

MINUTES OF TOWN BOARD MEETING HELD ON AUGUST 23, 2021

A work session meeting of the Town Board of the Town of Lewisboro, Westchester County, New York, was held on August 23, 2021, at 7:30 p.m. at the Lewisboro Library, 15 Main Street, South Salem, New York.

PRESENT:

Supervisor	Peter Parsons
Council Members	Jane Crimmins, Tony Gonçalves, Richard Sklarin, Daniel Welsh
Town Clerk	Janet Donohue
Absent	None

Also attending was the Attorney for the Town Jennifer Herodes, Facilities Maintenance Manager Joel Smith, Maintenance Assistant Shawn Johannessen, Confidential Secretary/Benefits Coordinator Mary Hafter, and Police Officer Erika Holze.

Approximately 15 residents/observers attended the live meeting and approximately 30 participated via Zoom.

Supervisor Parsons called the meeting to order at 7:30 p.m.

EMERGENCY PROCEDURE

Supervisor Parsons noted the exits to be used in the event of an emergency.

PLEDGE OF ALLEGIANCE

The Supervisor led the Pledge of Allegiance to the flag.

COMMUNICATIONS

Supervisor Parsons stated the following:

The overwhelming consensus is that strict discipline needs to be observed in Board Meetings so I will ask that:

- 1. The Board members only answer questions and comments from the audience during the Polling of the Board section of the meeting.*
- 2. I plan to enforce silence by residents except during Public Hearings and Public Comment periods.*
- 3. If someone in the audience breaks this rule then, if the individual does not heed the chair, I will ask a police officer to escort that individual from the room.*
- 4. Please do not go on Zoom while you are in this room as it destroys our capabilities of recording the meeting.*
- 5. Please no yielding of your time to anyone else.*

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COVID-19 – Updates

Supervisor Parsons stated the Town of Lewisboro's Covid numbers have increased from 27 to 35, Pound Ridge went from 7 to 3, Bedford went from 29 to 35, North Salem went from 10 to 3 and Somers went from 30 to 75. He stated that our area is becoming more strongly infected, and that Westchester is designated as a high-risk area by disease control. The Vaccination levels in our town has gone up by 1%.

Supervisor Parsons stated that he made a declaration of local emergency (see below) in our town at the end of last week and ordered that masks be worn at all times while in indoor spaces that are accessible to the public, with the exception of people being seated at taverns and restaurants. Supervisor Parsons did this because our neighboring towns, on the borders between states, numbers have increased. He stated he wants the children to be able to go to school and maximize their learning and for the parents to be able to go to work. The town's senior population in Lewisboro is larger as well.

Declaration of a Local Emergency in the Town of Lewisboro Pursuant to New York Executive Law Article 2-B

WHEREAS, the Town of Lewisboro is seeing a steep increase in cases of COVID 19, so that the Town of Lewisboro is addressing the threat that COVID-19 poses to the health and welfare of its residents and that this threat is especially acute among our neighbors the City of Danbury and the Town of Ridgefield where action has already been taken to reduce this threat and whose immediate proximity increases the likelihood of further increases in the Town of Lewisboro's infection rate.

NOW, THEREFORE IT IS HEREBY ORDERED THAT I, Peter Parsons, Supervisor of the Town of Lewisboro, by virtue of the authority vested in me by and the Laws of the State of New York that a public health emergency is impending in the Town of Lewisboro, and I do hereby declare a local state of emergency for the Town of Lewisboro. This Emergency Declaration shall be in effect for five (5) days until August 24, 2021, or sooner if rescinded; and

IT IS FURTHER ORDERED THAT IN FURTHERANCE OF THIS ORDER masks shall be worn at all times in indoor spaces accessible to the public with the exception of people seated in Taverns and Restaurants. I further direct and authorize all necessary Town agencies to take appropriate action to prepare for, respond to and recover from this emergency and to provide such other assistance as is necessary to protect public health, welfare, and safety.

G I V E N under my hand and the Privy Seal of the Town of Lewisboro this 19th day of August in the year two thousand twenty-one.

