

**VILLAGE OF HILLBURN**  
**Board of Trustees Meeting**  
**Tuesday, April 13, 2021 – 7:00PM**

**MINUTES OF THE BOARD OF TRUSTEES MEETING held on Tuesday, April 13, 2021, in the Municipal Meeting Room, 31 Mountain Avenue, Hillburn, New York 10931, and via GoToMeeting.com, commencing at 7:00PM.**

**PRESENT:** Joseph P. Tursi, Mayor  
**(In Person)** Bernadette Tarantino, Trustee  
Bonnie O’Blenis, Trustee  
Thomas Conklin, DPW Superintendent

**PRESENT:** Terry Rice, Village Attorney (left early)  
**(Online)** Eve Mancuso, Village Engineer  
Garrett Durland, Seely & Durland

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

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The Hon. Mayor Joseph Tursi called meeting to order. DPW Supt. Conklin led in the Salute to the Flag.

**Minutes of the 3/23/2021 Board Meeting - Approved by Village Board.**

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

**Minutes of the 4/5/2021 Annual Organizational Meeting - Approved by Village Board.**

Ayes: Mayor Tursi & Trustee Tarantino  
Noes: None  
Abstention: Trustee O’Blenis (absent from meeting)

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

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

**Police Commissioner’s Report** – Mayor Tursi reported that Ramapo Police Chief Weidel was present at the Annual Organizational Meeting on 4/5/2021 and presented information regarding number of calls in the Village, times that Officers were present in the Village, and their activity.

- Trustee Tarantino stated there has been police visibility on Terrace Avenue.
- Trustee O’Blenis stated that police visibility on the west side of Route 17 has increased.

**Village Insurance – Renewal Policies: 4/15/2021 – 4/15/2022 - Garrett Durland, Seely & Durland Insurance**

Garrett Durland expressed his appreciation for the opportunity to address the Village Board online.

**Municipal Comp. Alliance - Two Workers’ Compensation Policies –**

- Hillburn Fire Department Policy – (3/1/2021–12/31/2021\*) - The change in insurance carriers from The State Insurance Fund to Comp. Alliance resulted in an approximate 30% premium reduction for the (short-term period\*).
- Village Employees Policy – (1/01/2020–12/31/2022) – The pending claim will be removed as of 1/1/2022, resulting in the reduction of the premium.

**Selective Insurance** – Commercial & Village Officials Renewal Policies (4/15/2021 – 4/15/2022) – Proposals from Selective were approved at the 4/5/2021 Annual Organizational Meeting. Minimal increases from last year: Commercial Policy increased 1% and the Public Officials Policy increased 1.2%.

- Mr. Durland reviewed additional coverage the Village may want to consider, including Cyber Liability and Pollution Liability. Mayor Tursi will schedule a meeting to discuss these coverages.
- Attorney Rice stated he would like confirmation that U.S. Code § 1983 is included in the coverage.
- Mr. Durland stated there is no exclusions in the policy for this coverage. He requested Attorney Rice send him an email regarding his concern and he will contact the underwriter.

Mayor Tursi thanked Mr. Durland for his hard work and due diligence on behalf of the Village.

**Village Water System**

- SUEZ Water New York Billing:** Bill of 4/7/2021: \$65,084.81 – Period Covered: 3/5/2021-4/7/2021 (Current Charges: \$13,749.78, Previous Balance (COW): \$51,335.03.
- Mayor Tursi stated that the repair of water leaks has lowered the consumption. However, additional charges, including COW and Make Whole Surcharge need further explanation by SUEZ.
- DPW Supt. Conklin stated that Northeast Leak Detection will be scheduled to survey the west side of Route 17 for water leaks.

**DPW Report - DPW Supt. Conklin**

**2021 Road Repavement** – Supt. Conklin met with Cavelle Hacker of Tilcon New York to review proposed streets to be repaved.

**Veterans Park Pond** – Supt. Conklin had sent pictures of the pond to Princeton Hydro, who will provide a proposal for treatment.

-The spray in the pond will be turned on tomorrow.

**Hillburn Clean-Up Date/Keep Rockland Beautiful** – 4/24/2021 (Rain Date: 5/5/2021) – Supt. Conklin stated that McDonald’s is donating vouchers to be distributed to volunteers.

**Village Municipal Building** – 3/29/2021 Proposal - On-Time Contracting – Gutters/Soffits, etc.: \$7,500.00.

Mayor Tursi requested Supt. Conklin obtain two additional quotes.

