



BOARD OF TRUSTEES MEETING AGENDA

June 10, 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. May 6, 2025

RESOLUTIONS/DISCUSSIONS

2. Resolution Award of Bid - Greg Sikorsky Park Improvements
3. Resolution Authorizing the Creation of Secretary for Planning & Zoning Board Position
4. Resolution Authorizing the Submission of a Grant for the Replacement of Playground Equipment and Related Amenities in Greg Sikorsky Children's Park
5. Resolution Requesting Designation of the Village of Wesley Hills as a Greenway Community
6. Resolution approving Standard Work Day for Village Employees for the New York State and Local Retirement System
7. Resolution Approving Abstracts of Audited Claims
8. Resolution Approving Transfer of Funds

REPORTS

9. Mayor
10. Village Clerk/Treasurer
11. Village Attorney

OPEN FLOOR: PUBLIC DISCUSSION

EXECUTIVE SESSION

NEW BUSINESS

ADJOURNMENT



BOARD OF TRUSTEES MEETING MINUTES

May 06, 2025, at 7:00 PM

432 Route 306, Wesley Hills, NY 10952 (in person & zoom)

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

MEMBERS' PRESENT:

Marshall Katz, Mayor
Yisroel Cherns, Trustee (zoom)
Joseph Mause, Trustee
Tova Krull, Trustee

MEMBERS ABSENT:

Milton Schwartz, Deputy Mayor

OTHERS PRESENT:

Benjamin Selig, Village Attorney (zoom)
Camille Guido - Downey, Village Clerk-Treasurer

Mayor Katz opened the meeting at 7:05 pm followed by the pledge of allegiance.

Mayor Katz welcomed Town of Ramapo Community Police Officer Julianne Franklin, and the Board discussed overnight parking in the Village.

ITEM #1

RESOLUTION NO. 41-25

APPROVAL OF MINUTES

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

ITEM #2

RESOLUTION NO. 42-25

RESOLUTION LEVYING TAXES

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

WHEREAS, a resolution is needed to levy the total taxes and other charges extended and levied against each parcel of real property shown on the tax roll prepared and verified by the assessors for the 2025-2026 fiscal year.

RESOLVED, that there be levied and assessed against the real property in the Village of Wesley Hills for the following sums for Village government and other charges for the fiscal year 2025-2026 with the tax rate of \$7.3259 per \$1,000.00 of assessed valuation.

General Fund: \$903,363.00

BE IT FURTHER RESOLVED, that this information shall be published by the Village Clerk in the manner provided by law.

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

ITEM #3

RESOLUTION NO. 43-25

RESOLUTION ADOPTING THE REVISED FEE SCHEDULE

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

RESOLVED, that the Village of Wesley Hills Fee Schedule was last amended on January 3, 2023, be and the same is hereby further amended with respect to the copy of the most recent revised fee schedule dated May 6, 2025, is incorporated by reference.

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

ITEM #4

RESOLUTION NO. 44-25

RESOLUTION APPROVING THE REDUCTION IN ESCROW FOR 89/91 SPOOK ROCK ROAD

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

WHEREAS, in December of 2023, Zahav Group Inc. entered into an Escrow Agreement with the Village of Wesley Hills pursuant to which the sum of \$37,000.00 was deposited with the Village of Wesley Hills to be held in escrow pursuant to the terms of said Escrow Agreement, and

WHEREAS, by letter dated September 30, 2024, the Village Engineer of the Village of Wesley Hills has recommended the release of the amount of \$22,500.00 as the landscaping requirement has been removed from the approved subdivision plan, and

NOW, BE IT RESOLVED, that the Village Clerk of the Village of Wesley Hills is hereby directed to refund the aforementioned escrow fund in the sum of \$22,500.00 less the sum of \$250.00 to be retained by the Village of Wesley Hills as and for an administration fee and the amount of \$6,817.33 in professional fees resulting in a net refund to be paid to the aforesaid Zahav Group Inc. in the amount of \$15,432.67.

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

ITEM #5

RESOLUTION NO. 45-25

RESOLUTION APPROVING THE CONTRACT WITH BARTON & LOGUIDICE PC FOR ENGINEERING SERVICES FOR THE WESLEY CHAPEL CULVERT REPLACEMENT

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

RESOLVED, that the proposed contract between the Village of Wesley Hills and Barton & Loguidice to provide engineering services for the Wesley Chapel Road Culvert Grant for the Village of Wesley Hills, a copy of which is made a part of the minutes of this Board, is hereby accepted, and the Mayor is authorized to indicate the approval and acceptance of such proposal by signing same on behalf of the Village of Wesley Hills.

