



**TOWN OF LEWISBORO  
TOWN BOARD MEETING AGENDA  
TOWN HOUSE  
MONDAY, MARCH 28, 2022  
7:30 P.M.**

- I. PUBLIC COMMENT I**
- II. COMMUNICATIONS Proclamation Honoring Peter Parsons' 10 Years of Exemplary Service as Supervisor to the Town of Lewisboro**
- III. CONSENT AGENDA**
  - a. Approval of Minutes of March 14, 2022**
  - b. Monthly Reports February 2022**
    - i. Building Department**
    - ii. Police Department**
- IV. OLD BUSINESS**
  - a. Presentation: Steering Committee Comprehensive Plan Committee Consulting Firm Recommendation – Katherine McGinn**
  - b. Discussion: Pool Concession Bid**
- V. NEW BUSINESS**
  - a. Resolution to Approve 2022 Kellard Sessions Consulting Agreements for MS4 and Stormwater**
- VI. PUBLIC COMMENT II**
- VII. APPROVAL OF CLAIMS**
- VIII. POLLING OF THE BOARD**
- IX. ANNOUNCEMENTS**

**Town Board Meeting Monday, April 11, 2022, at 7:30 p.m., at the Town House, 11 Main Street, South Salem.**

## **X. 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, Cyrus Russell Community House, Onatru Farmhouse, and the Bouton Road Town Offices 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 in-person meeting, and we will try to accommodate whenever possible.

### **Join Zoom Meeting**

**<https://zoom.us/j/94002788542?pwd=TVFaM2xocjE3dmlqQVMzVXEwVmowUT09>**

**Meeting ID: 940 0278 8542**

**Passcode: 155987**

### **Dial by your location**

**+1 929 205 6099 US (New York)**

**Meeting ID: 940 0278 8542**

**Passcode: 155987**

TOWN OF LEWISBORO  
Building/Zoning Department  
79 Bouton Road  
South Salem, NY 10590

M5 Fee Report  
From 01/21/2022 To 02/27/2022

Count by Type		
Fee Type	Count	Total
Additional Building Permit Fee	11	\$6,835.00
Additional CC Fee	4	\$425.00
Additional CO Fee	7	\$6,420.00
BUILDING PERMIT FEE	49	\$138,670.00
CERTIFICATE OF COMPLIANCE FEE	22	\$4,010.00
CERTIFICATE OF OCCUPANCY FEE	26	\$129,770.00
CIV PEN - OCCUP. With NO CO	1	\$250.00
CIV PEN - USE WITH NO CC	1	\$250.00
CIVIL PENALTY - NO PERMIT	4	\$1,040.00
ENVIRONMENTAL QUESTIONNAIRE-BUILDING	13	\$650.00
MISCELLANEOUS	1	\$30.00
RE-INSPECTION	1	\$900.00
RECORDS MANAGEMENT FEE	48	\$96.00
RENEWAL FEE	6	\$3,254.75
Stormwater ADMIN	2	\$1,200.00
Wetland Administrative	2	\$300.00
ZONING BOARD APPLICATION	4	\$1,008.00
	202	\$295,108.75

**TOWN OF LEWISBORO**

**Building & Zoning Department**

**79 Bouton Road, South Salem, NY 10590**

**914-763-3060**

	2020		2021		2022	YEAR TO DATE INCREASE BY MONTH
	BUDGET REVENUE: \$484,900		BUDGET REVENUE: \$510,000		BUDGET REVENUE: 600,000	
MONTH	INCOME	MONTH	INCOME	MONTH	INCOME	
JAN	\$18,802.00	JAN	\$46,580.69	JAN	\$129,768.00	179%
FEB	\$30,148.50	FEB	\$46,052.00	FEB	\$295,108.75	541%
MAR	\$20,785.00	MAR	\$152,883.32	MAR		
APR	\$49,473.50	APR	\$62,215.75	APR		
MAY	\$31,037.87	MAY	\$87,484.00	MAY		
JUNE	\$106,037.00	JUNE	\$172,756.00	JUNE		
JULY	\$72,945.50	JULY	\$72,809.49	JULY		
AUG	\$57,067.00	AUG	\$51,153.00	AUG		
SEPT	\$101,789.50	SEPT	\$107,715.18	SEPT		
OCT	\$83,161.00	OCT	\$111,226.00	OCT		
NOV	\$121,043.10	NOV	\$176,999.75	NOV		
DEC	\$85,554.21	DEC	\$50,350.00	DEC		
	\$777,844.18		\$1,138,225.18		\$424,876.75	

**TOWN OF LEWISBORO**  
Westchester County, New York



**Planning Board**  
**79 Bouton Road**  
**South Salem, New York 10590**

**Tel: (914) 763-5592**  
**Fax: (914) 875-9148**  
**Email: [planning@lewisborogov.com](mailto:planning@lewisborogov.com)**

March 16, 2022

VIA EMAIL AND HAND DELIVERY

Honorable Tony Gonçalves, Supervisor and  
Members of the Town Board  
Town of Lewisboro  
11 Main Street  
South Salem, New York 10590

Re: Comprehensive Plan Steering Committee  
Recommendation for consultant

Dear Supervisor Gonçalves and Members of the Town Board:

At our March 15, 2022 meeting, the planning board met in executive session to discuss the Steering Committee's recommendation in response to the Town's RFP for a comprehensive plan consultant. We reviewed a draft of the Consultant Search document and discussed the process. We recognized the participation of Charlene Indelicato on the Steering Committee, as well as the chairs of the Planning Board, Zoning Board of Appeals, and ACARC in the due diligence, interview, and decision process. The board then authorized me, as chair, to communicate that the Planning Board endorses the recommendations as expressed in the Consultant Search document.

