

VILLAGE OF HILLBURN  
Board of Trustees Meeting  
Tuesday, October 27, 2020 – 7:00PM

MINUTES OF THE BOARD OF TRUSTEES MEETING held on Tuesday, October 27, 2020, via GoToMeeting.com, commencing at 7:00PM.

PRESENT: Joseph P. Tursi, Mayor  
Bernadette Tarantino, Trustee  
Bonnie O’Blenis, Trustee  
Terry Rice, Village Attorney  
Eve Mancuso, Village Engineer  
Thomas Conklin, DPW Superintendent

RECORDER OF MINUTES: Robin G. Miele, Clerk-Treasurer

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The Hon. Mayor Joseph Tursi called meeting to order. Trustee Tarantino led in the Salute to the Flag.

**Minutes of the 10/13/2020 Board Meeting - Approved by Village Board.**

Ayes: Mayor Tursi, Trustees Tarantino & O’Blenis  
Noes: None

**Street & Water Commissioners’ Reports – Approved by Village Board.**

Ayes: Mayor Tursi, Trustees Tarantino & O’Blenis  
Noes: None

**Village Auditor’s Report – FYE 5/31/20 (Berard & Associates CPAs, P.C.)**

A MOTION was made by Trustee O’Blenis and seconded by Trustee Tarantino to accept the Audit Report of Financial Statements and the Justice Court Reports for FYE 5/31/20, as prepared by Berard & Associates CPAs, P.C.

Ayes: Mayor Tursi, Trustees Tarantino & O’Blenis  
Noes: None

\*Berard & Assoc. - Invoice #2976 – Professional Services Rendered - Audit for FYE 5/31/2020: \$22,253.60\* (Approved by Village Board at 10/13/2020 meeting) – Invoice was amended to \$21,900.00, in accordance with Agreement.

**Police Commissioner’s Report** – Mayor Tursi - No report.

**Water**

-10/27/2020 Water Main Break – Area of 45 Mountain Avenue – Supt. Conklin stated that Suffern DPW provided assistance with their water main locator. Area will be dug out tomorrow for repair.

-Leak Detection Service –Northeast Water Technology – Scheduled for 11/3/2020 or 11/4/2020. Confirmation will be made of a leak that was detected under a building at 143 Route 59 in 2015 by New York Leak Detection Inc.

-SUEZ Water New York – Bill of 10/13/2020: \$31,783.49 – \*Includes new “COW (Cost of Water) fee”.

Mayor Tursi stated that there is a possibility that SUEZ Water is being taken over by a larger company and; therefore, is not being diligent in negotiations regarding the Village’s water system. He requested a meeting with the Village Attorney to discuss a suggestion offered by former Village Engineer Glenn McCreedy, who is very knowledgeable of the Village’s water system.

Attorney Rice stated he will review the matter and contact PSC regarding the additional COW fee.

A MOTION was made by Trustee Tarantino and seconded by Trustee O’Blenis that payment of the 10/13/2020 bill from SUEZ Water, less the COW Fee, be paid in protest, and the Village’s check be so noted.

Ayes: Mayor Tursi, Trustees Tarantino & O’Blenis  
Noes: None

**Williamson Law Book Co. – Water/Sewer Software Support Contract from 11/1/2020 to 10/31/2021: \$1,007.00 - Approved by Village Board.**

Ayes: Mayor Tursi, Trustees Tarantino & O’Blenis  
Noes: None

**DPW Report - DPW Supt. Conklin reported:**

**Trees** – Supt. Conklin reported O & R removed a tree on Boulder Avenue (limbs were in wires). Still waiting to meet with Perfect Cut to inspect trees on 1<sup>st</sup> Street, Veterans Memorial Park and Ramapo Avenue.

**Garbage Truck** –

-New Tires - Supt. Conklin stated that the Village of Suffern donated 4 new re-cap tires to the Village of Hillburn for use on the garbage truck (rear tires). Quotes will be obtained for 2 front tires. Installation will be upon receipt of all tires.

-Ejection Cylinder – 9/8/2020 Estimate #0937 from Sanitation Equipment Corp. in the amount of \$4,272.00 (tabled).

**Flushing of Hydrants** commenced today, Oct. 27<sup>th</sup> and should be complete by Thursday, 10/29<sup>th</sup>.

-**RE: Installation of “No Parking This Side” Signs in area of Rockland Ave.** - Attorney Rice requested DPW Supt. Conklin to supply additional information regarding the location detail and he will prepare the Resolution.

