

VILLAGE OF HILLBURN  
Board of Trustees Meeting  
Tuesday, November 15, 2022 – 7:00PM

MINUTES OF THE BOARD OF TRUSTEES MEETING held on Tuesday, November 15, 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  
Terry Rice, Village Attorney (online)  
Thomas Conklin, DPW Superintendent

**ABSENT:** Eve Mancuso, Village Engineer  
(schedule conflict)

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

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The Hon. Mayor Joseph P. Tursi called meeting to order. Deputy Treasurer Parquiris DeLeon led in the Salute to the Flag.

**Minutes of the 10/25/2022 Meeting - Approved by Village Board.**

Ayes: Mayor Tursi, Trustees Tarantino and McNally  
Noes: None

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

Ayes: Mayor Tursi, Trustees Tarantino & McNally  
Noes: None

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

A MOTION was made by Trustee McNally and seconded by Trustee Tarantino to accept the Audit Reports for FYE 5/31/2022: Financial Report, AUD and Village Justice.

Ayes: Mayor Tursi, Trustees Tarantino & McNally  
Noes: None

**Berard & Assoc. – Inv. #000475 – Professional Audit Services - FYE 5/31/2022: \$25,000.00 Approved by Village Board.**

Ayes: Mayor Tursi, Trustees Tarantino & McNally  
Noes: None

**Police Commissioner's Report** – No report.

**Village Water System** -Veolia – Water Bill of 11/1/2022: \$9,171.41. (Payment was approved by Village Board)

**DPW Report - DPW Supt. Conklin**

-Trucks have been prepped for forecasted snow.

-2008 Ford F350 – Salvage Examination/Title Inspection – Supt. Conklin reported he had taken the truck for the 11/14/2022 scheduled inspection in Highland, NY. The truck passed inspection and a Salvage Title will be sent.

-Electricity to Sixth St. Pump House – JL Electrical Group, Inc. - 11/15/2022 Proposal to reconnect existing electrical service to pump house (fallen tree): \$275.00. **Approved by Village Board.**

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

**-Emergency Resurfacing Upper End of Sixth Street Road to the Tank**

Following the Village Board's 10/25/2022 acceptance of the proposal submitted by D&R Paving, it was determined that the an increase to the scope of the project was required.

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

**BE IT ENACTED** by the Board of Trustees of the Village of Hillburn as follows:

**WHEREAS**, the Board of Trustees awarded the bid for the paving of the upper end of Sixth Street to D&R Paving on October 25, 2022; and

**WHEREAS**, D&R Paving has advised the Village that it is unable to perform the work as needed; and

**WHEREAS**, the Village, as a result, is desirous of obtaining new proposals for the project.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Village of Hillburn that the award to D&R Paving on October 25, 2022 (PO #2201) is rescinded and declared to be void.

AYES: Joseph P. Tursi, Mayor  
Bernadette Tarantino, Trustee  
David McNally, Trustee

NOES: None

**Revised Proposals Received 11/7/2022 – Upper Sixth Street Milling/Paving Project** - Three proposals were received:

Tilcon:	\$49,686.41
D&R Paving, LLC:	\$40,000.00
D.S. Meyer Enterprises:	\$40,745.00

-Supt. Conklin recommended accepting the proposal submitted by D.S. Meyer Enterprises. Although it is not the lowest bid, he feels it reflects the best strategy for the project.

A MOTION was made by Trustee Tarantino and seconded by Trustee McNally to accept the proposal from D.S. Meyer Enterprises, in the amount of \$40,745.00, to perform the Upper Sixth Street Milling/Paving Project, and FURTHER, funding will be out of the 2022 CHIPS Program, with the balance out of the General Fund.

Ayes: Mayor Tursi, Trustees Tarantino & McNally  
Noes: None

-Supt. Conklin reported that, in preparation for the paving, a new drain was installed.

-Youth Center - Gutter/Soffit Repair – On-Time Contracting had advised that additional soffit work was needed, in the amount of \$2,200.00, increasing the proposal from \$4,800.00 to \$7,000.00. Supt. Conklin will supply the revised proposal for the additional work to the Village Clerk-Treasurer. **Approved by Village Board.**

Ayes: Mayor Tursi, Trustees Tarantino & McNally  
Noes: None

**Urgent Care and HFD Physicals** – An account has been established at Partners in Safety for HFD Physicals.

-Village employees and HFD members can obtain medical attention for on the job injuries at an urgent care facility (CityMD, AFC Urgent Care) or hospital.

