ramapo were discussed. Determination of Grant Application filed by the Town of Ramapo should be received mid-July.

**HFD Report** – Chief Starr not present

LOSAP Program – RBC Wealth Mgmt – The 2018 LOSAP contribution, in the amount of \$37,250, was remitted on 5/9/18.

RE: Fire Mobilization and Mutual Aid Reimbursement – HFD Assistance Provided 11/22-25/14 - In response to the 2/11/15 Letter/Claim to Scranton Volunteer Fire Co., a reimbursement check in the amount of \$1,600.00 was received from the Scranton Volunteer Fire Co. on 5/4/18.

**LED Street Lighting Upgrade**

-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 4<sup>th</sup> St. – Upgrade still pending.

-New York Power Authority (NYPA) LED Street Lighting Program – In follow up to the 4/11/18 RC Shared Services workshop regarding LED Street Light Conversion, an initial estimate of the project costs and savings was received from NYPA and supplied to the Village Board and DPW Supt.

**Village Engineer's Report** - Engineer Eve Mancuso not present (provided prior notification of a conflict)

**Village Attorney's Report** – Village Attorney Richard Ellsworth

**Requests for Relief from Moratorium**

TBS Realty Mgmt, LLC (3/5/18 Letter (Rec. 3/13/18) – 201 Route 59 (Property I.D. 847.19-2-2) Proposed Project: Addition – Determination as to whether the project is exempt from the Moratorium is still pending.

**Village of Hillburn v. Losner** – Attorney Ellsworth stated he will be appearing in Court on May 21, 2018 regarding this matter. At this date, there has been no change to the property.

**Village of Hillburn vs. Nicholas Ciancioruso, et.al. (Creelman Road) - RE: Litigation Regarding Illegal Operation of a Contractor's Yard on Property located on Creelman Road in Violation of Stop Work Order** – Open Litigation.

**Village of Hillburn vs. Creelman Road Property Owners** – Open Litigation.

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

Attorney Ellsworth reported he had received a response from John L. Harrington of Kerbey Harrington Pinkard, LLP, the firm representing Verizon with respect to renewal of the Special Franchise. Mr. Harrington stated the issue of the double poles is being addressed and information will be provided shortly.

**RE: Village Property Located at 40 5<sup>th</sup> Street** – Attorney Ellsworth stated that the property, declared unneeded by the Village Board on 1/16/18, can be sold at the best priced without going out to bid, subject to Permissive Referendum. The Village can enter into a contract with Habitat for Humanity, and then proceed with the Permissive Referendum.

**Claim for Legal Services** –

A MOTION was made by Trustee DeGraw and seconded by Trustee O'Blenis to approve payment of Invoice #720, in the amount of \$752.50, submitted by The Law Office of Elizabeth K. Cassidy, PLLC (former Village Attorney), reflecting legal services from 4/2-13/18.

Ayes: Mayor Flanagan & Trustees O'Blenis & DeGraw

Noes: None

**Insurance** – Seely & Durland Insurance – Draft Letter to NYS Municipal Workers' Compensation Alliance – Change of Broker – Matter will be further reviewed by Attorney Ellsworth.

**Various Capital Improvements (In accordance with 9/1/16 Bond) – RE: Comprehensive Plan**

-Claim filed by Elizabeth K. Cassidy – Invoice #721 in the amount of \$385.00. **Approved by Village Board**

Ayes: Mayor Flanagan & Trustees O'Blenis & DeGraw

Noes: None

-Claim filed by Nelson Pope & Vorhees – Invoice #16506: \$8,785.00. **Approved by Village Board**

Ayes: Mayor Flanagan, Trustees DeGraw & O'Blenis

Noes: None

**NYSER Standard Workday Report** – Calendars are being prepared by the Village Board.

**2018 Tax Warrant**

The 2018 Tax Warrant, that includes Unpaid Water Accounts and Special Assessments, was approved and signed by the Village Board.

**2016 Master Plan Committee** –

A meeting was held on 5/5/18 at 10:00AM.

-Proposed Legal Services Agreement - Comprehensive Plan Submitted by Elizabeth K. Cassidy –

A MOTION was made by Trustee O'Blenis and seconded by Trustee DeGraw to approve the 4/9/18 Retainer Agreement submitted by The Law Office of Elizabeth K. Cassidy, PLLC, to provide legal services in regards to the Village of Hillburn Comprehensive Plan.

Ayes: Mayor Flanagan, Trustees DeGraw & O'Blenis

Noes: None

**2020 Census – Local Update of Census Address Operation (LUCA)** – Deputy Village Clerk Yvonne Van Dunk is following up with same.

**Memorial Day Parade & Service – May 28, 2018** - Plans are completed. Letters have been sent to participants.

**2018 Hillburn Day – July 28, 2018 (Rain Date: 7/29/18)** Chairperson: Trustee Eleanor DeGraw

-Summaries of Donations and Approved Expenditures as of 5/15/18 were supplied to Trustee DeGraw.

