

VILLAGE OF HILLBURN
Board of Trustees Meeting
Tuesday, October 13, 2020 – 7:00PM

MINUTES OF THE BOARD OF TRUSTEES MEETING held on Tuesday, October 13, 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. Clarissa Stadnick of Berard & Associates CPAs P.C. (Village Auditor) led in the Salute to the Flag.

Minutes of the 9/8/20 Meeting and 9/21/20 Organizational 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

Auditor’s Report – FYE 5/31/20 – Auditor Berard & Associates CPA’s P.C.

Representatives of Berard & Assoc. Present: Donalee Berard and Clarissa Stadnick

- The Village Board was in receipt of copies of the Auditor’s Report for FYE 5/31/20. Ms. Stadnick summarized the report:
- The Statements of Revenues and Expenditures reflect positive balances. Key factors leading to the reduction in expenditures include: In-house Garbage collection services, and a decrease in hospitalization insurance.
 - The Village of Hillburn is in sound financial shape, in accordance with the Y/E 5/31/20 Audit.
 - The Management Letters were reviewed. The comments and recommendations are being implemented.
 - GASB 84 – RE: Fiduciary Activities (Effective for FYE May 31, 2021) - A review of the Village’s Trust & Agency Fund is recommended.
 - A discussion was held regarding the Water Fund and the status of the Village’s water system.
 - Mayor Tursi stated he would like to schedule a meeting with the Auditors.
 - The Village Board thanked Ms. Stadnick and Ms. Berard for their work on behalf of the Village of Hillburn.

Berard & Assoc. - Invoice #2976 – Professional Services Rendered - Audit for FYE 5/31/2020: \$22,253.60 Approved by Village Board.

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

Police Commissioner’s Report – Mayor Tursi reported the Village is quiet.

-Town of Ramapo Dog Control Service – Invoice #DOGH000037 (January-September 2020): \$770.00 **Approved by Village Board.**

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

DPW Report - DPW Supt. Conklin reported:

- RE: 53 Rockland Ave. - Complaint Received from HFD Chief** – Vehicles Parked on Street blocking access for emergency vehicles – Supt. Conklin reviewed the issue with HFD Chief Starr and recommended that one side of each of the roadways in the area of 3rd Street/Rockland Avenue, be designated as “No Parking This Side”.
- Attorney Rice requested DPW Supt. Conklin to supply the location detail and he will prepare the Resolution.

Replacement of Faded Stop Signs – Two proposals were received as follows:

- 09/18/20 Quote - Traffic Safety Ser. - 30”x30” Stop Sign: \$43.75 each
- 10/13/20 Quote - Glenco Supply, Inc. - 30”x30” Stop Sign: \$33.00 each

A MOTION was made by Trustee O’Blenis and seconded by Trustee Tarantino to accept the quote from Glenco Supply, Inc. and to authorize an expenditure of \$495.00 for the purchase of 15 Stop Signs at \$33.00 each.

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

Flushing of Hydrants – Scheduled for Oct. 27th, 28th and 29th, between 9:00AM and 3:00PM. Notice will be posted.
Trees – Supt. Conklin will be meeting with Perfect Cut on Thursday, 10/15/2020 to inspect trees on 1st Street, Boulder Avenue, Veterans Memorial Park and Ramapo Avenue.

Loose Leaf Pick-Up – Commences this week and will continue until 12/15/2020.

Personnel –

Andrew Strysko - 9/28/29 written resignation from his position as DPW Laborer, effective 10/9/2020. The Village Board accepted the resignation and, along with DPW Supt. Conklin, stated their appreciation for serving the Village of Hillburn and wish him success in his future endeavors.

Fred Edwards will be returning to serve on the DPW, on a contractual basis in accordance with the Contract Agreement for Personal Services dated 7/3/2019, and modified on 12/12/2019.

Garbage Truck –

- New Tires - Supt. Conklin stated he is obtaining quotes.
- Ejection Cylinder – 9/8/2020 Estimate #0937 from Sanitation Equipment Corp. in the amount of \$4,272.00 (tabled).

Water

-Leak Detection Service – Supt. Conklin reported he had received a verbal quote from George Walter of Northeast Water Technology as follows: \$975.00 per full day; \$575.00 per ½ day.