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

-LOSAP – A review meeting with representatives from RBC Wealth Mgmt is pending.

-Proposals for Purchase/Rental of 25 Two-Way Radios/Accessories – Goosetown Com. (NYS Contract) - Remain Tabled.  
RBS Wealth Mgmt – Oct. 2022 Account Statement, 3<sup>rd</sup> quarter Portfolio Review Report.

**Penflex – LOSAP - Service Fee Agreement – 11/1/2022 – 10/31/23**

A MOTION was made by Trustee McNally and seconded by Trustee Tarantino authorizing the Mayor to sign the 2022-2023 Service Fee Agreement as follows:

Base Fee:	\$3,900.00
Preparation of Financial Statement Disclosures:	
NYS LOSAP Audit Package	495.00
GASB 73 Package	<u>1,100.00</u>
	<u>\$5,495.00</u>

Ayes: Mayor Tursi, Trustees Tarantino & McNally  
Noes: None

Town of Ramapo Tentative 2022-2023 Budget - Ramapo Fire Protection Districts No. 1 and No. 5 – Tentative Budget reflects no change in the fees for the Village HFD's coverage: Fire District #1: \$120,525; Fire District #5: \$70,000.

**Status on Grant Applications:**

SAM Grant #24626 - Sponsored by Assemblyman Lawler's Office – Pre-Fab Building and Back Hoe –

-Back Hoe - Reimbursement, in the amount of \$75,500.00 (NYS Share), was received on 10/17/2022.

-Pre-Fab Building – Project pending.

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: 6<sup>th</sup> St. Culvert and Suffern Road Water Main Armoring.

-6<sup>th</sup> St. Culvert – Funding, in the amount of \$536,125.14 (Federal and State Share) was received on 10/31/2022.

-Suffern Rd Water Main Armoring – Under FEMA review.

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

NYS Archives – Local Records Management Improvement Fund (LGRMIF) Grant – 50% of the grant, in the amount of \$6,425.00, was received on 10/14/2022.

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.

2022 Crest Grant – Proposed Projects: Garbage Truck and Pre-Fab Garage – Application has been filed.

2022 Volunteer Fire Assistance Grant – Proposed Purchase: Search & Rescue Equipment – Application has been filed,

**Village Engineer's Report** – Engineer Mancuso (not present) – Written report supplied – read by Mayor Tursi:

1. The 4<sup>th</sup> St. Curb and Sidewalk Project is 95% complete. As of this morning the contractor only had to seal the joint of the curb on 4th Street.
2. Allied has commenced investigation to determine the most favorable location for the proposed well. As of today there was one location explored and water was found at approx. 25 feet. They will continue until refusal. A second location will be explored later today or tomorrow dependent upon their progress.

**CHIPS Program** – A request for reimbursement of expenditures as of 11/2/2022 will be filed with the NYS DOT.

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

Draft of Local Law for Amendment of Zoning Law & Comprehensive Plan – The RC Dept of Planning GML Review was received today and supplied to the Village Board and Village Attorney. Attorney Rice reported he had forwarded same to the Village Planner, Bonnie Franson. The Hillburn Planning Board's review of the Draft Zoning Local Law is also pending.

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

**Warrant to Rockland County of Unpaid 2022 Village Taxes**

The Warrant of Unpaid 2022 Village Taxes at 11/01/2022, including penalty, was sent to the County of Rockland on 11/4/2022. Said Warrant reflected \$71,982.29 due to the Village and consisted of (24) unpaid 2022 Village Tax Bills.

**LED Lighting in Municipal Building/Courthouse** – Mayor Tursi reported he had spoken to the contractor who advised that the required material should be delivered on 11/18/2022.

**\$125,000 BAN – Dated 1/14/2021 (DPW Vehicle, DPW Pre-Fab Garage & Misc. Office Equipment)** – No change to Financial Report dated 10/25/2022.

**Various Capital Improvements (In accordance with 9/1/16 BAN)** – No change to Financial Report dated 10/25/2022.

**Insurance** –

-2008 Ford – 4/20/2022 Accident – DPW Supt. Conklin reported that the truck passed the Salvage Examination on 11/14/2022. A Salvage Title is forthcoming.

-2016 Ford F-550 – 6/7/2022 Accident – RE: Truck Rental from U-Haul – Reimbursement claim was filed with Selective.  
 -5-CFR Fire Truck - 7/20/2022 Accident – The bumper was replaced by Valtek and is back in service. However, the truck will need to be taken to a different facility to have the back-up alert mechanism repaired.

