



**AGENDA
TOWN OF LEWISBORO
ORGANIZATIONAL &
TOWN BOARD MEETING
LEWISBORO LIBRARY
JANUARY 10, 2022
7:30 P.M.**

ORGANIZATIONAL MEETING

I. CALL TO ORDER

II. STAFF APPOINTMENTS

- | | |
|---|-------------------------------------|
| 1. Town Attorneys | Gregory Folchetti/Herodes Law PC |
| 2. Planning Board Attorney | Judson Seibert, Keane & Beane, P.C. |
| 3. Town Engineers | Kellard Sessions Consulting, P.C. |
| 4. Town Planner & Wetlands Insp. | Kellard Sessions Consulting, P.C. |
| 5. Town Prosecutor | Greg Monteleone |
| 6. Town Auditor | PKF O'Connor Davies, LLP |
| 7. Fire Inspectors | Joseph Angiello, Jeff Farrell |
| 8. Supervisor's Confidential Secretary/
Benefits Administrator | Mary Hafter |
| 9. Deputy Supervisor | Leo Masterson |
| 10. Deputy Receiver of Taxes | Anna Bauts |
| 11. Elections Officer/Registrar of Vital Statistics/
Records Management Officer | Janet Donohue |
| 12. Deputy Town Clerk/Deputy Elections Officer/
Deputy Registrar of Vital Statistics | Jennifer Caviola |
| 13. Deputy Highway Superintendent | Joseph Posadas |
| 14. Town Historian | Maureen Koehl |
| 15. Cemetery Commissioner | Stephen Johnson |
| 16. Deputy Building Inspector | Jeff Farrell |
| 17. Comptroller | Leo Masterson |
| 18. Wild Oaks Administrator | Leo Masterson |
| 19. Oakridge Sewer and Water Administrator | Joel Smith |
| 20. Oakridge Water Billing Administrator | Deirdre Casper |

III. APPOINTMENT OF COMMITTEE MEMBERS

- 1. Advisory Committee for the Disabled**
- 2. Architectural & Community Appearance Review Council**
- 3. Board of Assessment Review**
- 4. Conservation Advisory Council**
- 5. Emergency Management Committee**
- 6. Grant Advisory Committee**
- 7. Housing Committee**
- 8. Landmarks Advisory Committee**
- 9. Open Space and Preserves Advisory Committee**
- 10. Parks and Recreation Advisory Council**
- 11. Pedestrian and Bicycle Advisory Committee**
- 12. Planning Board**
- 13. Stormwater Management Committee**
- 14. Sustainability Committee**
- 15. Veterans Advisory Committee**
- 16. Zoning Board of Appeals**

IV. APPOINTMENT OF CHAIRPERSONS OF COMMITTEES, COUNCILS & BOARDS

- | | |
|---|---|
| 1. Advisory Committee for the Disabled | Alexandra Morris |
| 2. Antenna Advisory Board | Joseph Neu |
| 3. Architectural and Community Appearance Review Council | Rose Bonanno |
| 4. Board of Assessment Review | Lawrence Mandelker |
| 5. Board of Ethics | Lawrence Mandelker |
| 6. Cable Television Advisory Committee | Dean Travalino |
| 7. Conservation Advisory Council | John Wolff |
| 8. Emergency Management Committee | Chair Adam Ochs/
Deputy Chair Tony Gonçalves |
| 9. Grant Advisory Committee | Dottie Podolak |
| 10. Housing Committee | Andrea Kirk |
| 11. Landmarks Advisory Committee | W. Theodore Strauss |
| 12. Open Space and Preserves Advisory Committee | Greg Monteleone |
| 13. Parks and Recreation Advisory Council | Ian Harris |
| 14. Pedestrian and Bicycle Advisory Committee | Doris Peter |
| 15. Planning Board | Janet Anderson |
| 16. Stormwater Management Committee | Paul Lewis |
| 17. Sustainability Committee | Robert Fischman |
| 18. Veterans Advisory Committee | John Lemke |
| 19. Zoning Board of Appeals | Robin Price, Jr. |

V. APPOINTMENTS, APPROVALS & AUTHORIZATIONS

- 1. Procurement Policy**
- 2. Attendance at Conferences and Meetings**
- 3. Memberships**
- 4. Association of Towns – Authority to Join and Pay Dues, Training School, and Re-Appointment of Delegate and Alternate**
- 5. Parks and Recreation Seasonal Salary Ranges**
- 6. Mileage**
- 7. Kennel Agreement**
- 8. Library Agreement**
- 9. Designation of Official Newspaper and Alternative**
- 10. Designation of Banks**
- 11. Approve Bank Depository Agreements**
- 12. Supervisor's and Comptroller's Authorizations to Transfer Funds**
- 13. Highway Department - Authorization to Purchase Tools, Etc.**
- 14. Highway Department - Agreement to Spend Funds**
- 15. Highway Department - Annual Estimate and Budget**
- 16. Meetings - Set Dates, Time and Place**

