

VILLAGE OF HILLBURN
Board of Trustees Meeting
Wednesday, January 13, 2015 – 7:00PM

MINUTES OF THE BOARD OF TRUSTEES MEETING held on Wednesday, January 13, 2015, 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
Bonnie R. O’Blenis, Trustee
Elizabeth K. Cassidy, Village Attorney
Thomas Conklin, DPW Supt.

RECORDER OF MINUTES: Mary Boone, Clerk-Treasurer

Hon. Mayor Craig M. Flanagan, Jr. called the meeting to order in memory of Youth Center Director Michelle A. Noel, who passed away on 12/24/14. DPW Supt. Conklin led in the Salute to the Flag.

A Moment of Silence was held for Hillburn Youth Center Director Michelle A. Noel, whose untimely death has had a profound effect on the entire community.

Village Auditor’s Report for Year ended 5/31/14 (Report filed 12/15/14) – Alan Kassay, O’Connor Davies

-Mr. Kassay addressed the Board reported the Auditors’ opinion as stated on page 1 of Audit.
-Review was made of the comparative Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual, for all funds.
-Mayor Flanagan thanked Mr. Kassay for his presentation of the Audit Report.
(Mr. Kassay left the meeting)

Minutes of 12/22/14 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

Mayor Flanagan deferred the report until the arrival of a Ramapo Police Officer.

DPW Report – DPW Supt. Thomas Conklin reported:

-Dog Waste Bag Dispensers – Information has been obtained (will be reviewed with Mayor)
-5th Street DPW Garage Roof – A proposal for repair of the roof has been obtained (will be reviewed with Mayor)
-Disposal of Electronic Waste (E-Waste) - The RC Solid Waste Mgmt. Authority issued a 1/6/15 memo advising that effective 1/1/15, in accordance with the NYS Electronic Equipment Recycling and Reuse Act of 2010, e-waste (i.e. televisions, computers, small electronic equipment, etc.) may not be disposed of as trash. Items can be taken to the Rockland Household Hazardous Waste Facility in Pomona, NY. A discussion was held on whether any type of drop-off/transport service will be provided by the Village.
-United Water – A representative will be on site tomorrow to take an actual reading at the meter pit. After the recent meter replacement, a very high reading was recorded/billed.
-Manholes – Mike Saber of the RC Sewer District is looking for drawings showing the location of manholes. Matter will be discussed with Village Engineer.
-RC Highway Superintendents’ Assoc. – Annual Membership Fee: \$25.00. **Approved by Village Board.**
Ayes: Mayor Flanagan, Trustees DeGraw & O’Blenis
Noes: None

-Repair/Replacement of Flooring – 37 5thStreet – H.F.D. area: Hallway, Landing, Radio Room & Bathroom – Supt. Conklin obtained two proposals:

Sharpworks	\$2,000.00 (Labor & Materials) (\$1,000 Deposit required)
W. Williams	\$1,584.00 (Labor Only)

A MOTION was made by Trustee DeGraw and seconded by Trustee O’Blenis to accept the proposal from Sharpworks in the total amount of \$2,000.00 and
FURTHER, a \$1,000.00 deposit shall be issued to Sharpworks for materials and the balance of \$1,000.00 shall be issued upon completion of all work.

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

-Reed Systems - Calcium Order – Working on same.

-Hydrants – In response to the H.F.D. Chief’s report of a possible frozen hydrant, an inspection was made of all hydrants. 11 of 44 hydrants required pump out, all have been treated and are in working order.

-Cold Weather Gear – The DPW staff is in need of cold weather coats/pants – Maximum cost: (3) men @ \$250.00 each Total = \$750.00. Purchase Order to be obtained. **Approved by Village Board.**

Ayes: Mayor Flanagan, Trustees DeGraw & O’Blenis

Noes: None

-Youth Center Maintenance – Mayor Flanagan confirmed the DPW will resume the maintenance at the Youth Center.

H.F.D. - Chief Edward Kelly Jr. not present – No report.

LOSAP

9/15/14 correspondence from RBC Wealth Mgmt. – RE: “Free RBC Investment Assistance Account” – Village Attorney Cassidy is following up on same.

Village Engineer’s Report – No Report

Community Development Program –

-The Village Clerk reported on the correspondence received from the RC CD Office advising that the 2012 & 2013 CD balances totaling \$10,983.12, earmarked for sidewalks, must be expended or will be forfeited.