A MOTION was made by Trustee Tarantino and seconded by Trustee O’Blenis to accept the quote from George Walter of Northeast Water Technology, to perform a water leak detection service at the cost of \$975.00: One Full Day, subject to receipt of a formal written proposal.

Ayes: Mayor Tursi, Trustees Tarantino & O’Blenis

Noes: None

-10/8/2020 Water Main Break – Area of 199 Route 17 – Supt. Conklin reported that there was another break in the 1” line. Several leaks have occurred on this line and sections of the pipe have been replaced.

-Habitat for Humanity – 9/14/20 Request Water Service at 32 Second Street – DPW Supt. stated the service was completed on 9/29/2020.

A MOTION was made by Trustee Tarantino and seconded by Trustee O’Blenis to waive the fees associated with the 9/14/20 Request for Water Service filed by Habitat for Humanity.

Ayes: Mayor Tursi, Trustees Tarantino & O’Blenis

Noes: None

-SUEZ Water New York – 9/14/2020 Email – RE: Notification that SUEZ water systems continue to be well below the new Standards set by NYS for chemicals in drinking water.

-RE: Complaints Received Regarding Trash – DPW Supt. Conklin reported that the issues regarding trash scattered in area of 193 Route 17 and extreme amount of trash placed at curbside from Brandt Road, have been rectified.

-New DPW Vehicle – Application to Enroll as a General Motors Qualified Fleet User has been submitted. Supt. Conklin stated that he will obtain a quote from All American Ford.

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

RE: 2020 Repavement Project – Cavaliere is scheduled to commence milling the specified roadways tomorrow, 10/14/2020. Tilcon is scheduled to commence paving on Tuesday, 10/20/2020.

H.F.D. Report – Chief Shane Starr

-Purchase of Turn-Out Gear - Quote from Hi-Tech: \$2,700.21 (Approved 9/8/2020) – Purchase is on hold pending receipt of an updated quote.

-Quotes for Scott Air Tanks – Tabled for discussion under Hillburn Sewer Committee.

-Accident on NYS Thruway - The H.F.D. recently responded to a serious car accident on the NYS Thruway, requiring extrication.

-Firematic Supply Co., Inc. - Emergency Repairs to 5-CFR - Inv. #INHV004762: \$375.00 and Inv. #INHV004775: \$3,073.03. **Approved by Village Board.**

Ayes: Mayor Tursi, Trustees Tarantino & O’Blenis

Noes: None

-Alternate Truck Repair Company – Chief Starr stated that he would like to set up an account with a truck repair company used by the Sloatsburg Fire Department: New Jersey Emergency Vehicles (Division of P.L. Custom Body and Equipment co., Inc.). Repairs can be made at the Hillburn Firehouse, saving the Village travel time and mileage on truck. (Approved by Village Board).

-5-Quad has a water leak. (NJEV will be contacted, when account is set up).

-Printer Used for HFD – Ink is needed. (Approved by Village Board)

-H.F.D. Driver’s List – Chief Starr requested that Vincent Skokos be added to the HFD Driver’s List, subject to Driving Record clearance by the Village’s insurance company. **Approved by Village Board.**

Ayes: Mayor Tursi, Trustees Tarantino & O’Blenis

Noes: None

-HFD Membership – Chief Starr stated he has been supplied with the list of active HFD members that is on file and he will update same.

-Cascade System Repair – Request for authorization to contact Haight Fire Equip. (Approved by Village Board)

-RBC Wealth Mgmt -Portfolio Focus Account Statement (September 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.

-Chief Starr reported the grants will be awarded on 10/15/20.

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.

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:

–The Clerk-Treasurer confirmed that Check #1044 was received on 10/1/20 in the amount of \$5,196.36, representing the balance of Hillburn’s grant funds under Round 12. All balances and pending claims will be submitted for reimbursement under the Mapping Grant - Round 15.

MS-4 Mapping Grant – Round 15 – Funding for Hillburn: Total: \$10,879 (Village Match: \$3,379 + Actual Grant Funds: \$7,500).

RE: 2020 Repavement Project – Project Funding: CHIPS - DPW Supt. Conklin will mark the perimeters for milling by Cavaliere Industries. One inspector from Brooker Engineering will be on site during paving phase to collect tickets.