VI. TOWN BOARD COMMITTEE LIAISONS

- 1. Advisory Committee for the Disabled – Mary Shah**
- 2. Architectural & Community Appearance Review Council (ACARC) – Andrea Rendo**
- 3. Antenna Advisory Board – Tony Gonçalves**
- 4. Assessor's Office/Board of Assessment Review – Andrea Rendo**
- 5. Benefits Administration – Mary Shah**
- 6. Building Department – Tony Gonçalves**
- 7. Cable Television Committee – Andrea Rendo**
- 8. Comprehensive Plan Steering Committee – Andrea Rendo**
- 9. Conservation Advisory Council (CAC) – Mary Shah**
- 10. Court Clerks' Office – Richard Sklarin**
- 11. East of Hudson Watershed Corporation – Tony Gonçalves**
- 12. Emergency Management Committee – Tony Gonçalves and Mary Shah**
- 13. Ethics Board – Andrea Rendo**
- 14. Finance Department – Tony Gonçalves**
- 15. Grant Advisory Committee – Richard Sklarin**
- 16. Highway Department – Richard Sklarin**
- 17. Housing – Dan Welsh**
- 18. Katonah-Lewisboro School Board – Tony Gonçalves and Mary Shah**
- 19. Labor Negotiations – Richard Sklarin**
- 20. Landmarks Advisory Committee – Andrea Rendo**
- 21. Library – Mary Shah**
- 22. Maintenance Department – Tony Gonçalves**

23. **Oakridge & Wild Oaks Sewer/Water Districts**
 OWD Tony Gonçalves and Andrea Rendo
 Wild Oaks – Richard Sklarin
24. **Open Space and Preserves Advisory Committee (OSPAC) – Dan Welsh**
25. **Parks & Recreation Advisory Council – Tony Gonçalves and Mary Shah**
26. **Parks & Recreation Department – Tony Gonçalves and Mary Shah**
27. **Pedestrian & Bicycle Advisory Committee – Dan Welsh**
28. **Planning Board – Richard Sklarin**
29. **Police Department – Andrea Rendo**
30. **Sustainability Committee/Recycling Department – Dan Welsh**
31. **Stormwater Management Committee – Dan Welsh**
32. **Tax Receiver’s Office – Tony Gonçalves**
33. **Town Clerk’s Office – Tony Gonçalves**
34. **Veterans Advisory Board – Tony Gonçalves**
35. **Zoning Board of Appeals (ZBA) – Mary Shah**

REGULAR MEETING

VII. COMMUNICATIONS

Receipt of Conservation Advisory Council’s 2021 Annual Report

VIII. CONSENT AGENDA

1. **Approval of Minutes of December 9 and December 23, 2021**
2. **Monthly Reports – December 2021**
 - i. **Building Department**
 - ii. **Police Department**

IX. NEW BUSINESS

1. **Resolution Approving Employee Assistance Program Agreement and Authorizing Supervisor to Sign**
2. **Resolution Approving Partners In Safety 2022 Complete DOT Program Agreement and Authorizing Supervisor to Sign**

X. PUBLIC COMMENT

XI. APPROVAL OF CLAIMS

XII. POLLING OF BOARD

XIII. ANNOUNCEMENTS

Town Board Meeting Monday, January 24, 2022 at 7:30 p.m. at the Lewisboro Library, South Salem

XIV. MOTION TO GO INTO EXECUTIVE SESSION

Town Board Meetings Accessibility: The Town of Lewisboro is committed to providing equal access to all its facilities, services and activities to the fullest extent possible. The Town House, Onatru Farmhouse, and the Town Offices at 79 Bouton Road are accessible to persons with physical handicaps. If anyone who wishes to attend any meeting of the Town Board has special needs, please contact the Supervisor's Office (763-3151) at least one week before any scheduled meeting, and we will try to accommodate whenever possible.

REMOTE ACCESS INSTRUCTIONS:

Join Zoom Meeting

<https://zoom.us/j/96404558376?pwd=RWQ2WkZINjZ0S3ZNOWo5MjFKNWhzZz09>

Meeting ID: 964 0455 8376

Passcode: 849581

Dial by your location

+1 929 205 6099 US (New York)

Meeting ID: 964 0455 8376

Passcode: 849581



Town of Lewisboro

Parks & Recreation Department



Dana M. Mayclim
Superintendent

Pamela Veith
Senior Adult Coordinator

Laura A. Stone
Senior Office Assistant

Reed Pullem
Recreation Assistant

TO: Tony Goncalves, Supervisor
Town Board Members

FROM: Dana Mayclim Durso, Superintendent

DM

DATE: January 7, 2022

RE: Proposed Part-Time Seasonal Staff Salary Ranges - 2022

Below please find the proposed salary ranges for part-time seasonal employees for 2022 which have been accounted for in the approved 2022 Parks and Recreation Department budget which is contingent on CoVid restrictions. Please remember minimum wage is now \$15 an hour in Westchester County.

