

VILLAGE OF HILLBURN
Board of Trustees Meeting
Tuesday, October 25, 2022 – 7:00PM

MINUTES OF THE BOARD OF TRUSTEES MEETING held on Tuesday, October 25, 2022, in the Municipal Meeting Room, 31 Mountain Avenue, Hillburn, New York 10931, commencing at 7:00PM.

PRESENT: Joseph P. Tursi, Mayor
Bernadette Tarantino, Trustee
David H. McNally, Trustee (arrived at 7:50PM)
Terry Rice, Village Attorney (online)
Eve Mancuso, Village Engineer
Thomas Conklin, DPW Superintendent

Also present: Mary Boone, Asst. Clerk-Treasurer

RECORDER OF MINUTES: Parquiris De Leon, Deputy Treasurer

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The Hon. Mayor Joseph P. Tursi called meeting to order. Suffern Central High School student Ceira Cuomo led in the Salute to the Flag.

On behalf of the Village Board, Mayor Tursi sent his condolences and offered all of the best wishes to Robin G. Miele, Clerk-Treasurer, who lost her mother last week.

Minutes of the 10/11/2022 Meeting - Approved by Village Board.

Ayes: Mayor Tursi and Trustee Tarantino
Noes: None

Street & Water Commissioners' Reports – Approved by Village Board.

Ayes: Mayor Tursi and Trustee Tarantino
Noes: None

Auditor's Report – FYE 5/31/22 – Berard & Associates CPA's P.C.

Donalee Berard presented a summary of the FYE 5/31/22 audit to the Village Board outlining key points of the audit. Ms. Berard narrated the report:

- New this year, LOSAP was added to the general fund.
- The Statements of Revenues and Expenditures reflect positive balances.
- The Village of Hillburn is in sound financial shape, in accordance with the Y/E 5/31/22 Audit.
- The Water Fund has improved. The repairs' effectiveness helped reduce the loss of water, and the fund is being considered profitable.
- Ms. Berard thanked the Village staff for all their help.
- The Village Board thanked Ms. Berard and the staff from Berard & Assoc. for the preparation and presentation of the Audit for FYE 5/31/2022.

Police Commissioner's Report –

- Mayor Tursi reported on the ongoing investigation from the Ramapo Police Dept. pertaining to gunshots fired within the Village. Apprehension is unknown – the investigation is still ongoing.

Village Water System

- Williamson Law Book Company – Annual Water Billing Software (11/1/22 through 10/31/23): \$1,158.00.

(Agreement and Payment approved by Village Board)

Ayes: Mayor Tursi and Trustee Tarantino
Noes: None

DPW Report - DPW Supt. Conklin

- 2021 Ford F-550 Recall Notice –The part was available, and it was repaired today, 10/25/22.

- Youth Center – Gutter soffits are rotted. Proposal received from On-Time Contracting. Cost: \$ 4,800.00 (estimate)

This includes the removal of work-related debris. The work will begin in the next few weeks.

Approved by Village Board.

Ayes: Mayor Tursi and Trustee Tarantino
Noes: None

- Emergency Resurfacing Upper End of Sixth Street Road to the Tank- The overlay for a 2-inch cap, 800 feet long and 1500 feet wide, road repair is necessary. Asst. Clerk-Treasurer questioned if this project would be near the 6th St. culvert. Supt. Conklin replied that the work is above it.

With the construction materials prices rising and winter weather approaching, Supt. Conklin advised it is urgent to get it repaired. Two proposals were received: Tilcon: \$ 29,710.40 D&R Paving, LLC: \$26,400.00

Trustee Tarantino asked if three bids are required. Supt. Conklin stated that Tilcon participates with the Town's Shared services and that D&R Paving, LLC was very responsive. Supt. Conklin requested the third quote from another company, but they have not responded.

Village Attorney Rice stated that three proposals were requested. Even though only two responded and since it is under the bid requirements, the Village Board can move forward with the project. Mayor Tursi stated that if the Board does not act soon, the road could get worse making it unsafe for drivers.

Asst. Clerk-Treasurer asked, how the job would be funded. RE: 2022 CHIPS Program- Approximately \$15,000.00 will be available after the 2022 Curb & Sidewalk Improvements and Engineer services.

