



**VILLAGE BOARD MEETING MINUTES
MONDAY MAY 3, 2021 – 7:00 P.M.**

A Meeting of the Village Board of Trustees was held on Monday, May 3, 2021. Due to the COVID-19 Pandemic, the meeting was held by teleconference.

Present: Edward Markunas, Mayor
Steven Alpert, Trustee
Charles Barone, Trustee
Jo Meegan-Corrigan, Trustee
Fred Sauberman, Trustee
Robert Magrino, Attorney
Amy Paffenroth, Village Clerk

CALL TO ORDER

Mayor Markunas called the meeting to order at 7:00 p.m.

UPCOMING MEETINGS

A Workshop Meeting is scheduled for Tuesday, June 1, 2021 at 7:00 p.m. The Meeting was rescheduled due to observance of Memorial Day holiday. A Regular Meeting is scheduled for Monday, June 7, 2021 at 7:00 p.m.

GIRL SCOUTS

Girl Scout Troop 40297 made a presentation to the Board about their Suffern Shares program that will take place on June 6, 2021.

FIRE DEPARTMENT

A Motion to accept new members Dominick Lemma (Over 18 Hose Company) and Misael Cortez (Over 18 Hook and Ladder Company) was made by Trustee Charles Barone, seconded by Trustee Jo Meegan-Corrigan and was passed unanimously by the Board.

POLICE DEPARTMENT

RESOLUTION NO. 71 OF 2021 - AUTHORIZING USE OF POLICE FORFEITURE FUNDS FOR POLICE HEADQUARTERS IMPROVEMENTS

The Chief of Police recommended that \$10,551 of U.S. Department of Justice and the U.S. Department of the Treasury forfeiture proceeds be utilized for improvements to police headquarters. The Board of Trustees amended the 2020-2021 General Fund budget to increase Police Department Contractual in the amount of \$10,551 utilizing Fund Balance Restricted for

Police Forfeitures. A motion to approve the foregoing resolution was made by Trustee Charles Barone and seconded by Trustee Steven Alpert.

PUBLIC HEARING TO CONSIDER THE ADOPTION OF THE NYS DEC MS4 REPORT

A Public Hearing was scheduled for 7:05 p.m. A Motion to open the public hearing was made at 7:13 p.m. by Charles Barone, seconded by Fred Sauberman, and passed unanimously by the Board. Charles Sawicki presented a summary of the MS4 Report. No members of the public requested to speak. A motion to close the public hearing was made at 7:16 p.m. by Charles Barone, seconded by Jo Meegan-Coorigan, and passed unanimously by the Board.

RESOLUTION NO. 72 OF 2021 - ACCEPTING THE NYS DEC ANNUAL MS4 REPORT

The Village of Suffern is required to file an Annual New York State Department of Environmental Conservation (NYS DEC) MS4 Report to develop a stormwater management program that will reduce the amount of pollutants carried by stormwater during storm events to waterbodies to the "maximum extent practicable" with the goal of the program being to improve water quality and recreational use of waterways. The Report was been completed by Charles Sawicki for the year ending March 2021. This is a Type 2 Action requiring no further action under SEQRA. The Village Board of Trustees accepted the Annual NYS DEC MS4 Report for the year ending March 2021. A motion to approve the foregoing resolution was made by Trustee Steven Alpert, seconded by Trustee Charles Barone, and passed unanimously by the Board.

CULTURE AND RECREATION

A Motion to approve the hiring of the 2021 summer pool staff consisting of eighteen (18) life guards and one (1) maintenance worker was made by Charles Barone, seconded by Jo Meegan-Corrigan, and passed unanimously by the Board.

GRANT PROGRAM

Fred Rella provided an update of grants received for the Wayne Avenue Sidewalk Project and Parking Lot B Project.

COMMUNITY FOUNDATION

Bruce Simon provided an update to the Board on the Community Foundation's Not Just Batteries Saturday program and the walking program.

