

VILLAGE OF HILLBURN

Board of Trustees Meeting

Tuesday, October 25, 2016 – 7:00PM

MINUTES OF THE BOARD OF TRUSTEES MEETING held on Tuesday, October 25, 2016, 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
Elizabeth K. Cassidy, Village Attorney
Thomas M. Conklin, DPW Supt.

ABSENT: Bonnie R. O’Blenis, Trustee
(Vacation)

RECORDER OF MINUTES: Mary Boone, Clerk-Treasurer

Meeting called to order by the Hon. Craig M. Flanagan, Jr., Mayor. Resident, Frank Lazcares, led in the Salute to the Flag.

Minutes of 10/11/16 Meeting - Approved by Village Board.

Ayes: Mayor Flanagan & Trustee DeGraw
Noes: None

Street & Water Commissioners Reports – Approved by Village Board.

Ayes: Mayor Flanagan & Trustee DeGraw
Noes: None

Police Commissioner’s Report - Officer Caro reported the Village has been quiet.

DPW Report – DPW Supt. Thomas Conklin reported:

- Sewer Hook-Up of Municipal Building, 31 Mountain Avenue – Scheduled for Thursday, 10/27/17.
- RE: GMC Truck - Installation of “On Spots” and Replacement of Brake Chambers – A quote is pending from Ruscon.
- Flushing of Hydrants –Rescheduled to 11/2-4/16. Notification to residents will be provided.
- Installation of Stop Sign at Hickory Ave & 5th St – Ramapo Police Sgt. Howe was contacted to schedule a traffic study.
- Installation of “No Parking Here to Corner” Sign on Hickory Avenue – Sign will be ordered.
- NYS Municipal Workers’ Comp. Alliance – Safety Seminar – 10/25/16 - Town of Fishkill – Supt. Conklin reported he had attended the seminar. Agenda included personal protective equipment, lock-out/tag-out, chainsaw/chipper safety, etc.
- NYS DOT – Local Highway Inventory Update – Supt. Conklin reported the report has been completed.
- NYS DOT – 8/24/16 Correspondence – Shared Services Agreement – The 2 Year Agreement between the NYS DOT and the Village of Hillburn has been fully executed.

HFD Report – Chief Starr reported:

- The HFD has responded to 80 calls this year to date.
- Mutual Aid Drill at Con-Ed Substation will be held on Saturday, 11/5/16. 4-5 fire departments will be participating.
- Equipment – Prices are being obtained for bail out gear and hose testing.
- Blood borne Pathogen Class – Wednesday, 11/2/16 – Class will be held at the firehouse building and is mandatory for all interior firefighters. Village personnel can also attend by contacting Chief Starr.
- New Members – Frank Lazcares (present at meeting) is officially a member of the HFD. Mr. Lazcares was congratulated.
- Chief Starr reported Robert Van Dunk III would like to rejoin the HFD and needs to take the required physical. **Approved by Village Board.**

Ayes: Mayor Flanagan & Trustee DeGraw
Noes: None

RC Office of Fire and Emergency Services – FEMA Hazard Mitigation Plan Update - Worksheets are being completed for filing with the RC Office of Fire and Emergency Services.

Village Engineer’s Report – Engineer McCreedy not present. No Report.

2017 Community Development Program

- Citizens Advisory Committee Meetings – The first of two required meetings will be held on Tuesday, 11/15/16 at 6:00PM.
- Trustee DeGraw and Deputy Clerk Yvonne Van Dunk will be attending the required 2017 CD Block Grant Application training at the RC CD Office on 11/3/16 at 10:30PM.

Village Attorney’s Report – Attorney Elizabeth Cassidy reported:

RE: Unsafe Structure – 53 Sixth Street, Hillburn, NY – Attorney Cassidy reported the litigation has been filed in the RC Supreme Court and she is in the process of serving the respective property owner and lender.

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

- New Chief’s Car –. Bid specifications are forthcoming. Return Date was postponed to 12/13/16.
- Commercial Front Mower w/Commercial Side Discharge Deck and 47” Snow Blower - Quote received from John Deere/Hudson River Tractor Co., LLC exceeds the amount allocated in the 7/12/16 Bond Resolution.
- Supt. Conklin stated he had received a lower quote from another company. Matter will be discussed with Mayor Flanagan.

Zombie Property Legislation

The new State legislation will take effect in December 2016.

