

VILLAGE OF HILLBURN
Board of Trustees Meeting
Tuesday, September 27, 2016 – 7:00PM

MINUTES OF THE BOARD OF TRUSTEES MEETING held on Tuesday, September 27, 2016, in the Municipal Meeting Room, 31 Mountain Avenue, Hillburn, New York 10931, commencing at 7:00PM.

PRESENT: Craig M. Flanagan Jr., Mayor
Bonnie R. O’Blenis, Trustee
Elizabeth K. Cassidy, Village Attorney
Thomas M. Conklin, DPW Supt.

ABSENT: Eleanor J. DeGraw, Trustee
(Attending School)

RECORDER OF MINUTES: Mary Boone, Clerk-Treasurer

Meeting called to order by the Hon. Craig M. Flanagan, Jr., Mayor. Village Attorney Cassidy led in the Salute to the Flag. Mayor Flanagan stated Trustee DeGraw is not present at the meeting as she is attending school.

Minutes of 9/13/16 Meeting - Approved by Village Board.

Ayes: Mayor Flanagan & Trustee O’Blenis
Noes: None

Street & Water Commissioners Reports – Approved by Village Board.

Ayes: Mayor Flanagan & Trustee O’Blenis
Noes: None

-RE: Summary of 6 Month Water Period Ending 7/31/16 – Report was acknowledged by the Village Board.

-RE: 9/14/16 Bill from SUEZ Water New York – The Village Clerk-Treasurer reported the bill, in the amount of \$14,502.75, did not reflect a payment made on 9/12/16. The actual bill amount due is \$6,467.70.

Police Commissioner’s Report

Ramapo Police Officer Caro was present.

Mayor Flanagan stated he recently witnessed several cars making the left from the 4th Street Bridge and speeding down Terrace Avenue between 6:00-6:30AM.

-Officer Caro advised the sector car follows the school buses in the morning; however he would notify the Police Officer on duty at the time. Speed bumps may be a solution.

Mayor Flanagan recommended the speed sign be placed further down on Terrace Ave. to properly gage the speed of motorists.

DPW Report – DPW Supt. Thomas Conklin reported:

2008 Ford – Amendment to 8/11/16 Quote from Suffern Sales & Service

A MOTION was made by Trustee O’Blenis seconded by Mayor Flanagan to ratify the amendment to the cost reflected on the 8/11/16 quote from Suffern Sales & Service, from \$725.00 to \$825.00, due to the need for additional material to reline bottom and sides of the 2008 Ford.

Ayes: Mayor Flanagan & Trustee O’Blenis
Noes: None

NYS DOT – Transportation Improvement Pro (TAP) and Congestion Mitigation and Air Quality Improve. Pro. (CMAQ) –

-Supt. Conklin will be meeting with GameTime tomorrow - RE: Proposed Project: Walking Trail around Veterans Memorial Park Pond.

RE: Repair to Overhead Door - H.F.D. Bay – 6/14/16 Proposal from Dutchess Overhead Door (tabled at 6/28/16 meeting)

-DPW Supt. reported he had met with an alternate vendor on 9/27/16 and is waiting for a quote.

-Mayor Flanagan requested Supt. Conklin to obtain a quote for a keypad to control the overhead doors.

RE: GMC Truck - Installation of “On Spots” – A verbal estimate of \$2,800.00 was received from Ruscon. Supt. Conklin to follow up on obtaining a firmer quote, either by bringing the truck to Ruscon or sending pictures.

RC Office of Fire and Emergency Services – FEMA Hazard Mitigation Plan Update

Supt. Conklin reported he had attended the 9/21/16 “Kick-Off” meeting. The plan is updated every 5 years to ensure all contacts are current and to determine areas of vulnerability in the event of a flood. Supt. Conklin stated emergency generators are still needed.

-Mayor Flanagan stated the installation of emergency generators at the HFD building and Village Hall will be reviewed for inclusion in the upcoming budget.

-The Village Clerk stated the Worksheets are to be filed by 10/21/16 with the RC Office of Fire and Emergency Services.

-Sewer Hook-Up of Village Hall – 10/2/15 Proposal from Bruno (Rec’d from DPW Supt. on 2/9/16) Cost of \$2,950.00 (Excludes Permit Fee & Paving). Additional Scope Option: Excavation to Remove Existing Asphalt in its Entirety (Village to Haul & Dispose): \$900.00. A proposal for repaving the parking lot after the hook-up will be obtained from Chuck Bugbee.

NYS DOT – 8/24/16 Correspondence – Shared Services Agreement – At the 9/13/16 meeting, the Village Board approved entering into an 2 Year Agreement between the NYS DOT and the Village of Hillburn, subject to the Village Attorney’s review and approval of the Agreement. Attorney Cassidy supplied a memo approving the Agreement.

