



## **BOARD OF TRUSTEES MEETING AGENDA**

**August 06, 2024 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.](#) July 2, 2024

### **RESOLUTIONS/DISCUSSIONS**

- [2.](#) Discussion: Amendment to Village Code Chapter 210-Vehicles & Traffic
- [3.](#) Discussion: Justice Court Passport Electronic Services
4. Resolution Establishing Electronic Records
- [5.](#) Resolution Authorizing the Release of Escrow - 1 Cottonwood Lane
- [6.](#) Resolution Approving Justice Court Audit
7. Resolution Approving the End of Year Budget Amendment
- [8.](#) Resolution Approving the Placement of Stop Signs at Charlotte Drive & Deerwood Road
9. Resolution Approving Abstracts of Audited Claims
10. Resolution Approving Transfer of Funds

### **REPORTS**

11. Mayor
12. Village Clerk/Treasurer
13. Village Attorney

### **OPEN FLOOR: PUBLIC DISCUSSION**

### **EXECUTIVE SESSION**

### **NEW BUSINESS**

### **ADJOURNMENT**



## BOARD OF TRUSTEES MEETING MINUTES

July 02, 2024, 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  
Yisroel Cherns, Trustee  
Joseph Mause, Trustee  
Tova Krull, Trustee

### MEMBERS ABSENT:

None

### OTHERS PRESENT:

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

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

### ITEM #1

### RESOLUTION #69-24

#### APPROVAL OF MINUTES – JUNE 4, 2024

Trustee Schwartz made a motion to approve the minutes of June 4, 2024, seconded by Trustee Mause. Upon vote, Yea: Mayor Katz, Trustee Schwartz, Trustee Mause, Trustee Krull. Trustee Cherns abstained. This motion was carried.

### ITEM #2

### RESOLUTION #70-24

#### APPROVAL OF MINUTES – JUNE 18, 2024

Trustee Schwartz made a motion to approve the minutes of June 18, 2024, seconded by Trustee Mause. Upon vote, Yea: Mayor Katz, Trustee Schwartz, Trustee Cherns, Trustee Mause, Trustee Krull. This motion was carried unanimously.

### ITEM #3

#### DISCUSSION: LOCAL LAW 1 OF 2024 - FACULTY HOUSING

Mayor Katz stated that the Village closed the public hearing last month and continued the discussion to this month in anticipation of the Planning Board providing the Village with their review of the law. The Planning has offered no new comments. Mayor Katz stated that Trustee Schwartz has minor typographical changes for the Board's consideration. Mayor Katz noted that these changes do not change the intent of the proposed law.

**ITEM #3****RESOLUTION #71-24****RESOLUTION: LOCAL LAW 1 OF 2024 - FACULTY HOUSING**

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

**RESOLVED**, that the proposed “Local Law Amending the Code of the Village of Wesley Hills to Revise the Zoning Law in Relation to Faculty Housing at Schools” as amended by the submission of Trustee Schwartz with respect to certain spelling and grammatical issues, copies of both are a part of the minutes of this Board are hereby approved and enacted as Local Law 1 of 2024.

Upon vote, Yea: Mayor Katz, Trustee Schwartz, Trustee Cherns, and Trustee Mause. Nay: Trustee Krull. This motion was carried 4 to 1.

**ITEM #4****RESOLUTION #72-24****RESOLUTION APPROVING THE INSTALLATION OF STOP SIGNS AT THE INTERSECTION OF LIME KILN ROAD & WILDER ROAD**

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

**RESOLVED**, that the Board of Trustees hereby requests that the Town of Ramapo Highway Department install “Stop” signs at the intersection of Lime Kiln Road and Wilder Road with the required street markings and any other associated signage, in accordance with the Village Engineer of the Village of Wesley Hills plan dated June 27, 2024, a copy of which plan is made a part of the Minutes of this Board is hereby approved.

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

**ITEM #5****RESOLUTION #73-24****RESOLUTION APPROVING A REFUND FOR A DOUBLE TAX PAYMENT TO CORELOGIC - 14 DOE DRIVE**

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

**WHEREAS**, the Village of Wesley Hills issued a 2024 Village Tax Bill No. 000092 with respect to real property designated on the Town of Ramapo Tax Map as Section 32.18 Block 1, Lot 48 with respect to premises known as 14 Doe Drive, Suffern, New York 10901, and

**WHEREAS**, on June 10, 2024, Yaakov Spira paid the said tax bill applicable to the aforementioned property in the amount of \$389.15, and

**WHEREAS**, on June 18, 2024, Corelogic on behalf of PHH Mortgage Services made a duplicate payment of the 2024 Village tax bill applicable to the aforementioned property in the amount of \$389.15, and

**WHEREAS**, as a consequence of the above, the Village taxes for the said premises are overpaid to the Village of Wesley Hills in the amount of \$389.15,

**NOW THEREFORE, BE IT RESOLVED**, that the Village Clerk-Treasurer is hereby directed to remit the sum of \$389.15 to Corelogic.

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

**ITEM #6**

**RESOLUTION #74-24**

**RESOLUTION APPROVING A REFUND FOR A DOUBLE TAX PAYMENT TO CORELOGIC  
- 4 OLD POMONA ROAD**

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

**WHEREAS**, the Village of Wesley Hills issued a 2024 Village Tax Bill No. 000214 with respect to real property designated on the Town of Ramapo Tax Map as Section 32.19 Block 1, Lot 63 with respect to premises known as 4 Old Pomona Road, Suffern, New York 10901, and

**WHEREAS**, on June 06, 2024, Beila Barouk paid the said tax bill applicable to the aforementioned property in the amount of \$317.51, and

**WHEREAS**, on June 18, 2024, Corelogic on behalf of Penny Mac made a duplicate payment of the 2024 Village tax bill applicable to the aforementioned property in the amount of \$317.51, and

**WHEREAS**, as a consequence of the above, the Village taxes for the said premises are overpaid to the Village of Wesley Hills in the amount of \$317.51,

**NOW THEREFORE, BE IT RESOLVED**, that the Village Clerk-Treasurer is hereby directed to remit the sum of \$317.51 to Corelogic.

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

**ITEM #7**

**RESOLUTION #75-24**

**RESOLUTION APPROVING A REFUND FOR A DOUBLE TAX PAYMENT TO CORELOGIC  
- 9 CARA DRIVE**

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

**WHEREAS**, the Village of Wesley Hills issued a 2024 Village Tax Bill No. 000627 with respect to real property designated on the Town of Ramapo Tax Map as Section 41.08 Block 1, Lot 20 with respect to premises known as 9 Cara Drive, Suffern, New York 10901, and

**WHEREAS**, on June 06, 2024, Landmark Title paid the said tax bill applicable to the aforementioned property in the amount of \$649.03, and

**WHEREAS**, on June 18, 2024, Corelogic on behalf of Central Loan Administration made a duplicate payment of the 2024 Village tax bill applicable to the aforementioned property in the amount of \$649.03, and

**WHEREAS**, as a consequence of the above, the Village taxes for the said premises are overpaid to the Village of Wesley Hills in the amount of \$649.03,

**NOW THEREFORE, BE IT RESOLVED**, that the Village Clerk-Treasurer is hereby directed to remit the sum of \$649.03 to Corelogic.