The D&R Paving, LLC – Quote: 26,400.00 – Was Approved by Village Board.

Ayes: Mayor Tursi and Trustee Tarantino
Noes: None

Funding: 2022 CHIPS Program and General Fund

Board of Elections- (Notice was given to DPW Supt.): General Election Tuesday, Nov.8th, 2022- Hillburn Community Center, 37 Fifth Street, the poll site opened at 5:30 AM and closed at 9:30 PM; Voting Machine Delivery/Pickup Del:11/4/22 and Pickup:11/14/22

Seminar for Water & Wastewater Operators & Professional Engineers- Supt. Conklin, Thur., 11/10/22 (From 8AM-2PM)
Credit for water license \$40.00 (approved by Village Board)

Mosquito Control Survey Conducted at 43 Terrace Ave by Rockland County Health Department – On 7/20/22 and failed, Supt. Conklin reported that a follow-up inspection was performed on 10/25/22, and it passed.

H.F.D. Report – Chief Irving Strysko not present

-Proposal to apply for 2022 Volunteer Fire Assistance (VFA) Grant Application- forestry grant application submitted by Asst. Chief Nelson Scott on 10/25/2022 deadline 11/15/22

Item:	Milwaukee chainsaw case (1Qty.)	\$79.00
	Milwaukee light tower with charger carrying bag and 1-8ah battery (2Qty. @599.00ea.)	\$1,198.00
	Milwaukee chainsaw chains 3pack (1Qty.)	\$73.99
	Milwaukee chainsaw with 2-12ah batteries (1Qty.)	\$739.00
	Milwaukee Sawzall & search light combo kit with two 6ah batteries (1Qty.)	\$649.00
	Milwaukee 12 volt vehicle charger (2Qty. @129.00)	\$258.00
	Milwaukee hand search light no batteries included (2Qty. @129.00)	\$258.00
	Milwaukee batteries 1-12ah & 1-8ah (1Qty.)	\$429.00

Total: 3,683.99 Village share to match 50/50 of the amount awarded. **Approved by Village Board.**

-LOSAP – RBC Wealth Mgmt September 2022 Report received.

-Proposals for Urgent Care and HFD Physicals – Proposal from Partners in Safety received 10/13/22 (presently provides Random Drug Screening for Village DPW) 2022 Prices:

Physical Examination for 25 members

Electrocardiogram:	\$38.00 over 40 years of age must have
Audiometry:	\$33.00
Pulmonary Function Test:	\$33.00
Quantitative/Qualitative Fit Test:	\$43.00
Hepatitis B (Series of 3):	\$125.00 per injection *optional
TB Skin Test (PPD):	\$25.00
Chest X-Ray:	\$85.00

Laboratory Fees:

CBC/Chemistry Screen:	\$50.00
PSA:	\$38.00
Hepatitis B Titer:	\$42.00

Only items required for HFD Physical were authorized.

Approved by Village Board.

Status on Grant Applications:

-2022 CREST Grant Application Sponsored by Senator Elijah Reichlin-Melnick's Office – approved by Village Board to file letter of intent – Replacement of the 1998 garbage truck & Pre-Fab Building

-SAM Grant #24626 - Sponsored by Assemblyman Lawler's Office – Pre-Fab Building and Back Hoe –Reimbursement, in the amount of \$75,500.00 for the Back Hoe purchase was received.

-SAM Grant #24595 - Sponsored by Senator Elijah Reichlin-Melnick's Office – Veterans Memorial Park Pond Restoration (reported under Village Engineer's Report)

-Tropical Storm Isaias – FEMA - DR 4567 – Cat Z – Administration - Payment expected by November 2022.

-Hurricane IDA – FEMA – DR 4615 –Proposed Projects: -RE: 6th St. Culvert and Suffern Road Water Main Armoring. Mayor Tursi signed the P-4 form as work is in progress.

-DR-4480 COVID-19 Pandemic Hazard Mitigation Grant Pro. (HMGP) – Application filed 6/1/2022 – Additional information supplied 9/23/2022 - Project: Purchase of 4 Standby Power Generators for 4 Village owned buildings – No further report.

