

VILLAGE OF HILLBURN
Board of Trustees Meeting
Tuesday, October 2, 2018 – 7:00PM

MINUTES OF THE BOARD OF TRUSTEES MEETING held on Tuesday, October 2, 2018, in the Municipal Meeting Room, 31 Mountain Avenue, Hillburn, New York 10931, commencing at 7:00PM.

PRESENT: Craig M. Flanagan, Jr., Mayor
Bonnie O’Blenis, Deputy Mayor
Eleanor J. DeGraw, Trustee
Richard Ellsworth, Village Attorney
Eve Mancuso, Village Engineer
Thomas M. Conklin, DPW Supt.

RECORDER OF MINUTES: Robin Miele, Clerk-Treasurer

Meeting called to order by the Hon. Craig M. Flanagan, Mayor. Hillburn Senior Citizens President Diana DeGroat led the Salute to the Flag.

Minutes of the 9/18/18 Meeting – Approved by Village Board.

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

Minutes of the 9/26/18 Special 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 arrival of Ramapo Police Officer.

DPW Report – DPW Supt. Thomas Conklin

2008 Ford F150 -Truck Body – 9/18/18 Quote from Dejana Truck & Utility Equip. Co., LLC: \$2,944.28 – DPW Supt. Conklin reported matter is still being reviewed. Matter remains Tabled by Village Board.

2008 Ford F150 - Fuel Tank – As approved, tank was purchased from P&A Auto & Truck Parts and installed.

7:07PM

A MOTION was made by Trustee DeGraw and seconded by Trustee O’Blenis to suspend the regular meeting in order to go into Executive Session for the purpose of discussing a personnel issue and open litigation.

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

7:18PM

A MOTION was made by Trustee DeGraw and seconded by Trustee O’Blenis to reopen the regular Board meeting.

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

Invoice #1380 – Frankild Plumbing& Heating, LLC: \$980.00

9/25/18 Service - Clogged Sewer Line at Municipal Building

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

WHEREAS, the Village Attorney confirmed that, due to the Hillburn Municipal Building is a public building that serves the residents of the village, this expenditure can be charged to the Hillburn Sewer Committee;

THEREFORE, BE IT RESOLVED that payment of Frankild Plumbing & Heating, LLC’s Invoice #1380, in the amount of \$980.00; be made out of the Hillburn Sewer Fund.

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

Rockland County Shared Services Plan – 7/27/18 Correspondence - Draft Countywide Shared Services Plan – A discussion was held on the benefits/detriments to the Village. Matter was tabled.

Village Water System

-KC Engineering and Land Surveying, P.C. – Water System Financial Evaluation – 8/8/18 Proposal Approved by Village Board on 8/21/18 – Agreement/Signature Page received 9/19/18. Engineer Mancuso reported that, as directed by the Village Board, she had supplied an email to KC Engineering advising that the Village is not ready to proceed with water system evaluation at this time.

4th Street Railroad Bridge - RE: Resurfacing by Town of Ramapo – Engineer Mancuso reported no notification has been received regarding the grant application filed by the Town of Ramapo.

HFD Report – Chief Starr not present.

Penflex, Inc. – 2018-2019 Service Fee Agreement –Base fee: \$3,450. (\$100 change in fee from last year)

A MOTION was made by Trustee DeGraw and seconded by Trustee O’Blenis authorizing the Mayor to sign the 2018-2019 Service Fee Agreement as follows:

Base Fee:	\$3,450.00
Preparation of Financial Statement Disclosures:	
NYS LOSAP Audit Package	\$ 495.00
GASB 73 Package *Tabled	
*subject to recommendation from Village Auditors.	
	<u>\$3,945.00</u>

Ayes: Mayor Flanagan, Trustees O’Blenis & DeGraw

Noes: None

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.

-RealTerm Energy LED Street Light Proposal – Attorney Ellsworth submitted a letter he received via email from John L. Carley, O&R’s legal representative, regarding the sale of its street lights. The estimated price quoted by O&R is \$34,672. Matter was tabled by the Village Board.

Village Engineer’s Report - Engineer Eve Mancuso stated she has no report.

Community Development

2019 CD Program – Application for 2019 CDBG funding. Tabled by Village Board.

Village Attorney’s Report – Village Attorney Richard Ellsworth

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

Attorney Ellsworth reported that a meeting is being scheduled with a representative of Verizon to discuss proposals.

Satori Energy (Constellation Contract) – Electric Supplier – Expires December 2018 – Renewal Options –

-10/02/18 Email – RE: Refreshed Renewal Options – Tabled by Village Board.

Insurance –

-Seely & Durland – 9/27/18 email request to be the broker of record for the Village’s Workers’ Compensation Policy. Garrett Durland will be requested to attend the next meeting of the Village Board to discuss same.

-NYS Municipal Workers’ Compensation Alliance – The Village Clerk reported on a meeting held with Marketing Manager John Triessl on 9/24/18. A Plan Summary Report was supplied by Mr. Triessl and copied to the Village Board.

