



BOARD OF TRUSTEES MEETING AGENDA

September 09, 2025 at 7:00 PM

432 Route 306, Wesley Hills, NY 10952

Phone: 845-354-0400 | Fax: 845-354-4097

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

- [1.](#) August 5, 2025

APPROVAL OF MINUTES

- [2.](#) August 19, 2025

RESOLUTIONS/DISCUSSIONS

- [3.](#) Resolution Authorizing the Completion of the SEQRA Process for the Wilder Road Sidewalk Project
- [4.](#) Resolution Approving the Proposal from International Code Council for the Upgraded Agenda and Minutes Program
5. Resolution Accepting the Resignation of Ben Selig as Village Attorney
6. Resolution Accepting the Resignation of Howard Richman as Associate Justice
7. Resolution Appointing Howard Richman to the Village Attorney Position
8. Resolution Appointing Alan Straus to the Position of Associate Justice
9. Resolution Appointing Stephanie Caputo to the Position of Secretary to the Planning and Zoning Boards
10. Resolution Approving Abstracts of Audited Claims
11. Resolution Approving Transfer of Funds
12. Discussion: Parking on Glenbrook Road

REPORTS

13. Mayor
14. Village Clerk/Treasurer
15. Village Attorney

OPEN FLOOR: PUBLIC DISCUSSION

EXECUTIVE SESSION

NEW BUSINESS
ADJOURNMENT



BOARD OF TRUSTEES MEETING MINUTES

August 05, 2025, at 7:00 PM

432 Route 306, Wesley Hills, NY 10952

Phone: 845-354-0400 | Fax: 845-354-4097

MEMBERS' PRESENT:

Marshall Katz, Mayor (Zoom)
Milton Schwartz, Deputy Mayor
Yisroel Cherns, Trustee
Joseph Mause, Trustee

MEMBERS ABSENT:

Tova Krull, Trustee

OTHERS PRESENT:

Benjamin Selig, Village Attorney
Camille Guido - Downey, Village Clerk-Treasurer

Deputy Mayor Schwartz opened the meeting at 7 pm followed by the pledge of allegiance.

ITEM #1

RESOLUTION NO. 65-25

APPROVAL OF MINUTES

Trustee Cherns made a motion to approve the minutes of July 1, 2025, seconded by Trustee Mause. Upon vote, Yea: Mayor Katz, Trustee Schwartz, Trustee Mause, and Trustee Cherns. This motion was carried unanimously.

ITEM #2

RESOLUTION NO. 66-25

RESOLUTION AUTHORIZING ZARIN & STEINMETZ TO REPRESENT THE VILLAGE IN RELATION TO AN ARTICLE 78 -FEIG

Mayor Katz made a motion to approve the following resolution, seconded by Trustee Mause:

WHEREAS, the Village Board is a respondent in an Article 78 proceeding entitled, "Eliyahu Feig v Yisroel Cherns, Trustee of the Village of Wesley Hills, Zoning Board of Appeals of the Village of Wesley Hills, Building Inspector of the Village of Wesley Hills, Public Officers and Employees of the Village of Wesley Hills" (Rockland County Clerk's Index No. 034641/2025) (hereinafter, the "Proceeding"); and

WHEREAS, the Proceeding arose from a pending application before the Zoning Board of Appeals for the property located at 38 Willow Tree Road; and

NOW, THEREFORE, BE IT RESOLVED, that the Village Board hereby authorizes the firm of Zarin & Steinmetz, LLP, to appear on behalf of the Yisroel Cherns, a Trustee of the Village of Wesley Hills in his capacity of Village Trustee only, Building Inspector of the Village of Wesley Hills, Public Officers and Employees of the Village of Wesley Hills to defend the Village, and file any motions or other papers necessary in this case, and

BE IT FURTHER RESOLVED that the Mayor is authorized to sign any documentation on behalf of the Village nunc pro tunc.

Upon vote, Yea: Mayor Katz, Trustee Schwartz and Trustee Mause. Trustee Cherns abstained. This motion was carried.

ITEM #3 **RESOLUTION NO. 67-25**
RESOLUTION AUTHORIZING DORIS ULMAN, ESQ, ASSISTANT VILLAGE ATTORNEY
TO REPRESENT THE VILLAGE IN RELATION TO AN ARTICLE 78 -FEIG

Trustee Mause made a motion to approve the following resolution, seconded by Mayor Katz:

WHEREAS, the Village Board is a respondent in an Article 78 proceeding entitled, “Eliyahu Feig v Yisroel Cherns, Trustee of the Village of Wesley Hills, Zoning Board of Appeals of the Village of Wesley Hills, Building Inspector of the Village of Wesley Hills, Public Officers and Employees of the Village of Wesley Hills” (Rockland County Clerk’s Index No. 034641/2025) (hereinafter, the “Proceeding”); and

WHEREAS, the Proceeding arose from a pending application before the Zoning Board of Appeals for the property located at 38 Willow Tree Road; and

NOW, THEREFORE, BE IT RESOLVED, that the Village Board hereby authorizes Doris Ulman, Esq. Assistant Village Attorney, to appear on behalf of the Zoning Board of Appeals of the Village of Wesley Hills to defend the Village, and file any motions or other papers necessary in this case, and

BE IT FURTHER RESOLVED that the Mayor is authorized to sign any documentation on behalf of the Village nunc pro tunc.

