

A Town Board meeting of the Town Board of the Town of Lewisboro, Westchester County, New York, was held on January 24, 2022, at 7:30 p.m. at the at the Lewisboro Library, 15 Main Street, South Salem, New York.

PRESENT:

Supervisor	Tony Gonçalves
Council Members	Andrea Rendo, Mary Shah, Richard Sklarin and Daniel Welsh
Town Clerk	Janet L. Donohue
Absent	None

Also attending was the Attorney for the Town Gregory Folchetti, Deputy Supervisor/Comptroller Leo Masterson, Facilities Maintenance Director Joel Smith, Maintenance Assistant Shawn Johannessen and Confidential Secretary/Benefits Coordinator Mary Hafter.

Approximately 3 residents/observers attended the live meeting and approximately 21 participated via Zoom.

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

EMERGENCY PROCEDURE

Supervisor Gonçalves 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.

PUBLIC COMMENT PERIOD I

There were no public comments.

COMMUNICATIONS

WESTCHESTER COUNTY EXECUTIVE GEORGE LATIMER- Covid Update (7:32 – 7:45 p.m.)

Westchester County Executive George Latimer joined the meeting via Zoom and gave an update on Covid numbers and issues that are relevant county wide. He stated that the numbers are better in the last week. The County had approximately 36,000 known active cases about 2 weeks ago and we are now at about 13,300 active cases. Hospitalizations are at 486, down from 677 two weeks ago. Fatalities have increased from 7 in November, to 60 in December and 160 in January. Unvaccinated people have suffered more. He stated that 95% of the people have had at least one shot, 80% have had two shots and 50% have had their third shot.

He also stated that the Westchester County Center is again open for both testing and vaccinations. The testing demand has dropped a lot. They are also working with school districts to set up satellite vaccine clinics on site. Mr. Latimer stated that for those who are in quarantine, regardless of financial status, and are having trouble with food access, they can call the hotline at 914-995-5566 to have food delivered during their isolation period.

Mr. Latimer stated that the governor has extended the mask mandate until 2/1/2022 and the remote meetings have been extended until 2/14/2022. They are also trying to keep schools and businesses open.

The Board thanked County Executive Latimer for his update and for all that he does for the Town of Lewisboro.

TOWN OFFICIALS & EMPLOYEES – Laura Stone Celebrates 30 Years

On motion by Supervisor Gonçalves, seconded by Councilman Welsh, the Board voted as follows:

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

RESOLUTION

Whereas, Laura Stone has provided the Town of Lewisboro of Thirty Years of dedicated, loyal, hardworking and reliable service as Senior Office Assistant in the Lewisboro Parks and Recreation Department, starting on the cold morning of Monday, January 6, 1992. And

Whereas, Laura Stone has been the Department's Front Line Face and Information provider providing vital knowledge and assisted many town and school district residents with their children to access and succeed in our programming. She has worked under now, ten Town Supervisors, three Parks and Recreation Superintendents and many more colleagues, too numerous to count. And

Whereas, Laura Stone, has been involved at some level in all the hiring, training and evaluating of all full time and part time employees who have worked for the department since 1998.

Whereas, Laura Stone was the driving force behind pulling the Parks and Recreation Department out of the last century and into the new century by getting on line registration to Lewisboro, accepting credit cards and going to bar codes on pool, tennis and platform tennis permits for better record keeping and efficiency. And

Whereas, Laura Stone has overseen all four seasons of registrations for brochures, programming, special events and permits, while answering visitors and callers questions and concerns, booking the parks and preserves facilities for usage, while processing accounts receivables and payables along with payroll for all the full time, part time and seasonal Parks and Recreation Employees that could be in the hundreds during the summer months. And

Whereas, Laura Stone, continues to be the recorder of all Parks and Recreation Advisory Council meetings, checking attendance, keeping accurate minutes of the meetings and providing meeting packets when necessary to all Council members. And

Whereas, Laura Stone, demonstrated her dedication and hardworking traits by regularly working weekends, special events and the Firework Spectacular every year.

Whereas, these contributions and the amount of years of public service to the residents of Lewisboro is deserving of public notice, now

THEREFORE, BE IT RESOLVED that the Town Board of Lewisboro in the County of Westchester in the State of New York in recognition of this amazing accomplishment and excellent public service does offer thanks of its population to LAURA STONE and

BE IT FURTHER RESOLVED that a copy of this resolution be spread upon the minutes of this January 24th, 2022 Town Board Meeting for future generations to see and reflect upon.