**BY THE TOWN SUPERVISOR
PETER PARSONS**

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CONSENT AGENDA

MINUTES - Approved

On motion by Supervisor Parsons, seconded by Mr. Gonçalves, the Board voted 5-0 to approve meeting minutes of July 26, 2021.

THE VOTE:	Yes	- Crimmins, Gonçalves, Parsons, Sklarin, Welsh	(5)
	No	- None	(0)
	Absent	- None	(0)

LIBRARY FAIR – NYS Liquor Authority Application

On motion by Mr. Welsh, seconded by Mr. Gonçalves, the Board voted as follows:

THE VOTE:	Yes	- Parsons, Crimmins, Gonçalves, Sklarin, Welsh	(5)
	No	- None	(0)
	Absent	- None	(0)

RESOLUTION

RESOLVED, that the Town Board does approve the special event permit application to the NYS Liquor Authority for the Library Fair, to be held on September 18, 2021.

ROAD CLOSURE – Block Party

On motion by Supervisor Parsons, seconded by Mr. Welsh, the Board voted as follows:

THE VOTE:	Yes	- Parsons, Crimmins, Gonçalves, Sklarin, Welsh	(5)
	No	- None	(0)
	Absent	- None	(0)

RESOLUTION

RESOLVED, that the Town Board does approve the closure of Fairview Court on Sunday, September 12, 2021, with a rain date of Sunday, September 19th, 2021, for a block party.

SIGN-IN SHEETS FOR PUBLIC COMMENT PERIODS – Discussion (7:39 – 7:45 p.m.)

Supervisor Parsons stated that it has been proposed that residents sign in for public hearings and for public comment periods. Ms. Crimmins stated that she had attended the Board of Education meetings and anyone who wants to speak would sign up and they would be called in the order that they signed in. They are allotted 3 minutes and once everyone is done, the Board asks if there is anyone else who wanted to speak who did not have the opportunity to sign up. And will residents on Zoom be able to sign up for comments as well?

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Mr. Sklarin asked if the Board is discussing an issue, can the Board get input from audience? Or if someone wants to bring up an issue, or discuss something at length, is there a way to formalize and do this?

Supervisor Parsons suggested that Ms. Crimmins and Town Clerk, Janet Donohue work on a process and report back to the Board. Further discussion will be held at the next meeting.

COMPREHENSIVE PLAN/MASTER PLAN STEERING COMMITTEE – Request for Proposal (7:46 – 8:14 p.m.)

Mr. Welsh stated that the Request for Proposal (RFP) describes the project which is an update of 1985 Comprehensive Master Plan for the Town of Lewisboro and Amendments to Town Zoning Code. Mr. Welsh stated that the steering committee drew upon some of the work that other towns have worked on over the years and created model documents for the Town of Lewisboro. The RFP gives an overview of the town and lays out some of the key elements of the town; transportation, land use concepts, equity issues, open space, etc.

The Board will approve the final plan, but the drafting work is done under the consultants with the guidance from the steering committee. Public input from residents, resident groups, hamlet groups and business groups will be scheduled and anyone that wants to be heard should be heard.

The Board continued their discussion about the RFP. Ms. Crimmins and Mr. Welsh will take the comments from this evening back to the steering committee who are meeting tomorrow evening and get their feedback. A formal decision will be made at the next meeting regarding the RFP.

AMERICAN RESCUE PLAN ACT FUNDS – Discussion (8:15 – 8:29 p.m.)

Supervisor Parsons stated that Lewisboro's share of the American Rescue Plan Act Funds totals \$1,279,081. He stated that the town has received half of this amount, \$639,540 and he hopes the town will receive the remainder by January of 2022.

Supervisor Parsons stated that he and the town Comptroller, Leo Masterson would be attending a webinar with the Association of Towns to clarify spending guidelines. He will ask if it is true that small towns such as Lewisboro don't have to get a response in to the federal government regarding spending by the end of this month as opposed to larger towns. He will also ask about the date range of reimbursable COVID-19 expenses, whether water projects where money has already been borrowed could qualify for reimbursement, and if the money could be used for improvements to the playgrounds.