PUBLIC PARTICIPATION

Jim Giannettino requested an update from the Board as to when the Village offices would reopen to the public. Mayor Markunas stated that he needed to discuss this further with the Board. Mr. Giannettino also asked about the status of the proposals submitted in response to the Request for Proposal for the Comprehensive Plan for the Village. Rob Magrino stated that the deadline

had passed to submit proposals and that the individual plans will be evaluated, and a recommendation would be forthcoming to the Board.

DEPARTMENT OF PUBLIC WORKS

RESOLUTION NO. 73 OF 2021 - AUTHORIZING DAVEY RESOURCE GROUP TO CONDUCT AN ASSESSMENT OF VILLAGE OF SUFFERN TREES

The Village Board understands the importance of the Village of Suffern’s urban forest as a valuable natural resource for all who live work and visit the village and desires to conduct an assessment of Village of Suffern trees in order to provide recommendations to the Suffern Tree Committee. The Village Board of Trustees authorized Charles Sawicki to issue a Request for Proposal for the Risk Mitigation Inventory of Village of Suffern Trees. Davey Resource Group, 67 West Street, Brooklyn, New York was the low bid proposal for a unit cost of one thousand trees in the amount of \$5,775.00, with a total cost of the proposal in the amount of \$11,550.00 representing two units for the assessment of two thousand (2,000) trees. Davey Resource Group was authorized to conduct a Tree Assessment for two thousand (2,000) Village of Suffern trees in the amount of \$11,550.00 in order to provide recommendations regarding the composition, structure, and maintenance needs of Village Trees to the Tree Committee. The project will be funded by the Street Department operating budget, account A-5110-4400-0064, Shade Tree Maintenance. A motion to approve the foregoing resolution was made by Trustee Steven Alpert and seconded by Trustee Charles Barone.

TREASURER

RESOLUTION NO. 74 OF 2021 - RESOLUTION AMENDING CAPITAL PROJECT 2018-003 2018 WAYNE AVENUE SIDEWALKS

January 10, 2018, the Village Board established capital project 2018-003 Wayne Avenue Sidewalks (the “Project”) in the amount of \$313,192 to be funded with \$284,720 of CDBG funds and \$28,472 of CHIPS funds. On September 9, 2019 the Village Board adopted Resolution 186 of 2019, increasing the Project amount to \$400,000 with a General Fund contribution of \$86,808. On July 7, 2020 the Village Board adopted Resolution 133 of 2020, increasing the Project amount to \$404,500 with a General Fund contribution of \$4,500. The Superintendent of Public Works has advised the Village Treasurer that the Project will require \$12,000 in additional funding for rock removal; \$15,000 for inspections, and \$25,000 for contingency, for a total of \$52,000. General Fund Contingent Account has a current available balance of \$200,000. The General Fund 2020-2021 Adopted Budget and capital project number 2018-003 entitled 2018 Wayne Avenue Sidewalks were amended as follows:

Decrease General Fund Contingent Account	\$52,000
Increase General Fund Transfers to Capital Projects Fund	\$52,000
Increase Capital Project 2018-003 Transfer in from General Fund	\$52,000
Increase Capital Project 2018-003 Appropriations	\$52,000

A motion to approve the foregoing resolution was made by Trustee Charles Barone and seconded by Trustee Steven Alpert.

RESOLUTION NO. 75 OF 2021 - AMENDING CAPITAL PROJECT 2018-001 2018 SEWER SYSTEM IMPROVEMENTS

Project 2018-001 entitled 2018 Sewer System Improvements (the “Project”) requires \$5,169 to complete. The Sewer Fund Contingent Account currently has a balance of \$100,000, a portion of which can be used to complete the required financing of the Project. The Sewer Fund 2020-2021 Budget and capital project 2018-001 entitled 2018 Sewer System Improvements were amended as follows:

Decrease Sewer Fund Contingent Account	\$5,169
Increase Sewer Fund Transfers to Capital Projects Fund	\$5,169
Increase Capital Project 2018-001 Transfer in from Sewer Fund	\$5,169
Increase Capital Project 2018-001 Appropriations	\$5,169

A motion to approve the foregoing resolution was made by Trustee Charles Barone and seconded by Trustee Steven Alpert.