-**Replacement of Faded Stop Signs** – Stop signs were received today and will be installed next week.

-**“Brian Miele Way” Sign** (Dedication of a Portion of 4<sup>th</sup> Street) – Purchase Order #2010 - A portion of the order has been received (actual sign not delivered).

Supt. Conklin stated that he would like to install the post before the ground freezes. Location to be determined.

**Basketball Hoops** –Supt. Conklin requested notices be prepared for distribution to residents – RE: removal of basketball hoops from curbside (preparation for snow plowing).

-**New DPW Vehicle** – Supt. Conklin will meet with Mayor Tursi to discuss two quotes he has obtained.

7:20PM

A MOTION was made by Trustee O'Brien and seconded by Trustee Tarantino to suspend the regular meeting in order to hold the duly scheduled Public Hearing.

Ayes: Mayor Tursi, Trustees Tarantino & O'Brien  
Noes: None

**Public Hearing – Introductory Local Law No. 3 of 2020 – Retention and Disposition Schedule for Public Records**

The duly posted and published Notice of Public Hearing was read aloud by Mayor Tursi.

-The Village Clerk summarized the purpose of the Local Law: To amend Section 43-13(A) to discontinue the use of the MU-1 Records Retention and Disposition Schedule and to adopt the use of the LGS-1 Records Retention and Disposition Schedule as established by the NYS Archives.

The Hearing was opened for public comments. There were no public comments.

A MOTION was made by Trustee Tarantino and seconded by Trustee O'Brien to close the Public Hearing and to reopen the regular meeting.

Ayes: Mayor Tursi, Trustees Tarantino & O'Brien  
Noes: None

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

**WHEREAS**, proposed Local Law No. 3 of 2020, a local law to Amend Section 43-13(a) of the Code of the Village of Hillburn Adopting the LGS-1 Retention and Disposition Schedule for Public Records, was introduced at the Village Board's regular meeting held on October 13, 2020;

**WHEREAS**, a duly noticed public hearing was held on October 27, 2020 at 7:15PM;

**NOW THEREFORE, BE IT RESOLVED** that the Village Board of Trustees hereby adopts Introductory Local Law No. 3 of 2020 as Local Law No. 3 of 2020. Said Local Law will take effect immediately upon filing with the Secretary of State.

Ayes: Joseph Tursi, Mayor  
Bernadette Tarantino, Trustee  
Bonnie O'Brien, Trustee

Noes: None

Abstentions: None

**RESOLUTION** was unanimously adopted.

-Tropical Storm Isais – Public Assistance - NYS Dept. of Homeland Security & Emer. Services – No further response.

**H.F.D. Report – Chief Shane Starr**

-Quotes for Scott Air Packs – As approved at the 10/13/2020 meeting, 40 new Scott Air Packs were ordered from MES in the amount of \$42,880.00, and funded out of the Hillburn Special Sewer Fund and scheduled to be delivered tomorrow, 10/28/2020. Mayor Tursi stated that the new air packs will expire in 15 years and a replacement program needs to be established to avoid having to purchase all 40 air packs at the same time (possibly purchase some every 4 years).

-Purchase of Turn-Out Gear – Updated Quote Received from Hi-Tech on 10/26/2020: \$3,215.05 (NYS Contract No. PC67939) - **Approved by Village Board.**

Ayes: Mayor Tursi, Trustees Tarantino & O'Brien  
Noes: None

-H.F.D. Driver's List – Vincent Skokos has been added to the HFD Driver's List as of 10/23/2020.

-RBC Wealth Mgmt -Portfolio Review (P/E September 30, 2020)

**FireGrants Help** – Grant Application: Brush/Quick Attack Truck Replacement Project – The \$3,000.00 Full Application Assembly Grant Writing Fee has been paid by the Village.

-Grants were to be awarded on 10/15/2020 – Mayor Tursi reached out to a representative - no response received.

**SAM Capital Funding Grant Application** – Sponsored through Assemblywoman Jaffee's Office – Funding Application: Purchase of Scott Air Packs and Back Hoe – Application to be updated to replace the Scott Air Packs with a Storage Building.

**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 – Competitive alternatives being offered by O & R regarding LED lighting – no further report.