-9/25/18 email from Wright Risk Mgmt – RE: NYS Volunteer Firefighter Cancer Benefit Program nearing approval.

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

The Village Board acknowledged receipt of a Financial Report as of 9/30/18, as prepared by the Asst. Village Clerk-Treasurer.

9/20/18 Claim from Hawkins, Delafield & Wood (Bond Counsel) \$1,096.20 – RE: \$110,000 BAN – Professional Services – Preparation of BAN documents. **Approved by Village Board.**

Ayes: Mayor Flanagan, Trustees O’Blenis & DeGraw

Noes: None

2019 Village Election – Tuesday, March 19, 2019

-The 2019 Calendars of Dates will be supplied to the Village Attorney.

2016 Master Plan Committee –

Committee Secretary, Parquiris DeLeon, reported that there is no meeting scheduled. Responses regarding the draft plan are pending.

NYSER Standard Workday Report

At the 9/26/18 Special meeting, a revised RESOLUTION establishing standard work days was adopted, signed and posted.

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

Zoning Board of Appeals – No report

Planning Board – Next meeting: 10/17/18.

Building/Fire Inspector’s Report –

The Village Board was in receipt of copies of various correspondence, Violations Notices, etc.

Power Home Remodeling Group - 10/2/18 Email Request to Place a Roll-Off Container on Street in front of 41 6th Street -

Purpose: Debris - Roof Replacement Project (Roll-Off Container will not fit in driveway)

A MOTION was made by Trustee DeGraw and seconded by Trustee O'Blenis to approve the request, subject to the following conditions, to be included as part of the required Building Permit:

- Due to the roll-off container will be placed on Village property, a Certificate of Insurance, naming the Village of Hillburn as the Certificate Holder, is required.
- Contractor is required to place cones around the roll-off container.
- The roll-off container cannot be placed in such a way as to impede vehicle traffic on the roadway or foot traffic on the sidewalk.

Ayes: Mayor Flanagan, Trustees O'Blenis & DeGraw

Noes: None

Escrow - Status of Escrow Accounts Report @ 9/30/18 was supplied.

RE: SUEZ Water New York, Inc. (SWNY) – 11/14/16 Site Plan Application to Planning Board (filed 11/14/16)
(Application Re-Filed 6/27/18) Property I.D.: 47.11-1-1.4 (Town of Ramapo) Torne Valley Road

As recommended by the Hillburn Planning Board,

A MOTION was made by Trustee O'Blenis and seconded by Trustee DeGraw to approve the close-out of the escrow account established by Buck, Seifert & Jost, Inc. for SUEZ Water New York on 11/14/18 and 11/22/18, and

FURTHER, refund of the balance, in the amount of \$3,552.30, is to be made to Buck, Seifert & Jost, Inc. upon receipt of a certified claim.

Ayes: Mayor Flanagan, Trustees O'Blenis & DeGraw

Noes: None

Senior Citizens – President Diana DeGroat reported:

The Senior Citizens enjoyed 2 recent trips: Hunterdon Playhouse to see “Nunsense” and an overnight trip to the Sight and Sound Theater Amish Country, PA.

-2 Social Workers from Turning Point were guest speakers at the September meeting.

-Upcoming Schedule: Next Meeting – Craft Night; 1st meeting in November - Representative from Captioned Telephone Services – RE: Better Screening for “Robo-Calls”.

-Letter of thanks was received from Shriner's Hospital thanking the Seniors for collecting/donating box tops.

-The Seniors are now collecting new, unwrapped toys to be donated to Toys for Tots.

-Access to Community Room – Mrs. DeGroat stated that, at present, she and Senior Citizen Treasurer Valerie Mariano share a key to Community Room entrance door and requested she be provided with a second key. **Approved by**

Village Board

Ayes: Mayor Flanagan, Trustees DeGraw & O'Blenis

Noes: None

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

2018-2019 After School Program –

-Request for Additional Hours – Two Half Days: 10/23/18 and 10/31/18 (early dismissals not listed on school calendar)

Approved by Village Board

Ayes: Mayor Flanagan, Trustees DeGraw & O'Blenis

Noes: None

-Request for 2 New Tables (30” x 96”) – Mayor Flanagan requested DPW Supt. Conklin to meet with Recreation Director to determine the appropriate table. Tabled

Fall Festival –10/13/18

-Budget

A MOTION was made by Trustee O'Blenis and seconded by Trustee DeGraw that the budget for the Fall Festival be increased to \$4,600.

Ayes: Mayor Flanagan, Trustees DeGraw & O'Blenis

Noes: None

-DPW Assistance – (3) DPW Employees @ Time and a half **Approved by Village Board**

Ayes: Mayor Flanagan, Trustees DeGraw & O'Blenis

Noes: None

-Kelly's Party Rental – (1) 10x20 Tent and 15 Sections of Stage (12x20): \$870.00

Mayor Flanagan stated he is waiting for a reply regarding the use of Stony Point's stage and, if approved, the rental of a stage from Kelly's Party Rental will not be needed.