RESOLUTION NO. 76 OF 2021 - RESOLUTION AMENDING THE RECREATION BUDGET FOR POOL REPAIRS

The Recreation Department Budget was amended to transfer \$5,000 from account A7141.4 community center contractual to A7140.4 playground and recreational contractual to fund the cost of pool repairs. A motion to approve the foregoing resolution was made by Trustee Jo Meegan-Coorigan and seconded by Trustee Steven Alpert.

RESOLUTION NO. 77 OF 2021 - ADOPTING THE RECORD OF ACTIVITIES FOR ELECTED AND APPOINTED OFFICIALS

The Office of the New York State Comptroller requires that the governing body establish the Standard Work Day for reporting days worked to the New York State and Local Employee’s Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the Clerk of this body. The New York State and Local Employee’s Retirement System Regulation for Reporting Time for Elected or Appointed Officials, Section 315.4, Record of Activities, (b)(5) Completion of the Standard Work Day and Reporting Resolutions, prescribes as a standard work day for elected or appointed official equal to no fewer than six hours nor more than eight hours for each such elected or appointed office or position for the purposes of calculating days worked for those who are enrolled in the New York State and Local Employee’s Retirement System. Officials who begin a new or subsequent term of office are required to complete a three-month record of activities (ROA) within 150 days of the start of the term and submit it to the secretary or clerk of the governing board within 30 days of completion. A summary of the three-month record of activities submitted by Village of Suffern officials has been summarized on New York State and Local Retirement System (NYSLRS) Standard Work Day

and Report Resolution Form RS 2417-A/B. The Village of Suffern Board of Trustees adopts the record of activities as presented on Form RS 2417-A/B and authorizes the Village Clerk to post form RS 2417-A/B for at least 30 days on the Village of Suffern Website, the Bulletin Board at the entrance of the Village Hall at 61, Washington Avenue, Suffern, NY, and at the entrance of the Office of the Village Clerk in accordance with the requirements of public notice established by the New York State and Local Retirement System. A motion to approve the foregoing resolution was made by Trustee Charles Barone and seconded by Trustee Jo Meegan-Corrigan.

ATTORNEY

The receipt and acceptance of file documents related to the Washington Mews Site Plan was postponed until the June, 2021 Board Meeting.

MAYOR

RESOLUTION NO. 78 OF 2021 - AUTHORIZING MAYOR ED MARKUNAS TO ATTEND THE NYCOM 2021 ANNUAL CONFERENCE IN BOLTON LANDING, NY JUNE 9 - 11

The Village Board adopted Resolution No. 27 of 2015 authorizing attendance at Municipal Conferences at its re-organization meeting on December 7, 2015 with prior approval by the Board of Trustees. The Village of Suffern Board of Trustees authorized Edward Markunas to attend the NYCOM 2021 Annual Conference, June 9 – 11, 2021, at a cost of \$295.00 per person, as well as the actual and necessary expenses for lodging, necessary mileage, at the IRS Standard Mileage Rate in effect at the time of travel, plus parking and tolls, for the use of their personal vehicle for official Village business the cost of meals while travelling on official Village business, not already included as part of the registration or other fees at the per diem meal rates established by the General Services Administration in effect at the time and location of travel. A motion to approve the foregoing resolution was made by Trustee Fred Sauberman and seconded by Trustee Charles Barone.

ADJOURNMENT

A motion to adjourn the meeting at 8:44 p.m. was made by Steven Alpert, seconded by Charles Barone and passed unanimously by the Board.