

VILLAGE OF HILLBURN
Board of Trustees Meeting
Tuesday, September 23, 2014 – 7:00PM

MINUTES OF THE BOARD OF TRUSTEES MEETING held on Tuesday, September 23, 2014, 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 Cassidy, Village Attorney
Glenn McCreedy, Village Engineer
Thomas Conklin, DPW Supt.

RECORDER OF MINUTES: Mary Boone, Clerk-Treasurer

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Meeting was called to order by the Hon. Mayor Craig M. Flanagan, Jr. Village Engineer McCreedy led in the Pledge of Allegiance.

Minutes of 9/09/14 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 reported:

Mayor Flanagan acknowledged the presence of Town of Ramapo Police Chief Brower and welcomed him to the meeting. Mayor Flanagan and Chief Brower scheduled a Police Advisory Committee meeting for Wed., 10/22/14 at 7:00PM. Chief Brower stated a Ramapo Police Officer will be present at the upcoming Fall Festival. He will also be attending a Senior Citizens meeting to discuss scams.

- Trustee O’Blenis questioned if the K-9 Unit could visit the Youth Center. Chief Brower will follow up on same.
- Village Attorney Cassidy supplied Chief Brower with a copy of the follow-up letter that will be sent out to the NYS DOT stressing the need to address the dangerous situation at the Suffern Rd Entrance to Route 17 whereby motorists are crossing over the northbound lane of Route 17 and driving north in the southbound lane.
- The Village Board acknowledged receipt of a Police Report regarding a one car accident (motorist backed into a rock pillar at the corner of Lake Avenue & 4th Street). No damage was incurred by the Village.

DPW Report – DPW Supt. Thomas Conklin reported:

- Flushing of Hydrants commenced today, 9/23/14 and will be complete by tomorrow, 9/24/14.
- Anchor Fence Co. will install the guard rail at Park Avenue & Blakeslee Place next Thursday, 10/2/14.
- 2008 Ford – Emergency Purchase of Hydraulic Reservoir Tank – Purchase was made from Dejana Truck & Utilities Equipment Co., Inc. in the amount of \$425.00.
- Backhoe – Turning cylinders on bucket need replacement. Cost not to exceed \$500.00. **Approved by Village Board.**

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

-Public Works Training School, Saratoga Springs, NY – Supt. Conklin & Mayor Flanagan will be attending from 10/20 to 10/21/14.

9/14/14 Letter of Resignation received from Elkin E. Escobar, DPW Laborer

A MOTION was made by Trustee DeGraw and seconded by Trustee O’Blenis to accept Elkin E. Escobar’s 9/14/14 letter of resignation, effective 9/26/14.

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

7:15PM – Opening of Bids – Youth Center HVAC Replacement Project – (2014 Community Development Funding)

The Village Clerk-Treasurer read the Notice to Bidders that was duly published and posted. One Addendum to the Bid Specifications was submitted by the Village Engineer and supplied to all prospective bidders. A total of three bids were received. Bids were opened and read aloud in the order received. (Tabulation of Bids attached).

-Attorney Cassidy stated for the record that the Village solicited for bids after receiving written notification from the RC CD Office of an award in the amount of \$48,000.00 for the 2014 Community Development Program; and received written direction from the RC CD Office to proceed with the project. However, the Village subsequently received notification from RC CD that the Village was no longer eligible for the grant based on a change in the formulation used by HUD to calculate low/moderate income. The funds have not been re-allocated at this date and the Village may be able to qualify utilizing a different mechanism. Attorney Cassidy recommended the bids be tabled until a funding source is confirmed.

A MOTION was made by Trustee DeGraw and seconded by Trustee O’Blenis to table the bids for review.

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

-The Village Clerk-Treasurer stated that notification should be sent to the RC CD Office advising of the Village’s receipt of bids and the costs relating to the preparation of bid specifications and advertisement for bids.

7:30PM – Opening of Bids – Mountain Avenue Drainage Project (CHIPs Funding)

The Village Clerk-Treasurer read the Notice to Bidders that was duly published and posted.

Three Addendums to the Bid Specifications were submitted by the Village Engineer and supplied to all prospective bidders. A total of ten bids were received. Bids were opened and read aloud in the order received. (Tabulation of Bids attached).

A MOTION was made by Trustee DeGraw and seconded by Trustee O’Blenis to table the bids for review.

Ayes: Mayor Flanagan, Trustees DeGraw & O’Blenis

Noes: None

7:55PM – Village Engineer McCreedy left meeting.

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

-RE: LOSAP –

9/15/14 correspondence from RBC Wealth Mgmt. – RE: “Free RBC Investment Assistance Account”.

9/17/14 correspondence from Penflex, Inc. – RE: 2014-2015 Service Award Program Service Fee Agreement.

Both items were tabled for review. A meeting will be scheduled with a Penflex representative and the Village Board.