DAY CAMP

MAIN CAMP

DIRECTOR	\$5,250.00 - \$ 8,200.00
ASSISTANT DIRECTOR	4,000.00 - 6,000.00
SPECIALISTS	2,925.00 - 4,300.00
HEAD COUNSELOR	2,925.00 - 3,800.00
COUNSELORS/JR. COUNSELORS	2,535.00 - 3,200.00
C.I.T.S	300.00 - 600.00

LITTLE EXPLORERS CAMP

DIRECTOR	\$4,800.00 - \$ 7,300.00
ASSISTANT DIRECTOR	4,000.00 - 6,000.00
SPECIALISTS	2,925.00 - 4,300.00
COUNSELOR SUPERVISORS	2,925.00 - 3,800.00
HEAD COUNSELORS	2,925.00 - 3,300.00
COUNSELORS/JR. COUNSELORS	2,535.00 - 3,200.00
C.I.T.S	300.00 - 600.00

TEEN TREKS CAMP (3 Day & 5 Day)

DIRECTORS	\$4,200.00 - \$ 9,400.00
ASSISTANT DIRECTORS	3,000.00 - 8,000.00
COUNSELORS	2,250.00 - 4,000.00

AFTER CAMP

DIRECTOR	\$1,800.00 - \$ 3,150.00
COUNSELORS	1,170.00 - 1,500.00

AQUATICS PROGRAM (CAMP)

DIRECTOR	\$4,000.00 - \$ 5,600.00
INSTRUCTORS/LIFEGUARDS	12.00 - 16.00/HR.

POOL

DIRECTORS	\$ 17.00 - 22.00
ASSISTANT DIRECTORS	16.00 - 20.00
SWIM TEAM COACH	3,500.00 - 6,000.00
SWIM TEAM ASSISTANT COACHES	1,000.00 - 2,000.00
DIVING COACH	1,200.00 - 2,500.00
HEAD LIFEGUARDS	15.00 - 20.00/HR.
LIFEGUARDS	11.50 - 16.00/HR.
GATE ATTENDANTS	11.50 - 16.00/HR.

PARKS/POOL

MAINTENANCE LABORER SEASONAL	\$ 13.00 - \$ 18.00/HR.
------------------------------	-------------------------

PROGRAM INSTRUCTORS

TENNIS	\$30.00 - 60.00/HOUR
YOUTH/SPORTS	15.00 - 75.00/HOUR
YOUTH/TODDLER/ADULT	30.00 - 100.00/CLASS
ADULT	30.00 - 100.00/HOUR

OFFICIALS - PER GAME

YOUTH BASKETBALL - 1/2 COURT	\$ 50.00 - 52.00
FULL COURT	53.00 - 55.00
ADULT SOFTBALL	52.00 - 54.00
LEWISBORO OFFICIALS ADMIN. FEE (PER GAME ALL SPORTS)	2.00 - 4.00

OTHER

RECREATION LEADERS	\$ 13.00 - \$ 60.00/HR.
RECREATION ASSISTANTS	13.00 - 40.00/HR.
RECREATION ATTENDANTS	13.00 - 30.00/HR.

PETER RIPPERGER
Superintendent of Highways
Tel: 914-763-3166
Fax: 914-763-8134



Town of Lewisboro
11 Main Street
P.O. Box 500
South Salem, NY 10590

HIGHWAY DEPARTMENT
Town of Lewisboro

TO: Tony Goncalves, Town Supervisor
Andrea Rendo, Council Member ✓
Mary Shah, Council Member
Richard Sklarin, Council Member
Dan Welsh, Council Member
Leo Masterson, Deputy Supervisor
Janet Donohue, Town Clerk

FROM: Peter Ripperger, Superintendent of Highways

DATE: January 4, 2022

RE: Authorization to Purchase

As Highway Superintendent of the Town of Lewisboro, I am hereby requesting authorization to purchase equipment, tools and other implements to be used for Highway maintenance, construction, or reconstruction subject to the limitations of budgetary appropriations and public bidding requirements, pursuant to section 142 of the Highway Law for the 2022 budget year.

Thank you.

TO: Town of Lewisboro Town Board
Town of Lewisboro Planning Board

FROM: Lewisboro Conservation Advisory Council

SUBJECT: CAC Annual Report for 2021

DATE: December 20, 2021

The Conservation Advisory Council (CAC) presents its annual report for 2021 to the Town of Lewisboro, as required by state law.