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

ITEM #6

RESOLUTION NO. 46-25

RESOLUTION APPROVING THE VILLAGE OF WESLEY HILLS CAFETERIA PLAN INCLUDING A FLEXIBLE SPENDING PLAN

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

WHEREAS, the Village of Wesley Hills has contracted with Prime Pay for the development of a Cafeteria Plan including a Flexible Spending Plan for the staff at the Village of Wesley Hills, and a copy of which is made a part of the minutes of this Board, and

WHEREAS, said plan is effective as of June 1, 2025, and

RESOLVED, that the form of amended Cafeteria Plan including a Health Flexible Spending Account effective June 1, 2025, presented to this meeting is hereby approved and adopted and that the Mayor is hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

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

ITEM #7

RESOLUTION NO. 47-25

RESOLUTION APPROVING ABSTRACT OF FUNDS

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

RESOLVED, that the general fund claims #22,859 through #23,011 in the aggregate amount of \$140,108.58 as set forth in Abstract #5/25 dated May 6, 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: Mayor Katz, Trustee Mause, Trustee Cherns and Trustee Krull. This motion was carried unanimously.

ITEM #8

RESOLUTION NO. 48-25

RESOLUTION APPROVING TRANSFER OF FUNDS

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

RESOLVED, that the transfers in the aggregate amount of \$150,000.00 as set forth in Abstract #5/25 dated May 6, 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: Mayor Katz, Trustee Mause, Trustee Cherns and Trustee Krull. This motion was carried unanimously.

ITEM #9

DISCUSSION: CREATION OF SECRETARY FOR PLANNING & ZONING BOARD POSITION

Mayor Katz stated that the Village Clerk has contacted RC Personnel and was provided with a job description for a Planning & Zoning Secretary position. The Board discussed salary and directed the Village Clerk to submit the required PO27 to the County of Rockland for processing.

ITEM #10

MAYOR'S REPORTS

Finklestein Library

Mayor Katz stated that he had a meeting with the Library Director, and they are looking to create a satellite location and wanted to consider the possibility of doing so at Village Hall . This location may have a smaller collection of book , more drop off and pick up lockers, 2 staff members, classes etc. If the library budget is passed, \$50,000 will be used to explore this possibility. Mayor Katz stated that he had discussed with the Director three possible locations on Village Hall property.

Speed Tables

Mayor Katz stated that the Town of Ramapo has order samples of the speed tables that they suggest that the Village use. Once we receive the samples, Mayor Katz will advise the Board.

County of Rockland Sidewalk Funding

Mayor Katz stated that the County of Rockland has reserved \$60M for sidewalks on County roadways. The County will be providing funding to the jurisdictions for their construction of sidewalks on County roadways. If the legislation passes, the Village of Wesley Hills is scheduled to receive \$1.7M. Mayor Katz stated that he has requested the Village Engineer to provide pricing on some County roads. Mayor Katz stated that once he has more information from the County he will share.

Willow Tree Park Update

Mayor Katz stated that he has touched base with the Town to get an update on the Town park upgrade. Mayor Katz stated that the Village is waiting for an overall plan on the playground, additional walking paths and pond restoration.

ITEM #11

VILLAGE CLERK/TREASURER'S REPORT

Camille Guido-Downey reported the following items to the Village Board:

1. Seven complaints were received this month.
2. We are now entering tax time.
3. Completed minor Village Hall repairs.
4. Carpet installation in the Court Room will take place later this month.
5. We are currently out for bid for the Village Park Improvements which includes a new pathway connecting the new subdivision to the existing walking path in the park, new benches, fence repair, drainage grates, bridge replacement and some areas of path restoration.

6. 24 building permits have been issued for the month of April.
7. On May 19, 2025, the NYS Parks Department will announce parks grant for equipment. One the announcement is out and the supporting documentation we will know if this grant will work for the Village.

Trustee Mause stated that he and Trustee Cherns had a meeting with the Village Engineer to discuss building permit activities. The Board discussed a summit event to be held with contractors and engineers to reintroduce our staff, engineer and discuss the procedures and requirements for building in the Village. Village Clerk will organize a meeting.

Trustee Mause stated that he has received several requests for stop signs in the Village. Trustee Mause stated that he advised the residents to start a petition and submit it to the Mayor for action.

ADJOURNMENT

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

Respectfully submitted,
Camille Guido-Downey

June 2, 2025

Weston & Sampson, PE, LS, LA, Architects, PC
74 Lafayette Avenue, Suite 501, Suffern, NY 10901
Tel: 845-357-4411

Mayor and Trustees
Village of Wesley Hills
432 Route 306
Wesley Hills, NY 10952

Attn: Camille Guido-Downey, Village Clerk

Re: **Greg Sikorsky Park Improvements – Recommendation of Award**
WH0215

Dear Mayor and Trustees,

Bids were received for the above captioned project on May 30, 2025. There were two bids returned. A bid summary is attached.