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

#### **ITEM #8**

#### **RESOLUTION #76-24**

#### **RESOLUTION APPROVING ABSTRACTS OF AUDITED CLAIMS**

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

**RESOLVED**, that the general fund claims #22,034 through #24,110 in the aggregate amount of \$96,633.32 as set forth in Abstract #7/24 dated July 2, 2024, 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 Schwartz, Trustee Cherns, Trustee Mause and Trustee Krull. This motion was carried unanimously.

#### **ITEM #9**

#### **RESOLUTION #77-24**

#### **RESOLUTION APPROVING TRANSFER OF FUNDS**

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

**RESOLVED**, that the transfers in the aggregate amount of \$150,000 as set forth in Abstract #7/24 dated July 2, 2024, 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 Schwartz, Trustee Cherns, Trustee Mause and Trustee Krull. This motion was carried unanimously.

#### **ITEM #10 - MAYOR'S REPORTS**

##### Wilder Road Sidewalk Grant

Mayor Katz stated that the Village was successful in obtaining a TAP grant funding for sidewalks on Wilder Road. The sidewalks are proposed on Wilder Road from Willow Tree Road to Lime Kiln Road. The TAP grant is a \$1.7 million grant.

##### State Funding

Mayor Katz stated that it was announced on the NYCOM website that municipalities are receiving extra AIM funding. The Village will receive \$1,161.00.

##### Deerkill Day Camp

Mayor Katz stated that it is camp time again and he is on the email chain with the camp and the nearby neighbors in reference to parking on Cottonwood and Rosewood. As in the past the camp designated parking spots for specific adult staff members to keep parking to one side of the roads and to space out

the cars. Mayor Katz explained to the new members that the camp pays the counselors extra to take the bus and carpool to reduce the number of cars that are brought to the camp.

#### Speed Bumps

Mayor Katz stated that he reached out to Fred Brinn with a reminder to install the speed bumps in the Pomona Heights area and Willow Tree Road.

#### Potholes on Willow Tree

Mayor Katz stated that he also reminded Fred Brinn to fill the potholes on Willow Tree Road.

#### Comp Alliance

Mayor Katz stated that the Village had received notification that we have been awarded \$500 from Comp Alliance due to excellent service. Comp Alliance handles worker's compensation for the Village.

#### County Clerk Mobile Passport Day

Mayor Katz reported that the Village joined with the County of Rockland Clerk's office and offered a mobile passport event at Village Hall. It was successful and a total of thirty appointments were serviced. Additional events will be scheduled in the future.

#### Garbage Bid

Mayor Katz stated that Rockland Green has received one bid for the Village garage service for the next 5 years from our current vendor, Marangi. Mayor Katz stated that it is a 14% increase. Board Members said that they would like to keep back door service as the savings for curbside pickup were minimal.

#### Dutch Village

Trustee Krull stated that the resident at 1 Windmill reached out to her to discuss her concern about the entrance structure located on her property. The resident would like the Village to maintain or remove the structure as it is an eyesore. Mayor Katz answered that he had sent this homeowner a letter 2 years ago stating that the structure is not owned by the Village and the homeowner is welcome to remove or repair the structure. Mayor Katz stated that the subdivision map does not mention the structure and who is responsible for the structure. The structure is located on the homeowner's property. Mayor Katz stated that even if the structure were in the Village ROW, the ROW is for utility lines, utility poles, road widening purposes, snow storage etc. and the Village has no obligation to maintain the structure that basically served as an advertisement for the developer of that neighborhood. Board Members are not in favor of using taxpayer money for maintaining or removing non-municipal structures on private property.

#### Village Paving

Mayor Katz stated that the Village planned on paving Lois, Auburn, and Rockwood. O&R has stated that they are planning on a gas main replacement on Lois & Auburn, but has yet to confirm the timing. Instead the Village will be paving Rockwood and Hillside Court and look to work out a cost sharing agreement with O&R when they do pave Lois & Auburn

#### Willow Tree Park Pond

Mayor Katz stated that he has received confirmation from the Town Supervisor that they will seek grant funds for the pond restoration. Board Members stated that the funds that Lawler was able to secure could be used for that purpose. Mayor Katz noted that those funds are designated to be used for traffic and pedestrian projects, but that he would work with the Town to help secure grants for this project.

**ITEM #11 – VILLAGE CLERK/TREASURER REPORT**

Camille Guido-Downey reported the following:

91% of taxes have been collected to date.

Twenty-four complaints were received.

Waiting for proposals for the following: Justice Court handheld parking machine and sidewalk repair proposal.

Tree removal work at the Village Park will occur within the next 2-3 weeks.

Holland Lane drainage improvements will start at the end of July.

**ADJOURNMENT**

Trustee Cherns made a motion to adjourn the meeting, seconded by Trustee Krull. Upon vote:

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

Respectfully Submitted,  
Camille Guido-Downey

Village of Wesley Hills, NY  
Wednesday, July 17, 2024

## Chapter 210. Vehicles and Traffic

[HISTORY: Adopted by the Board of Trustees of the Village of Wesley Hills 2-14-1984 by L.L. No. 1-1984.  
Amendments noted where applicable.]

### GENERAL REFERENCES

Traffic Violations Bureau — See Ch. 53.

Streets and sidewalks — See Ch. 187.

### § 210-1. Title.

This chapter shall be known as the "Vehicle and Traffic Local Law of the Village of Wesley Hills."

### § 210-2. Purpose; applicability.

- A. It is the aim of the Board of Trustees of the Village of Wesley Hills to promote the public health, welfare and safety of its residents by:
- (1) Regulating the use and operation of motor vehicles upon the streets, highways, and places accessible to the public in the Village of Wesley Hills.
  - (2) Regulating the construction, reconstruction, management and maintenance of open areas, avenues of access or parking spaces for motor vehicles in the foregoing or similar uses and activities.
  - (3) Designating fire lanes or zones in shopping centers.
  - (4) Providing for the removal and disposition of unattended, illegally parked or standing, and abandoned motor vehicles in fire lanes or other public places or zones duly marked restricted or on any public road or public area during periods of public emergency declared by the Mayor or Board of Trustees of the Village of Wesley Hills in the interest of public safety or at any time where the same impedes or interferes with snow removal or safe motor vehicle traffic.
- B. This chapter shall not apply to individual residential lots.

### § 210-3. Definitions.

- A. All words, terms and phrases, when used in this chapter, shall, for the purposes of this chapter, be defined as set forth in the Vehicle and Traffic Law of the State of New York, and if no specific definition is set forth therein, all words shall have their usual meanings in the English language.
- B. Terms defined. As used in this chapter, the following terms shall have the meanings indicated:

#### LAW ENFORCEMENT OFFICER

Includes the Code Inspector of the Village of Wesley Hills and each Code Enforcement Officer 1 of the Town of Ramapo.

[Amended 12-11-2001 by L.L. No. 4-2001]

#### MOTOR HOME

A portable temporary abode designed to be used for travel, recreation, or vacation, constructed as an integral part of a self-propelled vehicle, and measuring at least 227 inches in length, 85 inches in height, and 80 inches in width.

[Added 8-12-1986 by L.L. No. 4-1986]

#### PICKUP COACH

A device designed to be mounted on a truck chassis for occupancy as a temporary abode for travel, recreation, or vacation.

[Added 8-12-1986 by L.L. No. 4-1986]

#### RECREATION VEHICLE

Any motor home, pickup coach, or travel trailer, as defined herein.

[Added 8-12-1986 by L.L. No. 4-1986]

#### TRAVEL TRAILER

A vehicular, portable device, built on a chassis, designed to be used primarily as a temporary abode for travel, recreation, or vacation use, having a body width not exceeding 8 feet and a body length not exceeding 32 feet.