CONSENT AGENDA

MINUTES- Approved

On motion by Councilwoman Rendo, seconded by Councilman Sklarin, the minutes of the January 10, 2022 Town Board meetings were approved.

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

HIGHWAY - Waste Wood Processing Bid Authorization

On motion by Supervisor Gonçalves, seconded by Councilwoman Shah the Board voted as follows:

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

RESOLUTION

RESOLVED that Town Superintendent of Highways Peter Ripperger is hereby authorized to advertise for waste wood processing services for the Town of Lewisboro for fiscal years 2022 and 2023; and

BE IT FURTHER RESOLVED that the Superintendent of Highways is to furnish detailed specifications for the above bid to the Town Clerk Janet Donohue which are to be used in conjunction with the Town's general bid conditions and specifications.

COMPREHENSIVE PLAN/MASTER PLAN STEERING COMMITTEE – Update (7:51 – 8:07 p.m.)

Larry Mango, member of the Comprehensive Plan/Master Plan Steering Committee, gave a quarterly report to the Board.

“My name is Larry Mango, Member of the Comprehensive and Master Plan Steering Committee (“Steering Committee” or the “Committee”) & filling in for Katherine McGinn, Chair

Other Members:

Charlene Indelicato, Mark Robbins, John Wolff & Ciorsdan Conran, Administrator for the Committee

Our previous quarterly updates to the Town Board were Jul 26, 2021 and October 25, 2021. If anyone is interested in catching up on that content, the updates are detailed in the Town Board meeting minutes from those dates.

Also, our page on the Lewisboro website is full of great resources, including a working project timeline, educational resources and more.

Thank you to Dan Welsh for his work as the Committee's previous liaison. And welcome to Andrea Rendo, we're happy to have you on board as our new liaison going forward.

In the time I have, I would like to update the Town Board of the Committee's

- *Work since last update*
- *Reminder of Project Outline, &*
- *Near term next steps.*
- *Finally - Questions.*

If that is agreeable, I can get started with the update from the Steering Committee.

WORK SINCE LAST BOARD UPDATE - See slide deck

Additional notes for slides:

- *We issued the RFP in September, after gathering feedback from the Town Board, Town Attorney, Town Planner, Planning Board, Zoning Board of Appeals, Architecture & Community Appearance Review Council.*
- *We received responses in November and began the due diligence process. Currently we are undergoing interviews. We expect to make a recommendation and provide supporting documentation to the Town Board in March.*
- *We also closed our survey in November.*
- *We also hosted a public info session featuring Lewisboro Census results, presented by Norma Drummond, Commissioner of the Westchester County Department of Planning - link to YouTube recording and copies of all reference materials available on our webpage*

Possible budget, Slide 4

Important to note that Consultant costs range widely based on scope, Town and project size, zoning, etc.

Typical NYS plans can cost between \$100,000 - \$250,000 but range widely.

The Steering Committee applied for NY State Consolidated Funding Grant (\$40K) over the summer. Application was denied, follow up interview with NYS for feedback, will apply again this year.

We are also planning on applying for Hudson River Valley Greenway Community Grants this spring (\$20K).

One of the questions we are asking consultants during interviews - how can they help guide us in finding additional funding? Of course, grant funding is always uncertain, so the Town cannot count on grants in moving forward with the project.

PROJECT OUTLINE - See slide deck

General talking points, slide deck highlights how the community can get involved

- *Three phases:*
 - **Introductory,**
 - **Community Engagement and**
 - **Plan Update.**
- *Currently: **INTRODUCTORY PHASE.***
- ***NEXT PHASE: COMMUNITY INVOLVEMENT PHASE.***
 - *After Spring 2022, once a consultant is engaged.*
 - *Significant community outreach and engagement to fully investigate community issues and opportunities.*
 - *Consultant along with the Committee, facilitates community involvement; community events & interviews,*
 - *formation of subcommittees,*
 - *community vision statement.*
 - *Fair & equal opportunities for all community members to get involved.*
 - *Sessions with consultant & Town Board, Planning Board, ZBA and each of the Town Councils & Committees. We've been in touch with the Chairs to alert them that this will be an early and important step.*
- *Finally, **THE PLAN UPDATE PHASE.***
 - *We expect this will take place late in 2022 or into 2023.*
 - *Timeline can change.*
 - *As Comp Plan update takes shape: public hearings / additional input.*
 - *Any updated Comp Plan will be a "DRAFT" and would only be a recommendation to the Town Board.*
 - *Town Board approves (or not).*
- *Ongoing activities:*
 - *Quarterly updates to Town Board (like this one)*
 - *Regular meetings broadcast via YouTube*
 - *CMPSC page on the Town website - resources, survey link, project information, meeting minutes and agendas.*

