

VILLAGE OF HILLBURN
Board of Trustees Meeting
Tuesday, October 13, 2015 – 7:00PM

MINUTES OF THE BOARD OF TRUSTEES MEETING held on Tuesday, October 13, 2015, in the Municipal Meeting Room, 31 Mountain Avenue, Hillburn, New York 10931, commencing at 7:00PM.

PRESENT: Eleanor J. DeGraw, Trustee
Bonnie R. O’Blenis, Trustee
Thomas M. Conklin, DPW Supt.

ABSENT: Craig M. Flanagan Jr., Mayor
Elizabeth K. Cassidy, Village Attorney

RECORDER OF MINUTES: Mary Boone, Clerk-Treasurer

Meeting was called to order by the Hon. Deputy Mayor Eleanor DeGraw.

A Moment of Silence was held in memory of Ex-Hillburn Fire Chief Robert A. Van Dunk, Jr. who passed away on October 2, 2015

Town of Ramapo Police Commissioner Francis Hunter led in the Salute to the Flag.

Minutes of 9/29//15 Meeting - Approved by Village Board.

Ayes: Deputy Mayor DeGraw & Trustee O’Blenis
Noes: None

Street & Water Commissioners Reports – Approved by Village Board.

Ayes: Deputy Mayor DeGraw & Trustee O’Blenis
Noes: None

Police Commissioner’s Report

Deputy Mayor acknowledged the presence of Ramapo Police Officer Polchinski and questioned the status of the position of Police Chief. Officer Polchinski stated that, at present, Captain Cokely is serving as Acting Police Chief.

DPW Report – DPW Supt. Thomas Conklin reported:

RE: Garage Door – 43 Terrace Ave. – 9/30/15 Emergency repair by Dutchess Overhead Door. Cost: \$612.80. **Ratified by Village Board.**

Ayes: Deputy Mayor DeGraw & Trustee O’Blenis
Noes: None

Trees – O & R is scheduled to remove a tree at 5th St. & Lake Ave.; and if necessary, a tree on 2nd St, on 10/14/15.

Loose Leaf Pick-Up – commences 10/15/15.

Deputy Mayor DeGraw expressed her appreciation to the DPW for their assistance at the Fall Festival.

HFD Report – Chief Kelly not present – no report.

RBC Wealth Management – RE: LOSAP Account – Remains tabled.

Village Engineer’s Report – Engineer McCreedy not present – no report.

Community Development –

-The RC CD Office conducted an audit for the 2011-2013 CD Program years on 10/9/15. Office of Community Development advised audits will be done annually, starting with the 2015 Program Year.

2016 CD Program – Activation of Citizens Advisory Committee is needed. (Tabled)

2015 CD Program - “After School Program 2015-2016” –Race/Ethnicity and Units of Service Report – Required additional information pending.

Village Attorney’s Report – Attorney Cassidy not present

Deputy Mayor DeGraw reported the Village Attorney is working on Tax Certioraris and will provide a full report at the next meeting.

-RE: United Water v. Village of Hillburn – 9/30/15 Claim filed by The Law Office of Elizabeth K. Cassidy - \$540.00

A MOTION was made by Trustee O’Blenis and seconded by Deputy Mayor DeGraw authorizing payment of the 9/30/15 claim filed by The Law Office of Elizabeth K. Cassidy in the amount of \$540.00.

Ayes: Deputy Mayor DeGraw & Trustee O’Blenis
Noes: None

-RE: K. Matthews/Stoneworks Est. Escrow–9/17/15 ZBA Appeal–9/30/15 Claim The Law Office of Elizabeth K. Cassidy

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

A MOTION was made by Trustee O’Blenis and seconded by Deputy Mayor DeGraw authorizing payment of the 9/30/15 claim filed by The Law Office of Elizabeth K. Cassidy in the amount of \$515.00, pursuant to the establishment of the \$5,000.00 escrow account by Stoneworks Estates.

Ayes: Deputy Mayor DeGraw & Trustee O’Blenis
Noes: None

General Code - Estimate for Codification of Local Law #1, 2014 – The Village Clerk-Treasurer reported finalization of Local Law No. 1, 2014 is needed by the Village Attorney, in order for an estimate to be provided.

-Deputy Mayor DeGraw stated Attorney Cassidy advised she is in the process of updating Local Law #1, 2014 and will be submitted at the next Village Board meeting.

2015 Tax Certioraris - Attorney Cassidy is following up on same.

Zoning Board of Appeals –

RE: Appeal filed by Kristian Matthews/Stoneworks Estates - The ZBA Clerk reported a Workshop Meeting of the ZBA has been scheduled for Tuesday, 10/20/15 at 7:00PM.