**Village Engineer's Report** – Engineer Mancuso reported:

**RE: 2020 Repavement Project – Project Funding: CHIPS -**

Tilcon - Invoice #N2010008: \$68,880.01 – Engineer Mancuso reported that during the milling process, sidewalk slats were discovered and had to be bored out by the milling contractor, Cavaliere. Subsequently, additional blacktop was needed that increased the contract with Tilcon from \$62,402.50 to \$68,880.01 – **Approved by Village Board subject to review and approval by Village Engineer.**

Ayes: Mayor Tursi, Trustees Tarantino & O'Brien  
Noes: None

Cavaliere - Invoice #15537 received 10/27/2020: \$11,889.57 – **Approved by Village Board subject to review and approval by Village Engineer.**

Ayes: Mayor Tursi, Trustees Tarantino & O'Brien  
Noes: None

Veterans Memorial Park Pond – Mayor Tursi reported he had reached out to the RC Sewer District regarding the feasibility of discharging treated water from the sewer plant into the pond. Executive Director Mike Saber advised that the RC Sewer District does not have a DEC permit for outflow.

-Engineer Mancuso stated that an argument could be made that the sewer connections have caused the lowering of the water level.

**Village Attorney’s Report – Attorney Rice reported:**

Cablevision Franchise Fee Audit

-Municipal Audit Services, LLC (MUNI) - 10/13/2020 Invoice #20008 in the amount of \$2,700.00 – Contingency Fee Earned in Connection with Audit: 45% of Settlement Agreement: \$6,000.00. **Approved by Village Board.**

Ayes: Mayor Tursi, Trustees Tarantino & O’Blenis  
Noes: None

RE: Scheduling of Public Hearing - Proposed Amendment to the Cable Franchise Renewal Agreement between the Village of Hillburn and Cablevision – Tuesday, 11/17/2020 at 7:15PM. **Approved by Village Board.**

Ayes: Mayor Tursi, Trustees Tarantino & O’Blenis  
Noes: None

**2016 Master Plan Committee – Comprehensive Plan & Related Zoning – Adopted 1/14/2020**

Proposed Revisions to the Zoning Local Law – Attorney Rice stated Bonnie Franson of NPV has started to circulate proposed amendments. The Village Clerk stated she had not received same.

**Warrant to Rockland County of Unpaid 2020 Village Taxes**

A MOTION was made by Trustee Tarantino and seconded by Trustee O’Blenis authorizing the Village Clerk-Treasurer to prepare and submit the Warrant of Unpaid 2020 Village Taxes at 11/01/20, including penalty, to the County of Rockland.

Ayes: Mayor Tursi, Trustees Tarantino & O’Blenis  
Noes: None

**2020 Assessment Roll**

-TOKNY Realty Group, LLC v. Hillburn Board of Assessors – Index No. 031947/2020 – Petition: Tax Year 2020/2021 (Received 6/1/2020) – Attorney Rice reported he is in the process of sending out discovery demands.

**2021 Assessment Roll** – Taxable Status Date: 1/01/2021.

-A meeting will be scheduled with Scott Shedler.

**Various Capital Improvements (In accordance with 9/1/16 BAN)**

-Nelson Pope & Voorhis - The Contract Agreement in the amount of \$69,500.00 (as increased on 3/5/19) requires an increase to cover additional claims. Currently, this amount has been exceeded by \$180.00.

-Pending Claim: Nelson Pope & Voorhis - 9/29/20 Claim – Invoice #22303 – RE: Zoning: \$35.00 **Tabled**

**General Code Publishers**

-Proposal/Estimate for Updating Village Code Book - Between \$6,985.00 and \$7,630.00. (Tabled at 8/18/20 meeting until proposed revisions are made to Zoning Code).

-Proposal for Laser fiche – A teleconference meeting will be scheduled with a representative from General Code.

**2021 Village Election** – Tuesday, 3/16/2021.

The Calendar of Dates has been received.

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

**WHEREAS**, the next general election for officers will be held on Tuesday, March 16, 2021, and

**WHEREAS**, the Board of Trustees must designate by resolution and publish the office(s) which are to be filled in such election and the term(s) therefore.

**NOW, THEREFORE, BE IT RESOLVED:**

Section 1. That the Board of Trustees designates the following office(s) as vacant at the end of the current year, and to be filled at the Village Election to be held on Tuesday, March 16, 2021 for the following terms:

OFFICE OF MAYOR two year term

OFFICE OF TRUSTEE two year term

Section 2. The Village Clerk is hereby directed to publish this resolution in the Journal News.