-Mayor Flanagan stated Bruno Builders will be supplying a proposal for sidewalk replacement & drainage work in the area of the Municipal Building.

-2015 CD Program – The Public Hearing for the 2015 CD Program has been scheduled by the RC Community Development Office for January 27, 2015 at 7:15PM.

Village Attorney’s Report – Attorney Elizabeth Cassidy reported:

RE: 2015 Town of Ramapo Agreement – Fire Protection District #1 – A proposed Agreement has been received from the Town of Ramapo in the amount of \$105,000. 2014 Agreement was in the amount of \$150,000.00.

A MOTION was made by Trustee DeGraw and seconded by Trustee O’Blenis to reject the proposed 2015 Agreement from the Town of Ramapo for Fire Protection District #1 and

FURTHER, authorizing the Village Attorney to send a letter to the Town of Ramapo advising of the Board’s action and offering a counter proposal of \$150,000.00.

Ayes: Mayor Flanagan, Trustees DeGraw & O’Blenis

Noes: None

7:35PM

A MOTION was made by Trustee DeGraw and seconded by Trustee O’Blenis to adjourn from the regular meeting in order to hold an Executive Session based on Attorney/Client privilege to discuss pending litigation.

Ayes: Mayor Flanagan, Trustees DeGraw & O’Blenis

Noes: None

Regular meeting resumed at 7:45PM

RE: Town of Ramapo Dog Control Agreement 2015

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

WHEREAS, the 2015 Agreement, reflecting a rate of \$45.00 per hour, has been reviewed by the Village Attorney, who recommends approval with amendment.

THEREFORE, BE IT RESOLVED, that the 2015 Agreement, as amended (noted on Page 1), between the Village of Hillburn and the Town of Ramapo for Dog Control Services is hereby approved and

BE IT FURTHER RESOLVED that the Mayor, Craig M. Flanagan Jr., is hereby authorized to sign same.

Ayes: Craig M. Flanagan Jr., Mayor

Eleanor J. DeGraw, Trustee

Bonnie R. O’Blenis, Trustee

Noes: None

Bid Received on 1/13/15 for a \$54,375 BAN to renew, in part, the \$108,750 BAN (Tax Certioraris)

The Village Clerk reported one interest bid had been received:

Sterling Bank 2.75% (non-callable)

A MOTION was made by Trustee DeGraw and seconded by Trustee O’Blenis to award the \$54,375 BAN to Sterling National Bank at the interest rate of 2.75% (non-callable), and

FURTHER, the Village Attorney and Village Clerk are authorized to pursue with satisfying the \$108,750 BAN and obtaining the \$54,374 BAN from Sterling National Bank. (Bond Counsel, Hawkins, Delafield & Wood, to supply the BAN documents)

Ayes: Mayor Flanagan, Trustees DeGraw & O’Blenis

Noes: None

2015 Village Election – Wednesday, 3/18/15

The following Resolution was offered by Trustee Eleanor DeGraw and seconded by Trustee Bonnie O’Blenis, who moved its adoption:

WHEREAS, the next General Village Election for Officers will be held on Wednesday, March 18, 2015,

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
Eleanor J. DeGraw, Trustee
Bonnie O’Blenis, Trustee**

Noes: None

RESOLUTION was unanimously adopted.

Arbor Day Event – March 14, 2015 (Tentative) – Date to be confirmed pursuant to grant approval of the Village’s Urban Forestry Council Arbor Day Grant Application.

ZBA Report –

Mayor Flanagan stated he will be appointing a new member to fill the unexpired term ending April 2018.

Planning Board Report

RE: Application for Special Permit filed by Salamone Redi-Mix – A Public Hearing is scheduled for 1/29/15.

-A Notice of Intent to Declare Lead Agency – The Village Board is required to respond to the Hillburn Planning Board’s proposal to serve as Lead Agency for SEQR determinations regarding the application filed by Salamone Redi-Mix.

-Village Attorney Cassidy stated consent for the Planning Board to serve as Lead Agency is needed due to the application will require action by various agencies.

IT WAS RESOLVED by the Village Board to consent to the Hillburn Planning Board serving as Lead Agency for SEQR determinations regarding the application filed by Salamone Redi-Mix.