## § 210-4. Speed limits.

No person shall operate a motor vehicle upon any public highway or other area open to motor vehicle traffic within the Village of Wesley Hills at a rate of speed in excess of that duly posted or, if not posted, in excess of 30 miles per hour. This section shall not apply to ambulances, fire vehicles or police vehicles responding to an emergency or to vehicles operated by an officer or employee of the Village of Wesley Hills when in response to an emergency declared by the Mayor or Board of Trustees of the Village of Wesley Hills, nor shall this section apply to state highways maintained by the State of New York.

[1] *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I).*

## § 210-5. Vehicle weight limits.

No street or highway within the Village of Wesley Hills, other than state or county highways, may be used for travel or operation by trucks, tractors, or tractor-trailer combinations having a total gross weight in excess of 10,000 pounds. Notwithstanding the foregoing, this section shall not be construed to prevent the operation of such vehicles on streets or highways within the Village of Wesley Hills when such vehicles are in transit to or from a destination within the Village.

## § 210-6. Buses.

[Added 8-16-1988 by L.L. No. 4-1988]

- A. All commercial buses for hire, and other coach-type buses for the carrying of passengers for hire, are excluded from the use for travel or operation of all streets and highways within the Village of Wesley Hills, except for the following streets and highways:
  - (1) Route 306.
  - (2) Grandview Avenue.
  - (3) Lime Kiln Road.
  - (4) Forshay Road.
  - (5) Wilder Road.
  - (6) Spook Rock Road, south of Old Haverstraw Road.
- B. The following vehicles are specifically exempt from the application of this section:
  - (1) Buses exclusively carrying children for school, educational or recreational purposes, provided that such buses use the excluded streets and highways only for the purpose of picking up or discharging children at their respective homes.
  - (2) The following buses operated by the County of Rockland: Transportation Resources Intra-County for Physically Handicapped and Senior Citizens (TRIPS) and Transport of Rockland (TOR) buses.

## § 210-7. Traffic regulations and fire zones in shopping centers.

- A. Authority to regulate and control traffic in shopping centers. The Board of Trustees of the Village of Wesley Hills finds that the assembly of increasing numbers of persons and motor vehicles at shopping centers and other large commercial and public areas affects the safety of its citizens, and that the health, welfare and safety of the community will be promoted by the promulgation of regulations with respect to use of motor vehicles in such public areas. Accordingly, and pursuant to the authority granted under § 1640-a of the Vehicle and Traffic Law of the State of New York, the Board of Trustees of the Village of Wesley Hills is hereby empowered to perform the following functions:
  - (1) Order stop signs, yield signs or flashing signals erected at specific entrance locations to a parking area, or designate any intersection in the parking area as a stop intersection or as a yield intersection, and order like signs or signals at one or more entrances to such intersection and designate and mark any separate roadway in the parking area for one-way traffic and cause removal of other obstructions and safety hazards in or on such premises and install or cause to be installed pavement markings, curbs, barriers or other channelization devices or traffic control devices and facilities at the expense of the owner of the premises and have the cost of same assessed against the owner of record of said premises, said cost to be levied by the office of the Assessor and collected in the manner of any other tax or assessment imposed upon or levied against the premises.
  - (2) Regulate movement of traffic and standing of motor vehicles to prevent obstruction in the parking area, including regulation by means of traffic control signals.
  - (3) Establish maximum speed limits in the parking area of not less than 15 miles per hour.

- (4) Prohibit or regulate the turning of any vehicles at intersections or other designated locations in the parking area.
  - (5) Regulate the crossing of any roadway in the parking area by pedestrians.
  - (6) Prohibit, regulate, restrict or limit the stopping, standing or parking of vehicles in specified areas of the parking area.
- B. Illegally parked, standing, or abandoned vehicles. In addition to the foregoing, the Code Inspector of the Village of Wesley Hills is hereby authorized and directed to cause to be removed, stored and, after due notice as hereinafter provided, sold or otherwise disposed of:
- (1) Vehicles parked or abandoned in such parking area during snowstorms, floods, fires or other public emergencies; or
  - (2) Unattended vehicles in such parking area when they obstruct traffic or when stopping, standing or parking is prohibited.
- C. The owner or operator of any such vehicle shall pay the reasonable charges for the removal and storage of any motor vehicle removed or stored under the foregoing provisions.
- D. Establishment and marking of fire zones. The Board of Trustees of the Village of Wesley Hills is hereby authorized pursuant to the authority granted under § 1640-a of the Vehicle and Traffic Law of the State of New York to determine and establish appropriate fire lanes in all shopping centers. Thereupon, the Board of Trustees of the Village of Wesley Hills shall cause to be erected or installed adequate signs, markings and other devices to delineate said fire lanes. Signs, markings and other devices erected or installed on such privately owned premises shall be at the cost of the owner and may be billed for and collected in the same manner as set forth in Subsection A(1) hereinabove.

## § 210-8. Parking or standing prohibited in certain areas; exceptions.

### A. Fire zones and no-parking areas.

- (1) No motor vehicle shall be permitted to stand, be parked or remain unattended in an established fire zone.
- (2) No motor vehicle shall be permitted to stand, be parked, or remain unattended in an area designated as a no-parking area, except when actually loading or unloading passengers, materials, or goods.
- (3) No vehicle shall be parked in front of, or in such manner as to block or partially block access to, any private driveway or in front of or within 10 feet, measured along the curb, of the entrance to any church or other public building, except for such reasonable time as may be necessary for taking on or discharging passengers or merchandise.<sup>[1]</sup>

[1] *Editor's Note: Added at time of adoption of Code (see Ch. 1, General Provisions, Art. I).*

- 
- (4) Whenever any motor vehicle is found parked or standing in violation of this chapter, the law enforcement officer shall take its registration number, vehicle identification number, description, and any other information and shall conspicuously affix to such vehicle an appearance ticket to answer the charge of violation of this section by placing such appearance ticket under the windshield wiper blade of such vehicle.
  - (5) If there be no response in the Justice Court to the appearance ticket issued, the Court shall issue a summons to the owner of the motor vehicle to which the appearance ticket was affixed and direct that the same be served upon said owner. In any prosecution charging a violation of this section, proof that the vehicle was standing or parked in violation of this section, together with proof that the defendant named in the summons issued by the Court was at the time of the violation the registered owner thereof, shall constitute a presumption that the registered owner of such vehicle was the person who parked or placed the vehicle at the point where and for the time during such violation occurred.

- B. Other areas and time limitations. The Board of Trustees of the Village of Wesley Hills may declare certain areas, streets, roads and highways in the Village restricted to parking of motor vehicles and may designate the length of time for lawful parking in said areas and shall cause to be erected and installed appropriate signs or markers, except that, during the winter season and during periods of snow removal, the Board of Trustees may further restrict such streets and highways as may be necessary in the interest of public safety and shall give such notice thereof as may be practicable in the circumstances. All such restricted parking areas in existence on the effective date of this chapter shall be deemed to have been designated by the Board of Trustees under authority of this chapter.

## § 210-9. Parking for handicapped persons.

### A. Use of permit.

- (1) Any vehicle bearing a handicapped parking permit issued pursuant to § 1203-a of the Vehicle and Traffic Law of the State of New York is authorized to park in any area in the Village of Wesley Hills designated for parking for the handicapped.
- (2) The Village Clerk shall keep a list of designated parking areas in the Village of Wesley Hills, a copy of which can be obtained at the Village Clerk's office.