The CAC is comprised of volunteers appointed by the Town Board to work on conservation issues that are important to the town and its residents. Since town residents get their water from local wells and lakes, and about one third of the residents of Lewisboro are members of lake communities, the CAC recognizes the importance that town residents put on protecting water resources. As our role demands, we work together on the committee to preserve and protect Lewisboro's environment including its watercourses and wetlands.

The CAC meets monthly, on the first or second Monday of each month. Meetings are open to the public, and agendas are posted to the town website prior to each meeting. Minutes for all of the meetings are available through the Town Clerk and posted on the town website. Preparation of the draft CAC memos is shared among the members, and review, comments, and revisions of memos and minutes take place by email. For 2021, with the Covid-19 pandemic, the CAC continued the meeting as a virtual meeting using Zoom. A notice for the public to be able to attend was placed both in the Record Review newspaper and in the CAC agenda which was posted on the Town website. Zoom information is included on the agenda or can be obtained from the CAC chair.

During 2021, the CAC operated with seven active members through September and eight thereafter. Attendance for the year was 85% among active members. Three CAC member plus the chairperson terms expire at the end of 2021 and one member was elected to the Lewisboro Town Board. All three have indicated the desire to remain on the CAC and will be recommended for renewal to the Town Board. We are dependent upon the appointment or reappointment of capable, knowledgeable, committed members with environmental interests and adequate time to support CAC activities.

Advisory Role to Planning Board

During 2021, the CAC issued 28 letters to the Planning Board concerning applications or issues before that board. Public attendance at CAC meeting rose during 2021 with as many as 5 members attending a single meeting. Access via Zoom made participation easier. A CAC

representative, generally the Chair, attends and participates in Planning Board meetings. This participation at Planning Board meetings enables the CAC to express their views on applications and environmental issues, and to stay informed on the activities in front of that board. Four members participated in the six site walks. Attendance at the walks enables more insightful comments by the CAC.

While the number of letters is one indicator of activity, a more important parameter may be the ability to provide informed advice. We believe that the CAC has continued to build a trusted and respected advisory relationship with the Planning Board regarding conservation and environmental issues. We are gratified that the members of the Planning Board solicit and thoughtfully consider our input. As a result, many of the CAC recommendations have been incorporated into applicants' plans and into the approved resolutions.

Committee Participation with other Town committees and boards

The CAC also reaches out to other boards and committees in addition to the Planning Board. The CAC provides environmental views, opinions and other information to the Town Board. The CAC was asked by the Town Board to develop and present a tree ordinance for Lewisboro. The CAC reviewed and updated the tree ordinance originally developed by the CAC in 2018. This was presented to the Lewisboro Town Board in February. The board made some modifications and passed the ordinance in April.

Regarding town committees, a CAC member is very active on the OSPAC and reports to the CAC on their activities. The CAC has contacts with the PRAC committee to share information and discuss items of mutual interest. Our newest member is active on the Sustainability Committee. The CAC chair is a member of the Comprehensive Plan Steering Committee.

The CAC continues to publicize the town's septic system law that requires inspection every five years. Information is available on the CAC page of the Lewisboro website. In conjunction with the Stormwater Committee, a poster describing the requirements and enforcement dates and a map of septic systems that have been pumped recently is displayed at the office of the Building Inspector.

Intermunicipal Cooperation

Lewisboro CAC members continue to work with individual municipalities in comparing municipal codes and approaches to common concerns. The CAC chair is in contact with the ELLA (Environmental Leaders Learning Alliance).

Appreciation

The CAC members contribute their valuable time, varied perspectives, and interest in serving the Town on this volunteer committee. While we don't always agree, each member remains

committed to considering what is best for Lewisboro, and we are fortunate and more effective because of that participation and intent.

TOWN OF LEWISBORO
Building/Zoning Department
79 Bouton Road
South Salem, NY 10590
M5 Fee Report
From 11/24/2021 To 12/28/2021

Count by Type

Fee Type	Count	Total
Additional Building Permit Fee	20	\$8,645.00
Additional CC Fee	6	\$540.00
Additional CO Fee	14	\$8,105.00
BUILDING PERMIT FEE	54	\$14,270.00
CERTIFICATE OF COMPLIANCE FEE	24	\$1,930.00
CERTIFICATE OF OCCUPANCY FEE	28	\$7,050.00
CIVIL PENALTY - NO PERMIT	6	\$4,910.00
DEMOLITION 600 FT AND GREATER	2	\$200.00
ENVIRONMENTAL QUESTIONNAIRE-BUILDING	5	\$250.00
RE-INSPECTION	1	\$100.00
RECORDS MANAGEMENT FEE	56	\$115.00
RENEWAL FEE	5	\$3,731.00
ZONING BOARD APPLICATION	2	\$504.00
	223	\$50,350.00