Upon vote, Yea: Mayor Katz, Trustee Schwartz and Trustee Mause. Trustee Cherns abstained. This motion was carried.

ITEM #4 **RESOLUTION NO. 68-25**
RESOLUTION AUTHORIZING THE REDUCTION OF LETTER OF CREDIT FOR AMS
ACQUISITIONS

Trustee Mause made a motion to approve the following resolution, seconded by Trustee Cherns:

WHEREAS, as part of the Planning Board Subdivision approval resolution #22-22, the Applicant was required to post an Irrevocable Letter of Credit, and

WHEREAS, AMS Acquisitions has posted the recommended amount of \$99,099.50 in cash instead of a letter of credit, and

WHEREAS, as per the Village Engineer's letter dated July 18, 2025, the required amount has been reduced to \$24,750.50 as several of the required site work items have been completed, and

WHEREAS, the Applicant has requested that the amount of \$74,349.50 be refunded as per the Village Engineer's memo, and

NOW THEREFORE BE IT RESOLVED, that based on the Village Engineer's memo dated July 18, 2025, the Village Board approves the refund in the amount of \$74,349.50 and the Village Clerk-Treasurer is hereby authorized to refund same.

Upon vote, Yea: Trustee Schwartz, Trustee Cherns and Trustee Mause. This motion was carried unanimously.

ITEM #5 **RESOLUTION NO. 69-25**
RESOLUTION APPROVING STANDARD WORKDAY FOR VILLAGE EMPLOYEES FOR
THE NEW YORK STATE AND LOCAL RETIREMENT SYSTEM

Trustee Cherns made a motion to approve the following resolution, seconded by Trustee Mause:

RESOLVED, that the Standard Workday Resolution for Employees and Reporting Resolution for Elected and Appointed Officials, copies of which are made a part of the Minutes of this Board, are hereby approved, and the Village Clerk is authorized to execute said documents on behalf of the Village of Wesley Hills.

Upon vote, Yea: Trustee Schwartz, Trustee Cherns and Trustee Mause. This motion was carried unanimously.

ITEM #6 **RESOLUTION NO. 70-25**
RESOLUTION APPROVING ABSTRACTS OF AUDITED CLAIMS

Trustee Cherns made a motion to approve the following resolution, seconded by Trustee Mause:

RESOLVED, that the general fund claims #23,271 through #23,351 in the aggregate amount of \$397,381.34 as set forth in Abstract #3/25 dated August 5, 2025, a copy of which abstract of audited claims is made a part of the Minutes of this Board, are hereby approved.

Upon vote, Yea: Trustee Schwartz, Trustee Cherns and Trustee Mause. This motion was carried unanimously.

ITEM #7 **RESOLUTION NO. 71-25**
RESOLUTION APPROVING TRANSFER OF FUNDS

Trustee Cherns made a motion to approve the following resolution, seconded by Trustee Mause:

RESOLVED, that the transfers in the aggregate amount of \$850,000.00 as set forth in Abstract #3/25 dated August 5, 2025, a copy of which abstract of audited claims is made a part of the Minutes of this Board, are hereby approved.

Upon vote, Yea: Trustee Schwartz, Trustee Cherns and Trustee Mause. This motion was carried unanimously.

VILLAGE CLERK'S REPORTS

Camille Guido Downey reported that the Village Park Improvements project is scheduled to start this week. The Willow Tree Sidewalk and the Wesley Chapel Culvert Replacement are in final approval stages, and we will be going out for bid within the next few months.

NEW BUSINESS

RESOLUTION NO. 72-25

RESOLUTION APPROVING THE INTERMUNICIPAL AGREEMENT WITH THE COUNTY OF ROCKLAND FOR SIDEWALK FUNDING

Trustee Mause made a motion to approve the following resolution, seconded by Trustee Cherns:

WHEREAS, the Village of Wesley Hills wishes to enter into an Intermunicipal Agreement with the County of Rockland for \$1.7 million in funding for the installation of sidewalks on County roadways, a copy of which is made a part of the minutes of this Board, by which the Village has agreed to design and construct sidewalks in the Village at the following locations:

1. Grandview Road from Forshay to Willow Tree (on the north side)
2. Lime Kiln Road from 306 to Wilder (also on the north side)

NOW, THEREFORE BE IT RESOLVED, that the said Intermunicipal Agreement for funding be and the same is hereby accepted and approved, and the Mayor is authorized to indicate such approval by signing on behalf of the Village of Wesley Hills.

