



**VILLAGE OF SUFFERN**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**MONDAY, OCTOBER 7, 2024**  
**7:00 P.M.**

**Present:** Michael F. Curley, Mayor  
Jo Meegan-Corrigan, Deputy Mayor  
Steven Alpert, Trustee  
Clarke Osborn, Trustee  
Angela Denis-Hogue, Trustee  
Melissa B. Reimer, Village Clerk  
Gregg Smith, Village Treasurer

**CALL TO ORDER**

Mayor Curley called the meeting to order at 7:05 P.M. and led everyone in the Pledge of Allegiance. He asked for everyone to remain standing for a moment of silence for all the victims of Hurricane Helene and all the other victims down south. May all the people live and get better with all the help from the rest of the world.

**UPCOMING MEETINGS**

A Regular Meeting is scheduled for Monday, November 4, 2024, at 7:00 P.M.  
A Reorganization Meeting is scheduled for Monday, December 2, 2024, at 7:00 P.M.  
A Regular Meeting is scheduled for Monday, December 2, 2024, at 7:30 P.M.

**APPROVAL OF MINUTES**

**MOTION** To Approve September 9, 2024, Board of Trustees Meeting Minutes was moved by Trustee Meegan-Corrigan, seconded by Trustee Osborn, with all in favor.

**GRANT PROGRAM**

Mayor Curley told the Board that the Village received the approval for the grant for paving of Ed Fagan Drive. We will be hiring an engineer just to give us the engineering. This is the road that leads to the ballfield. Ed Fagan Drive will be paved in the Spring.

This week we just paved, under a different grant with Rockland County, the F-Lot.

**FIRE DEPARTMENT**

**RESOLUTION NO. 160 OF 2024**

**ACCEPTING BRIAN DOMINGUEZ AS NEW MEMBER IN VOLUNTEER HOSE, CO.**

**1**

**RESOLVED**, the Village Board of Trustees accepts Brian Dominguez, as a new member in the Volunteer Hose, Co. 1, with the approval of the Village Attorney.

A motion to approve the foregoing resolution was made by Trustee Alpert, seconded by Trustee Hogue, with all in favor.

**Adopted:** October 7, 2024

**RESOLUTION NO. 161 OF 2024**

**ACCEPTING DANIEL GUTIERREZ AS NEW MEMBER IN VOLUNTEER HOSE, CO.**

**1**

**RESOLVED**, the Village Board of Trustees accepts Daniel Gutierrez, as a new member in the Volunteer Hose, Co. 1, with the approval of the Village Attorney.

A motion to approve the foregoing resolution was made by Trustee Osborn, seconded by Trustee Alpert, with all in favor.

**Adopted:** October 7, 2024

**RESOLUTION NO. 162 OF 2024**

**AUTHORIZING THE SUFFERN FIRE DEPARTMENT TO ATTEND THE SLOATSBURG FIRE DEPARTMENT WET-DOWN/DEDICATION CELEBRATION ON OCTOBER 12, 2024**

**BE IT RESOLVED** by the Board of Trustees of the Village of Suffern that permission is granted for the Suffern Fire Department to attend the Sloatsburg Fire Department Wet-Down/Dedication Celebration on October 12, 2024, from 12pm-3pm, subject to and contingent upon the Fire Department securing adequate coverage during the period when the two pieces of equipment and personnel are out of the Village.

A motion to approve the foregoing resolution was made by Trustee Osborn, seconded by Meegan-Corrigan, with all in favor.

**Adopted:** October 7, 2024

Mayor Curley thanked the Fire Department for all their hard work and going out at night and everything they do.

Chief Barish responded that it was his pleasure.

**POLICE DEPARTMENT**

Chief Andrew Loughlin presented the Police Department statistics for September 2024. Chief Loughlin reviewed grants that were applied and awarded.

The Chief also told the Board about a gun buyback event, with the Rockland County Sheriff's Department, on Tuesday, October 15, 2024, from 3:00 – 7:00pm. It will be held at the Leo Lyden Community Center in Suffern. People will receive gift cards for handing over firearms. All of this was to be done anonymously. There is no cost to the Village. These events held by the Sheriff's Department has taken hundreds, if not thousands, of unwanted/illegal firearms off of the streets.