- B. The Planning Board of the Village of Wesley Hills is hereinafter empowered to require the inclusion of spaces handicapped parking in any site plan for the construction of office, commercial or industrial uses in the Village Wesley Hills.
- C. Any person to whom a permit has not been issued and who shall use a permit issued pursuant to this chapter for any purpose other than parking a motor vehicle while transporting a physically handicapped person shall be guilty of a traffic infraction within the meaning of § 1800 of the Vehicle and Traffic Law.
- D. A vehicle bearing such parking permit for the handicapped shall be deemed in violation of the applicable rules and regulations governing parking in the Village of Wesley Hills when such vehicle shall be parked in a bus stop, a taxi stand, within 15 feet of a fire hydrant, a fire zone, a fire lane, a firehouse, a driveway, or a crosswalk, or is double parked.
- E. Enforcement.
- (1) Whenever any motor vehicle which does not bear a parking permit for the handicapped is found parked in an area designated for handicapped parking, the law enforcement officer shall take its registration number, vehicle identification number, description, and any other information and shall conspicuously affix to such vehicle an appearance ticket to answer the charge of violation of this section by placing same under the windshield wiper blade of such vehicle.
  - (2) If there is no response in the Justice Court to the appearance ticket issued, the Court shall issue a summons to the owner of the motor vehicle to which the appearance ticket was affixed and direct that the same be served upon said owner.<sup>[1]</sup>
- [1] *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I).*
- F. In any prosecution charging a violation of this section, proof that the vehicle was parked in violation of this section, together with proof that the defendant named in the summons issued by the Court was at the time of the violation the registered owner thereof, shall constitute a presumption that the registered owner of such vehicle was the person who parked or placed the vehicle at the point where and for the time during which such violation occurred or who gave his or her consent to the person who parked or placed the vehicle at the point where and for the time during which such violation occurred.

## § 210-10. Towing of vehicles.

- A. Any motor vehicle found parked in violation of the provisions of this chapter may, upon the direction of a police officer or other officer charged with enforcement of this chapter, be towed to any public or private parking facility, and the expense of such towing and subsequent storage shall be borne by the registered owner of such vehicle.
- B. No motor vehicle shall remain or stand unattended in any unrestricted public place or parking lot unless the engine is stopped, the ignition is shut off and the ignition key is removed from the vehicle, and, when standing upon any grade, the front wheels shall be turned to the curb or side of the highway or otherwise secured as required in the circumstances.
- C. Whenever any police officer or other officer charged with enforcement of this chapter shall find a motor vehicle standing unattended with the ignition key in the vehicle, in violation of this section, such officer is authorized to remove such key from such vehicle and to deliver such key to the police officer in charge of the Town of Ramapo police headquarters, and said vehicle may be dealt with or disposed of as set forth in § 210-13 herein or otherwise as may seem indicated in the circumstances.<sup>[1]</sup>
- [1] *Editor's Note: Original § 9D, which prohibited the parking of vehicles so as to block a driveway and immediately followed this subsection, was repealed at time of adoption of Code (see Ch. 1, General Provisions, Art. I). See now § 210-8A(3).*

## § 210-11. Prohibited acts; exceptions.

- A. The following acts are hereby prohibited:
- (1) The parking of unlicensed automobiles upon any part of the public street.
  - (2) Night parking, which is hereby defined as parking of any vehicle on any street at any time between the hours of 2:00 a.m. and 6:00 a.m. This prohibition shall be in addition to any other prohibition elsewhere imposed herein on motor vehicles.  
[Amended 3-11-2003 by L.L. No. 2-2003; 10-3-2017 by L.L. No. 3-2017]
  - (3) Abandoning any vehicle within the Village, or leaving any vehicle at any place within the Village for such time and under such circumstances as to give a reasonable appearance of abandonment.
  - (4) Leaving any partially dismantled, nonoperating, wrecked or junked vehicle on any street or highway within the Village.
  - (5) Parking or standing of vehicles in a restricted area or areas at the time of hazard or emergency.
  - (6) All-night parking of commercial vehicles, which is hereby defined as continuous parking of commercial vehicles between the hours of 2:00 a.m. and 6:00 a.m., inclusive, in any one-family residence zoning district as specified in Chapter 230, Zoning, of the Code of the Village of Wesley Hills. This prohibition shall be in addition to any other prohibition elsewhere imposed herein on such vehicles.  
[Added 4-9-1985 by L.L. No. 1-1985]

- (7) All-night parking of recreation vehicles, which is hereby defined as continuous parking of recreation vehicles between the hours of 2:00 a.m. and 6:00 a.m., inclusive, in any one-family residence zoning district as specified in Chapter 230, Zoning, of the Code of the Village of Wesley Hills. This prohibition shall be in addition to any other prohibition elsewhere imposed herein on such vehicles.  
[Added 8-12-1986 by L.L. No. 4-1986]
- (8) Parking of any vehicle on a sidewalk within the Village.  
[Added 4-11-2000 by L.L. No. 1-2000]
- (9) No commercial vehicles shall be permitted on Willow Tree Road between Route 306 and Grandview Avenue and on East Willow Tree Road between McNamara Road and Route 306 except for the sole purpose of making a delivery to a parcel of property located on said Willow Tree Road and/or East Willow Tree Road.  
[Added 10-2-2019 by L.L. No. 3-2019]

B. Exceptions. This chapter shall not apply to any vehicle:

- (1) In an enclosed building;
- (2) Operated in a lawful place and manner on the premises of a business enterprise when necessary to the operation of such business enterprise;
- (3) In an appropriate storage place or depository maintained by the Village or any private person performing a similar function as herein provided for; or
- (4) Parked on a street as authorized by a written permit issued by the Village Clerk pursuant to § 210-12 hereinbelow.  
[Added 3-11-2003 by L.L. No. 2-2003]

## § 210-12. Permits for all-night parking.

[Added 3-11-2003 by L.L. No. 2-2003]

The Village Clerk shall be authorized to issue a written permit for all-night parking, upon application therefor in writing, in accordance with the following standards and subject to the following conditions:

- A. No permit for all-night parking may be issued during the period from November 1 to April 1, inclusive.  
[Added 4-21-2009 by L.L. No. 2-2009]
- B. The application shall provide an explanation of the need for such permit, including, without limitation:
  - (1) Temporary construction activities that prevent the use of the driveway on the lot where the vehicle otherwise would have been parked.
  - (2) The need, on a temporary basis, to park a larger number of vehicles overnight than the capacity of the garage and driveway on a lot.
  - (3) Any other reasonable explanation that demonstrates that, for a temporary period of time, it would be impractical or impossible to park all vehicles associated with the use of a lot overnight on the lot.
- C. Such permit shall specify the license plate number of the vehicle that is authorized thereby to park all night on a street and the address of the lot to which it relates.
- D. Such permit shall be displayed so that it is visible through the windshield of the vehicle.
- E. The duration of such permit shall not exceed one week. The permit may be renewed for a maximum period of one additional week, if a reasonable need for such renewal is demonstrated in writing.
- F. Notwithstanding the issuance of such permit, such permit shall not be deemed to authorize all-night parking whenever such parking shall impede or interfere with snow removal.