Upon vote, Yea: Trustee Schwartz, Trustee Cherns and Trustee Mause. This motion was carried unanimously.

ADJOURNMENT

Trustee Cherns made a motion to adjourn the meeting, seconded by Trustee Mause. Upon vote, Yea: Trustee Schwartz, Trustee Cherns and Trustee Mause. This motion was carried unanimously.

Respectfully submitted,
Camille Guido-Downey



BOARD OF TRUSTEES SPECIAL MEETING MINUTES

August 19, 2025, at 7:00 PM

432 Route 306, Wesley Hills, NY 10952

Phone: 845-354-0400 | Fax: 845-354-4097

MEMBERS' PRESENT:

Marshall Katz, Mayor
Milton Schwartz, Deputy Mayor (Zoom)
Yisroel Cherns, Trustee
Joseph Mause, Trustee
Tova Krull, Trustee

MEMBERS ABSENT:

None

OTHERS PRESENT:

Benjamin Selig, Village Attorney
Jody Cross, Zarin & Steinmetz, Esq. (Zoom)
Camille Guido - Downey, Village Clerk-Treasurer

Mayor Katz opened the meeting at 7:03 pm.

EXECUTIVE SESSION

Trustee Krull made a motion to enter Executive Session to discuss litigation, seconded by Trustee Mause. Upon vote, Yea: Mayor Katz, Trustee Schwartz, Trustee Mause, Trustee Cherns and Trustee Krull. This motion was carried unanimously.

No action was taken in the Executive Session.

Trustee Mause made a motion to exit the Executive Session, seconded by Trustee Cherns. Upon vote, Yea: Mayor Katz, Trustee Schwartz, Trustee Mause, Trustee Cherns and Trustee Krull. This motion was carried unanimously.

ADJOURNMENT

Trustee Schultz made a motion to adjourn the meeting, seconded by Trustee Mause. Upon vote, Yea: Trustee Schwartz, Trustee Cherns and Trustee Mause. This motion was carried unanimously.

Respectfully submitted,
Camille Guido-Downey

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:**Date:****Expires On:**

Statement of Work

Q-103587-1

7/11/2025 10:33 AM

9/9/2025

Client:

Village of Wesley Hills, NY

Bill To:

WESLEY HILLS VILLAGE, NEW YORK

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Luis Ruiz		lr Ruiz@civicplus.com		Net 30

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION	DISCOUNT %	12 Month Value
1.00	AMM Select: Lite Premium Implementation	Lite Premium Implementation; Includes config. of up to 5 meeting types, up to 5 boards, 4 hrs of training, and 1 hr of consulting; Includes 1 original agenda design	10	USD 2,565.00
1.00	AMM Select: Minutes Implementation Fee	Required when upselling Minutes to AMM Select: Lite; Includes configuration of 1 original minutes design and 1 hour of training	10	USD 697.50
1.00	AMM Select: Historical Import Fee with Videos (up to 500)	Historical import of up to 500 meetings; Volume is calculated based on number of meetings being imported; Import does include video files	100	USD 0.00

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION	DISCOUNT %	12 Month Value
1.00	AMM Select: Lite Annual Fee	AMM Select: Lite Annual Fee	0	USD 3,400.00

QTY	PRODUCT NAME	DESCRIPTION	DISCOUNT %	12 Month Value
1.00	AMM Select: Minutes Annual Fee	AMM Select: Minutes Annual Fee; Add-on for AMM Select: Lite only	0	USD 800.00

List Price - Initial Term Total	USD 8,063.08
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Total Investment - Prorated Year 1	USD 6,200.58
Annual Recurring Services (Subject to Uplift)	USD 4,200.00

Total Days of Quote:255

Initial Term	Beginning at signing and ending 4/3/2026, Renewal Term 4/4 each calendar year
Initial Term Invoice Schedule	100% invoiced at signing, to be prorated based on signature date.

The Annual Recurring Services subscription fee for the Products (as described above) included in this SOW are prorated and co-termed to align with the Client's current Agenda and Meeting Management billing schedule and the Annual Recurring Services amount will subsequently be added to Client's Term and regularly scheduled annual invoices under the terms of the Agreement.

This Statement of Work ("SOW") shall be subject to the terms and conditions of Master Services Agreement signed by and between the Parties and the applicable Solutions and Services Terms and Conditions located at: <https://www.civicplus.help/hc/en-us/sections/11726451593367-Solutions-and-Services-Terms-and-Conditions> (collective, the "Agreement"). By signing this SOW, Client expressly agrees to the terms and conditions of the Agreement, as though set forth herein.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

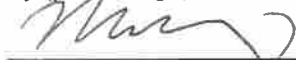
Acceptance of Quote # Q-103587-1

The undersigned has read and agrees to the Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

By (please sign):



Printed Name:

Marshall F. Loh

Title:

Mayor

Date:

7/30/25

CivicPlus

By (please sign):

Printed Name:

Title:

Date:

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)