Stonework Estates, Inc., Kristian Matthews and Legacy Stoneworks, Inc. v. Village of Hillburn, Village of Hillburn Zoning Board of Appeals and Adam Gordon as Code Enforcement Officer for the Village of Hillburn –

No further information.

Property Maintenance - 132 Sixth Street (SBL 47.18-1-4) – In response to the 10/11/16 Resolution and notice sent to the record property owner, a request for a 7 day extension was received and has been granted.

Verizon 10 Year Special Franchise Agreement – Expiration Date: October 2017 – Attorney Cassidy stated a meeting is being coordinated.

Insurance 2016-2017 –

-RE: HFD Treasurer's request for insurance information. Attorney Cassidy stated her associate, Attorney Mahoney, is following up on same.

(Mayor Flanagan stated he also has place a call to the HFD Treasurer regarding matter)

Tax Certioraris – (2014, 2015, 2016) –

Attorney Cassidy stated there is no new information.

Warrant of Unpaid 2016 Village Taxes

A MOTION was made by Trustee DeGraw and seconded by Mayor Flanagan authorizing the Village Clerk-Treasurer to prepare and submit the Warrant of Unpaid 2016 Village Taxes at 11/01/16, including penalty, to the County of Rockland.

Ayes: Mayor Flanagan & Trustee DeGraw

Noes: None

2016 Master Plan Committee

The first meeting of the Committee, held on 10/22/16, was very productive. The next meeting was scheduled for Saturday, 11/19/16 at 10:00AM.

Zoning Board of Appeals – No Report.

Planning Board – No report.

Building/Fire Inspector's Report – Inspector Adam Gordon reported:

-2016-2017 Annual Fire Permits – Inspections are underway.

-Inspections are being made of open Building Permits and property maintenance violations are being addressed.

Escrow Accounts – The written Escrow Report at 10/25/16 was supplied by the Village Clerk-Treasurer.

Senior Citizens

Trustee DeGraw reported the Senior Citizens' Christmas Party will be held on 12/5/16 at Crowne Plaza.

Recreation – A written Report was provided and read by Trustee DeGraw

Fall Festival – October 15, 2016 – The event was a great success. \$630.00 was raised for the Michelle A. Noel Scholarship Fund. Appreciation was extended to the DPW, HFD, Committee members and volunteers.

2016-2017 After School Program –

Halloween Party will be held on 10/28/16.

-**Request for Refund of \$425.00 Registration Fee Paid for Lennon Conklin** – Reason: Bus Transportation is unavailable.

A MOTION was made by Trustee DeGraw and seconded by Mayor Flanagan that William & Lalena Conklin be refunded \$400 of the registration fee paid for Lennon Conklin; and to withhold \$25.00 for administration costs.

Ayes: Mayor Flanagan & Trustee DeGraw

Noes: None

2017 Summer Camp Program

Registration Fee – Request for approval for the fee to remain the same as 2016. **Approved.**

Pre-Payment Plan – Request for approval for Registration and Payment Plan to begin in January 2017. **Approved.**

Ayes: Mayor Flanagan & Trustee DeGraw

Noes: None

Hillburn Sewer Rebate Committee – A voucher has been filed with the RC Sewer District for the 2016 annual funding.

2017 Assessment Roll – A workshop meeting of the Board of Assessors will be held on Thursday, 1/5/17 at 7:00PM.

2017 Village Election – Tuesday, March 21, 2017

The Resolution dated 10/11/16 stating the offices to be filled has been duly posted and published. Copies of same, along with a Calendar of Dates, were sent to the Party Chairpersons and the elected officials whose term expire 4/3/17.

Thanksgiving Interfaith Service – The date for the Service was scheduled for **Tuesday, November 22, 2016 at 7:00PM**

A workshop to discuss the service will be held on Saturday, 10/29/16 at 10:00AM.

Christmas Tree Lighting Celebration – Scheduled for **Sunday, December 4, 2016 at 6:00PM.**

Public Comments

Pat Osterhoudt (159 6th St) advised Brook Presbyterian Church would like to host the Thanksgiving Interfaith Service.

-Brook Presbyterian Church will be holding its Annual Pre-Thanksgiving Dinner on 11/11/16, from 5:00PM-7:00PM.