Fall season of Dare Hockey has begun. They had a larger than normal interest this year, as a result they added two additional teams.

Chief Loughlin thanked Charles Sawicki, DPW, Trustee Osborn and Mayor Curley for getting the Dare Rink ready and doing a great job. They did a lot of repairs and repainted the surface so the children could have a safe and enjoyable season.

Mayor Curley thanked the Police Department for their great job and the other things that they do for the Village. He said that they did a great job for Suffern Spirit Day. Mayor Curley said that considering the weather, we had a success. It was the first time it was ever done in that fashion. It was to help promote the downtown businesses and it was a good thing had by all. There was not one problem. Maybe a little too much dancing, but not one police issue.

Mayor Curley also thanked Cathy Mills for her help with Suffern Spirit Day.

Mayor Curley thanked all the high school students who were at the meeting.

## **RECREATION**

Ms. Cathy Mills reported the following:

- Soccer Challenge with the Knights of Columbus – Sunday, October 6<sup>th</sup> – 1pm  
(penalty contest competition)

Mayor Curley added that there was about 100 people down at the ballfields for the soccer event. He was very glad that the Village installed the soccer fields.

- Window Painting in the Village (Middle School students) – Saturday, October 19<sup>th</sup>  
10am
- Halloween Parade & Trunk or Treat – October 27<sup>th</sup> - 2pm
- Broadway Trip to see The Notebook - Saturday, November 2<sup>nd</sup>
- Veteran’s Day Parade & Ceremony – Village Hall & Monument – November 11<sup>th</sup>  
11am

Mayor Curley added that there will be a barbecue after the Veteran’s Day Parade & Ceremony on November 11, 2024.

## **PUBLIC COMMENT** (limited to 4 minutes per speaker)

**MOTION** to open the public comment period was made by Trustee Alpert and seconded by Trustee Meegan-Corrigan, with all in favor.

Thomas Knipe, 52 Milford Lane – he was at the Board meeting on behalf of Sussex Five Condos. They are located between Yorkshire Drive and Bon Aire Circle. Cars have been driving too fast through the area, over 30 mph. He and his neighbors would like to have stop signs installed.

Mayor Curley promised Mr. Knipe that Charles Sawicki, Chief Loughlin, and the Mayor will take a look at that area. He asked Mr. Smith to take Mr. Knipe’s information. Mayor Curley said that they will be in touch with him tomorrow to let him know what they can and what they cannot do.

Mr. Knipe was very appreciative.

Jim Giannettino, 2 Memorial Drive – He is leaving the Village and moving after 52 years. He told the high school students to be involved in their Village. He told them to become Police Officers in your Village, just like his son.

Mayor Curley wished Jim Giannettino the best and told him to come in and visit.

**MOTION** to close the public comment was made by Trustee Osborn and seconded by Trustee Hogue, with all in favor.

**PUBLIC WORKS**

Mr. Charles Sawicki presented the board resolutions.

**RESOLUTION NO. 163 OF 2024**

**AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT WITH PITINGARO & DOETSCH FOR PROFESSIONAL SERVICES CONSISTING OF ENGINEERING SERVICES FOR RESTORATION OF THE BANK ALONG THE MAHWAH RIVER AT DONNA HALLET PARK IN THE AMOUNT OF \$14,300**

**BE IT ENACTED** by the Board of Trustees of the Village of Suffern as follows:

**WHEREAS**, the Village of Suffern experienced damage to its facilities including the Leo P. Lyndon Building (LPL), Donna Hallet Park and along Memorial Drive from the Hurricane Ida storm event between September 1 to September 3, 2021; and

**WHEREAS**, in Donna Hallet Park, the high velocity flows through the Mahwah River resulted in severe erosion along the bank of the river in an area of offline discharge to the river; and

**WHEREAS**, the bank will be restored and armored to help repair the damage and avoid future washout; and

**WHEREAS**, Pitingaro and Doetsch will complete the design of these repairs to obtain the necessary permitting for this work and prepare bid documents for the project.  
; and