LEWISBORO TOWN PARK PLAYGROUND IMPROVEMENT PROJECT – Finance Discussion (8:30 – 8:44 p.m.)

Mr. Gonçalves went over the Parks & Recreation projects and funding for these projects. He identified three different sourcing funds: a New York State and Municipal (SAM) grant for \$150,000, a 2020 Bond Anticipation Note (BAN) for \$27,000 and a 2021 Bond Anticipation Note (BAN) for \$435,000. The NYS SAM grant will fund the following projects: Fox Valley lower

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baseball field drainage at a cost of \$45,000, the Fox Valley playground at a cost of \$50,000 and the Town Park ADA trail and boardwalk at a cost of \$55,000, which is almost complete.

From the 2021 BAN funding, the Town Pool play structure project was completed at a cost of \$12,800. From the 2020 BAN funding, the Town Pool concrete slabs were completed at a cost of \$15,000, the Town Park storage sheds were \$12,000, the Fox Valley Park re-paving and installation of storm drains at a cost of \$53,500, Onatru playground repairs & upgrades for \$90,000. The baseball field retaining wall at Town Park for \$30,000, the baseball field back stops at Onatru Field 1 and Fox Valley Upper field for \$30,000, the baseball field dugout repairs at Onatru Field 1 and Fox Valley upper field for \$10,000 and a 2 room composting toilet at Fox Valley for \$75,000. Mr. Gonçalves stated that with added contingencies for the above that amount to \$3,700, there would be an un-allocated amount of \$130,000. Mr. Gonçalves stated that he would like to use these un-allocated funds for the Lewisboro Town Park Improvement Project, which their target amount if a total of \$625,000. They have fundraised \$100,000, they are hoping for a SAM grant from Chris Burdick in the amount of \$250,000 and if the un-allocated amount of \$130,000 was used, there would still be a short fall of \$145,000 and additional funding would need to be done.

Supervisor Parsons stated that SAM grants are reimbursement grants which means the town must have the funding before receiving the grant. Because of this, he stated that the Board may need to pass a Bond Anticipation Note resolution to fill the gaps in funding. Mr. Gonçalves stated that he would work on the grant application.

PUBLIC COMMENT PERIOD (8:45 – 8:55 p.m.)

There was a total of seven residents who spoke during the public comment period.

HIGHWAY – Tree Project

A resident asked if a start and end date to the tree project was determined.

AUDIO

A resident again stated that the audio was still very poor and that it is very hard to hear the Board Members and speakers in the back of the library.

MASK MANDATE

Several residents questioned the recent Town of Lewisboro's mask mandate and why our town had one however, Bedford, Katonah, Mt. Kisco and Somers, etc. did not. They feel that businesses are struggling enough.

COMMITTEES & VOLUNTEER POSITIONS

A resident suggested that volunteer positions should be put in emails and what the positions entail.

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OUTDOOR DINING

A resident asked if the outdoor dining was going to be extended past 12/31/2021.

COMPOSTING TOILETS

A resident asked why the town would spend \$75,000 on composting toilets and requested a breakdown.

HICKORY HOMES –

A resident asked what the status was of the Hickory Homes operation at the salt dome including the clean-up?

CITY SCAPE – Poll

A resident asked what the closing date of the poll would be and could it be extended due to summer vacations.

CLAIMS – Authorized for Payment

On motion by Supervisor Parsons, seconded by Ms. Crimmins, the Board voted 5-0 to authorize payment of the Town's bills in the amount of \$390,074.17.

MEETING – Date Set

An upcoming meeting of the Town Board will include a meeting on Monday, September 13, 2021, at 7:30 p.m. at the Lewisboro Library, 15 Main Street, South Salem, New York.

POLLING OF BOARD AND ANNOUNCEMENTS

HICKORY HOMES – Update

Mr. Sklarin stated that they had a conference call with Hickory Homes regarding the clean up at the salt dome and would continue working on this.