PATROL ACTIVITY 2021

INCIDENTS REPORTED	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	YTD
Auto Accidents	8	9	8	9	10	11	13	15	15	11	12	14	135
Aided Cases	31	32	38	45	56	38	63	64	49	51	50	45	562
Alarms	11	11	11	19	24	31	25	41	38	29	42	26	308
Animal	4	8	10	9	4	4	9	9	6	4	15	3	85
Assist Other Depts.	12	8	3	5	9	7	10	7	2	4	2	3	72
Burglary	0	0	3	0	0	0	2	0	0	0	0	0	5
Civil Complaints	2	3	2	5	4	9	12	1	7	5	8	4	62
Criminal Activity	1	0	0	1	2	10	3	2	0	0	2	1	22
Domestic Incidents	1	2	2	2	0	4	1	3	4	1	3	3	26
Drug Related Activity	0	0	0	0	0	0	0	0	0	0	0	1	1
Harassment	0	6	1	6	4	10	2	5	4	5	7	1	51
Larceny	2	1	1	1	2	7	5	6	3	8	0	3	39
Fingerprints	2	3	3	1	4	1	5	0	0	2	0	1	22
Fire	3	1	3	1	0	3	2	1	2	2	4	4	26
Property Lost / Found	4	0	4	3	1	5	10	4	1	3	3	2	40
Utilities	0	5	10	8	2	4	4	1	6	3	2	4	49
Miscellaneous	19	11	19	25	20	20	25	20	16	29	11	21	236
Mischief / Vandalism	6	3	1	3	3	3	1	2	1	2	3	1	29
Summons / Papers Served	4	0	8	2	2	0	2	0	4	2	5	2	31
Suspicious Activity	9	8	13	11	9	8	18	7	11	14	8	12	128
Trespass	1	1	0	0	3	1	4	2	1	1	0	0	14
Vehicles	13	14	9	14	22	17	17	16	14	14	6	11	167
MONTHLY TOTALS	133	126	149	170	181	193	233	206	184	190	183	162	2110
	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD
D.W.I Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0
Parking Summons	5	2	3	3	6	9	9	5	7	12	7	5	73
Appearance Tickets	0	0	0	0	1	0	2	1	0	0	0	0	4
MONTHLY TOTALS	5	2	3	3	7	9	11	6	7	12	7	5	77
	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD
VEHICLE AND TRAFFIC TICKETS													
Speeding	10	1	5	21	20	16	36	30	29	23	36	53	280
Agg. Unlicensed	0	0	0	0	0	0	1	1	0	0	0	0	2
Stop Sign	3	0	2	7	3	51	17	19	21	10	7	9	149
Seat Belts	0	0	1	0	5	3	1	0	1	2	0	1	14
Cell / Text	0	0	2	5	2	3	2	3	4	3	1	0	25
Other	34	24	36	50	61	98	102	74	87	94	71	65	796
Parking	5	3	3	3	6	12	10	5	7	12	8	6	80
App Ticket	0	0	0	0	1	0	2	0	0	0	0	0	3
MONTHLY TOTALS	52	28	49	86	98	183	171	132	149	144	123	134	1349



Total Care EAP
Public Safety EAP
Educators EAP
Higher Ed EAP
Health Care EAP
Union EAP

Hello,

All of us at ESI are excited to start a new year serving you and all employees of Town of Lewisboro, NY.

During the last year, we have continued to focus on enriching the benefits we bring to your organization.

Our Peak Performance Employee Development Benefits have been expanded to include our ESI Online Training Center, providing **over 8,000 online trainings** in easy-to-use formats, as well as compliance and safety trainings. We've also added the Lifestyle Savings Benefit offering thousands of specially negotiated deals, discounts, and perks from popular national brands. And our Certified Coaching continues to be a popular benefit.

We pledge to make every effort to deliver the best possible service to you and your employees.

To help complete the renewal process, we've enclosed a renewal tool kit. You'll find:

- Your renewal contract (please sign and return the **Fees and Service** page – we have enclosed a return envelope for your convenience)
- Your renewal invoice
- Communication materials that you can use to promote EAP benefits to your employees

If you need additional employee communication materials, you can email Abby Harrison: abb.harrison@theEAP.com or give her a call at 800.535.4841 Ext. 100.

Please let me know if you have any questions.

Sincerely,

Patricia M. Reardon

Vice President, Client Service

800.535.4841 Ext. 607 | pattyreardon@theEAP.com



TotalCare EAP
Public Safety EAP
Educators' EAP
Higher Ed EAP
HealthCare EAP
Union AP

Employee Assistance Program (EAP) | RENEWAL AGREEMENT

This Employee Assistance Program (EAP) Agreement ("Agreement") is between **Town of Lewisboro, NY** ("Client") and **EMPLOYEE SERVICES LLC dba ESI EMPLOYEE ASSISTANCE GROUP**, a New York corporation, 55 Chamberlain Street, Wellsville, New York 14895 ("ESI") for ESI to provide the benefits described herein for employees of Client effective **1/1/22-12/31/22**.