-Trustee DeGraw reported that the final requests for expenditures will be presented at the next meeting.

**RE: Proposed Local Law – Vehicle & Traffic Regulation**

-Trustee O'Blenis questioned the status of installation of Stop signs on Sixth Street and on 4<sup>th</sup> Street.

-Attorney Ellsworth requested the locations of Stop signs be supplied to him and a Draft Local Law will be prepared.

**Zoning Board of Appeals** - No new applications have been filed.

**Planning Board** – Next meeting is scheduled for 5/23/18.

**Building/Fire Inspector's Report** – Adam Gordon not present – no report.

**Escrow** - No change in the Status of Escrow Accounts Report @ 4/24/18.

**Senior Citizens** – Trustee DeGraw stated she will be attending the 5/21/18 meeting.

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

**2018 Summer Camp & Swim Programs – July 9 – August 10, 2018**

Registration is complete. Camp Program: 44 registrants; Swim Program: 46 registrants.

-A 2018 Summer Camp Packet was submitted for review and approval. **Approved by Village Board**

Ayes: Mayor Flanagan, Trustees DeGraw & O'Blenis

Noes: None

**-Quotes for Bus Transportation - Swim Program**

Mondays, Tuesdays & Thursdays (Exception: Wednesday 7/18/18): \$242.77 per day **Approved by Village Board**

Ayes: Mayor Flanagan, Trustees DeGraw & O'Blenis

Noes: None

**-Quotes for Bus Transportation Trips: (Plus Parking Fees)**

Wednesday, July 11<sup>th</sup> - Powerhouse Studios: \$384.40

Monday, July 16<sup>th</sup> - Splashdown Beach: \$654.74 (Add'l \$60 Charge after 5:30PM)

Wednesday, July 25<sup>th</sup> - Dave & Busters: \$281.95

Wednesday, August 1<sup>st</sup> - Sportime USA: \$446.27 (Add'l \$60 Charge after 3:30PM)

Wednesday, August 8<sup>th</sup> - Rye Playland: \$589.78 (Add'l \$60 Charge after 5:00PM)

**Approved by Village Board**

Ayes: Mayor Flanagan, Trustees DeGraw & O'Blenis

Noes: None

-Permission was requested for the Hillburn Fire Dept. to attend the first day of Camp for Safety Instruction & Demonstration. **Approved by Village Board**

**Request for Approvals**

-Teen Night/Open Gym (Grades 6-12) - Friday, 5/18/18 – 7:00PM-9:00PM – Cost: \$10.00 (Inc. Pizza & Drink)

-Movie Night (4yrs – 6<sup>th</sup> Grade) – Friday, 6/15/18.

**Approved by Village Board**

Ayes: Mayor Flanagan, Trustees DeGraw & O'Blenis

Noes: None

**2017-2018 After School Program** - Request for \$250.00 Petty Cash – Snacks. **Approved by Village Board**

Ayes: Mayor Flanagan, Trustees DeGraw & O'Blenis

Noes: None

**Hillburn Sewer Rebate Committee** – Trustee DeGraw reported funds are still available.

**Public Comments** – There were no comments.

**-NYS DOT – Route 17 Culvert Replacement** – Supt. Conklin reported project should be completed by end of week.

**Application for Use of Hillburn Community Room**

Yvonne Van Dunk-Dates: Thursdays, 6/7, 7/5, 8/2, 9/6, 10/4, 11/1 & 12/6/18 (6:30–9:00PM) Ladies Auxiliary Meetings

**Approved by Village Board**

Ayes: Mayor Flanagan, Trustees DeGraw & O'Blenis

Noes: None

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

-Cornell Cooperative Extension -Stormwater Consortium – 5/15/18 Agenda and 4/17/18 Minutes; Stormwater Mapping Grant – Training for Tablets; Invitation and Agenda for Local Government Resiliency Training Workshop-5/24/18; Webinar: Climate Smart Communities Grant Program – 6/8/18; Webinar: Challenges and Solutions to Managing MS4s – 5/22/18.

-RC Community Development – Annual CD Block Grant meeting – 5/17/18.

-Human Rights Commission – Notice – RC Interfaith Symposium – 5/16/18 – RCC.

-Rockland Conservation & Service Corps. – Environmental Internship

-Altice – Changes to monthly service fees and surcharges effective 6/1/18.

-RC Executive – Invitation to attend meeting with O & R Utilities – 5/22/18.

**2017 Local Government Records Management Improvement Fund Grant (LGRMIF)** – Grant Award: \$28,631.00 – The Contractor, New York State Industries for the Disabled, Inc., supplied microfilm and a hard drive containing scanned Building Permits, Demolition Permits and Certificate of Occupancies, along with the original documents, on 12/11/17.

-The Final Report for payment of the Award Balance (\$14,316) was submitted to the NYS Archives and was accepted on 5/14/18.

**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 8:03PM.

Ayes: Mayor Flanagan, Trustees O'Blenis DeGraw

Noes: None