## § 210-13. Impounding of vehicles.

- A. The Mayor or Code Inspector of the Village of Wesley Hills is hereby authorized to impound any vehicle left at any place within the Village under circumstances which reasonably indicate that such vehicle is in violation of this chapter or lost, stolen or unclaimed or where it constitutes an obstruction to traffic or is a hazard during a storm, flood, fire or other public emergency duly declared by the Mayor or Board of Trustees.
- B. The owner of any property within the Village of Wesley Hills upon which a vehicle has been abandoned may make a written request to the Village that such vehicle be impounded. In such event, the Mayor may direct that such vehicle be impounded, and the expense of removal and storage of such vehicle shall be paid by such property owner. Any funds received by the Village pursuant to Subsection F hereinbelow upon the reclamation or disposition of such vehicle shall be credited to such property owner to the extent of all removal and storage charges actually paid by such property owner, and any such funds in excess of the amount so paid by such property owner shall belong to the Village and shall be deposited to the credit of the general fund.
- C. Any vehicle impounded pursuant to this chapter shall be stored in such suitable public or private place as shall be authorized by the Mayor, until disposition pursuant to Subsection F hereinbelow.

- D. The Mayor shall, without delay, report the removal and the disposition of any vehicle removed as provided in this chapter to the Village Clerk, who shall ascertain to the extent possible the owner of the vehicle or person having same in charge and shall notify such person of the impounding, removal and disposition of such vehicle and of the amount which will be required to redeem same, and that such vehicle must be reclaimed within 30 days after impounding, and that if such vehicle has not been reclaimed within such time, it shall be conclusively presumed to be abandoned and shall be disposed of in the manner provided in Subsection F hereinbelow.
- E. In addition, if a vehicle is removed from private property listed on the tax rolls of the Village, other than at the request of the owner of such property pursuant to Subsection B hereinabove, the Village Clerk shall, within 10 days after impounding, notify the owner of such property, by registered letter at the last address shown on the tax rolls, of the impounding, removal and disposition of such vehicle and of the amount which will be required to redeem same, that such vehicle must be reclaimed within 30 days after impounding, and that if such vehicle has not been reclaimed within such time, it shall be conclusively presumed to be abandoned and shall be disposed of in the manner provided in Subsection F hereinbelow.
- F. Any vehicle impounded pursuant to this chapter may be reclaimed by the owner thereof upon payment to the Village of a mandatory towing charge as set by the Board of Trustees by resolution from time to time and a storage charge not to exceed the prevailing rates customarily charged for such storage. If the vehicle is not reclaimed within 30 days after impounding, the vehicle shall be conclusively presumed to be abandoned, and the Village shall dispose of the vehicle impounded, by public sale or otherwise, and deposit such funds received, if any, to the credit of the general fund, except to the extent of any funds to be paid to a property owner pursuant to Subsection B hereinabove.  
[Added 12-2-2014 by L.L. No. 5-2014]

Item 2.

## § 210-14. Effect on other laws.

This chapter is not in limitation of any other law, rule, regulation or order which may affect any premises subject to this chapter or any penalty, fine or liability thereunder but is in addition thereto. Any inconsistent local law, regulation, order or certificate or part thereof in conflict with this chapter is hereby repealed insofar as it may affect the enforcement of this chapter.

## § 210-15. Penalties for offenses.

[Amended 8-16-1988 by L.L. No. 4-1988]

- A. Any other provision notwithstanding, any law enforcement officer or officer charged with enforcement of this chapter is hereby authorized and empowered to issue or cause to be issued a summons returnable in the Justice Court of the Village of Wesley Hills, or any other court of competent jurisdiction, for operation of any motor vehicle in violation of the traffic and safety provisions of this chapter, and, likewise, the Code Inspector hereby is authorized and empowered to issue such summons for any violation involving the operation, maintenance and control of any premises.
- B. Penalties.
- (1) Any violation of §§ **210-5**, **210-6** and **210-11A(9)** of this chapter shall be deemed an offense punishable as follows:  
[Added 10-2-2019 by L.L. No. 3-2019]
    - (a) For a first conviction thereof, by a fine of not less than \$100 nor more than \$500 or by imprisonment for not more than 15 days, or by both such fine and imprisonment.
    - (b) For a second such conviction within 18 months thereafter, by a fine of not less than \$500 nor more than \$1,000 or by imprisonment for not more than one month, or by both such fine and imprisonment.
    - (c) Upon a third or subsequent conviction within 18 months after the first conviction, by a fine of not less than \$1,000 nor more than \$2,000 or by imprisonment for not more than two months, or by both such fine and imprisonment.
  - (2) Any violation of § **210-8** of this chapter shall be deemed an offense punishable by a fine of not less than \$25 nor more than \$100 or imprisonment for a period not to exceed two months, or by both such fine and imprisonment.
  - (3) Any violation of any provision of § **210-9** of this chapter which is not a violation of any provision of the Vehicle and Traffic Law of the State of New York shall be deemed an offense punishable as follows:
    - (a) For a first conviction thereof, by a fine of not less than \$50 nor more than \$250 or by imprisonment for not more than 15 days, or by both such fine and imprisonment.
    - (b) For a second such conviction within 18 months thereafter, by a fine of not less than \$100 nor more than \$500 or by imprisonment for not more than 45 days, or by both such fine and imprisonment.
    - (c) Upon a third or subsequent conviction within 18 months after the first conviction, by a fine of not less than \$500 nor more than \$750 or by imprisonment for not more than 90 days, or by both such fine and imprisonment.
  - (4) Parking restrictions.  
[Added 10-10-2001 by L.L. No. 3-2001]

- (a) For illegal parking in an established fire zone: a fine of \$75;
  - (b) For illegal parking in a designated no-parking area: a fine of \$50;
  - (c) For illegal parking in a designated handicapped parking area: a fine of \$75, plus the surcharge mandated by the Vehicle and Traffic Law of the State of New York;
  - (d) For illegal all-night parking, a fine of not less than \$30;  
[Amended 12-3-2019 by L.L. No. 4-2019]
  - (e) For any violation of any other provision of said chapter: a fine not to exceed \$100; and
  - (f) For any fine imposed which remains unpaid one month after the imposition thereof, an additional late payment penalty of \$5 per month, or fraction thereof, up to a maximum late payment penalty of \$50.
- (5) Any violation of any other provision of this chapter shall be deemed an offense punishable by a fine of not less than \$30 and not to exceed \$100 or imprisonment for a period not to exceed two months, or by both such fine and imprisonment.  
[Amended 4-21-2009 by L.L. No. 2-2009]
- C. In the case of continuing violation of this chapter, each day that such violation exists shall constitute a separate and distinct offense.

**ORDER FORM**

This Order Form (the "Order Form"), effective as of \_\_\_\_\_, is being entered into by and between Passport Labs, Inc. and Village of Wesley Hills, NY ("Customer") pursuant and subject to the Software License and Service Agreement (the "Agreement") entered into by the Parties as of \_\_\_\_\_. Upon execution, this Order Form shall be incorporated by reference in and subject to the Agreement. Capitalized terms used but not defined herein shall have the same meanings as set forth in the Agreement.

