

VILLAGE OF HILLBURN
Board of Trustees Meeting
Tuesday, May 29, 2018 – 7:00PM

MINUTES OF THE BOARD OF TRUSTEES MEETING held on Tuesday, May 29, 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, Trustee
Richard Ellsworth, Village Attorney
Eve Mancuso, Village Engineer
Thomas M. Conklin, DPW Supt.

ABSENT: Bonnie R. O’Blenis, Trustee
(vacation)

RECORDER OF MINUTES: Robin Miele, Clerk-Treasurer

.....

Meeting called to order by the Hon. Craig M. Flanagan, Jr., Mayor. Asst. Clerk-Treasurer Mary Boone led the Salute to the Flag.

Minutes of the 5/15/18 Meeting – Approved by Village Board

Ayes: Mayor Flanagan & Trustee DeGraw
Noes: None

Street & Water Commissioners Reports – Approved by Village Board.

Ayes: Mayor Flanagan & Trustee DeGraw
Noes: None

Police Commissioner’s Report – Mayor Flanagan reported he had spoken with a Ramapo Police Officer yesterday who informed him the Village is quiet.

DPW Report – DPW Supt. Thomas Conklin reported:

-5/24/18 Purchase of (9) United States and (2) POW/MIA Flags –As per 5/23/18 Quote from Gates Flag & Banner Co., Inc. - Total Cost: \$581.40 (Purchase Order #1793). **Ratified by Village Board.**

Ayes: Mayor Flanagan & Trustee DeGraw
Noes: None

3/22/18 Damage to Guardrail–Terrace Ave & Suffern Rd – 5/16/18 Bill sent to Michael W. Sciscione in the amount of \$490.00 (Labor: \$261.00 + Materials: \$229.00) - As of this date, no response has been received.

A MOTION was made by Trustee DeGraw and seconded by Mayor Flanagan that the material, in the amount of \$261.00, be purchased from Anchor Fence (as per 5/8/18 Quote) and the repair be made by the DPW.

Ayes: Mayor Flanagan & Trustee DeGraw
Noes: None

Menichetti Carting – Village’s Garbage Contractor

Complaints have been received regarding failure to pick up garbage at multiple homes; and garbage being strewn throughout the Village due to overloading of truck.

-DPW Supt. stated he had met with the Menichetti’s driver today who stated he is new.

-Mayor Flanagan stated he had met with the owner, Peter Menichetti, prior to the meeting and discussed matter.

Bulk Pick-Up

-RE: Construction at Hillburn Transfer Station (Floor Replacement) – Supt. Conklin reported that Phase II of the project may restrict dumping at the Transfer Station; thus the June 2018 Bulk Trash Pick-Up may have to be cancelled. Supt. Conklin will confirm.

-Mayor Flanagan stated a discussion will be held regarding amending the Bulk Pick-Up schedule.

5/24/18 Water Main Break – Hillburn Industrial Park (143 Route 59)

DPW Supt. reported that at approximately 4:30PM on 5/24/18, the contractor installing a sewer line at the Hillburn Industrial Park hit an 8” water line in the area. At approximately 3am on 5/25/18, Supt. Conklin contacted J. Fletcher Creamer & Son, Inc. to make the repair.

-A temporary water shut off is scheduled for tomorrow, 5/30/18, between the hours of 9:00AM at 12:00noon, to allow the contractor to complete the sewer line installation. The water shut off will affect 12 4th St, 52 Lake Avenue and the Terrace Avenue DPW Garage. Notices have been distributed.

-Assistance Rendered by John Conklin – Supt. Tom Conklin reported that John Conklin (Suffern Water Dept.) provided assistance to the Hillburn DPW (labor) and recommended he be compensated.

A MOTION was made by Trustee DeGraw and seconded by Mayor Flanagan to compensate John Conklin for his assistance during the 5/24/18 water main break, in the amount of \$300.00, upon the filing of a certified voucher claim.

Ayes: Mayor Flanagan & Trustee DeGraw
Noes: None

Village Water System

Village Engineer Mancuso reported that Dennis Lindsay of H2M Architects & Engineers has advised that due to SUEZ is a client, it was be a conflict for his firm to provide a valuation of the water system for potential sale to SUEZ. Engineer Mancuso is reaching out to other firms and will apprise the Village Board.

4th Street Railroad Bridge

RE: Resurfacing by Town of Ramapo –A meeting at the Town of Ramapo is scheduled for Tuesday, 6/12/18.

HFD Report – Chief Starr not present (responding to fire call)

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 4th St. – Upgrade still pending.

-New York Power Authority (NYPA) LED Street Lighting Program – Mayor Flanagan reported he had reviewed the initial estimate of the project costs and savings received from NYPA. Costs are higher than RealTerm Energy.

-RealTerm Energy LED Street Light Proposal – Mayor Flanagan will contact Sandy Stead to discuss the status of her proposal. No response has been received from O & R Utilities regarding the 4/2/18 Letter Request for an analysis report.