-Comp Alliance

-November 2022 Safety Bulletin – Highway Hazards in the Fall (supplied to DPW Supt.).  
 -Safe Workplace Award – Comp Alliance Safe Workplace Award for eligible members during 2021 will be issued.

**2023 Village Election – Tues., 3/21/2023** – A letter dated 10/31/2022 was sent to Independent Party representatives, with a copy of the 10/25/2022 Resolution designating the offices to be filled and information to obtain a 2023 Calendar of Dates.

**General Code** – 9/28/2022 Supplement Estimate: Between \$7,750.00 and \$8,580.00

On 10/12/2022, nine (9) Local Laws (including Local Law #1 2020 – Zoning) were sent for codification, and ten (10) Local Laws were sent to be included in the Deposition List (do not require codification).

**Zoning Board of Appeals** – Mayor Tursi extended his appreciation to Jodie Van Dunk for his willingness to serve on the Zoning Board of Appeals and recommended his appointment to serve for the unexpired 5-Year Term ending April 2025.

**Approved by Village Board.**

Ayes: Mayor Tursi, Trustees Tarantino & McNally

Noes: None

**Planning Board** – 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** – No change to Status of Escrow Accounts Report dated 10/25/2022.

**Senior Citizens** – Upcoming Event: Holiday Party at Ramapo Senior Center – 12/2/2022.

**Recreation** – Mayor Tursi reported he had met with Max McClintock prior to tonight's Board meeting. Mr. McClintock has much experience administrating after school and summer camp programs within the county and is interested in renting the Youth Center to start a summer program in Hillburn.

**Fall Festival – 10/22/2022** –

Trustee Tarantino reported the event was a great success. A summary of expenses and revenue was submitted.

**2022 Interfaith Thanksgiving Service – Tuesday, 11/22/2022 – 7:00PM** – Host Church: Brook Presbyterian Church.

**2022 Christmas Tree Lighting Celebration – Sunday, 12/4/2022 – 6:00PM** – Veterans' Memorial Park, 4<sup>th</sup> Street.

**Public Comments** –

-**Tanya Cirincionne (36 Hickory Avenue)** asked what type of refreshments she could bring to the Interfaith Thanksgiving Service. The Village Board advised any type of dessert would be appreciated.

-**Jodie Van Dunk (20 Mountain Avenue)** suggested that Welcome Letters be sent to new residents. The Village is not made aware of new tenants, and notification from Rockland County of property owners can take a long time. However, new residents come to the Village Office to obtain information and are verbally welcomed to the community at that time.

-**DPW Supt. Conklin** advised that the property owner at 12 Suffern Road (Add-Ventures) had an incident of a strange vehicle on his property. Matter will be brought to the attention of the Ramapo Police Department.

**Satori Energy – Elec. Contract (Current Contract exp. 12/15/22)** - At the 10/25/2022 meeting, the Board approved the 36 Month Contract with Satori at the rate of \$0.12125. The rate at the time of finalizing the contract decreased to \$0.11437.

**Requests for Use of Village Buildings**

-Y. Van Dunk – Hillburn Ladies Auxiliary – 12/2/2022 – 6:00-10:00PM – Christmas Party

-Y. Van Dunk – Hillburn Ladies Auxiliary – 12/6-10/2022 – 7:00PM - Workshops for Caroling and Caroling

**Approved by Village Board**

Ayes: Mayor Tursi, Trustees Tarantino & McNally

Noes: None

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

-NYS Dept. of Public Service – Available Utility Bill Assistance (posted on website)

-Town of Ramapo – Notice of Adoption – SEQRA – Comprehensive Plan Amendment and Local Laws.

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

Ayes: Mayor Tursi, Trustees Tarantino & McNally

Noes: None

**Personnel Manual**

Holidays

A MOTION was made by Trustee McNally and seconded by Trustee Tarantino that the day following Thanksgiving Day be designated as an annual holiday.

Ayes: Mayor Tursi, Trustees Tarantino & McNally

Noes: None

Updates to Manual include: COVID19Pandemic Protocol, Sexual Harassment-Annual Training and update to Holidays.

**Upcoming Village Board Meetings:** 12/13/2022 - 7:00PM

A MOTION was made by Trustee Tarantino and seconded by Trustee McNally to adjourn the meeting at 7:54PM.

Ayes: Mayor Tursi, Trustees Tarantino & McNally

Noes: None