

REGULAR MEETING  
OF THE BOARD OF TRUSTEES  
OF THE VILLAGE OF HIGHLAND FALLS

November 21, 2016

A regular meeting of the Board of Trustees of the Village of Highland Falls was held in Village Hall, 303 Main Street, Highland Falls, New York on November 21, 2016.

The Meeting was called to order by Mayor Flynn at 7:06 P.M.

Members present were:

Mayor Patrick Flynn  
Trustee Brian Aylward  
Trustee Anthony Farina  
Trustee Robert Mellon  
Trustee Barbara Murphy

Also present were:

Village Clerk, Regina M. Taylor  
Village Attorney, Alyse Terhune  
Planning Board Chairman, James Ramus  
Barbara Mennite, EDC representative  
News of the Highlands Editor, Mary Jane Pitt  
Sean Lackhan, Camera Operator  
Approximately 3 community members

Mayor Flynn opened the meeting with a moment of silence for all our fallen soldiers and community members since the last meeting.

Mayor Flynn thanked everyone that helped out over the weekend with the food drive sponsored by his sons as they collected enough food to stock the local food pantries for about six months. Mayor Flynn thanked the local high school students and community volunteers who helped with the pick-up of the donations and the sorting of the food and especially all those who contributed to the drive.

Susan Wicks, a representative from Vision, presented the Mayor with a \$1,000 donation to offset the cost of the planter project that was recently completed by Vision with funding help from the Village Board and labor help from the Street Superintendent and the DPW crew.

Trustee Murphy reported that the Fire Department had attended some live burn training recently and the department will be coming to the Board to ask for an extension of the LOSAP from 20 years to 30 or 40 years and would be asking for a proposition to be put on the March ballot.

Mrs. Barbara Mennite, representative from the EDC, reported that the next meeting will be held on December 12<sup>th</sup> and they would be going over the surveys that have been distributed throughout the community. Ms. Mennite also reported that the Chamber will be meeting on December 2<sup>nd</sup> and elections will be held for the upcoming year.

Trustee Farina reported that the online sign-ups opportunity for recent Recreation Programs has been very successful. Trustee Farina reported that the Recreation Department is sponsoring a trip to NYC on December 4<sup>th</sup> and there will be an arts and craft event at the Highland Falls Fire Department on December 10<sup>th</sup>.

The WWTP report for October 2016 was presented by Trustee Mellon.

Trustee Murphy motioned to approve the below listed minutes as follows:

- a) Regular Meeting – October 17, 2016

The motion was seconded by Trustee Aylward and unanimously carried.

Trustee Aylward motioned to approve the below listed minutes with the following correction:

- a) Regular Meeting – November 7, 2016, bills and claims approved for \$114,313.89 s/b \$114,412.61 due to an administrative calculation error.

The motion was seconded by Trustee Mellon and approved on a vote of 4 Ayes, 0 Nays and 1 Abstain. (Murphy), motion carried.

Trustee Murphy motioned to approve the request from Vision to hold Winterfest on Saturday, December 3, 2016 in Memorial Park and to waive the fee for the Live Entertainment Permit.

The motion was seconded by Trustee Farina and unanimously carried.

Trustee Aylward motioned to approve Philip Fagan as a Part Time Police Officer at step 1 of the PT Police Collective Bargaining Agreement and with maximum probation.

The motion was seconded by Trustee Murphy and approved on a vote of 4 Ayes, 0 Nays, 1 Abstain (Farina), motion carried.

Trustee Murphy motioned the following:

Resolution  
Village Of Highland Falls Board of Trustees  
In Support of Application for  
2016-2017 Orange County Executives Arts, Heritage and Tourism Grant

The motion was seconded by Trustee Aylward and on a roll call vote, the results which follow,  
5Ayes 0 Nays

motion carried. (A true and complete copy of the resolution is appended to these minutes)

Trustee Farina motioned to approve suspending parking meter requirements from December 1, 2016 to January 3, 2017. The motion was seconded by Trustee Mellon and unanimously carried.

A motion was made by Trustee Murphy to approve the bills and claims for \$57,572.69 from the following listed funds:

FY 16-17	General Fund	\$40,806.12
	Water Fund	\$ 469.60
	Sewer Fund	\$16,296.97

The motion was seconded by Trustee Mellon and unanimously carried.

Discussion was held on the Senior Center building and developing a policy and procedure for rental of the facility. Mayor Flynn reported that he would like it to be Senior sponsored and any fees received would go back into the maintenance of the Senior Center. Mayor Flynn reported that he sees the Recreation Director as the person to maintain the calendar and key, but that the Board is the approval authority. Discussion was held on the clean-up after events. The Mayor reported that the discussion items would be put together for the Board and Village Attorney to review and hopefully have something at the next meeting for approval.

Discussion was held on the website update. The Mayor explained that we are looking for a more active website and one that we can update ourselves. The Clerk's office provided a recommendation after comparing our current website manager and a new proposal. The Mayor responded that he wanted to check on a couple things and will look to have the approval at the next Board meeting.

The Village Attorney informed the Board on a recent tax certiorari that she was recently made aware of and indicated that the Board did not need to take action. The Attorney explained that since we are under the Town Assessor's Office, the Town sends representation for any procedures. The Attorney commented that she would keep the Board apprised of any changes to this procedure.

Discussion was held on the Town of Highlands Police Department covering shifts in the Village while there is a staffing concern in the Village Department. The Police Commissioner provided a draft agreement to the Town Board for review. The Police Commissioner is working with the Town Board as the document is under review.

Mayor Flynn reported that he would like to see the position of Community Development Officer be brought back and offer a stipend to one of the PT Clerks to be a grant tracker.

Trustee Farina motioned to approve a grant tracker stipend of \$5,000/year, pro-rated, for a three month trial period, to a current part time Clerk.

The motion was seconded by Trustee Aylward and on a vote of 4 Ayes, 0 Nays, 1 Abstain (Mellon), motion carried.

Trustee Aylward motioned to approve a \$5,000, stipend, pro-rated, for a three month trial period to contract out for a community development officer.

The motion was seconded by Trustee Farina and on a vote of 4 Ayes, 0 Nays, 1 Abstain (Mellon), motion carried.

Mayor Flynn reported that the proposal from Homeland Towers to erect a cell tower by the DPW Garage has been taken off the table and they are looking at different locations in the Village.

Mayor Flynn updated the community on the presentation held by the LA Group to review possible uses for the area around the Marina property with the main focus being to gain public access and that any development be done properly. The Mayor reported that the LA Group will be back early next year with the results of the study they are undertaking.

Trustee Mellon motioned to enter executive session to discuss contract negotiations. The motion was seconded by Trustee Farina and unanimously carried. Mayor Flynn invited Barbara Mennite to remain for executive session.

The Board entered executive session at 9:00P.M.

Trustee Aylward motioned out of executive session. The motion was seconded by Trustee Murphy.

The regular Board meeting reconvened at 10:00P.M. No Board action was taken.

Trustee Aylward motioned to adjourn. Then motion was seconded by Trustee Mellon and unanimously carried.

The meeting closed at 10:00 P.M.

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Regina M. Taylor, Village Clerk