Section 3. This resolution shall take effect immediately.

**Ayes: Joseph P. Tursi, Mayor  
Bernadette Tarantino, Trustee  
Bonnie O’Blenis, Trustee**

**Noes: None**

**RESOLUTION** was unanimously adopted.

**Zoning Board of Appeals** – No report.

**Planning Board** – Next meeting is scheduled for 11/18/2020 via GoToMeeting.

**Building/Fire Inspector's Report** – The Village Board acknowledged receipt of copies of various correspondence from the Building/Fire Inspector and Asst. Building Inspector.

**Escrow** –

The following claims against escrow were approved by the Planning Board:

- Brooker Engineering - Invoice #158519 – RE: Application of Jay Kim: \$ 519.00
- Terry Rice – Claim Rec'd 9/25/2020 – RE: Application of 20 & 60 Torne Valley Road: \$1,170.00

**Approved by Village Board.**

Ayes: Mayor Tursi, Trustees Tarantino & O'Blenis  
Noes: None

**Senior Citizens** – No report.

**Recreation** –

-RE: Proposed Online Schooling Supervision Program at Youth Center – A meeting will be held with Kelly Henry, a teacher in the Suffern Central School District, to get her perspective on what would be required for such a program.

**Hillburn Sewer Committee (Hillburn Village Board)** - Mayor Tursi reported:

**RE: Inter-municipal Cooperation Agreement with RC Sewer District No. 1**

-The 2020 Annual Payment Per Intermunicipal Cooperation Agreement, in the amount of \$38,779.42, was received from the County of Rockland on 10/26/2020.

**Purchase of Scott Air Packs** – As approved at the 10/13/2020 meeting, 40 Scott Air Packs were ordered from Municipal Emergency Services (MES) at the cost of \$42,880.00 funded out of the Hillburn Special Sewer Fund.

**Brandon Stock - Proposed Eagle Scout Project - 5<sup>th</sup> St. Recreation Field Basketball Court Renovations** – The renovation portion of the project has been completed. The second portion is a Free-Throw Contest that will be held on 11/7/2020 at 10:00AM. Event will be advertised.

**2020 Halloween Event** – The Village will hold a drive by Trick or Treat event at the Youth Center Field this Halloween. The time will be from 4:00PM to 6:00PM on Saturday, October 31<sup>st</sup>. Residents are encouraged to set up a table to distribute candy to the children.

**Interfaith Thanksgiving Service** – Mayor Tursi will reach out to Church officials to coordinate holding the service via teleconference.

**Public Comments** – None

**Emergency Preparedness Plan** – New York State requires all public employers to establish an Emergency Preparedness Plan by April 1, 2021.

A Planning Committee, consisting of the DPW Supt., HFD Chief, Village Officials, Village Attorney and Village Clerks, will meet via Gotomeeting.com on 11/12/2020 at 4:00PM.

**Applications for Use of Village Property**

**Community Room**

-Shining Lights Helping Hands – 11/7/2020 / 9:00AM-2:00PM – Food Drive **Approved by Board (Fee Waived, Insurance to be provided)**

-Ladies Auxiliary – 10/27/2020 / 7:00-9:00PM - Bagging Candy for Halloween – **Approved by Board**

**Use of Youth Center**

**Youth Center** - Hillburn Ladies Aux. – 11/21/2020 / 5:00PM – Movie Night **Approved by Board**

Ayes: Mayor Tursi, Trustees Tarantino & O'Blenis  
Noes: None

**Correspondence** - The Village Board acknowledged receipt of correspondence, regular and email.

-RC Dept. of Planning – 10/23/2020 Letter – RE: Termination of Digital Data License Agreement between Village of Hillburn and County of Rockland – Information is now freely available.

**Federal Election Day – 11/3/2020** – The Village Office will be closed.

**Voucher Claims and Budgetary Transfers to Cover Approved Expenditures** - **Approved by Board.**

Ayes: Mayor Tursi, Trustees Tarantino & O'Blenis  
Noes: None

MOTION was made by Trustee Tarantino and seconded by Trustee O'Blenis to adjourn the meeting at 8:17PM.

Ayes: Mayor Tursi, Trustees Tarantino & O'Blenis  
Noes: None