Village Engineer's Report - Engineer Eve Mancuso reported:

2018 MS-4 Report – The Report is near completion.

Rockland County MS-4 Mapping Grant - The project will enable information to be collected electronically. As part of the grant, each Village in the County will be supplied with a tablet and will be on the same system. Training will be provided. Hopefully, additional grants will be obtained.

Claims Filed by Brooker Engineering, PLLC: Approved by Village Board

-5/7/18 Claim – Invoice #124845 - \$2,170.00 (General Engineering: \$697.50; Comprehensive Plan: \$1,240.00; Water System: \$232.50)

-5/7/18 Claim – Invoice #124846 - \$426.25 – Creelman Road Violations.

Ayes: Mayor Flanagan & Trustee DeGraw

Noes: None

Village Attorney's Report – Village Attorney Richard Ellsworth

Fuel for Village Vehicles – Attorney Ellsworth stated that the Village's tax exemption status does not apply to gas purchased in New Jersey. He recommends looking into purchasing gas from neighboring Villages that have their own gas pumps. Matter will be further reviewed.

RE: Village Property Located at 40 5th Street – The demolition of the existing structure is to be determined.

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

Attorney Ellsworth reported he is waiting for receipt of a list of the double poles. Matter will be followed up on tomorrow.

-Mayor Flanagan stated the Town of Greenburg has a Local Law whereby a time limit is set for removal of double poles and, if the poles are not removed within the set time period, a fine of \$1,000.00 is imposed. Mayor Flanagan requested Attorney Ellsworth to review implementing a local law for the Village of Hillburn.

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 – The applicant needs to supply additional requested information in order to determine if the project is exempt from the Moratorium.

Village of Hillburn v. Losner – Attorney Ellsworth referred to his 5/23/18 letter to the Village Board regarding his 5/21/18 Court appearance at which time the Judge accepted his request for a decision on the Motion for Summary Judgment in favor of the Village, due to no work has been done on the property. The next Court appearance is scheduled for 8/20/18 at 9:30AM.

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.

Insurance – Seely & Durland Insurance – Draft Letter to NYS Municipal Workers' Compensation Alliance – Change of Broker –As recommended by Attorney Ellsworth, the Village Board tabled the matter of changing the Broker of Record for the Worker's Compensation Policy until it is time for renewal of the Village's package policy.

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

A Financial Report as of 5/29/18 was supplied by the Asst. Village Clerk-Treasurer.

NYSER Standard Workday Report – Calendars are being prepared by the Village Board for the 3 month period: April, May & June, 2018.

2016 Master Plan Committee –

A Status of Comprehensive Planning/Zoning Amendment Scope of Services was supplied to the Village Board on 5/23/18 by Bonnie Franson of Nelson Pope & Voorhis, LLC. (Village Board acknowledged receipt of same)

Committee Secretary, Parquiris DeLeon, reported the next meeting has not been scheduled.

RE: Proposed Local Law – Vehicle & Traffic Regulation

-Attorney Ellsworth stated a draft local law will be prepared regarding installation of Stop signs on 6th Street & 4th Street. Scheduling of a Public Hearing was tabled by the Village Board.

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

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

-Summaries of Donations and Approved Expenditures as of 5/29/18 were supplied to Trustee DeGraw.

-Trustee DeGraw reported Rolling Video Games has advised that they will not be providing the Rolling Video Game Theatre for Hillburn Day.

A MOTION was made by Trustee DeGraw and seconded by Mayor Flanagan to accept Rolling Video Games' withdrawal.

Ayes: Mayor Flanagan & Trustee DeGraw
Noes: None

Trustee DeGraw requested approval for the following Contract/expenditures:

Game Away – Mobile Video Game Theatre – 11:00AM – 3:00PM – Fee: \$600.00 - Mayor Flanagan authorized to sign the Contract Agreement (Certificate of Insurance required). **Approved by Village Board**

Ayes: Mayor Flanagan & Trustee DeGraw
Noes: None

Alphagraphics of Mahwah Bergen County - \$125th Anniversary Hanger on Banner - \$136.58. **Approved by Village Board**

Ayes: Mayor Flanagan & Trustee DeGraw
Noes: None

Shade of Country – Band for Evening Concert – 6:00PM – 9:00PM – Fee: \$800.00 - Mayor Flanagan authorized to sign the Contract Agreement (Certificate of Insurance required). **Approved by Village Board**

Ayes: Mayor Flanagan & Trustee DeGraw
Noes: None

Highway Traffic Supply – Quote #3375 – 25 Advertising Signs & Stakes - \$93.75. **Approved by Village Board**

Ayes: Mayor Flanagan & Trustee DeGraw
Noes: None

Rent A Tent, LLC – Estimate #3354 – (4) Tents - \$827.00 (includes 10% discount). **Approved by Village Board**

Ayes: Mayor Flanagan & Trustee DeGraw
Noes: None

US Army – Rock Climbing Wall with Instructor – Certificate of Insurance will be provided - No Cost to Village. Location to be determined. **Approved by Village Board**

Ayes: Mayor Flanagan & Trustee DeGraw
Noes: None

Zoning Board of Appeals – Next Meeting: 6/18/18 – 7:00PM

Vulfrano Lazcares – Revised ZBA Application filed 5/16/18 – RE: Addition to Existing Single Family Dwelling: 2 Car Garage with 2nd Floor Bedroom & Bath. Public Hearing is scheduled for Monday, 6/18/18 at 7:15PM.