**Village Sign** – Supt. Conklin received a quote from Alpha Graphics for an LED Sign: \$21,000.00. Tabled by Board.

**4<sup>th</sup> St. Thruway Bridge Curbing** – Supt. Conklin met with Village Engineer Mancuso regarding proposals.

**Purchase of Flags (Telephone Poles along Memorial Day Parade Route)** - A quote for new flags and aluminum poles will be obtained from Gates Flag & Banner.

**New F-550** –An email was received from Louann Cimino of Genesee Valley Ford advising that the estimated delivery would be early August. The Village Board’s decision to accept the quote from Genesee Valley Ford was based on their projected delivery date of April/May 2021. Supt. Conklin phoned Ms. Cimino who stated it would be much sooner.

Tropical Storm Isaias – Public Assistance - NYS Dept. of Homeland Security & Emer. Services (DHSES) – The Village Clerk reported that notification has been received from FEMA that the Public Assistance Grant Request has been submitted to the Consolidate Resource Center

**Public Hearing – 2021-2022 Tentative Budget**

Mayor Tursi read the Notice of Public Hearing that was duly published and posted. The Tentative 2021-2022 Budget is posted on the Village's website.

Mayor Tursi reviewed the 2021-2022 Tentative General Fund Budget, pointing out changes from last year's budget. Tentative 2021-2022 Tax Rate: \$4.70/\$100 valuation (5.86% increase over 2020-2021 Budget: 4.44/\$100 valuation). Factors attributed to the need for the increase include decreases in revenues.

Mayor Tursi reported on the 2021-2022 Tentative Water Fund Budget and the rise in expenditures, due to the escalating cost of purchasing water from SUEZ Water New York.

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

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

Ayes: Mayor Tursi, Trustees Tarantino & O'Brien

Noes: None

**H.F.D. Report – Chief Shane Starr not present:**

Purchase of Radios – RE: Motorola Solutions – Outstanding Invoice #16075248: \$1,072.50 – It was determined that Purchase Order #1933 was issued for this purchase on 9/6/2019, and HFD Chief Starr has confirmed that the radios were received. Subsequently, ratification of the purchase and payment of the invoice is needed. **Approved by Village Board.**

Ayes: Mayor Tursi, Trustees Tarantino & O'Brien

Noes: None

-Purchase of Generators Approved 12/15/2020 – As requested by Chief Starr, a letter has been sent to Liberty Small Engine, LLC to formally cancel the two generators ordered under Purchase Order #2036.

-HFD Service Award Program – The 2020 Data Request has been completed and forms were supplied to Penflex, Inc.

-Purchase of UTV – As approved by the Board on 3/23/2021, Purchase Order #2054 was issued to Teixeira's Polaris, in the amount of \$28,491.92, for the purchase of a 2021 Ranger Crew UTV.

-5-Quad – Tires dry-rotted. An estimate was received from Mahwah Tire, Inc. on 4/6/2021 for (4) Tires: \$2,345.20. Purchase Order #2057 was issued on 4/6/2021. **Ratified by Village Board.**

Ayes: Mayor Tursi, Trustees Tarantino & O'Brien

Noes: None

-Comp. Alliance – 3/31/2021 Fire Safety Webinar – The HFD Chief, Village Clerk-Treasurer and Asst. Clerk-Treasurer attended the webinar. A copy of the webinar has been provided by Comp. alliance and will be presented to the HFD Members.

-RBC Wealth Management: LOSAP – Portfolio Focus Account Statement (March 2021).

**SAM Capital Funding Grant Application** – Funding Application: Purchase of ~~\*Scott Air Packs~~ and Back Hoe – (\*Scott Air Packs purchased with alternate funding. Item on Application to be revised) – The Clerk-Treasurer sent an email to a representative at the Ways and Means Committee requesting the status of the application and information on how to revise the application.

**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.

-Annual Upgrade - Locations for the (4) free LED upgrades: area of 33 Terrace Ave., corner of Suffern Rd & Lake Ave., corner of Lake Ave. & Fifth St., and on Mountain Ave. To date, approx. 50% of streetlights have been upgraded to LED.

-Supt. Conklin will make an inspection to determine if O & R repaired/replaced the reported malfunctioning streetlights.

**2021 Repavement Project** –

-Mayor Tursi read the CHIPS Apportionments stated on the 3/16/2021 notice from the NYS DOT.

-Engineer Mancuso reported that she had met with DPW Supt. Conklin on Friday, 3/26/2021 to inspect the 4<sup>th</sup> Street bridge curbing. Specifications will be prepared by the Village Engineer and sent to concrete contractors.

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

2020 MS-4 Annual Report – The gathering of required information will commence soon.

Veterans Memorial Park Pond – Mayor Tursi and Engineer Mancuso met and discussed options for reintroducing water outfall and sealing the pond to retain water. Matter will be discussed with Supt. Conklin.