**I. SUMMARY OF THE PRODUCTS AND SERVICES**

This Order Form, together with any Product Specific Terms attached hereto and made a part hereof in Schedule 1 and the SOW attached hereto and made a part hereof as Schedule 2, contains the terms and conditions applicable to the Products and related services purchased pursuant to the Agreement.

| PRODUCTS AND SERVICES                |   |
|--------------------------------------|---|
| Citation Management Platform ("CMP") | X |

**II. FEES**

A. Fees. The fees are as follows:

| Products and Services                         | Fee(s)        | Fee Type(s)     |
|-----------------------------------------------|---------------|-----------------|
| <b>Citation Management Platform ("CMP"):</b>  |               |                 |
| CMP Service and License Fee                   | \$4.00        | Per Ticket Paid |
| Monthly Software Licensing                    | \$2,000.00    | Per Month       |
| Zebra TC26 Handheld & Zebra ZQ320 Printer Kit | \$1,300.00    | Per Kit         |
| <b>Merchant Services Fee</b>                  | 2.95 + \$0.25 |                 |
| <b>Payment Gateway Fee</b>                    | \$0.05        |                 |

**III. BILLING INFORMATION**

|                        |                                                            |
|------------------------|------------------------------------------------------------|
| Billing Contact Name:  | Camille Guido-Downey                                       |
| Billing Email Address: | villageclerk@wesleyhills.org                               |
| Billing Address:       | 432 New York 306, Monsey, New York 10952,<br>United States |

IN WITNESS WHEREOF, Passport and Customer have each caused this Order Form to be executed by its duly authorized representatives.

Village of Wesley Hills, NY

Passport Labs, Inc.

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**SCHEDULE 1**



74 Lafayette Avenue, Suite 501, Suffern, NY 10901  
Tel: 845.357.4411

July 18, 2024

Village of Wesley Hills  
432 Route 306  
Wesley Hills, New York 10952

Attn: Tara Roberts, Deputy Village Clerk

Re: 1 Cottonwood Lane  
As-Built Survey Review (x2)

Dear Ms. Roberts,

Our office has reviewed the As-Built Survey titled "Final As-Built Survey for 1 Cottonwood Lane", prepared by Civil Tec Engineering & Surveying PC, last revised June 3, 2024, and performed a site visit on July 18, 2024. A swimming pool has been built under a separate permit and has not been considered during this review, as requested by the Building Department.

Our comments are as follows:

1. Signoff from Town of Ramapo for sewer connection to be provided.

|                                                                                                   |         |
|---------------------------------------------------------------------------------------------------|---------|
| Revised As-built Survey and misc. documentation                                                   | \$3,500 |
| Final landscaping, including topsoil, seeding, and fine grading                                   | \$7,500 |
| Driveway top course and Cottonwood Restoration                                                    | \$4,000 |
| Encroachment modifications or obtain agreement                                                    | \$2,000 |
| Parge pipes at catch basin connection                                                             | \$250   |
| Remove filter fabric on drywell grate and other erosion control devices after final stabilization | \$250   |

Total \$17,500

We have no objection to the escrow in the amount of \$17,500 being released contingent upon receipt of the approval for the sewer connection from the Town of Ramapo.

Sincerely,

WESTON & SAMPSON, PE, LS, LA, Architects, PC  
Eve Marie Mancuso, PE, CME  
PRINCIPAL ENGINEER

Y:\VILLAGES\WH Wesley Hills\WH0181 - 2021 Plot Plans\1 Cottonwood Lane\2024-07-18 built Review (x2).docx

SEWER INSPECTION

Permit # 3022-60

Subdivision Name 1 Cottonwood

Home on Permit 30.18-1-34

Section & Lot

Inspection Date 5-12-22

TOWN OF RAMAPO DPW  
16 PIONEER AVENUE • P.O. BOX 446  
TALLMAN, NY 10982  
(845) 357-0591

SEWER MAIN

House Sewer (Main to R.O.W.)

House Sewer (R.O.W. to Bldg.)

Sewer Main Connection

Building Connection

Above marked work is APPROVED ☒ DISAPPROVED ☐

Inspected by M. J.

Remarks: Existing 4" pvc new 4" c/b 4" pvc 4" c/b 4" x 4" c/b

Note: IF CARD IS MARKED "APPROVED" YOU MAY PROCEED WITH THE WORK. IF DISAPPROVED, CALL THE INSPECTOR FOR A RE-INSPECTION WHEN THE WORK HAS BEEN COMPLETED OR CORRECTED. IT IS THE BUILDER'S RESPONSIBILITY TO COMPLY WITH ORDINANCES OF THE TOWN OF RAMAPO AND THE NEW YORK STATE DEPT. OF HEALTH. ADDITIONAL INSPECTIONS MAY BE MADE AT ANY TIME AND ARE NOT TO BE CONSIDERED WITH THE ABOVE REQUIRED INSPECTIONS. THE BUILDER MUST CALL FOR THESE. CERTIFICATES OF OCCUPANCY MAY BE WITHHELD FOR FAILURE TO CALL FOR THESE INSPECTIONS. CALL ONE DAY IN ADVANCE OF THE NEEDED INSPECTION.

Contractor: Zurla

SEWER INSPECTOR (845) 357-0591

**POMONA ENTERPRISES CORP.**

PO Box 515  
Pomona, NY 10970

CHASE  
1-2/210

1230

4/18/2023

PAY TO THE  
ORDER OF Village of Wesley Hills

\$ \*\*17,500.00

Seventeen Thousand Five Hundred and 00/100\*\*\*\*\*

DOLLARS

Village of Wesley Hills  
432 Route 306  
Wesley Hills, NY 210952-1221

MEMO

1 Cottonwood Escrow

AUTHORIZED SIGNATURE

⑈001230⑈ ⑆021000021⑆

363207389⑈

## ESCROW AGREEMENT

**WHEREAS**, the Village of Wesley Hills Building Department will issue a Certificate of Occupancy with respect to the single-family residence erected at 1 Cottonwood Lane, and

**WHEREAS**, the items listed in the letter of the Village Engineer dated March 24, 2023, a copy of which is annexed hereto and incorporated herein at said premises known as 1 Cottonwood Lane, have not been completed, and

**NOW**, in consideration of the issuance of the said Certificate of Occupancy prior to the completion of the said items, it is hereby

**STIPULATED AND AGREED** by the undersigned as follows:

1. The sum of \$17,500.00 has been deposited with the Village of Wesley Hills to be held in escrow pursuant to the instant agreement in order to ensure that the items set forth in the aforesaid letter dated March 24, 2023, of the Village Engineer of the Village of Wesley Hills at the premises known as 1 Cottonwood Lane, be completed on or before September 30, 2023.
2. In the event that any of the aforesaid items at the said premises at 1 Cottonwood Lane are not completed to the satisfaction of the Village Engineer of the Village of Wesley Hills on or before September 30, 2023, the aforesaid Village of Wesley Hills is hereby authorized to arrange for the completion of said items of the premises known as 1 Cottonwood Lane and to pay for the cost of said items out of the aforesaid Escrow Funds in the sum of \$17,500.00.
3. In the event that the sum of \$17,500.00 is insufficient to pay the cost for the aforesaid items, then the owner, David & Rifka Rotenberg, shall remit to the Village of Wesley Hills the cost incurred by the Village of Wesley Hills in accomplishing the said items to the extent that such expense exceeds the sum of \$17,500.00.
4. In the event the cost incurred by the Village of Wesley Hills in completing the said items at the premises known as 1 Cottonwood Lane, is completed at a cost which is less than the sum of \$17,500.00, the Village of Wesley Hills shall remit the balance of the Escrow Funds to the extent that same exceeds the cost incurred by the Village of Wesley Hills with respect to the items and in addition the obligations detailed in Paragraph 6 will be deducted from the escrow.
5. In the event that the owner of the premises David & Rifka Rotenberg, have completed the aforesaid items at the premises known as 1 Cottonwood Lane by September 30, 2023, to the satisfaction of the Village Engineer of the Village of Wesley Hills, then, the Village of Wesley Hills shall remit to the said, David & Rifka

Rotenberg the foresaid Escrow Funds in the sum of \$17,500.00 less funds due and owing under Paragraph 6 below.