NEAR TERM NEXT STEPS

- *We expect to complete our due diligence for a project consultant team, make a recommendation and provide supporting documentation to the Town Board in March.*
- *At that point we will be on standby for any assistance as the Board begins your decision-making process.*
- *We will continue to analyze the initial survey results and prepare to make them publicly available.*

QUESTIONS?"

Mr. Mango also presented the attached slides (see attached). The Board asked if the members are satisfied with the progress thus far. Mr. Mango stated that the community input has been good but moving forward would like to see more. The Board would also like to see the slide show on the CMPSC page on the website. The Board thanked Mr. Mango and the entire committee for all their hard work and efforts and look forward to their recommendations in March 2022.

DRUG ABUSE PREVENTION COUCIL – Presentation (8:09 - 8:31 p.m.)

Kathryn Ferrara from the Drug Abuse Prevention Council made a presentation to the Board regarding the Drug Abuse Prevention Program. She stated that during the pandemic they have been limited in doing any in-person presentations but have done several over Zoom. Two ongoing presentations, “Let’s Talk” and “Know to Prevent” have been successful in 2020-2021. Ms. Ferrara stated that she is hoping to do more in-person events.

Councilman Welsh asked about the participation from pandemic time versus prior. Ms. Ferrara stated that the virtual option has reached more people. Councilwoman Rendo asked about participation by Lewisboro residents who took part in the virtual programs, but Ms. Ferrara does not have a breakdown of individual town numbers. Councilwoman Rendo also asked how these programs were advertised to the Lewisboro residents. Ms. Ferrara stated she would send the information to the Supervisor, and it would be put on his webpage and Facebook page and email blasts would be sent out. Councilwoman Rendo also stated that as she understood it, the former SRO Frank Secret would hang posters and got the word out with the students. Ms. Ferrara stated that was correct and she has reached out to the principal asking who could help with this in the absence of an SRO. Ms. Ferrara also stated that they do not offer counseling services, but they do offer referrals.

Ms. Ferrara also stated that each town has a total of 5 council seats, however, Lewisboro only has one seat filled. Councilwoman Rendo feels that the Town of Lewisboro has not gotten a lot of benefits and she is hoping that Ms. Ferrara can help them to do better. Ms. Ferrara did say that she has resigned from this position and is staying on until they find a new coordinator.

Councilman Welsh asked Ms. Ferrara to prepare a solicitation describing what is expected for the council members and Ms. Ferrara will send that over.

DRUG ABUSE PREVENTION COUNCIL – Authorize Supervisor to Sign Contract

On motion by Councilman Welsh, seconded by Councilman Sklarin, the Board voted as follows:

THE VOTE: Motion was withdrawn by Councilman Welsh without a vote.

RESOLUTION

RESOLVED, that the Supervisor be and hereby is authorized to sign the 2022 Drug Abuse Prevention Council agreement not to exceed \$6,500, as reviewed by counsel.

DRUG ABUSE PREVENTION COUNCIL – Authorize Supervisor to Sign Contract

On motion by Councilman Welsh, seconded by Councilwoman Rendo, the Board voted as follows:

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

RESOLUTION

RESOLVED, that the Town Board will table the 2022 Drug Abuse Prevention Council agreement not to exceed \$6,500, as reviewed by counsel, until after Public Comment Period II.

PARKS & RECREATION - Authorize Contract with North East Westchester Special Recreation

Supervisor Gonçalves read the following regarding the North East Westchester Special Recreation:

Program has a total cost of \$10,966.25, to be paid in two installments. Following is a summary of the programming

We service those individuals who cannot participate in existing programs offered by Westchester based municipal recreation programs. Our programs provide experiences that inspire confidence building skills, foster friendships and cultivate meaningful relationships.