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

Attorney Rice stated he had nothing to report.

**User Fees** – Mayor Tursi requested Attorney Rice to review several possible amendments, including establishing filing fees for Building Permit Applications, charging re-inspection fees for Building Permits, and increasing Fire Permit fees.

**Emergency Preparedness Plan** – (Filing date: April 1, 2021) –

A MOTION was made by Trustee Tarantino and seconded by Trustee O'Brien to ratify the adoption of the Emergency Preparedness Plan as completed and signed by Mayor Tursi on 3/31/2021.

Ayes: Mayor Tursi, Trustees Tarantino & O'Brien

Noes: None

**Personnel Manual** – Manual is to be updated to include COVID-19 protocol.

**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 working with the Village Assessor and stated this item does not need to be on the Agenda.

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

Proposed Revisions to the Zoning Local Law – A Zoom meeting was held with Mayor Tursi, Village Attorney, Building/Fire Inspector and Bonnie Franson. Proposed revisions are moving forward.

Attorney Rice was excused from meeting.

**2021 Assessment Roll** - Village Assessor Scott Shedler finalized 2021 Assessment Roll on 4/1/2021.

**\$125,000 BAN – Dated 1/14/2021 (DPW Vehicle, DPW Pre-Fab Garage & Misc. Office Equipment)**

-A Financial Report at 4/13/2021 was supplied.

-Purchase of Ford F-550 XL 4WD Diesel Truck w/ 11' Dump Body (Genesee Valley Ford \$54,730.00. Estimated Delivery: April/May 2021) Reported under DPW Supt.'s Report.

-DPW Pre-Fab Garage – No further report.

-Misc. Office Equipment – Protected Harbor - Invoice #18646: \$5,550.00 (installation of (4) Laptop Computers, Monitors & Keyboards on 3/26/2021)

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

-No change to Financial Report of 3/23/2021.

**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). Tabled

-Proposal for Laser fiche – Tabled.

**Zoning Board of Appeals** – Two new members were appointed at the 4/5/2021 Annual Organizational Meeting: Larry Winter (unexpired 5 year term ending April 2023) and Patricia Osterhoudt (5 year term ending April 2026).

**Planning Board** – Glenn Kivitisky was reappointed to serve on the Planning Board at the 4/5/2021 Annual Organizational Meeting (5 year term ending April 2026).

**Building/Fire Inspector's Report** – Building/Fire Inspector Gordon not present.

-The Village Board acknowledged receipt of copies of various correspondence from the Building/Fire Inspector and Asst. Building Inspector.

-**RE: Violations of Bulk Trash Schedule** – It was the consensus of the Village Board that when bulk trash is placed at curbside in noncompliance to the collection schedule, the Building/Fire Inspector and Asst. Building Inspector be authorized to place a letter on the premises allowing 48 hours for removal.

**Senior Citizens Organization** - President Diana DeGroat – No report.

**Recreation** – Trustee Tarantino reported on the Easter Egg Hunt held on Saturday, 4/3/2021 at Veterans Memorial Park. Approximately 50-75 children attended and had a great time. Many thanks to Kathleen Lyons for donating prizes.

**Escrow** – No change to Status of Escrow Accounts Report of 3/23/21.

**Hillburn Sewer Committee (Hillburn Village Board)** - No report.

**Public Comments** – None

**Purchase of Smart TV for Meeting Room** – P.O. #2060 - Vizio 43" V-Series, with TV Mount and 4 Year Protection Plan: \$344.67.

Funding: Verizon Franchise Media Grant. **Ratified by Village Board.**

Ayes: Mayor Tursi, Trustees Tarantino & O'Blenis

Noes: None

**Rockland Municipal Planning Federation**– 2021 Annual Membership Dues: \$100.00. **Approved by Board.**

Ayes: Mayor Tursi, Trustees Tarantino & O'Blenis

Noes: None

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

-National Stormwater Center – Certified Stormwater Inspector Municipal Training Classes – Engineer Mancuso reported Brooker Engineering has certified Inspectors.

-O & R – RE: Need to check for Excavator Certification.

-RC Health Dept. – 2021 Summer Camp Application (The Village will not be holding Summer Camp in 2021)

-NYCOM – 4/15/2021 Webinar - New York's Marijuana Legalization: "What Does it Mean for Local Governments"

-Town of Clarkstown - Notice of 4/20/2021 Public Hearing – Local Law Amending the Zoning Map.

-RC Health Dept. – Notices regarding the availability of sites to register for the COVID-19 vaccination.

**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 O'Blenis and seconded by Trustee Tarantino to adjourn the meeting at 8:20PM.

Ayes: Mayor Tursi, Trustees Tarantino & O'Blenis

Noes: None