Village Attorney's Report – Attorney Rice reported:

-Introductory Local Law No. 3, 2020 – To Amend Section 43-13(A) of the Village Code Adopting the LGS-1 Retention and Disposition Schedule for Public Records. The Village Board was in receipt of the Introductory Local Law. A Public Hearing was scheduled for Tuesday, October 27, 2020 at 7:15PM.

Cablevision Franchise Fee Audit – The Village Board and Village Attorney acknowledged receipt of Check #5084786 from Altice, received today 10/13/2020, in the amount of \$6,000.00, in accordance with the Settlement Agreement.

RE: Proposed Amendment to the Cable Franchise Renewal Agreement between the Village of Hillburn and Cablevision – Tabled by Village Board

Hillburn vs. Noved/Nicholas Cianciuruso, et. al – **RE: Status of 5/28/20 Order signed by Judge Eisenpress: Reimbursement of Village Expenses in the amount of \$127,276.52** - Attorney Rice summarized the status:

- 7/6/2020 \$46,000.00 (representing 36% of the total due) was received.
- 7/8/2020, Judge Eisenpress instructed the defendants to provide a proposed payment schedule for the balance within 72 hours.
- 9/18/2020 email received from the Defendants' Attorney proposing payment of the sum of \$500.00 per month. Attorney Rice responded that the payment schedule was not acceptable.
- 10/2/2020, Mr. Cianciaruso hand-delivered a check #2059 in the amount of \$500.00 to the Village Office.
- 10/7/2020, as directed by Attorney Rice, the check was returned to Mr. Cianciaruso by the Village Clerk-Treasurer with a cover letter advising that the payment amount is not in compliance with the order signed by Judge Eisenpress on 5/28/20.

Attorney Rice has moved for a Summary Judgement.

Soil Testing – Testing results exceeded limitations for contaminants. Judge Eisenpress has directed the consultant to prepare a remediation plan.

-8/24/2020 Claim filed by Nelson Pope & Voorhis – RE: Creelman Road Soil Testing: \$150.00. Attorney Rice stated that it has not yet been determined if this claim could be reimbursable through the required escrow held by Rockland County. Payment of claim was **Approved by Village Board.**

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

RE: Pending Claim filed 5/29/2020 – Terry Rice – Village of Hillburn v. Cianciaruso

(Tabled at 6/16/2020 and 7/14/2020 Board Meetings)

-Inv. #550 – Legal Services - Litigation (Other than Contempt Hearings) \$11,745.00 (No action)

Assessment Roll

-TOKNY Realty Group, LLC v. Hillburn Board of Assessors – Index No. 031947/2020 – Petition: Tax Year 2020/2021 (Received 6/1/2020) – Forwarded to the Village Attorney (cc: Village Board).

-Scott Shedler, Property Appraiser – (Proposal Accepted 7/14/2020) – No further update.

Insurance –

New York State Insurance Fund – RE: Policy DLB 1245-27-4 - 9/23/20 Notice advising of a credit of \$37.84 being applied to account balance.

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

Proposed Revisions to the Zoning Local Law – Attorney Rice stated he has spoken with Bonnie Franson of NPV and Building/Fire Inspector Gordon. A draft amendment should be submitted by the end of the week.

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 – Tabled

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

-A 9/30/2020 Financial Report was supplied.

-Nelson Pope & Voorhis - As reflected on the 9/30/2020 Financial Report, the Contract Agreement (as increased on 3/5/19) reflects estimated fee totaling \$69,500. Currently, this amount has been exceeded by \$180.00. Therefore, another increase to the Contract Agreement is required.

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

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

2021 Village Election – NYCOM has advised that at present, the Election is scheduled for Tuesday, 3/16/2020. The Calendar of Dates is being prepared and will be sent out soon.

Zoning Board of Appeals – No report.

Planning Board – Next meeting is scheduled for 10/21/2020 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 – Status of Escrow Accounts Report @ 9/30/20 was supplied.

Senior Citizens – No report.

Recreation –

-As requested by Mayor Tursi, Trustee O’Blenis met with Trustee Tarantino to discuss the feasibility of providing a program for working parents, whereby school age children requiring supervision would be able to do their online schooling at the Youth Center. Discussion included determining the need/interest in such a program, measuring the Youth Center to determine the number of children that could be accommodated with adequate social distancing, and the registration cost to be charged. Another meeting will be scheduled.