**WHEREAS**, at the LPL Building damage to drainage features below grade in the parking area and adjacent areas due to high velocity storm drain flows resulted in damage to the parking areas, surrounding areas and the drainage system itself; and

**WHEREAS**, repairs to the drainage system will be made to avoid building conflicts along with repairs to the parking areas and existing storm drains along Sylvan Way; and

**WHEREAS**, in Donna Hallet Park, the high velocity flows through the Mahwah River resulted in severe erosion along the bank of the river in the areas of discharge; and

**WHEREAS**, the bank will be restored and armored to help repair the damage and avoid future washout; and

**WHEREAS**, Pitingaro & Doetsch has submitted a proposal to complete the foregoing work in the amount of \$14,300.00; and

**WHEREAS**, such work constitutes professional services not subject to competitive bidding; and

**WHEREAS**, the Board of Trustees is desirous of entering into a contract with Pitingaro & Doetsch for such permitting and design services.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Village of Suffern that the Mayor is hereby authorized to execute a contract with Pitingaro & Doetsch for the foregoing professional services in the amount of \$14,300.00, in accordance with the proposal dated September 6, 2024, subject to approval by the Village Attorney.

A motion to approve the foregoing resolution was made by Trustee Meegan-Corrigan, seconded by Trustee Alpert, with all in favor.

**Adopted:** October 7, 2024

**RESOLUTION NO. 164 OF 2024**

**AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT WITH PITINGARO & DOETSCH FOR PROFESSIONAL SERVICES CONSISTING OF CONSTRUCTION MANAGEMENT SERVICES FOR THREE FEMA RESTORATION PROJECTS AND DESIGN SERVICES FOR THE LPL BUILDING REPAIRS IN THE AMOUNT OF \$24,000**

**BE IT ENACTED** by the Board of Trustees of the Village of Suffern as follows:

**WHEREAS**, the Village of Suffern experienced damage to its facilities including the Leo P. Lyndon Building (LPL), Donna Hallet Park and along Memorial Drive from the Hurricane Ida storm event between September 1 to September 3, 2021; and

**WHEREAS**, at the LPL Building damage to drainage features below grade in the parking area and adjacent areas due to high velocity storm drain flows resulted in damage to the parking areas, surrounding areas and the drainage system itself; and

**WHEREAS**, repairs to the drainage system must be made to avoid building conflicts along with repairs to the parking areas and existing storm drains along Sylvan Way; and

**WHEREAS**, in Donna Hallet Park, the high velocity flows through the Mahwah River resulted in severe erosion along the bank of the river in the areas of discharge; and

**WHEREAS**, the bank will be restored and armored to help repair the damage and avoid future washout; and

**WHEREAS**, Memorial Drive and the bank alongside the roadway were severely damaged by the storm event; and

**WHEREAS**, the full scope of the damages was recently agreed to with FEMA; and

**WHEREAS**, costs associated with the project will be developed as the process moves forward and a design for the repairs and mitigation will be completed once the costs are established; and

**WHEREAS**, Pitingaro & Doetsch has submitted a proposal to work with the Director of Public Works and the Highway Department, who maintains the storm sewer collection system and LPL Building, to prepare the required repair plans for the LPL Building; and

**WHEREAS**, that work will be completed by the Public Works Department and will not require bid documents; and

**WHEREAS**, the Pitingaro & Doetsch proposal also provides for assistance in support of the Village's application for Memorial Drive including estimating of damages and proposed mitigation measures along with providing consulting for all ongoing FEMA projects

**WHEREAS**, the fee for any work associated with future engineering of the repairs to Memorial Drive will be developed once the initial FEMA costing and mitigation scope has been completed and subject to approval by the Board of Trustees; and

**WHEREAS**, Pitingaro & Doetsch has submitted a proposal to complete the foregoing work in the amount of \$24,000; and

**WHEREAS**, such work constitutes professional services not subject to competitive bidding; and

**WHEREAS**, the Board of Trustees is desirous of entering into a contract with Pitingaro & Doetsch for such design and project management services.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Village of Suffern that the Mayor is hereby authorized to execute a contract with Pitingaro & Doetsch for the foregoing professional services in the amount of \$24,000.00, in accordance with the proposal dated September 6, 2024, subject to approval by the Village Attorney.