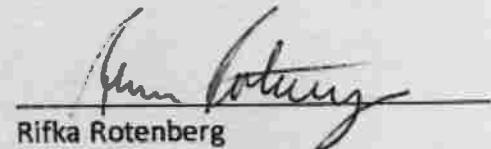
6. In the event that any funds are to be remitted to said David & Rifka Rotenberg at any time pursuant to this agreement, the Village of Wesley Hills is authorized to withhold from said sum the amount of \$250.00 as to each said remittance as an administrative fee together with any funds owed to the Village of Wesley Hills for professional fees rendered by the Village Engineer or the Village Attorney.

The undersigned, by signing the instant Escrow Agreement confirms its consent to the terms set forth herein.

Dated: Wesley Hills, New York

April 17, 2023

  
David Rotenberg

  
Rifka Rotenberg



## BROOKER ENGINEERING PLLC

Item 5.

### NY OFFICE

74 Lafayette Avenue, Suite 501 Suffern, NY 10901 845.357.4411 Tel  
845.357.1896 Fax

### NJ OFFICE

22 Paris Avenue, Suite 105 Rockleigh, NJ 07647 201.750.3527 Tel

March 24, 2023

Village of Wesley Hills  
432 Route 306  
Wesley Hills, New York 10952

BUILDING DEPT.

MAR 27 2023

VILLAGE OF WESLEY HILLS

Attn: Tara Roberts, Deputy Village Clerk

Re: 1 Cottonwood Lane  
As-Built Survey Review (x1)

Dear Ms. Roberts,

Our office has reviewed the As-Built Survey titled "Partial As-Built Survey for 1 Cottonwood Lane", prepared by Civil Tec Engineering & Surveying PC, last revised February 13, 2023, and performed a site visit on March 23, 2023. A proposed swimming pool is under construction under a separate permit and has not been considered during this review, as requested by the Building Department. At this time, we do not recommend the issuance of a Certificate of Occupancy, our comments are as follows:

1. As-built survey is partially completed. All as-built checklist items shall be addressed:
  - a. Elevations of all corners of proposed dwelling.
  - b. Finished contours, including swales.
  - c. House water service connection.
  - d. House sewer location, cleanout inverts, and connection invert.
  - e. Impervious surface ratios and building coverage ratio calculations to be provided with detailed breakdowns of existing surfaces.
  - f. Locations and elevations of iron pipes set at lot corners.
  - g. Footing drain daylight location and invert.
  - h. Roof leader locations and inverts.
  - i. Drywell overflow pipe location and invert to be provided in drywell and catch basin at corner of Cottonwood & Wilder.
  - j. Proposed and actual clearing/disturbance limit line to be provided.
2. Final landscaping, including topsoil, seeding, and fine grading to be completed. It is noted that final grading is conditional on the swimming pool design filed under a separate permit. Consideration in regards to final grading shall be given to our conditional approval letter dated March 8, 2023.
3. Portion of new driveway and new retaining wall is encroaching into adjacent lot #35. Modification is required or agreement to be obtained from neighbor.
4. Top course of macadam driveway to be installed.
5. Top course pavement restoration needed along new curb cut on Cottonwood Lane.
6. Pipe connection(s) to catch basin to be properly parged with cement.
7. Signoff from Town of Ramapo for sewer connection to be provided.

#### LAND DEVELOPMENT - MUNICIPAL - STRUCTURAL - WATER RESOURCES - LAND SURVEYING

Brian Brooker, P.E. Eve Mancuso, P.E. C.M.E. Ken DeGennaro, P.E. C.F.M. Anthony Riggi, P.E.  
Benjamin Levitz, P.E. Cheng-Yu Ku, P.L.S. Dennis Rocks, P.E., C.F.M. Elvia Baca, P.E. Hillary Chadwick, P.E. Joseph J. Moran, P.E.  
Joseph Nyitray, P.E. Matthew Trainor, P.E. Nestor Celiz, P.E. Ryan Zoppa, P.E. Shardul Patel, P.E. Vincent Kane, P.E.

Should the Building Department be prepared to issue the Certificate of Occupancy at this time, we recommend that the applicant first be required to post the following escrow:

|                                                                                                      |              |
|------------------------------------------------------------------------------------------------------|--------------|
| Revised As-built Survey and misc. documentation                                                      | \$3,500      |
| Final landscaping, including topsoil, seeding, and fine grading                                      | \$7,500      |
| Driveway top course and Cottonwood Restoration                                                       | \$4,000      |
| Encroachment modifications or obtain agreement                                                       | \$2,000      |
| Parge pipes at catch basin connection                                                                | \$250        |
| Remove filter fabric on drywell grate and other erosion control devices<br>after final stabilization | <u>\$250</u> |

**Total            \$17,500**

We recommend that the work be completed by September 30, 2023. Once the work is completed, applicable documentation provided, and revised as-built is submitted, our office will verify compliance.

Very truly yours,



Matthew Trainor, P.E.

Project Engineer

**BROOKER ENGINEERING, PLLC**

Y:\VILLAGES\WH Wesley Hills\WH0181 - 2021 Plot Plans\1 Cottonwood Lane\2023-03-24 As-built Review (x1).docx

**Donalee Berard, CPA  
Village Accountant  
Village of Wesley Hills  
432 Route 306  
Wesley Hills, NY 10952**

845-354-0400  
TREASURER@WESLEYHILLS.ORG

---

Village of Wesley Hills  
432 Route 306  
Wesley Hills, NY 10952  
Attn Camille Guido-Downey, Village Clerk

July 29, 2024

Dear Camille:

RE: Justice Court analysis fiscal year  
June 1, 2024- May 31, 2024

I have enclosed the following documents:

- A. My report to the Board relative to the analysis of the Village's court records for the fiscal year ended May 31, 2024. This report encompasses the cover letter along with an analysis entitled "Justice Court Operations, Operating Results for Fiscal Year".
- B. Justice Court reconciliations of year end bank balances as follows:
- C. The Fine for Judge Schnelwar closed the year in the amount of \$9,942.89 which consists of the next month's fines of \$9821 plus accumulated interest of \$103.89 and \$18.00 of copy fees.
- D. The bail account is being carried with a balance in the amount of \$1,192.45 which consists of interest \$1,192.45 and undisposed cases of \$-0-.
- E. The fine account for Judge Richman closed the year with a balance of \$4,418.31, which consists of the next months fines of \$4247.00, accumulated interest of \$16.77, deposits of \$25 from October and \$30 from November which were not included in the monthly SEI report, and \$99.54 of duplicate refunds from M&T Bank.

I recommend that the \$55 of excess deposits be remitted to the state. The Justice Clerk can contact them and determine how these unnamed funds can be remitted. When the account for Judge Richman was opened, they charged \$99.54 for the checkbook. In October of 2023 the bank reversed this charge twice. I recommend that the Village Clerk contact the bank and ask them how to return these funds.

My report referred to in "A" above must be reviewed by the Village Board, accepted as a complete accounting, entered as approved by resolution, and then forwarded to the NYS Office of Court Administration.

Please contact me with any comments or questions.