I. Productivity Solutions

With employees losing an average of over 3 weeks of productivity each year, addressing productivity losses is critical. Our entire focus is on providing the most comprehensive benefits to make the largest possible impact on improving employee lives and reducing lost productivity cost. We offer more than twice the benefits of other EAPs. Employees of Client and their household members including children up to age 26 who do not reside with employee are referred to herein as Members.

- **Unlimited Telephonic Counseling:** Members speak directly with our professional staff counselors 24 hours a day via a toll-free number. Every counselor has a Master's or Ph.D. degree. Staff counselors provide direct in-the-moment counseling when a Member calls and act as case managers when referrals are made to local counselors or other work-life or wellness resources, overseeing each case to its ultimate closure – regardless of the amount of time involved in assisting the Member.
- **Face-to-face Counseling Sessions per Issue:** Up to 3
Members are eligible for telephonic counseling and short-term, in-person counseling.
- **Work/life Benefits:** Benefits offered to assist Members with a wide variety of issues including Legal, Financial, Caregiver, Adoption, Special Needs, Personal Assistant, Tools for Tough Times and Pet Help.
- **Lifestyle Benefits:** Menu of value-added wellness services designed to enhance a Member's quality of life – discounts vary by season and location.
- **Wellness Resource Center:** Includes the latest, most reliable articles, videos and self-assessments for dealing with stress, diet, fitness and smoking.

II. Engagement Solutions - Peak Performance Benefits

ESI is the only EAP to offer Peak Performance Benefits - an entire menu of coaching programs, self-help resources and training to stimulate employee engagement. These benefits are designed to improve the performance of not just some but all of your employees. ESI also provides Hiring, Onboarding and Employee Engagement Resource Centers for HR, managers and supervisors. The result: Employees report improved personal and professional performance at work and at home; and overall employee engagement is improved.



TotalCare EAP
Public Safety EAP
Educators' EAP
Higher Ed EAP
HealthCare EAP
Union AP

- **Personal and Professional Coaching:** One-on-one telephonic coaching from Certified Coaches combined with structured, online trainings. Coaching is delivered by Masters or Ph.D. level Coaches in scheduled telephonic coaching sessions to review key concepts of the trainings and implementation of skills. Coaches use a solution-focused approach to improve current and future performance.
- **Wellness Coaching:** Unlimited coaching assistance from an integrated team of Certified Wellness Coaches and Behavioral Health Clinicians for the mental and emotional challenges each employee must overcome to improve their physical health.
- **Information Resource Benefits:** 25,000 Self-Help Resources – Tools, Assessments, Financial Calculators, Video Library, and Articles for thousands of topics.
- **Online Training and Personal Development:** Includes over 8,000 online personal and professional development trainings to help employees balance their work and personal life.
- **Recruiting, Hiring, Interviewing, Onboarding, and Employee Engagement Resource Centers:** Extensive array of articles and Web resources from leading experts.

III. EAP Administration - Orientation and Engagement

An employee assistance program that is not used is not useful. Utilization begins with employee awareness. A well-planned installation and continued awareness campaigns will have a direct impact on the level of engagement. ESI provides comprehensive employee orientation and communications.

- **Automated Digital Communication (ADC):** Proprietary Automated Digital Communications (ADC) system allows ESI EAP to engage in periodic email communications with Members. Utilization is the key to maximizing the effectiveness of your EAP by helping employees to resolve issues and distractions that hinder productivity.
- **EAP Mobile App:** Members have the convenience and privacy of 24/7 access to all EAP benefits and services at their fingertips wherever they go via the EAP smartphone app.
- **EAP Ongoing Communication & Engagement:** ESI provides a wide variety of high-quality video, hardcopy and electronic materials to promote continued awareness and maximize engagement of the program. The continued awareness campaign includes Brochures, Wallet Cards, Posters, Monthly Newsletters, Table Top Displays, Topical Flyers, Video Presentations, and New Benefit Announcements.
- **EAP Member/Employee & Supervisor Orientation:** ESI provides comprehensive employee and supervisor orientations via web conference meetings, online orientation videos, and onsite group meetings.



TotalCare EAP
Public Safety EAP
Educators' EAP
Higher Ed EAP
HealthCare EAP
Union AP

IV. Manager, Supervisor and Human Resources Services

ESI offers an entire menu of management-focused employee assistance services to help deal with important compliance and liability issues.