A motion to approve the foregoing resolution was made by Trustee Meegan-Corrigan, seconded by Trustee Hogue, with all in favor.

**Adopted:** October 7, 2024

Trustee Alpert asked what exactly was damaged during the storm.

Charles Sawicki stated that during Ida, on both sides of the building, the upper portion of the parking lot experienced sink holes. These washed away the pavement and the drainage lines underneath. We will be addressing all of it with the funding that we received.

**RESOLUTION NO. 165 OF 2024**

**AUTHORIZING THE PREPARATION OF A REQUEST FOR PROPOSAL AND SOLICITATION OF PROPOSALS FOR DESIGN/ENGINEERING SERVICES FOR THE ED FAGAN DRIVE REPAVING PROJECT**

**BE IT ENACTED** by the Board of Trustees of the Village of Suffern as follows:

**WHEREAS**, the Board of Trustees is desirous of repaving Ed Fagan Dive; and

**WHEREAS**, in order to undertake the repaving project, specifications for bidding of the project are required.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Village of Suffern that the preparation of a Request for Proposal for Design/Engineering services for the Ed Fagan Drive Repaving Project is authorized with a return date of the proposals of October 28, 2024.

A motion to approve the foregoing resolution was made by Trustee Osborn, seconded by Trustee Alpert, with all in favor.

**Adopted:** October 7, 2024

**RESOLUTION NO. 166 OF 2024**

**AUTHORIZING CHANGE ORDER FOR D.S. MEYER ENTERPRISES, LLC IN THE AMOUNT OF \$3,800.00 FOR THE INSTALLATION OF AN ADDITIONAL CATCH BASIN FOR THE CDBG LOT “A” RESURFACING AND DRAINAGE PROJECT**

**BE IT ENACTED** by the Board of Trustees of the Village of Suffern as follows:

**BE IT RESOLVED** by the Board of Trustees of the Village of Suffern that Change Order No. 1 in the amount of \$ \$3,800.00 for D.S. Meyer Enterprises LLC for the CDBG Lot “A” Resurfacing and Drainage Project, is hereby authorized.

A motion to approve the foregoing resolution was made by Trustee Alpert, seconded by Trustee Hogue, with all in favor.

**Adopted:** October 7, 2024

**RESOLUTION NO. 167 OF 2024**

**ACCEPTING THE RESIGNATION OF TIMOTHY O’KEEFE**

**BE IT ENACTED** by the Board of Trustees of the Village of Suffern as follows:

**NOW, THEREFORE BE IT RESOLVED**, the Village of Suffern Board of Trustees hereby accepts the resignation of Timothy O’Keefe, Laborer, effective October 4, 2024.

A motion to approve the foregoing resolution was made by Trustee Meegan-Corrigan and seconded by Trustee Osborn, with all in favor.

**Adopted:** October 7, 2024

**TREASURER**

Treasurer Gregg Smith addressed the Board and presented the following board resolutions.

**RESOLUTION NO. 168 OF 2024**

**ESTABLISH PROJECT 2025-004 STREET SWEEPER**

**WHEREAS**, on September 9, 2024, the Village Board adopted Resolution No. 155 of 2024 authorizing the purchase of a street sweeper in the amount of \$329,875; and

**WHEREAS**, the unassigned (available) fund balance of the General Fund has in excess of thirty percent (30%) of the 2024-2025 General Fund appropriations after appropriating \$330,000 for the purchase of the street sweeper; and

**WHEREAS**, it is sound financial policy and consistent with the Village's adopted financial policies to finance the purchase of capital assets with excess unassigned fund balance rather than issuing debt.

**NOW, THEREFORE, BE IT RESOLVED** that Project 2025-004 Street Sweeper is established by the Board of Trustees of the Village of Suffern in the amount of \$330,000 to be financed by the appropriation of unassigned fund balance.