7/28/16 Quote from John Deere/Hudson River Tractor Co., LLC – Commercial Front Mower w/Commercial Side Discharge Deck and 47” Snow Blower - Total Cost: \$37,105.42 – Quote exceeds the amount allocated in the 7/12/16 Bond Resolution. Purchase may have to be bid. **Tabled.**

HFD Report – Chief Starr not present.

New Chief’s Car – Quote Received from Shultz Ford for 2017 F150 4-Door Pick-Up Truck - \$36,985.00 (Truck Only) – Approved at 9/13/16 Board Meeting subject to vendor having a NYS Contract.

Village Clerk-Treasurer Boone reported she had confirmed with Shultz Ford that the vehicle is not under State Contract. A Bid Package is needed to commence the bid process.

-Mayor Flanagan stated there is a new online process for State Contracts.

-Attorney Cassidy stated she can prepare the Bid Package. Mayor Flanagan will provide specifications.

Penflex – Service Award Program – 2016-2017 Service Fee Agreement

A MOTION was made by Trustee O’Blenis and seconded by Mayor Flanagan to approve the 2016-2017 Service Fee Agreement with Penflex, Inc., and authorizing the Mayor to sign same.

Ayes: Mayor Flanagan & Trustee O’Blenis

Noes: None

RC Office of Fire and Emergency Services – FEMA Hazard Mitigation Plan Update (covered under DPW Report)**Village Engineer’s Report – Engineer McCreedy not present.**

RE: Salt Shed – 9/15/16 Proposal in the amount of \$800.00– Structural Evaluation and Cost Estimate

-It was the consensus of the Village Board not to accept the proposal, based upon DPW Supt’s inspection of the salt shed and determination that the structure is solid and the repairs that are needed to fulfill the insurance company’s requirements are minor and can be done by the DPW.

-Attorney Cassidy stated she will follow up with Selective Insurance.

Village Attorney’s Report – Attorney Elizabeth Cassidy reported:

RE: Unsafe Structure – 53 Sixth Street, Hillburn, NY – Attorney Cassidy reported she has prepared the necessary paperwork to make an application to Supreme Court and Mayor Flanagan has signed same. The paperwork will be filed later this week or early next week and a copy will be supplied to the Village Clerk.

-As discussed at the 9/13/16 meeting, the RC Sewer District was supplied with a copy of the Village Board’s Resolution to commence an action in NYS Supreme Court seeking an order authorizing the demolition of the structure.

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

Sterling Bank was supplied with a copy of the Final Approving Opinion. A Tax Certificate has been received from the Village’s Bond Council, Hawkins Delafield & Wood and is on file.

-Claim filed by Hawkins Delafield & Wood

A MOTION was made by Trustee O’Blenis and seconded by Mayor Flanagan to approve the claim filed by Hawkins Delafield & Wood, in the amount of \$1,849.25, for professional services rendered in the preparation and issuance of a \$195,000 BAN dated 9/1/16.

Funding: \$1,500.00 BAN, \$849.25 General Fund

Ayes: Mayor Flanagan & Trustee O’Blenis

Noes: None

Zombie Property Legislation

Attorney Cassidy reported her Associate, Jessica Mahoney, has prepared a memo summarizing the new State legislation that will take effect in December 2016. The memo will be supplied to the Village Clerk-Treasurer.

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.

Verizon 10 Year Special Franchise Agreement – Expiration Date: October 2017 – Attorney Cassidy stated a meeting is being coordinated for October, 2016.

-Supt. Conklin has prepared an updated list of double poles and will supply same to Mayor Flanagan.

Insurance 2016-2017 –

-RE: Salt Shed – Covered under Village Engineer’s Report.

-RE: Fall Festival - Rental of Jumpy House from Bounce N Jump Party Rentals - The Certificate of Insurance supplied needs to have the Village of Hillburn as the Certificate Holder.

-Attorney Cassidy will provide an Agreement between the Village of Hillburn and Bounce N Jump Party Rentals that is needed to indemnify the Village.

Tax Certioraris – (2014, 2015, 2016) –

Attorney Cassidy reported the Village Board’s acceptance of the proposal in the amount of \$7,800 to appraise the Mt. Fuji property was discussed in attorney/client session

The Village Clerk-Treasurer recommended contacting the Town of Ramapo Assessors.

-Attorney Cassidy stated the Village’s Special Counsel, Attorney Speno, has a meeting scheduled with the Town of Ramapo Assessor, Tom McRobbie, to discuss the Tax Certioraris.

2016 Master Plan Committee

Scheduled meeting - Saturday, 10/22/16, at 10:00AM, at Village Hall. Letters to members have been sent.

-Attorney Cassidy reported Bonnie Francis of Nelson Pope & Voorhis, LLC will be present.

-Attorney Cassidy recommended the Committee meetings be publicized.