Yours truly

***Donalee Berard***

Donalee Berard, CPA  
CC: Judge Schnelwar, Judge Richman

**VILLAGE OF WESLEY HILLS  
JUSTICE COURT OPERATIONS  
OPERATING RESULTS FOR FISCAL YEAR  
JUNE 2023 - MAY 2024**

|      |     | Judge<br>Schnelwar<br>Fines | Judge<br>Richman<br>Fines | Village<br>Total | paid<br>to NYS | Village<br>Income |
|------|-----|-----------------------------|---------------------------|------------------|----------------|-------------------|
| 2023 | Jun | 7,257                       | \$ 9,752                  | \$ 17,009        | \$ 4,414       | \$ 12,595         |
|      | Jul | 8,498                       | 2,814                     | \$ 11,312        | 2,797          | 8,515             |
|      | Aug | 5,649                       | 4,941                     | \$ 10,590        | 4,510          | 6,080             |
|      | Sep | 5,363                       | 3,424                     | \$ 8,787         | 3,112          | 5,675             |
|      | Oct | 6,575                       | 3,902                     | \$ 10,477        | 2,987          | 7,490             |
|      | Nov | 2,867                       | 110                       | \$ 2,977         | 397            | 2,580             |
|      | Dec | 5,552                       | 2,796                     | \$ 8,348         | 1,473          | 6,875             |
|      | Jan | 5,287                       | 892                       | \$ 6,179         | 1,674          | 4,505             |
| 2024 | Feb | 7,013                       | 2,394                     | \$ 9,407         | 3,172          | 6,235             |
|      | Mar | 6,525                       | 1,790                     | \$ 8,315         | 2,040          | 6,275             |
|      | Apr | 5,152                       | 2,378                     | \$ 7,530         | 1,855          | 5,675             |
|      | May | 9,821                       | 4,247                     | \$ 14,068        | 3,748          | 10,320            |

|    |        |    |        |    |         |    |        |    |        |
|----|--------|----|--------|----|---------|----|--------|----|--------|
| \$ | 75,559 | \$ | 39,440 | \$ | 114,999 | \$ | 32,179 | \$ | 82,820 |
|----|--------|----|--------|----|---------|----|--------|----|--------|

**CASH RECONCILIATIONS**

|                                                       | Fine accounts<br>Judge<br>Schnelwar | Fine accounts<br>Judge<br>Richman | Bail accounts<br>Judge<br>Schnelwar |
|-------------------------------------------------------|-------------------------------------|-----------------------------------|-------------------------------------|
| Cash Receipts collected                               | \$ 75,559.00                        | \$ 39,440.00                      |                                     |
| deposits not on SEI                                   |                                     | \$ 55.00                          |                                     |
| Interest earned                                       | 103.89                              | 15.34                             | 319.64                              |
| Bank charges                                          | 53.61                               |                                   |                                     |
| Bank charges reversed twice                           |                                     | 99.54                             |                                     |
| Cash remitted to village                              | (75,708.00)                         | (41,414.00)                       |                                     |
| receivable from Village                               |                                     |                                   |                                     |
| Returned Bail                                         |                                     |                                   | (30,000.00)                         |
| Excess (deficiency) of<br>receipts over disbursement: | 8.50                                | (1,804.12)                        | (29,680.36)                         |
| cash beginning of year                                | 9,934.39                            | 6,222.43                          | 30,872.81                           |
| cash end of year                                      | \$ 9,942.89                         | \$ 4,418.31                       | \$ 1,192.45                         |
| Amounts due to Village                                | \$ 9,821.00                         | \$ 4,247.00                       | \$ - \$ -                           |
| Unclaimed balances                                    |                                     |                                   |                                     |
| Undisposed Cases                                      |                                     |                                   |                                     |
| Interest Income                                       | 103.89                              | 16.77                             | 1,192.45                            |
| deposits not to state                                 |                                     | 55.00                             |                                     |
| copy fees                                             | 18.00                               |                                   |                                     |
| bank charges reversed twice                           |                                     | 99.54                             |                                     |
| Cash balance                                          | \$ 9,942.89                         | \$ 4,418.31                       | \$ 1,192.45 \$ -                    |



Glenn McCreedy, P.E., C.M.E.  
Stuart Strow, P.E., C.F.M.

July 31, 2024

Village of Wesley Hills  
432 Route 306  
Wesley Hills, New York 10952

Attn: Hon. Mayor Katz and Village Trustees

Re: Charlotte Drive & Deerwood Road Intersection  
CDW #WH24-102 Charlotte & Deerwood

Hon. Mayor Katz and Village Trustees,

As requested, we have performed an assessment of existing traffic conditions in the vicinity of the intersection of Charlotte Drive and Deerwood Road. As part of our assessment, we visited the site to observe traffic conditions on Thursday July 25, Tuesday July 30, and Wednesday July 31.

The intersection of Charlotte Drive and Deerwood Road currently includes two "YIELD" signs located in both directions on Charlotte Drive. The westbound approach on Charlotte Drive serves traffic leaving the cul-de-sac, which generates minimal traffic. The eastbound approach to the intersection on Charlotte Drive generates traffic from additional streets including Bruck Court and Laura Lane. Most vehicles travelling eastbound on Charlotte Drive turn left onto Deerwood Road toward East Willow Tree Road. Sight distance at the intersection is adequate in all directions.

It is our understanding that the ongoing traffic concern at this location is frequent speeding. Vehicle traffic in this location appears to be generated by two circumstances:

- Residents of the neighborhood using Charlotte Drive and Deerwood Road to get to East Willow Tree Road
- Residents arriving to/departing from the Congregation Ateres Rosh synagogue at 16 Charlotte Drive.

Based upon our visual observations of the intersection conducted over several days, we agree that speeding on Deerwood Road is a valid concern. Vehicles travelling southbound on Deerwood Road toward East Willow Tree Road currently have the right-of-way provided by the two "YIELD" signs on Charlotte Drive, and vehicles travelling westbound on Charlotte Drive infrequently observe the "YIELD" sign to slow down. Additionally, vehicles travelling northbound on Deerwood Road make right turns onto Charlotte Drive without slowing down.

Our recommendation to improve safety and to control speeding through the intersection is to install signage to make this intersection a full four-way stop. The two existing "YIELD" signs on Charlotte Drive should be removed and four new "STOP" signs should be installed. The installation of the "STOP" signs should include "STOP" bar pavement markings and the installation of four "STOP AHEAD" signs to warn drivers of the new signage at the intersection. At the discretion of the Village Board, the new "STOP" signs can include flashing LED lighting to maximize visibility and awareness. The attached plan shows the proposed signage locations.

Please contact our office with any questions about this matter.

Very truly yours,



**Civil Design Works, LLC**

Stuart Strow, P.E.

Principal

W:\Projects\WH\2024\WH24-102 - Deerwood-Charlotte intersection\Correspondence\2024-07-31\_Deerwood-Charlotte intersection.docx

DEERWOOD ROAD AND  
CHARLOTTE DRIVE INTERSECTION  
VILLAGE OF WESLEY HILLS  
ROCKLAND COUNTY, NEW YORK

SEAL:

DRAFT  
FOR REVIEW ONLY



DEERWOOD ROAD AND  
CHARLOTTE DRIVE INTERSECTION

## SIGNAGE PLAN

|                  |                      |
|------------------|----------------------|
| DRAWN BY: SM     | CHECKED BY: SS       |
| DATE: 08.01.2024 | PROJECT NO: WH24-102 |
| SHEET NUMBER:    |                      |