North East Westchester Special Recreation, Inc. strives to provide community-based therapeutic recreation programs that enhance the physical, cognitive, emotional, and social functioning of children, teens and adults with developmental disabilities. We provide confidence building experiences that foster and cultivate meaningful relationships.

The North East Westchester Special Recreation Consortium is a non-profit 501 (C)(3) organization operating under the auspices of the New York State Office for People with Developmental Disabilities as a certified respite provider. The agency is led by a Board of Directors comprised of the Recreation Superintendents from the twelve participating communities located in the north east portion of Westchester County, New York. Our structure and our programs provide the specific type of support needed for success in community recreational programs.

North East is the second largest agency of its kind in the State of New York and has gained local and state-wide attention for the quality and novelty of programs and services.

Programs: Community based therapeutic recreational activities for disabled individuals: the organization offers a variety of year-round activities designed with the specific support needed for participant success. Some of the activities include: bowling, day trips, dances, team sports, weekend trips, swimming, tennis, special Olympics, vacation programs, community outings, project adventure, sports skills training & music therapy.

Summer day camp for disabled individuals: the organization provides an opportunity for children and teens with developmental disabilities to enjoy a six-week community day camp program. Participants enjoy swimming, field trips and other special activities. The organization provides a 1:3 ratio, individual assessment and on-going evaluation and collaboration with family members,

school personnel and other outside professionals. The Town of Lewisboro has 33 residents enrolled in this program.

On motion by Councilman Sklarin, seconded by Councilwoman Rendo, the Board voted as follows:

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

RESOLUTION

RESOLVED, that the Town Board of the Town of Lewisboro does approve the 2022 North East Westchester Special Recreation Interagency Agreement and be it further

RESOLVED, that the Town Board of the Town of Lewisboro does approve the Supervisor to sign said agreement subject to Town Counsel approval.

SCHOOL RESOURCE OFFICER – Authorize Supervisor to Sign Agreement

On motion by Councilman Sklarin, seconded by Councilwoman Rendo, the Board voted as follows:

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

RESOLUTION

RESOLVED, that the Town Board authorizes the Supervisor to sign the Amendment to the School Resource Officer (SRO) agreement with the Katonah-Lewisboro School District, pending approval by the Katonah-Lewisboro School District.

TOWN PARK PLAYGROUND PROJECT – Type II SEQRA Determination

On motion by Supervisor Gonçalves, seconded by Councilwoman Rendo, the Board voted as follows:

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

RESOLUTION

RESOLVED, that the Town Board of the Town of Lewisboro does hereby determine that the Lewisboro Town Park Playground Upgrade Project to be a Type II Action under the State Environmental Quality Review Act (SEQR) and no further review is necessary.

PUBLIC COMMENT PERIOD II

A total of two residents spoke during the public comment period.

SALT DOME

A resident thanked the Town Board for moving forward on a solution to the wood pile and debris at the Salt Dome area which is in a historical district, and she spoke to the urgency of getting it removed.

DRUG ABUSE PREVENTION COUNCIL

A resident asked for clarification regarding the DAPC and the empty council positions. Is it up to the council or the Town Board to advertise for these positions? Councilwoman Rendo stated that Councilman Welsh did ask Ms. Ferrara to send the Board information so that the town could get it out to our residents via potential avenues and then keep in touch with the council.

DRUG ABUSE PREVENTION COUNCIL – Authorize Supervisor to Sign Contract

On motion by Councilwoman Shah, seconded by Councilman Welsh, the Board voted as follows:

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

RESOLUTION

RESOLVED, that the Town Board will now un-table the 2022 Drug Abuse Prevention Council agreement not to exceed \$6,500, as reviewed by counsel, which is after Public Comment Period II.

DRUG ABUSE PREVENTION COUNCIL – Authorize Supervisor to Sign Contract

On motion by Councilman Welsh, seconded by Councilman Sklarin, the Board voted as follows:

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

RESOLUTION

RESOLVED, that the Supervisor be and hereby is authorized to sign the 2022 Drug Abuse Prevention Council agreement not to exceed \$6,500, as reviewed by counsel.