Ayes: Mayor Flanagan, Trustees DeGraw & O’Blenis

Noes: None

Building/Fire Inspector – Adam Gordon not present

-NYSBOC Rockland 2015 Spring Seminar – Request for authorization to attend: April 28-30, 2015 – Early Bird Cost: \$275.00. **Approved by Village Board.**

Ayes: Mayor Flanagan, Trustees DeGraw & O’Blenis

Noes: None

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

Escrow

-Status of Escrow Accounts Report @ 1/7/15 - Supplied to the Village Board by the Clerk-Treasurer.

Hillburn Senior Citizens – President Judy Starr reported:

-A letter will be sent by the Senior Citizens Organization to Mt. Fuji expressing their displeasure with the service rendered at its Christmas Party.

-One meeting will be held in February.

-Programs and trips are being organized by the Program Director and Trip Coordinator. Upcoming Trip: St. Patrick’s Feast in Staten Island.

Recreation – Recreation Commissioner, Trustee O’Blenis, read the written report:

-On Monday, 1/5/15, a Grief Counselor from United Hospice was present at the Youth Center to speak with the children and help them to express their grief regarding Michelle Noel’s passing, including the making of a beautiful poster telling Michelle how they felt about her. In appreciation of this service, a small donation of \$100.00 to United Hospice was recommended. **Approved by Village Board.**

Ayes: Mayor Flanagan, Trustees DeGraw & O’Blenis

Noes: None

-Open Gym for Ages 8-15 – 1/16/15 from 6:00PM-8:00PM. **Approved by Village Board.**

Ayes: Mayor Flanagan, Trustees DeGraw & O’Blenis

Noes: None

-Summer Camp Program –\$385 per camper, \$25.00 discount for siblings –

Registration Day for the Payment Plan Option (5 Installments) will be held on 1/24/15 from 10:00-12:00noon. Flyers were submitted. **Approved by Village Board.**

Ayes: Mayor Flanagan, Trustees DeGraw & O’Blenis

Noes: None

-Easter Egg Hunt – Saturday, 3/28/15 at 12:00noon (Rain Date: Sunday, 3/29/15) **Approved by Village Board.**

Ayes: Mayor Flanagan, Trustees DeGraw & O’Blenis

Noes: None

Mayor Flanagan acknowledged the presence of the parents and family members of Michelle Noel. The Village Board and Clerk expressed accolades for Michelle and sorrow of her passing.

-Mr. Noel expressed his pride in knowing the positive impact Michelle had made in the community and stated he would like to visit the Youth Center and stay informed of upcoming events.

Historical Society – Chair Beverly Flanagan not present - no report.

Public Comments –

Rhonda Jennings (54 Fifth Street) questioned the requirement/liability for homeowners to maintain the sidewalks in front of their homes inasmuch as clearing snow/ice, and if residents can use salt from the Village's salt supply..

-Attorney Cassidy read the Village's local law requiring residents to keep the sidewalks clear in front their homes. Technically, a lawsuit could be filed against both the Village and homeowner; and, homeowners should determine if their homeowner's insurance would cover such a suit.

-Mayor Flanagan stated residents only have permission to take a bucket of salt (approx. 5lb. bucket), not a truckload.

Ms. Jennings also questioned the cause of the loud booms this past Sunday.

-Mayor Flanagan stated there have been no blasting permits issued in the Village.

Applications for Use of Hillburn Community Room -

-**Eleanor DeGraw – Hillburn Ladies Auxiliary** – Tuesday, January 20, 2015 – 7:00PM – Street Fair Committee Meeting

-**Judy Starr – Hillburn Ladies Auxiliary** – Wednesday, January 21, 2015 – 7:00PM-10:30PM - RCVFLA Meeting

Approved by Village Board.

Ayes: Mayor Flanagan, Trustees DeGraw & O'Brien

Noes: None

2015 Assessment Roll – A Workshop Meeting was held on 1/6/15.

Veterans Exemptions – A total of 6 Applications that are in effect were approved.

Ayes: Mayor Flanagan, Trustees DeGraw & O'Brien

Noes: None

Real Property of Aged Persons Exemption – A total of 10 Renewal Applications were received and approved.

Ayes: Mayor Flanagan, Trustees DeGraw & O'Brien

Noes: None

Full Exemption – Church Properties – A total of 10 Renewal Applications were received and approved.