- **Trauma Response & Resources:** Provides consultation with our counselors and grief and loss resources for managers and Members. Responses include on-scene deployment, telephonic counseling and private counseling as well as group debriefings.
- **Unlimited Administrative (Mandatory) Referrals:** Formal process to address employee policy violations and unacceptable job performance that could be improved through Coaching and Training.
- **Unlimited HR Consultations w/ SPHR's:** Managers may contact our clinical staff or our certified SPHRs (Senior Professionals in Human Resources) for counsel on human resource and complex employee issues.
- **Supervisor Resource Center:** Forms, policies, articles and other tools designed to help develop people management best practices. Key topics include Recruiting, Hiring, Interviewing, Onboarding, Employee Engagement, FMLA, Workplace Violence and Harassment Prevention.
- **HR Web Café:** Workplace blog about employment issues, people matters and work trends.

V. ESI Accountability

- **Activity Reports:** ESI generates detailed online EAP statistical reports on a monthly basis. Due to confidentiality, clients with less than 25 employees will not have access to an activity report.
- **Quality Assurance Program:** ESI maintains a rigorous Quality Assurance Program. Key elements include Proprietary Network, Provider Review, Member Satisfaction Research, Peer Review, Weekly Clinical Staff Meetings, Clinical Supervision and Immediate Problem Resolution.
- **Confidentiality:** Confidentiality is always maintained except in cases where there is a legal obligation to intervene, such as in the case of child or elder abuse, a serious threat of harm to self or others, or threats of workplace violence.



TotalCare EAP
Public Safety EAP
Educators' EAP
Higher Ed EAP
HealthCare EAP
Union AP

VI. Optional Services

- **Employee Engagement Program – Best Practice Learning Center and Training Consultant: No**

The ESI Engagement Program is an **optional benefit** designed to meet the needs of organizations focused on improving employee engagement, professional development and productivity. It includes an online Best Practice Learning Center to assist managers and supervisors in developing recruiting & interviewing, onboarding & development and employee best practices. The program is supported by a dedicated ESI Consultant, who assists in creating a tailored training curriculum using over 8,000 personal and professional trainings, to meet your organization's needs.

- **GCN Compliance Training: No**

ESI has partnered with Global Compliance Network (GCN) to offer online compliance training to our Member organizations at a **discounted rate**.

VII. Force Majeure

ESI's inability to perform any of the obligations provided in this Agreement due to (i) an act of God, such as earthquake, hurricane, tornado, flooding or other natural disaster; (ii) unavailability or interruption or delay of transportation, telecommunications, internet, cable, or third-party services; (iii) failure of software; (iv) inability to obtain supplies or power used in or equipment needed for provision of the services; (v) labor strikes, riots, insurrection, war; or (vi) other significant factors that are beyond ESI's reasonable control ("Force Majeure Event(s)") shall not be deemed a breach of this Agreement. In the event of Force Majeure Event(s), ESI shall make every reasonable effort to minimize delay of performance.

VIII. Execution of Documents

This Agreement and all related documents may be executed by the parties in one or more counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument. The exchange of executed copies of this Agreement and related documents and of signature pages by facsimile transmission and/or by electronic mail in Portable Document Format ("PDF") or similar format shall constitute effective execution and delivery and may be used in lieu of the original documents for all purposes. Signatures of the parties transmitted by facsimile and/or by electronic mail in PDF or similar format shall be deemed to be their original signatures for all purposes.



TotalCare EAP
Public Safety EAP
Educators' EAP
Higher Ed EAP
HealthCare EAP
Union AP

IX. Fees and Payment

- A. The total number of employees covered under this Agreement is **58**.
- B. Employer agrees to pay ESI the sum of **\$2,500.00** for **1/1/22-12/31/22**.
- C. The annual fee includes all employees and their household members, as well as children up to age 26 who do not reside with the employee.
- D. Payment of the **Annual** premium is due upon receipt of the invoice.
- E. Flat Rate listed above covers a census of 1 to 58. Contract rate will be modified if census moves outside of this range.
- F. **1** on-site trauma response(s) @ no charge per year, additional Trauma Responses available at **\$250.00** per hour plus travel time.
- G. DOT required Substance Abuse Evaluations - **\$850.00** each.

X. Entire Agreement

This Agreement constitutes the entire agreement of the parties hereto with respect to the subject matter of this Agreement, and supersedes any prior understandings or written or oral agreements between the parties with respect to the subject matter of this Agreement.

EMPLOYEE SERVICES LLC

Town of Lewisboro, NY

Diane Dunbar, President & Chief Operating Officer

Authorized Signature

12/7/21

Date

Date

Invoice

TotalCare EAP
Public Safety EAP
Educators' EAP
Higher Ed EAP
HealthCare EAP
Union AP

Invoice No.: 45160
Invoice Date: Dec 7, 2021
Contract Period: 1/1/22-12/31/22
Due Date: Jan 1, 2022

Phone: 585-593-9870

Fax: 585-593-5719

Customer ID#: 2952

Sold To:

Town of Lewisboro, NY
PO Box 500
11 Main Street
South Salem, NY 10590
Attention: Mary Hafter

Employee Assistance Program

Description	Total Price
EAP Services from 1/1/22-12/31/22	2,500.00
Late Fee: 1.5% (18% annually) on unpaid invoices after 30 days.	