Planning Board Next Meeting is scheduled for Thursday, 10/15/15 at 7:00PM.

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

Escrow Accounts

-The Village Board was in receipt of the Status of Escrow Accounts Report at 9/30/15 as prepared by the Village Clerk-Treasurer.

United Water New York - Escrow Established 10/30/14 - Floodplain Development Permit & 2/17/15 Building Permit

A MOTION was made by Trustee O'Brien and seconded by Deputy Mayor DeGraw authorizing payment of the 10/2/15 claim filed by Spence Engineering in the amount of \$670.00.

Ayes: Deputy Mayor DeGraw & Trustee O'Brien

Noes: None

Pending Escrow Accounts: -The Village Clerk-Treasurer stated the auditor had questioned the status of the following two pending escrow accounts that have not been established as of this date. (5/26/15 Village Board Approval):

-TBS Realty Management – (847.19-2-2) Inspections by Building/Fire Inspector – Required Escrow: \$2,500.00

-Realty Mgmt/Hillburn Pk – (47.15-1-4) Inspections by Building/Fire Inspector – Required Escrow: \$2,500.00

Matter was referred to the Village Attorney.

Senior Citizens – President, Judi Starr not present.

-Deputy Mayor DeGraw reported there are 30 people registered to attend the 10/17/15 Defensive Driving Course.

Recreation – Trustee O'Brien read the written Report.

-The Fall Festival was a huge success. Thanks were extended to all those who assisted.

2015-2016 After School Program – Annual Halloween Party will be held on 10/30/15.

-The children are looking forward to the Cooking Class that will begin on 10/23/15. (25 children are registered)

Fall Festival – October 10, 2015

-Deputy Mayor DeGraw reported the Fall Festival was well attended and enjoyed by all. Thanks were expressed to all who helped out.

2016 Village Election – March 15, 2016 – Office to be Filled: (1) Office of Trustee

2016 Assessment Roll – Scheduling of workshop meetings by the Board of Assessors (Board of Trustees) is pending.

Deputy Mayor DeGraw thanked Ramapo Police Commissioner Fran Hunter (former Town Councilwoman), for attending the meeting. Commissioner Hunter left the meeting with Officer Polchinski.

Hillburn Sewer Rebate Committee - Trustee DeGraw reported additional funding should be available soon. Sewer rebate applications are still being accepted.

Public Comments –

Beverly Flanagan (17 Blakeslee Pl) questioned if the 10/20/15 ZBA Workshop is open to the public and would the public be allowed to comment.

-Deputy Mayor DeGraw stated the workshop meeting is public. The ZBA Chairperson will determine if public comments will be permitted.

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

Applications for Use of Community Room - Approved by Village Board.

Applicant: Family of Robert A. Van Dunk, Jr. – Thursday, 10/8/15 – Repast (Ratified by Village Board)

Applicant: Hillburn Ladies Auxiliary Date/Time/Purpose: Thurs., 10/15/15–7:00-9:00PM (Meeting)

Ayes: Deputy Mayor DeGraw & Trustee O'Brien

Noes: None

-John Dinino – 9/29/15 Letter regarding assessment of his property (supplied to Board of Assessors & Village Attorney)

-RC Board of Elections – RE: 11/3/15 Election – Schedule: Voting Machine Delivery/Pick-up; Opening/Closing of Polls (Copy to DPW Supt. Conklin to provide access)

-Village of Sloatsburg – Copy of Petition – Tuxedo Reserve Owner, LLC – Request for Amendment to Zoning Ordinance.

-Spectra Energy – Annual Request for Identified Site information – Pipelines. (Attn: HFD Chief)

-RC Planning Department – 2015 Certification Course

Personnel

Personnel Manual – A workshop meeting with employees is Thursday, 10/22/15 at 2:00PM. (scheduled at 9/29/15 meeting)

-The Village Clerk-Treasurer advised she has not yet been supplied with the draft Personnel Manual.

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

-Claim received from NYS Unemployment Office – Referred to Village Attorney for review and recommendation.

Public Comments (reopened)

Mary Short (125 6th Street) questioned the status of the Appeal to the ZBA filed by Stoneworks Estates.

-Deputy Mayor DeGraw advised her of the scheduled 10/20/15 ZBA Workshop Meeting.

A MOTION was made by Trustee O'Brien and seconded by Deputy Mayor DeGraw to adjourn meeting at 7:28PM.

Ayes: Deputy Mayor DeGraw & Trustee O'Brien

Noes: None