-Questioned the status of a recommendation she had made a few months ago regarding instituting a Moratorium while the Master Plan was being completed. (Mayor Flanagan stated the matter was discussed at the 10/22/16 Master Plan Committee meeting)

Wilma Powell (68 5th Street) questioned why some people were invited to attend the 10/22/16 Master Plan Committee meeting and not others. (Attorney Cassidy stated all meetings are open to the public)

Mrs. Powell stated that in the 1970's, a group of people got together in order to have a person of color on the Village Board; and the first person of color to apply to become a member of the HFD had to pay for his turnout gear. She would like to be aware of future meetings of the Master Plan Committee.

A MOTION was made by Trustee DeGraw and seconded by Mayor Flanagan that notice of Master Plan Committee meetings be posted.

Ayes: Mayor Flanagan & Trustee DeGraw

Noes: None

-Attorney Cassidy stated the Village Board has retained a planner, Nelson, Pope & Voorhis, who is in the process of compiling baseline information for preliminary review by the Committee. The process will take approximately one year to 18 months to complete. Public Hearings will be held prior to adoption and will be posted and published. The Zoning Code will also be updated to be consistent with the Master Plan.

Mrs. Powell questioned who will have input in the Master Plan.

-Attorney Cassidy replied the Village Board, the Planner and residents. The County of Rockland, Town of Ramapo and Villages of Suffern and Sloatsburg will also have some input.

Rich Morales (128 6th St) questioned the status of his concerns regarding the dead tree on the property located at 132 6th St.

-Mayor Flanagan stated that this matter was addressed earlier in meeting. The representative of the property owner has responded to the Village's notice and has requested a 7 day extension.

-Attorney Cassidy stated if the property is not properly maintained at the end of the 7 days, the Village DPW will perform the work and the cost will be billed to the property owner.

Mr. Morales stated he agrees with the need for a Moratorium.

Pat Osterhoudt stated she was disappointed that she was not appointed to serve on the Master Plan Committee; however, she is pleased to see that representatives from all areas of the Village were selected to serve. Should the need arise; she would like to be on the Committee.

-Attorney Cassidy advised residents to submit their ideas/concerns in writing for review by the Committee.

Chevron Torres (54 5th St) questioned the definition of Moratorium.

-Attorney Cassidy stated that it would be implemented by adopted a local law and would halt certain types of developments when a municipality is actively undergoing a Zone Change. An evaluation is being done to determine if it is needed.

Mrs. Torres questioned if Planning Board and Zoning Board of Appeals applications would be on hold.

-Attorney Cassidy stated not at this time. The Village does not want to stop smaller projects.

Alison Morales (128 6th St) questioned what is being done regarding the parking of trucks on Route 17 under the NYS Thruway bridge.

-Mayor Flanagan stated the Town of Ramapo Police have been issuing tickets. Some trucks are now parking on Torne Valley Road.

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

-RC Board of Elections – RE: 11/8/16 Presidential Election - Use of Community Room - Voting Machine Delivery/Pick-Up schedule. DPW Supt. Conklin will be opening and closing the Community Room on 11/8/16.

-10/04/16 Action Form filed by Anwar-Kebir Din – RE: Blacktop is needed by the drain in the area of 25 Mountain Avenue. (DPW Supt. stated it is on the schedule to be done along with other projects that need blacktopping).

Applications for Use of Community Room

-Hillburn Ladies Auxiliary – Thursday, 10/26/16 – 10:00AM-3:00PM – Fire Prevention Poster Contest – **Approved by Village Board.**

Ayes: Mayor Flanagan & Trustee DeGraw

Noes: None

Williamson Law Book Co. – Annual Water Billing Software Support Contract (11/1/16-10/31/17) Cost: \$930.00 **Approved by Village Board.**

Ayes: Mayor Flanagan & Trustee DeGraw

Noes: None

NYS Department of Labor – Inspections of the Village Office, DPW Garage and H.F.D. Building were made by representatives of the NYS Dept. of Labor on 10/17/16. A report is forthcoming.

SAM Grant - Village of Hillburn #7063 – HVAC System for Youth Center – Awaiting response to telephone inquiry regarding the status of the grant.

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

November 2016 Meeting Schedule - One meeting will be held in November: November 15, 2016 **Approved by Village Board.**

Ayes: Mayor Flanagan & Trustee DeGraw

Noes: None

A MOTION was made by Trustee DeGraw and seconded by Mayor Flanagan to adjourn the meeting at 7:41PM.

Ayes: Mayor Flanagan & Trustee DeGraw

Noes: None