The project scope included a Base Bid, Alternate Bid #1, and Alternate Bid #2. The Village may award the Base Bid alone or a combination of the Base Bid and one/all Alternate Bids as outlined below:

The low bidder for Base Bid alone is Environmental Construction, Inc. in the amount of **\$ 71,550.00**.

The low bidder for Base Bid and Alternate Bid #1 is Belleville Landscaping, Inc. in the amount of **\$ 105,185.00**.

The low bidder for Base Bid and Alternate Bid #2 is Environmental Construction, Inc. in the amount of **\$ 86,300.00**.

The low bidder for Base Bid, Alternate Bid #1, and Alternate Bid #2 is Belleville Landscaping, Inc. in the amount of **\$ 122,135.00**.

We have worked with both bidders, Belleville Landscaping, Inc. and Environmental Construction, Inc., for many years on projects of varying sizes and scope. We have found them both to perform professionally, with excellent quality work. They are responsive, and reliable.

As both bidders are qualified and are the low bidder in at least one of the combinations of bids, we recommend the Village evaluate the work they would like performed and select the Base Bid alone or a combination of Base Bid and any of the alternate bids for this project. The project may be awarded to the corresponding bidder in the amount of listed above, subject to review and confirmation by the Village Attorney.

Please feel free to contact us with any questions regarding the above recommendation.

Sincerely,

Devon Palmieri

Weston & Sampson, PE, LS, LA, Architects, PC
Devon Palmieri, EIT
Engineer III

Y:\VILLAGES\WH Wesley Hills\WH0215 Greg Sikorsky Park - Pathway Connection\Correspondence\2025-06-02 Recommendation of Award.docx



WH0215

WH - Greg Sikorsky Park Improvements

5/30/2025

DP

Greg Sikorsky Park Improvements			Belleville Landscaping Inc.		Environmental Construction Inc.	
Pay Item #	Unit	Qty	Unit Price	Extended	Unit Price	Extended
Base Bid						
1 Mobilization	LS	1	\$ 3,500.00	\$ 3,500.00	\$ 5,000.00	\$ 5,000.00
2 Clearing & Grubbing	LS	1	\$ 22,000.00	\$ 22,000.00	\$ 7,500.00	\$ 7,500.00
3 New Stone Walking Trail, Variable Width, 4" Thick	SF	2150	\$ 12.90	\$ 27,735.00	\$ 15.00	\$ 32,250.00
4 Bench, 8' Long	EA	1	\$ 1,800.00	\$ 1,800.00	\$ 4,800.00	\$ 4,800.00
5 12" HDPE Pipe	LF	20	\$ 220.00	\$ 4,400.00	\$ 200.00	\$ 4,000.00
6 ADS 12" HDPE Flared End Section	EA	2	\$ 660.00	\$ 1,320.00	\$ 500.00	\$ 1,000.00
7 NDS 24" x 24" Square Catch Basin w/ 24" Grate	EA	2	\$ 1,075.00	\$ 2,150.00	\$ 2,250.00	\$ 4,500.00
8 Riprap Inlet Protection (For Proposed 24"x24" Catch Basin)	CY	2	\$ 240.00	\$ 480.00	\$ 500.00	\$ 1,000.00
9 Riprap Outlet Protection (For Proposed 12" FES)	CY	3	\$ 240.00	\$ 720.00	\$ 500.00	\$ 1,500.00
10 Existing Stone Walking Trail Repairs, 4" Thick	SF	80	\$ 25.00	\$ 2,000.00	\$ 30.00	\$ 2,400.00
11 4" Topsoil, Seed, Fertilizer, Straw	SY	1000	\$ 14.00	\$ 14,000.00	\$ 4.75	\$ 4,750.00
12 Soil Erosion & Sediment Control	LS	1	\$ 1,500.00	\$ 1,500.00	\$ 2,850.00	\$ 2,850.00
TOTAL BASE BID AMOUNT				\$ 81,605.00		\$ 71,550.00
Alternate Bid #1						
13 Repair Existing Chainlink Fence	LS	1	\$ 2,400.00	\$ 2,400.00	\$ 6,250.00	\$ 6,250.00
14 Repair/Reset Existing 18" RCP & RC Flared End Section	LS	1	\$ 4,400.00	\$ 4,400.00	\$ 6,500.00	\$ 6,500.00
15 Riprap Outlet Protection (For Existing 18" RC Flared End Section)	CY	7	\$ 240.00	\$ 1,680.00	\$ 650.00	\$ 4,550.00
16 Remove & Replace Bench, 8' Long	EA	3	\$ 1,800.00	\$ 5,400.00	\$ 5,400.00	\$ 16,200.00
17 Existing Stone Walking Trail Repairs, 4" Thick	SF	80	\$ 25.00	\$ 2,000.00	\$ 40.00	\$ 3,200.00
18 Clean Pond Outlet Structure	LS	1	\$ 3,850.00	\$ 3,850.00	\$ 1,750.00	\$ 1,750.00
19 Trash Guard For Existing Pond Outlet Structure	LS	1	\$ 3,850.00	\$ 3,850.00	\$ 3,000.00	\$ 3,000.00
TOTAL ALT. BID #1 AMOUNT				\$ 23,580.00		\$ 41,450.00
Alternate Bid #2						
20 Remove & Replace 12'L x 4'W Wooden Pedestrian Bridge	LS	1	\$ 16,950.00	\$ 16,950.00	\$ 14,750.00	\$ 14,750.00
TOTAL ALT. BID #2 AMOUNT				\$ 16,950.00		\$ 14,750.00
TOTAL BASE BID AMOUNT				\$ 81,605.00		\$ 71,550.00
TOTAL BASE BID & ALT. BID #1 AMOUNT				\$ 105,185.00		\$ 113,000.00
TOTAL BASE BID & ALT. BID #2 AMOUNT				\$ 98,555.00		\$ 86,300.00
TOTAL BASE BID, ALT. BID #1, ALT. BID #2 AMOUNT				\$ 122,135.00		\$ 127,750.00