Zoning Board of Appeals – No Report.**Planning Board –**

-RE: Interstate Waste Services - 9/14/16 Email Request for Temporary Permit Modification to allow the limited operation of the IWS Transfer Station on three Sundays (October 2, 16 & 23, 2016) to receive trash from Kiryas Joel – At the 9/15/16 meeting, the Planning Board denied the request and subsequently, on 9/16/16, a letter was sent to Mr. Rueger of IWS by Mayor Flanagan stating that the Village Board of Trustees endorses the Planning Board’s denial of the request.

-RE: Leonard Gluck - Application for Informal Meeting Submitted 9/27/16 – It was determined that the application be referred to the Planning Board.

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

-The Village Board was in receipt of copies of correspondence.

Escrow Accounts – The Clerk-Treasurer reported there are no pending claims.

Senior Citizens – No report.

Recreation – A written Report was provided and read by Trustee O’Blenis.

Fall Festival – October 15, 2016 (Rain Date: 10/16/16) - Requests:

-9/15/16 Proposal from Deuces Wild Band – Amount of \$1,200.00

A MOTION was made by Trustee O’Blenis and seconded by Mayor Flanagan to rescind the 8/16/16 approval of the Renegades Band and to approve the 9/15/16 proposal from Deuces Wild Band at the cost of \$1,200.00.

Ayes: Mayor Flanagan & Trustee O’Blenis

Noes: None

-Request for \$300.00 Petty Cash for decorations and miscellaneous supplies. **Approved by Village Board**

-Request for Confirmation of DPW Assistance and H.F.D. coverage for Bonfire. **Approved by Village Board**

-Request for Approval of 9/27/16 Proposal from Dagele Bros. Produce – Sugar Pumpkins, Corn Stalks & Hay Bales + Delivery: \$465.00. **Approved by Village Board**

-Request for Approval of Fall Festival Flyer. **Approved by Village Board**

Ayes: Mayor Flanagan & Trustee O’Blenis

Noes: None

-Volunteers are still needed.

2016-2017 After School Program –

-9/15/16 Letter from William Conklin – RE: Request for refund of fee. Tabled

-RE: 9/13/16 Board Approval of refund of \$75.00 registration fee paid by the parents of Scholarship recipient P. DeLeon. Refund is pending receipt of the Scholarship Award payment.

Hillburn Sewer Rebate Committee – Applications are still being received.

2017 Assessment Roll

The Village Clerk-Treasurer reported January 1st is the Taxable Status Date. Workshops are available for the Board of Assessors/Village Board.

-Meetings will be scheduled for October, 2016.

2017 Village Election – Tuesday, March 21, 2017

Two offices will be vacant. A Calendar of Dates has been supplied to the Village Board.

Public Comments

Patricia Van Dunk (23 Mountain Ave) stated as a member of the Planning Board, she is aware that trucks coming from businesses on Route 17 North are only authorized to make a right hand turn; however she has witnessed trucks exiting 230 Route 17 and making a left onto Route 17 South. (Matter will be referred to the Building/Fire Inspector)

Municipal Audit Services, LLC (“MUNI”) – 7/12/16 Agreement - RE: Utility Tax Receipts, Cable TV Receipts)

As a result of an audit by MUNI covering years 2010-2013, a refund of \$1,288.95 was received from Verizon. In accordance with the Agreement, 45% of the refunded amount is due to MUNI.

NYS Homeland Security & Emergency Services Grant – LM#151643– \$8,500 Grant for H.F.D. Equipment – A refund check, in the amount of \$8,499.42, was received on 9/13/16.

SAM Grant - Village of Hillburn #7063 – HVAC System for Youth Center – Still under financial review.

Application for Use of Community Room – Approved by Village Board.

-Yvonne Van Dunk – Hillburn Ladies Aux. – Wednesday, 10/12/16 – 7-8PM - Purpose: “Tricky Tray” Committee Meeting.

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

-RC Office of Community Development –2017 CD Program - Need to Activate Citizens Advisory Committee. Mayor Flanagan stated he is appointing the members of the 2016 Citizens Advisory Committee to serve for the 2017 year. Meeting dates were tentatively scheduled for 10/11/16 and 10/25/16 at 6:00PM.

-NYCOM – 2016 Public Works School – October 16-19, 2016 – Geneva, NY.

-O & R Utilities – Request to post information on Village website: “How to Spot a Real O&R Employee” (Approved)

-NYS Senator Carlucci – RE: 9/29/16 Public Hearing being held by the Public Service Commission and Suez Water New York regarding the proposed utility rate hike for Suez Water Customers. (Venue: RC Legislature Bldg., New City, NY)

-NYS DEC – Upcoming cleanup action to address contamination related to the Orange Avenue Properties Site #C344077 (Suffern, Rockland Co.).

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

A MOTION was made by Trustee O’Blenis and seconded by Mayor Flanagan to adjourn the meeting at 7:50PM.

Ayes: Mayor Flanagan & Trustee O’Blenis

Noes: None