Planning Board – No report.

Building/Fire Inspector's Report –

-Asst. Building Inspector Sean Tichenor is attending classes to obtain required credits.

-The old Fire Chief's car is presently at Suffern Sales & Service. – RE: repair for use by the Building Department.

Escrow - Status of Escrow Accounts Report @ 5/29/18 was supplied.

Senior Citizens –

Trustee DeGraw reported she had attended the 5/21/18 Senior Citizens Meeting. Attendance was low due to the seniors' trip on that day.

Recreation – A written Report was read by Mayor Flanagan:

-Teen Night/Open Gym (Grades 6-12) – Cancelled due to poor attendance (only 4 teens).

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

CPR/AED Training – Youth Director Angela Flanagan and Asst. Marcella Perrano attended the required completed the course held at the Town of Ramapo on 5/24/18.

A MOTION was made by Trustee DeGraw and seconded by Mayor Flanagan to reimburse Angela Flanagan for the cost of the course fee, in the amount of \$54.00 (\$27.00 per person).

Ayes: Mayor Flanagan & Trustee DeGraw
Noes: None

2017-18 After School Program – End of Year Party - Request for \$150.00 Petty Cash. **Approved by Village Board**

Ayes: Mayor Flanagan & Trustee DeGraw
Noes: None

Hillburn Sewer Rebate Committee

-Trustee DeGraw reported one additional application has been received.

Public Comments –

Ellie Fredericks (161 Route 17) questioned when the grass would be mowed on the Route 17 median in the area of her home. DPW Supt. Conklin stated the grass will be mowed within 2 days.

-**Ms. Fredericks** questioned the clearing of property along Route 17N. Mayor Flanagan stated that the property was recently purchased.

-NYS DOT – Route 17 Culvert Replacement – Supt. Conklin reported that although the project was anticipated to be complete within two weeks, it is still ongoing.

Applications for Use of Hillburn Community Room Approved by Village Board

-Applicant: David Farrison: Wednes, May 30, 2018 – 7:00PM – Hillburn Scholarship Committee Meeting.

-Applicant: Eleanor DeGraw: Thurs., May 31, 2018 – 7:00PM – Hillburn Day Committee Meeting

Ayes: Mayor Flanagan & Trustee DeGraw

Noes: None

RC Board of Elections – Polling Site Permit Form

A MOTION was made by Trustee DeGraw and seconded by Mayor Flanagan to approve the request from the RC Board of Election for use of Community Room on 9/13/18 (Local Primary) and 11/6/18 (General Election), at the total fee of \$120.00, and Mayor Flanagan was authorized to sign the Polling Site Permit Form.

Ayes: Mayor Flanagan & Trustee DeGraw

Noes: None

Hillcrest Fire Company #1 – 6/30/18 Retirement Dinner for RC Fire Coordinator Gordon Wren, Jr.,

A MOTION was made by Trustee DeGraw and seconded by Mayor Flanagan authoring five (5) Village Officials to attend the 6/30/18 Retirement Dinner, at the cost of \$85.00 per individual.

Ayes: Mayor Flanagan & Trustee DeGraw

Noes: None

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

-Congresswoman Nita Lowey – Memorial Day Parade & Service – Congressional Proclamation.

-RC Solid Waste Mgmt Authority – “Rockland Recycles” Newsletter – A supply for Village Office was requested.

Village of Suffern – Proposed local law to amend Chapter 266, Article VI, Section 266.27 of the Suffern Village Code, along with 6/4/18 Public Hearing Notice.

-Office of Real Property Tax Services (ORPTS) – Notice of Tentative 2018 State equalization rate for the Village of Hillburn: 15.81.

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

-Payment of the Award Balance, in the amount of \$14,316, has been received from the NYS Division of Taxation & Finance, thus closing the project.

RE: Unused Vacation at 5/31/18

A MOTION was made by Trustee DeGraw and seconded by Mayor Flanagan authorizing the carry-over of unused vacation @ 5/31/18 to the fiscal year 2018-2019.

Ayes: Mayor Flanagan & Trustee DeGraw

Noes: None

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

A MOTION was made by Trustee DeGraw and seconded by Mayor Flanagan to adjourn the meeting at 8:12PM.

Ayes: Mayor Flanagan & Trustee DeGraw

Noes: None

Note:

Schedule for June 2018 Meetings: (1 Meeting: 6/19/18)