A MOTION was made by Trustee O'Blenis and seconded by Trustee DeGraw to approve the rental of (1) tent; and a stage (if needed) from Kelly's Party Rental, at the total cost of \$870.00.

Ayes: Mayor Flanagan, Trustees DeGraw & O'Blenis

Noes: None

Hillburn Sewer Committee -Trustee DeGraw reported rebate applications are still being accepted.

-RC Sewer District #1 –2018 Intermunicipal Cooperation Agreement Payment – Voucher No. 1062670 filed on 9/21/18.

Public Comments –

Patricia Van Dunk (23 Mountain Ave) stated she is a member of the Hillburn Planning Board and stated that, although Planning Board approval was never obtained, a bus company has moved into 260 Route 17 (Property ID: 47.14-2-41). New paving has been done and buses are now parked on the property and they have been advertising for employees. Mrs. Van Dunk stated that two other members of the Planning Board are also present: Rhonda Jennings and Glenn Kivatisky.

-Mayor Flanagan stated the matter is before the Hillburn Justice Court.

-Attorney Ellsworth advised that the Village cannot force the property owner to obtain the required approvals, a Stop Work Order and a Violation Notice have been issued and matter scheduled before the Hillburn Justice Court on 10/11/18. He has discussed matter with the Building/Fire Inspector. He is not aware that a bus company has moved in; however the parking lot is reflected on the original site plan approved by the Hillburn Planning Board on 10/25/2012.

-Engineer Mancuso stated that review of the original file is needed to confirm that the parking lot conforms to the original site plan.

Diana DeGroat (173 Sixth St.) questioned the information stated in the Village Memo regarding the closing of the ramp to Route 17 South.

-Mayor Flanagan stated that the Village Board is looking into it to deter out-of-town motorists from using Terrace Avenue as a shortcut.

-Attorney Ellsworth questioned the HFD's access to the ramp. Mayor Flanagan stated a crash gate would be installed.

Mrs. DeGroat stated that the Stop signs at the intersection of Sixth St. & Fox Hollow Rd. will cause an issue during the winter months, as it will be difficult to stop and then get up the hill when roads are icy.

-Trustee O'Blenis stated that the Stop signs were installed to address the speeding on Sixth St. for the safety of the children in the area. Motorists are still not stopping at the Stop signs and the Ramapo Police Dept. will be requested to patrol the area.

Mrs. DeGroat stated that the "No Thru Traffic" sign would be more effective if it was posted on Route 59, prior to motorists turning onto the 4th St. Bridge.

-Mayor Flanagan stated the Village is not allowed to post signs on Route 59. Although the Ramapo Police Officers do issue tickets, it is not done on a regular basis.

Applications for Use of Hillburn Community Room

-Applicant – Yvonne Van Dunk – Mon., 12/24/18 – 4PM-9:00PM – Christmas Eve Party – **Approved by Village Board**
Subject to Receipt of Insurance Certificate; Fee is waived (Village employee & Member of Hillburn Ladies Auxiliary)

Ayes: Mayor Flanagan, Trustees DeGraw & O'Blenis

Noes: None

Property Maintenance (Grass)

A MOTION was made by Trustee DeGraw and seconded by Trustee O'Blenis authorizing the DPW to mow the grass at 32 Second St.; and property owner will be billed accordingly for the cost for labor/equipment; and, if bill is not paid, cost will be levied on the respective property owner's 2019 Village Taxes.

Ayes: Mayor Flanagan, Trustees DeGraw & O'Blenis

Noes: None

Complaints -Written complaints were received regarding the following:

-Residence located at 23 Lake Avenue being used as a business/office; online advertisement stating that the residential home in the Village is being used as a dormitory providing 22 beds with on-staff social workers provide therapy, crisis intervention, etc. (Correspondence provided to the Village Board, Village Attorney and Building/Fire Inspector)

-260 Route 17 – Noise and dust being created by breaking up of rocks. (Provided to Village Board, Village Attorney and Building/Fire Inspector). Attorney Ellsworth stated the respective property owners are due in Village Court.

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

-NYCOM – RE: Sexual Harassment Prevention Guidance – A Policy must be adopted and distributed by 10/9/18.

-Township of Mahwah – Notice of 10/3/18 Public Hearing – RE: Application for Variance. (Attorney Ellsworth to follow up to determine if the variance would have any effect on the Village)

-CardiacLife – 9/20/18 email - Importance of CPR and AED Training for employees.

-US Senator Charles Schumer – 9/18/18 correspondence – RE: Farm to School Grant Program.

Scheduling of Upcoming Events

-39th Annual Interfaith Thanksgiving Service: Tuesday, 11/20/18. (Venue to be determined)

-41st Annual Christmas Tree Lighting Celebration: Sunday, December 2, 2018

Scheduling of Meetings – November & December 2018: November 13th and December 4th**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 8:36PM.

Ayes: Mayor Flanagan, Trustees DeGraw & O'Blenis

Noes: None