Make checks payable and send to:

Employee Services LLC
55 Chamberlain St.
Wellsville, NY 14895

TOTAL INVOICE

2,500.00



November 12, 2021

Mr. Peter Parsons
Town of Lewisboro
PO Box 500
South Salem, NY 10590

Dear Mr. Parsons,

Thank you for your continued business throughout 2021. We are grateful that things turned around significantly from the previous year and that business was able to continue as usual, for the most part. We are thankful for each and every one of our clients and look forward to working with you in 2022.

Due to rising costs that we have incurred, we are raising our pricing for 2022.

Enclosed is a copy of your 2022 Service Agreement and an updated employee list for your review. To continue services going into next year, please sign and date the bottom section of the Service Agreement and return it with your payment to our corporate address: 800 Route 17M, Middletown, New York, 10940, no later than February 15, 2022. You may also e-mail your signed agreement to Renewal@partnersinsafety.com and mail your payment separately.

Should you have any questions or concerns, please call or e-mail Jenn Skeeter at 845-341-0515 ext. 107, jskeeter@partnersinsafety.com, or myself at 914-772-4372.

Have a wonderful Holiday Season.

God bless and stay well!

A handwritten signature in black ink, appearing to read "Ursula Clancy", written in a cursive style.

Ursula Clancy
President

Rockland County
55 Old Nyack Turnpike, Suite 401
Nanuet, NY 10954
845-624-3882

Corporate Office
800 Route 17M
Middletown, NY 10940
845-341-0515

Westchester County
15 North Broadway, Suite D
White Plains, NY 10601
914-285-0434

New York City
408 West 45th Street
New York, NY 10036
212-727-8637

www.PartnersInSafety.com

2022
Complete DOT Program Agreement

ID 8518

Partners in Safety Inc. under the terms and conditions of this agreement shall provide drug and alcohol testing services to the Employer that meet the compliance requirements of the U.S. Department of Transportation as defined in 49 CFR Part 40 and Part 382 and your individual policy.

Complete DOT Program:

\$51.00 per Employee per year

Includes:

- All random drug tests performed by SAMSHA-certified lab
- All random alcohol tests using approved evidential breath testing device
- MS Confirmation
- Medical Review Officer service
- Specimen Collection
- Overnight shipment of specimen
- Random selection of employees
- Record Management
- Internet Resulting/Updating
- Collection Site Management
- DOT Audit Assistance
- MIS Reports
- Monthly Billing
- Medical facility invoicing & payment processing
- Consultation with medical professionals

Additional Charges:

(Pre-employment, post-accident, reasonable cause or follow-up tests performed during normal business hours). Please note: The use of non-approved medical facilities may result in additional fees.

DOT drug test at lab or offices of Partners In Safety: \$ 48.00 per test

DOT drug test with collection performed at an approved walk-in medical facility: \$ 88.00 per test

Return-to-Duty/Follow-Up drug test including observed specimen collection performed at:

- offices of Partners In Safety: \$ 78.00 per test
- approved walk-in medical facility: \$ 108.00 per test

DOT Breath Alcohol test at offices of Partners In Safety: \$ 38.00 per test

DOT Breath Alcohol test at an approved walk-in medical facility: \$ 60.00 per test

DOT/19A physical performed at offices of Partners In Safety: \$ 68.00 per person

Split Specimen Testing - re-test of positive specimen by another SAMHSA-certified lab: (only when requested by employee within 72 hours of MRO's notification) \$ 250.00 per test

Emergency Service: (for special situations requiring urgent on-site collections or tests on nights, weekends or holidays) \$ 160.00 per hour (minimum of 2 hours, plus the cost of the test)

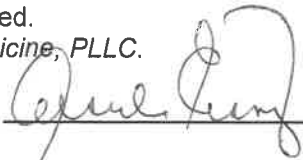
On-site medical services available upon request, minimum volume required.

Professional medical services are provided by *Partner in Safety and Medicine, PLLC.*

Signature and Title _____

Client: Town of Lewisboro

Date: _____



Ursula Clancy, President
Partners In Safety, Inc.

Invoice

Partners In Safety, Inc.
800 Route 17M
Middletown, NY 10940
845-341-0515

Date	Invoice #
1/1/2022	8518.2022

Bill To
Town of Lewisboro Peter Parsons 11 Main Street PO Box 500 South Salem, NY 10590

P.O. No.	Terms
	Net 30 days

Quantity	Description	Rate	Amount
13 15	Fee for Administration of Drug & Alcohol Testing Program 2022 Full Program Fee	51.00	765.00
			663
		Total	\$765.00

663.00