Community Development Program –

2014 CD Program – Youth Center HVAC Replacement Project – Bids opened earlier in meeting (all tabled).

Village Attorney’s Report – Attorney Cassidy reported:

-Suffern Rd Entrance to Route 17 – As reported earlier, a follow-up letter has been prepared for mailing to the NYS DOT.

Village Attorney Cassidy advised she will be on maternity leave commencing 9/26/14.

2014 Hillburn Day – A full financial report, as prepared by the Village Clerk-Treasurer, was supplied to the Village Board and 2014 Hillburn Day Chairperson.

A MOTION was made by Trustee DeGraw and seconded by Trustee O’Blenis that \$1,000.00 be retained in the Deferred Revenue Account towards the 2015 Hillburn Day.

Ayes: Mayor Flanagan, Trustees DeGraw & O’Blenis

Noes: None

2014 Fall Festival – 10/4/14 (Rain Date: 10/11/14) – Mayor Flanagan reported that meetings of the Planning Committee have been held and plans are being finalized.

-Michelle Noel stated that volunteers are still needed.

ZBA – No pending applications.

Planning Board –

Site Plan Application filed by United Water New York – The Village Board was supplied with a copy of the Planning Board’s 9/23/14 letter to Buck Seifert & Jost, Inc. referring the United Water New York to the ZBA as the project requires variances.

Attorney Cassidy stated a joint Public Hearing of the Planning Board and ZBA may be held.

Building/Fire Inspector – Adam Gordon reported:

-Several Village Code Violations have been referred to the Village Justice Court.

-2014-2015 Fire Permits – Inspections are being made.

-Inspections are being made of ongoing construction projects.

Escrow –

A Status of Escrow Accounts Report at 9/23/14 was supplied to the Board by the Clerk-Treasurer.

Hillburn Senior Citizens – President Judy Starr not present

Trip Request – October 21, 2014 Trip to Villa Roma, Calihoun, NY – Village’s Share: \$828.00 (36 participants @ \$23.00 each). **Approved by Village Board.**

Ayes: Mayor Flanagan, Trustees DeGraw & O’Blenis

Noes: None

Recreation – Senior Recreation Aide Michelle Noel reported:

2014-2015 After School Program

-30 participants are registered at this date.

-Request for extended hours (9:00am – 5:00pm) on September 25 & 26, 2014 (Schools closed for Rosh Hashanah)

Approved by Village Board.

Ayes: Mayor Flanagan, Trustees DeGraw & O’Blenis

Noes: None

Historical Society – Beverly Flanagan, Chair

-No Report.

Public Comments

Wilma Powell (68 Fifth Street) questioned why a white X was placed on a tree near her home. (DPW Supt. will look into matter)

-Mrs. Powell also commented on the many calls she receives regarding solar panel installation. (Attorney Cassidy stated it is a growing industry and the calls are just solicitations)

Beverly Flanagan (17 Blakeslee Place) questioned the location of guardrail to be installed in East Hillburn. (DPW Supt. Conklin stated it will be placed in the area of the fire hydrant at the corner of Park Avenue & Blakeslee Place)

Town of Ramapo Special Election – Sept. 30, 2014 (6:00AM – 10:00PM)– Referendum Item: Ward System

-Application to Use Community Room as the local polling location (Approved).

-Additional Hours for DPW Supt. Conklin to provide access to and closing of the Community Room. **Approved by Village Board.**

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

Mayor Flanagan stated the importance of residents exercising their right to vote.

Annual Interfaith Service – A meeting to plan for this event will be scheduled.

Application for Use of Village Facility – Update to Memorandum of Understanding – RE: Insurance Requirement

The Village Clerk-Treasurer stated there is a need to update the Memorandum of Understanding to reflect the required amount of liability. The Village Board concurred that the liability amount be \$500,000. The Memorandum will be amended accordingly.

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

-NYSER – Estimated 2015 Employer Contribution – Payment Options (Prepayment Due 12/15/14). Tabled

O’Connor Davies - Auditor’s Report Received 9/19/14 for Year Ended 5/31/14 - Village Justice Court

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

WHEREAS, the Hillburn Village Justice Court was audited by the Village’s independent auditor, O’Connor Davies, LLP for year ending 5/31/14; and

WHEREAS, the report has been filed by O’Connor Davies, LLP;

THEREFORE, BE IT RESOLVED that the Hillburn Village Board hereby acknowledges receipt of the Auditor’s Report for year ending 5/31/14 for the Village Justice Court, as prepared by O’Connor Davies.

Ayes: Craig M. Flanagan, Jr., Mayor
Eleanor J. DeGraw, Trustee
Bonnie R. O’Blenis, Trustee
Noes: None

RESOLUTION was unanimously adopted.

-The Clerk-Treasurer reported the Auditor (O’Connor Davies) will be doing the Village audit the week of 9/30/14.

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

A MOTION was made by Trustee DeGraw and seconded by Mayor Flanagan to adjourn meeting at 8:21PM.

Ayes: Mayor Flanagan & Trustee DeGraw
Noes: None