CLAIMS – Authorized for Payment

On motion by Supervisor Gonçalves, seconded by Councilman Welsh, the Board voted 5-0 to authorize payment of the Town's bills in the amount of \$463,472.93.

POLLING OF BOARD AND ANNOUNCEMENTS

WESTCHESTER POWER

Councilman Welsh stated that notification letters for the Westchester Power electricity supply program restart are arriving in mailboxes. The letter contains all of the details about the new contract; people can contact Sustainable Westchester if they have questions.

SUSTAINABILITY COMMITTEE

Councilman Welsh noted that the Sustainability Committee had identified implementing the NY "Stretch" building code as an important opportunity and would like to make a presentation to the board soon.

LIBRARY UPDATES

Councilwoman Shah updated the Board on upcoming events at the Lewisboro Library including The Lewisboro Library Community Crafters Valentine project, an upcoming raffle called "Taste of the Town", and a presentation of "Alices Ordinary People" on 2/3/2022. More information can be found at <https://lewisborolibrary.org/>.

SNOW ANGELS

Councilwoman Shah also stated that there is a program through the Senior Citizen program at Parks & Recreation called "Snow Angels" that helps our senior citizens with snow and ice removal during the winter months. Anyone interested can reach out to Pam Veith at seniors@lewisborogov.com.

LIBRARY

Councilwoman Rendo stated that there was a lot of reaction to her comments about the Library Contract. She will be attending one of the next Library Board's meeting.

AGENDA PACKETS

Councilwoman Rendo stated that she and Supervisor Gonçalves discussed having the Town Board agenda packets ready for viewing prior to the Friday before a meeting in order to prepare properly for the upcoming Monday meeting. Supervisor Gonçalves would like to close out the agenda by Wednesday before the meeting. Anything added on after that, unless it is an emergency item, will go on the next agenda. The Board was in favor.

OPEN COMMITTEE POSITIONS

Supervisor Gonçalves stated that open committee member positions will be posted on the town's website in the next few weeks. <https://www.lewisborogov.com/townboard/page/committees-and-council-openings>

COVID-19

Supervisor Gonçalves wanted to again remind anyone who needed food assistance while they are in quarantine to call 914-995-5566.

Councilwoman Shah also reminded residents to sign up for their 4 free Covid tests by signing up at <https://www.covidtests.gov/>

FORECLOSURES

Councilman Sklarin stated now that the moratorium on foreclosures has ended, the town can move forward with foreclosure proceedings on town owned properties. He would like to see an inventory list and would also like to have that list available on the town's website.

VETERANS

Supervisor Gonçalves stated that the Veteran's Advisory Committee is working on delivering Valentine Cards to Veterans. Supervisor Gonçalves thanked the Veteran's Chair John Lemke.

MEETINGS – Dates Set

An upcoming meeting of the Town Board will include a meeting on Monday, February 14, 2022 at 7:30 p.m. at the Lewisboro Library, 15 Main Street, South Salem, New York.

EXECUTIVE SESSION – Personnel Matters

On motion by Supervisor Gonçalves, seconded by Councilman Welsh, the Board voted 5-0 to go into executive session at 8:58 p.m. to discuss personnel matters.

On motion by Councilman Sklarin, seconded by Councilwoman Shah, the Board voted 5-0 to come out of executive session at 9:49 p.m.

POLICE OFFICER – Appointment of Police Officer

On motion by Councilman Sklarin, seconded by Councilman Welsh, the Board voted as follows:

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

RESOLUTION

RESOLVED, that the Town Board of the Town of Lewisboro approves the hiring of Ruben Castro as a Police/Patrol Officer with the Lewisboro Police Department, effective February 22, 2022, on a part-time basis, with the probationary period in accordance with past practice for police department hires.

POLICE OFFICER – Appointment of Police Officer

On motion by Councilwoman Rendo, seconded by Councilwoman Shah, the Board voted as follows:

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

RESOLUTION

RESOLVED, that the Town Board of the Town of Lewisboro approves the hiring of Ian Llewellyn as a Police/Patrol Officer with the Lewisboro Police Department, effective February 18, 2022, on a part-time basis, with the probationary period in accordance with past practice for police department hires.

ADJOURNMENT

On motion by Councilwoman Shah, seconded by Councilman Sklarin, the Board voted 5-0 to adjourn at 9:52 p.m.

Janet L. Donohue
Town Clerk