Lighthouse Worship Center: 7 Applications **Approved**

Brook Presbyterian Church: 2 Applications **Approved**

St. James Mar Thoma Church: 1 Application **Approved**

Ayes: Mayor Flanagan, Trustees DeGraw & O'Brien

Noes: None

New Full Exemption Application – 2 New Full Exemption Applications have been filed by A.F.K.O.S.

-Attorney Cassidy stated a letter will be sent to the applicant requesting additional information.

Application for Vacant Lot: **Tabled**

Application for Building Lot: **Tabled**

Ayes: Mayor Flanagan, Trustees DeGraw & O'Brien

Noes: None

The following RESOLUTION was offered by Trustee O'Brien and seconded by Trustee DeGraw who moved its adoption:

BE IT ENACTED that the Village Board of Assessors (Village Board) adopt the 2014 Town of Ramapo Assessment Roll for the 2015 Village of Hillburn Assessment Roll with the following changes, as set forth in the three (3) categories: (attachments)

Category I - (Same as '14 Village Assessment)

Category II - (Changes – New construction/demolition at 1/1/15)

Category III - (Other Changes)

Ayes: Mayor Flanagan, Trustees DeGraw & O'Brien

Noes: None

The following RESOLUTION was offered by Trustee O'Brien and seconded by Trustee DeGraw who moved its adoption:

BE IT ENACTED that the 2015 Village Assessment Roll be prepared and be on file in the Office of the Clerk-Treasurer by January 31, 2015; and such roll is to be open for public inspection, during regular office hours, from February 1, 2015 until February 17, 2015 and on Tuesday, February 17, 2015 from 6:00 PM until 9:00 PM, the Village Board of Assessors (the Village Board) will be present for the Hearing of Complaints.

Ayes: Mayor Flanagan, Trustees DeGraw & O'Brien

Noes: None

-A Summary of the Tentative Assessment Roll at 1/13/15 was provided to the Board of Assessors/Board of Trustees.

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

-Notice of new hours for the Hillburn Post Office effective 2/7/15 – Window will not be open until 10:00AM.

-NYCOM – Bills signed by Governor Cuomo.

-United Methodist Church – Invitation to attend service on Sunday, 1/18/15 dedicated to Martin Luther King, Jr.

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

RE: Repast for Michelle A. Noel (Recreation Director)

A MOTION was made by Trustee DeGraw and seconded by Trustee O’Blenis to ratify the expenses incurred for the repast for Michelle A. Noel in the total amount of \$3,050.59 (refreshments and accommodations).

Ayes: Mayor Flanagan, Trustees DeGraw & O’Blenis

Noes: None

RE: ServiceMaster – Cleaning of Youth Center

A MOTION was made by Trustee O’Blenis and seconded by Trustee DeGraw to ratify the acceptance of the 12/30/14 proposal from ServiceMaster for the cleaning of the Youth Center on 1/3/15 in the total amount of \$1,250.00.

Ayes: Mayor Flanagan, Trustees DeGraw & O’Blenis

Noes: None

RE: United Water – Bill of 12/22/14 - United Water has been contacted to re-read the meter, due to a very high reading (meter(s) recently replaced by United Water)

-The Village Clerk reported O & R Utilities changed the electrical meter at Village Hall today, 1/13/15.

Personnel - RE: Youth Center – Recreation Aide Position – (vacant by the sudden death of Michelle Noel)

A MOTION was made by Trustee O’Blenis and seconded by Trustee DeGraw to appoint Marcella Perrano to the position of Part-Time/Temporary Recreation Aide for the 2015 After School Program at the hourly rate of \$18.00/hour.

Ayes: Mayor Flanagan, Trustees DeGraw & O’Blenis

Noes: None

A MOTION was made by Trustee O’Blenis and seconded by Trustee DeGraw that Corrin Miele be re-appointed to serve as a Part-Time/Temporary Recreation Aide for the 2015 After School Program at the hourly rate of \$9.00/hour.

Ayes: Mayor Flanagan, Trustees DeGraw & O’Blenis

Noes: None

2015 Town of Ramapo Tax Bills – Village-owned Properties

A discussion was held on the 23 tax bills totaling \$6,810.85 that include a new fee for Green Waste.

A MOTION was made by Trustee DeGraw and seconded by Trustee O’Blenis to adjourn meeting at 8:34PM.

Ayes: Mayor Flanagan, Trustees DeGraw & O’Blenis

Noes: None