A motion to approve the foregoing resolution was made by Trustee Osborn and seconded by Trustee Alpert, with all in favor.

**Adopted:** October 7, 2024

**RESOLUTION NO. 169 OF 2024**

**TRANSFER FUNDS FROM CONTINGENT ACCOUNT TO STREET DEPARTMENT**

**WHEREAS**, the Street Department Loader has become inoperable and requires immediate repairs at a cost not to exceed \$60,000 (the "Repairs"); and

**WHEREAS**, the 2024-2025 General Fund budget for Street Department Contractual (A.5110.4) has insufficient funds available to finance the cost of the Repairs; and

**WHEREAS**, the 2024-2025 General Fund Contingent Account (A.1990.4) has an available balance of \$301,200.

**NOW THEREFORE BE IT RESOLVED** that the Village of Suffern Board of Trustees authorizes the transfer of \$60,000 from General Fund Contingent Account to General Street Department Contractual.

A motion to approve the foregoing resolution was made by Trustee Meegan-Corrigan, and seconded by Trustee Osborn, with all in favor.

**Adopted:** October 7, 2024

**RESOLUTION NO. 170 OF 2024**

**AWARD CONTRACT FOR QUALITY CONTROL REVIEW OF VITAL RECORDS TO DOC2E-FILE**

**WHEREAS**, on August 9, 2024, the Village posted a request for proposals on BidNet Direct for professional services associated with a quality control review of birth and death certificates from 1976 through 2022 ("Quality Control Review") that were previously scanned from paper to electronic format; and

**WHEREAS**, there were only two bids received; and

**WHEREAS**, the low bid was submitted by doc2e-file, Inc., with offices located at 4500 S. Wayside, Ste 102, Houston, Texas 77087 in the amount not to exceed \$52,215; and

**WHEREAS**, pursuant to Resolution No. 111 of 2023, adopted by the Village Board on July 17, 2023, there is \$52,215 in American Rescue Plan Act of 2021 ("ARPA") funds available to finance the Quality Control Review.

**NOW THEREFORE BE IT RESOLVED** that the Village of Suffern Board of Trustees awards the contract for the Quality Control Review to doc2e-file Inc.; and

**FURTHER BE IT RESOLVED** that the Village of Suffern Board of Trustees authorizes the Mayor to enter into an agreement with doc2e-file Inc. for the Quality Control Review in an amount not to exceed \$52,215, subject to the review and approval as to form and content by the Village Attorney.

A motion to approve the foregoing resolution was made by Trustee Meegan-Corrigan, seconded by Trustee Hogue, with all in favor.

**Adopted:** October 7, 2024

## **TRUSTEES**

Trustee Meegan-Corrigan's family was visiting, and she said that the Suffern Spirit Day was fantastic. She said that everyone made her look great to her family; they were very impressed. She said that everyone was dancing up a storm!

## **MAYOR**

On this past Friday afternoon, the Mayor said that he received a call from Mayor Wysocki of Mahwah. He asked Mayor Curley to participate in a joint relief for Hurricane Helene victims. Both Villages were working on it, and we already donated an entire truckload of goods. This community came through and the Police Department, the CSEA, Joe Hunt, and many, many residents came through!

It was such a success and especially with another hurricane coming to Florida, where Mr. Giannettino is moving to in a week or two.... We are going to keep it going. It is to make donations for things that people will need that they cannot get where they are. Unfortunately, there is loss of life. In some cases, the Mayor said that some of these people have lost everything that they have had.

There is a trailer in the front of Village Hall. If you give something take a picture of yourselves and send the picture. We will do a collage.

We have had great community support and Mayor Curley stated that he is very proud. It was heartwarming to see the outpouring of generosity of our community and neighboring communities as well.

He thanked the Police Department, DPW, the Fire Department and even the staff inside the building for all their help with the events over the last couple of weeks.

## **ADJOURNMENT**

A motion to adjourn the meeting at 7:31 P.M. was made by Trustee Meegan-Corrigan, seconded by Trustee Alpert, with all in favor.

Respectfully,

Melissa B. Reimer, CPA

Village Clerk