SUSTAINABLE WESTCHESTER – Bid

Mr. Welsh stated that they are putting out a bid for clean energy. And the Sustainability Committee is putting a call out for volunteers.

MASK MANDATE – Update

Mr. Sklarin feels that having masks are beneficial. But he stated that the emergency legislation needs to be effective.

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HIGHWAY – Tree Project

Mr. Sklarin stated that he asked Mr. Ripperger to try to get a start date for the tree project.

LIBRARY FAIR – Volunteers Needed

The Board stated that the Library Fair will be held on September 18, 2021 and will be held once again at Onatru Farm. Anyone interested in volunteering can reach out to the Library Director, Cindy Rubino. No toys are being collected this year. Ms. Crimmins also talked about the tree aging kits and invited everyone to get more information about this at the Library's website.

PARKS & RECREATION – Updates

Mr. Gonçalves gave the following Park & Recreation update:

Camp is done – we thank everyone who participated for 2021 – another COVID restricted year with no out-breaks.

Pool hours from now until Labor Day – Daily 11 a.m. to 7 p.m. Please wear your masks in the bathrooms and first aid area

The Town thanked Marijane Hamren and Sue Vales from Horse and Hound for stepping up when the Nutrition Site had to quarantine due to COVID – they provide meals for our homebound seniors last week.

Fall Brochure is heading to your mailboxes after Labor Day – Fall Registration will be Wednesday, September 15th & this will include the popular Wee Ski Program.

The Lewisboro Lions Club is sponsoring the Veterans BBQ on Thursday, September 23, 2021 at 6pm.

Flu Shots will again be offered to our seniors at the Town Park again on Thursday, September 30th.

The 5th Annual Drool in the Pool dogs will be held on Sunday, September 12th. Registration starts on September 1 and all dogs must be licensed.

VISTA FIREHOUSE – 9/11 Ceremony

Mr. Gonçalves stated that on Friday, September 10th starting at 6pm the Vista Firehouse will be hosting a "Tunnel to Towers Fundraiser" to fundraise for the "Stephen Siller Tunnel to Towers Foundation."

On Saturday, September 11th starting at 10am they will be holding a 9/11 Memorial Service for the community at their September 11th Memorial behind the Vista Firehouse 9:30am with a small parade to begin at 9:59am to mark the collapse of the South Tower followed by a moment of

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silence. The parade will conclude at the September 11th Memorial and the service will begin around 10:30 am.

OUTDOOR DINING – Extension

Supervisor Parsons would like to extend the outdoor dining law past the current date of 12/31/21. The Board will discuss this at the next meeting.

EXECUTIVE SESSION – To Discuss Personnel Issues

On motion by Supervisor Parsons, seconded by Mr. Sklarin, the Board voted 5-0 to go into executive session at 9:08 p.m. to discuss personnel issues.

On motion by Supervisor Parsons, seconded by Mr. Gonçalves, the Board voted 5-0 to come out of executive session at 9:35 p.m.

TOWN OFFICIALS AND EMPLOYEES – Police Chief

On motion by Mr. Welsh, seconded by Mr. Gonçalves, the Board voted as follows:

THE VOTE:	Yes	- Parsons, Crimmins, Gonçalves, Sklarin, Welsh	(5)
	No	- None	(0)
	Absent	- None	(0)

RESOLUTION

RESOLVED, that the Town Board does approve to reduce Chief David Alfano's probation period to end on October 30, 2021.

STATE OF EMERGENCY – Mask Mandate

On motion by Supervisor Parsons, seconded by Ms. Crimmins, the Board voted as follows:

THE VOTE:	Yes	- Parsons, Crimmins, Gonçalves, Sklarin, Welsh	(5)
	No	- None	(0)
	Absent	- None	(0)

RESOLUTION

RESOLVED, that the Town Board does authorize the extension of the State of Emergency mask mandate for an additional 5 days.

ADJOURNMENT

On motion by Supervisor Parsons, seconded by Mr. Sklarin, the Board voted 5-0 to adjourn at 9:45 p.m.

Janet L. Donohue
Town Clerk