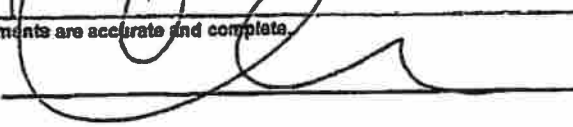


JOB CLASSIFICATION QUESTIONNAIRE P.O. 27

Secretary, Planning and Zoning Boards - (PJC/E)

County, Town, Village, School District, Library or Special District Village of Wesley Hills		Department Clerk	Suggested Job Title Secretary, Planning & Zoning Boards
This position requires: 17 Hours work per week 12 Months work per year		Rate of Pay \$ 35.00 Per hr	
Persons Supervising this position		(Direct, Occasional, General) TYPE OF SUPERVISION	
NAME		TITLE	
Camille Guido-Downey		Village Clerk-Treasurer,	
Alicia Schultz		Deputy Village Clerk	
Planning & Zoning Chairman		Direct	
Persons Supervised by Employee in this position		TYPE OF SUPERVISION	
NAME		TITLE	
none			
Persons doing substantially the same kind and level of work		Location of Position	
NAME		TITLE	
none			
PERCENTAGE OF WORK TIME	DESCRIPTION OF DUTIES: Please describe the general set of duties that are to be performed by this position. Group individual tasks into several major functions or duties and use a separate line for each major group. List the most important or time-consuming duties first. DO NOT USE ACRONYMS OR ABBREVIATIONS. Estimate the percentage of time spent per week on each function. PERCENTAGES MUST ADD UP TO 100%.		
5%	Assembles discussion materials for consideration at Planning & Zoning Board meetings		
5%	Prepares Planning & Zoning agendas as directed		
10%	Prepares, sends and posts the appropriate notifications of meetings		
20%	Records minutes of Planning & Zoning meetings and transcribes, duplicates and distributes		
20%	Replies to routine correspondences		
10%	Prepares legal notices and assures their publication		
10%	Maintain files		
20%	May operate a variety of office machines in the performance of clerical work, such as photocopy, calculator, fax machines, word processing, etc.		

The above statements are accurate and complete.

Signature: 

Date: 5/14/25

☐ Repetitive and routine. ☒ Routine, but involves some judgment to perform the duties. ☐ Complex, involving decision of order, of tasks and methods. ☐ Difficult, involving independent decisions as to scope and planning of projects and programs.	☒ Is under direct supervision. ☐ Works according to prescribed procedure with supervision available as needed. ☐ Is under general supervision as exercised through reports, conferences and job inspection. ☐ Is subject only to policies and administrative approval.
☐ Requires no previous training or special knowledge. ☐ Requires some basic abilities or knowledges of the general work. ☒ Requires good knowledge of the primary work. ☐ Requires thorough knowledge of all phases of the work. ☐ Requires a particular proficiency or skill in a specialized activity.	☐ Exercises direct supervision. ☐ Supervises, as required, through review of work. ☐ Exercises general supervision by means of reports and conferences. ☐ Regularly supervises 1 to 5 employees. ☐ Regularly supervises 6 to 15 employees. ☐ Regularly supervises over 15 employees.