-NYS Archives – Local Records Management Improvement Fund (LGRMIF) Grant – NYS Archives Grants Administration has advised that final approvals are anticipated in early fall.

-Corona Virus State & Local Fiscal Recovery Funds (SLFRF) – \$100,820.01 - Project: “Veterans Memorial Park Pond Restoration” – Current expenditures at this date total \$3,902.75.

Village Engineer's Report – Engineer Mancuso reported

- Allied Drilling, Inc. – They were authorized to proceed, and have an executed contract. They obtained the Health Permit that was required. Allied Drilling, Inc. could begin as soon as next week. No firm date is scheduled.

- 4th St. Thruway Bridge Curbing & Sidewalks – Misc. sidewalk slab replacement.

On 10/26/22, a pre-construction meeting is scheduled, at the DPW garage, since Eve Mancuso is schedule to be on vacation Friday – Tuesday.

If they provide all necessary documents by Friday, 10/28. They may start Monday, 10/31.

-Gregory Imam from Orange & Rockland – reached out to Eve Mancuso. They want to reinforce the riprap up along the main towers that is around the pump. These towers provide power in the village. This is maintenance of an existing tower for more storm resistance.

Eve Mancuso questioned what would the Village Board need from them. She stated that Sloatsburg had the same job performed. She was asked to look at the plans and keep an eye on the project.

It is not within the Village jurisdiction as it is a utility maintenance. Eve Mancuso will supply the pole numbers that would be encompassed. Mayor Tursi requested that if they could keep the truck's traffic out of the Village. Eve Mancuso will check all access staging that would impact the Village.

-Pre-Fab Building – Water in not needed, just electricity and since steel is very expensive, masonry blocking would make it easier to build with a shingled roof. Heating would be infrared. Slabs, and demolishing would be involved. Eve Mancuso will continue to explore options. Limited contractors are involved with steel building.

Claims filed by Brooker Engineering:

- Jungme Kim Escrow - B/P#072022 – Inv. #164147 – \$550.50 – Approved by Village Board
 - Veterans Memorial Park Pond – Inv. #164148 – \$1,566.75 (Funding: SLFRF) – Approved by Village Board
 - 6th St. Culvert – Inv. #164149 - \$819.00 (Funding: General - Pending FEMA Approval) – Approved by Village Board
 - 2022 Curb & Sidewalk Improvements – Inv. #164150 - \$500.50 (Funding: CHIPs) – Approved by Village Board
- Ayes: Mayor Tursi and Trustee Tarantino
Noes: None

Village Attorney’s Report – Village Attorney Terry Rice reported

-He wanted to express his condolences to Robin G. Miele, Clerk-Treasurer, sorry for her lost.
-Draft of Local Law for Amendment of Zoning Law & Comprehensive Plan – Attorney Rice reported that at the last meeting, the Board authorized the revision to go to the Rockland County Planning Department. The GML report is pending, and once received, a Public Hearing can be set.

-Dwaine C. Perry vs. Village of Hillburn et al – Notice of Claim (Undated) Received 10/11/2022 – Notice of Claim was received and referred to the insurance carrier. They appointed counsel to conduct the 50-h, which is the disposition that a municipality is entitled to take after a notice of claim has been filed and before an action can be commence. Secondly, his attorney wrote a letter asking for accommodation under the Americans with Disabilities Act. Attorney Rice drafted a letter responding that disability has not been proven or any prior accommodations requested. As discussed with the Mayor, Mr. Perry is allowed to park on the street unless there is a snowstorm.

Draft Local Law – RE: Maximum Weight of Garbage/Refuse Receptacles – Remains tabled.

Satori Energy – Elec. Contract (Current Contract exp. 12/15/22) – Constellation is the supply provider delivered by Satori Energy. Three different electric pricing received from Satori Energy.
12 months (Rate \$0.13160 and Annual Contract Expense \$21.239) 24 months (Rate \$0.12302 and Annual Contract Expense \$19.854) and **36 months (Rate \$0.12125 and Annual Contract Expense \$19.569)**
(The 36 months contract approved by Village Board)
Ayes: Mayor Tursi and Trustee Tarantino
Noes: None

LED Lighting in Municipal Building/Courthouse -- Mayor Tursi stated he texted Carlos today, 10/25, and will have an update tomorrow when the project will start.