Hillburn Sewer Committee (Hillburn Village Board) - Mayor Tursi reported:**RE: Inter-municipal Cooperation Agreement with RC Sewer District No. 1**

-The year’s annual amount payable to the Village of Hillburn, in the amount of \$38,779.42, has been applied for.

-In reply to the Village of Hillburn’s 7/15/2020 letter, a 9/29/2020 letter was received from the RC Sewer District No. 1 advising that the purchase of the equipment (air packs) for the Hillburn Fire Department would be considered sewer related.

Purchase of Scott Air Packs – HFD Chief Starr submitted the following quotes for the purchase of 40 Air Packs:

AAA Emergency Supply Co., Inc.:	\$1,085.00 each = \$43,400.00
Municipal Emergency Services (MES):	\$1,072.00 each = \$42,880.00

THE FOLLOWING RESOLUTION was offered by Trustee O’Blenis and seconded by Trustee Tarantino:

WHEREAS, the purchase of equipment (air packs) for the Hillburn Fire Department out of the Hillburn Special Sewer Fund has been considered sewer related by the RC Sewer District No. 1 (9/29/20 letter) and

WHEREAS, to comply to the NYS mandate that Fire Departments’ air packs meet required specifications, and

WHEREAS, the Hillburn Fire Department is in need of 40 (forty) new air packs,

THEREFORE BE IT RESOLVED, that the 10/13/2020 Quote GT1410284 from MES Municipal Emergency Services for 40 (forty) CYL&VLV ASSY CARB,30 MIN,4500 SCOTT 4500PSI 30 MINUTE CARBON CYLINDER/VALVE ASSY, in the amount of \$42,880.00 (NYS Contract PC69026), is hereby approved, and

BE IT FURTHER RESOLVED that said purchase, in the amount of \$42,880.00, be funded out of the Hillburn Special Sewer Fund.

AYES: Mayor Joe Tursi
Trustee Bernadette Tarantino
Trustee Bonnie O’Blenis

NOES: None

RESOLUTION WAS DULY ADOPTED.

Brandon Stock - Proposed Eagle Scout Project - 5th St. Recreation Field Basketball Court Renovations – DPW Supt. Conklin reported that the court has been resurfaced. Striping is pending.

-Trustee Tarantino recommended that upon completion of the renovations, the basketball court be re-dedicated to Wesley “Bud” Powell, and a larger sign be purchased.

2020 Halloween Event– The Village Board scheduled a workshop meeting to be held at the Village Office on Thursday, at 4:00PM to discuss this event.

Interfaith Thanksgiving Service – Mayor Tursi will reach out to Church officials to determine the feasibility of holding this service.

Public Comments – None**Applications for Use of Village Property**

Community Room – Hillburn Ladies Aux. – 10/15/2020 / 7:00-9:00PM – By Laws Meeting **Approved by Board**

Youth Center - Hillburn Ladies Aux. – 10/16/2020 / 5:00PM – Movie Night **Approved by Board**

Ayes: Mayor Tursi, Trustees Tarantino & O’Blenis

Noes: None

Use of Youth Center

Taneisha Cantave – Mondays & Wednesdays-December thru February / 6:00PM-7:30PM – Volleyball Practices

Carl Pampolina – 3 Days Per Week-October thru December / 5:00PM-7:00PM – Basketball Practices

A MOTION was made by Trustee O’Blenis and seconded by Trustee Tarantino to deny two applications for use of the Youth Center, based on COVID-19 concerns/guidelines.

Ayes: Mayor Tursi, Trustees Tarantino & O’Blenis

Noes: None

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

-RC Board of Elections – RE: 11/3/20 General Election - Voting Machine and Ballot Marking Device Delivery Information. (DPW Supt. Conklin will provide access)

-Township of Mahwah – Notice of adoption of Ordinance No. 1916.

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

Ayes: Mayor Tursi, Trustees Tarantino & O’Blenis

Noes: None

Scheduling of Upcoming Board Meetings: November 17, 2020 & December 15, 2020. (venue to be determined)

MOTION was made by Trustee O’Blenis and seconded by Trustee Tarantino to adjourn the meeting at 8:33PM.

Ayes: Mayor Tursi, Trustees Tarantino & O’Blenis

Noes: None