\$125,000 BAN – Dated 1/14/2021 (DPW Vehicle, DPW Pre-Fab Garage & Misc. Office Equipment) – Financial Report dated 10/25/2022.

Various Capital Improvements (In accordance with 9/1/16 BAN) – Quote: 10/19/2022 General Code (Payment Pending) \$7000.00 on Financial Report dated 10/25/2022.

Insurance –
-2008 Ford – 4/20/2022 Accident – Salvage Examination/Title Application with NYS DMV – Filed with DMV.
-2016 Ford F-550 – 6/7/2022 Accident –RE: Truck Rental from U-Haul – Claim for reimbursement of rental cost was filed with Selective Insurance.
-5-CFR Fire Truck - 7/20/2022 Accident – Truck is scheduled to be taken for repair by Valtek on today,10/25/2022.

Trustee McNally arrived at Meeting

2023 Village Election – 3/21/2023

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

WHEREAS, the next general election for officers will be held on Tuesday, March 21, 2023, 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 21, 2023 for the following term:

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
David H. McNally, Trustee**

Noes: None

RESOLUTION was unanimously adopted.

Village Website - Updates are still being made.

Zoning Board of Appeals – Appointment of a member to the ZBA is needed. Mayor Tursi stated he may have a potential member.

Planning Board – Canceled: 10/26/2022 due to a webinar being held for members.
Appointment of a new member is needed.

Building/Fire Inspector's Report

-The Village Board acknowledged receipt of copies of correspondence from the Bldg/Fire Inspector.

Escrow – A Status of Escrow Accounts Report dated 10/25/2022 was supplied.

Senior Citizens –The Hillburn Senior Citizens requested the sum of \$300.00 for Holiday Party held on 12/2/22 and Electric 12-cup coffee pot \$40.00 (estimated) and New ornaments for the Village Holiday Tree \$75.00(estimated)

(Approved by Village Board)

Ayes: Mayor Tursi, Trustees Tarantino & McNally

Noes: None

Recreation – The Village Board acknowledged receipt of the 10/17/22 Correspondence from Max McClintock. A meeting will be scheduled to inquire about the cost, insurance, discounts that will be offered to Hillburn residents, etc. that will be involved.

Fall Festival – 10/22/2022, from 2:00PM to 8:00PM – 5th Street Recreation Field –

Mayor Tursi thanked Mayor Deputy/Trustee Tarantino for organizing everything for the Fall Festival in such a short time. It was well attended and a beautiful day. Attendance included Senator Elijah Reichlin-Melnick, the Police Department, Salomone, Knight of Columbus. Thank you letters will be sent out.

Deputy Mayor Tarantino also thanked the DPW, Office Staff and Fire Department. The 50/50 Raffle: \$151.00 was donated to the Hillburn Scholarship Committee, and \$151.00 went to the winner.

2022 Interfaith Thanksgiving Service – Tuesday, 11/22/2022 Planning Meeting Scheduled, 11/2/22, at 5:30PM

Public Comments – Tanya Cirincione, President of the Hillburn Ladies Auxiliary, requested a donation of \$100.00 for the Halloween Parade. The Ladies Auxiliary and Fire Department also donate \$100 each. The check will be payable to Yvonne Van Dunk, Ladies Auxiliary Member because she will be purchasing the desserts (donuts, hot chocolate, etc.)

(Approved by Board)

Ayes: Mayor Tursi, Trustees Tarantino & McNally

Noes: None

Requests for Use of Village Buildings – None

Correspondence - The Village Board acknowledged receipt of correspondences, regulars and emails were supplied.

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

Ayes: Mayor Tursi, Trustees Tarantino & McNally

Noes: None

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

Upcoming Village Board Meetings: 11/15/2022 and 12/13/2022 - 7:00PM

A MOTION was made by Trustee Tarantino and seconded by Trustee McNally to adjourn the meeting at 8:01PM.

Ayes: Mayor Tursi, Trustees Tarantino & McNally

Noes: None