Respectfully submitted,

*Janet Andersen* <sup>cc</sup>

Janet Andersen, Chair

cc: Katie McGinn, Chair  
Comprehensive Plan Steering Committee

# **WESTCHESTER FOOD SERVICE**

ROBERT DI BUONO - EXECUTIVE DIRECTOR

519 REVERE ROAD - LARCHMONT N.Y. 10538

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## **BUSINESS PLAN FOR THE OPERATIONS OF TOWN OF LEWISBORO TOWN POOL SNACK BAR**

By: Robert Di Buono



# WESTCHESTER FOOD SERVICE

ROBERT DI BUONO - EXECUTIVE DIRECTOR

519 REVERE ROAD - LARCHMONT N.Y. 10538

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## - Company Description

**Westchester Food Service** is a company with 40+years experience in the preparation and catering of foods. The company's product range is diverse, operating restaurants, cafes, school cafertias, seasonal food concessions, and camp lunch programs treating each account as if it is there only account. The pass 25 years have been spent specializing and developing the food concession end of the business. **Robert Di Buono**, business owner and operator began his cafeteria venture with Rye High School and the School of Holy Child in Rye and aspires to continue its expansion. Westchester Food Service has grown in every aspect of the business to become a premier cafeteria and snack bar company.

## - Mission Statement

In our 40+ years of experience the company created proven food service methods that enable us to provide excellent service and high quality foods. The company's goal is to achieve and maintain a multi-faceted success. Our first responsibility is to give excellent service. We meet this goal while striving to consider: 1) the effect of our products on the health and well being of our customers (and our staff), 2) the impact that our business practices and choices will have on the environment, and 3) the permanent focusing on attitude, fairness, understanding, and generosity between management, staff, customers, and vendors. Awareness of all these factors and the responsible actions that result will give our efforts a sense of purpose and meaning far beyond our basic financial goals.

## - Our Values

- We uphold sound nutrition principles and believe that promoting a lifelong healthy relationship with food is central to our business.
- We think variety, balance and moderation should be the foundation of the food choices we offer.
- We believe food education is indispensable in order to lay ground to nutrition as a part of culture of the society.
- We strive to anticipate and exceed our customers' expectations.
- We reward commitment, dedication and performance.
- We are committed to providing the highest quality food in a snack bar setting

## - Company Ownership

**Westchester Food Service** is a family-owned and operated food service company that focuses on constant service improvements through a personalized style. The DiBuono family held the company since the beginning and kept the company structure and integrity between its family members. The ownership structure is a



# WESTCHESTER FOOD SERVICE

ROBERT DI BUONO - EXECUTIVE DIRECTOR

519 REVERE ROAD - LARCHMONT N.Y. 10538

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true asset of the company because every member is fully involved and committed to the company's development while emphasizing personalized service and use of high quality of foods.

Conveniently located at 519 Revere Road, Larchmont N.Y 10538, **Westchester Food Service** creates an easy direct communication between their clients and Executive Director, Mr. Robert DiBuono and Director, his daughter, Miss Desiree DiBuono. The companies' most distinguishing factor is availability and responsiveness of its ownership.

## - Management Proposal

**The Westchester Food Service** will be offering a menu of foods, snacks and beverages thru out the day accepting payments by cash or house accounts.

## - The Menu (see attachment)

**The Westchester Food Service** menu is moderate sized, fairly priced and a collection of American dishes with a common theme as well as healthy items to choose from. Our goal is to create satisfying and nutritious food.

## - Menu management proposal

- Fresh Fruit daily
- Salads with a choice daily
- Whole Wheat Wraps available
- No peanut butter used on menu
- Low calorie snack items offered
- Patrons can enjoy their meals when they design their own wraps and sandwiches as opposed to pre-made.
- Daily specials if requested
- Certified Health Permit
- 

## - Snack Bar and Catering – Summary of Responsibilities:

- **Westchester Food Service** will prepare snack, lunch and dinner for all members and staff at the Town of Lewisboro in accordance with the healthy food guidelines set fourth by New York State.

- Operating the food concession in a professional, clean, and efficient manor and in complete compliance with all Department of Health Standards, as well as, the standards set forth by Westchester Food Service.





# WESTCHESTER FOOD SERVICE

ROBERT DI BUONO - EXECUTIVE DIRECTOR

519 REVERE ROAD - LARCHMONT N.Y. 10538

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- Current Certificate of Insurance will be submitted to the business office.
- Copy of Westchester County Health Certificate will be submitted to the business office.
- Westchester Food Service will provide Workers Compensation and disability benefits for its employees and will handle a Liability Policy of 2,000,000.00 and a Food Product Liability of 1,000,000.00 and will list the Town of Lewisboro on the Liability Policy.
- Employees payroll
- New York State Taxes
- Food and Beverage Purchases
- Quality of food
- Daily kitchen maintenance

- Provide adequate trained staff to manage the operation, prepare food, and serve patrons in a friendly manor. At the Town of Lewisboro Town Pool Snack Bar site there will be a qualified manager at all times and at least 2 other servers. On weekends there will be a total of 5 or more employees to operate the snack bar

- Cleanliness and Identification

- Staff is required to wear gloves and uniforms
- Uniforms will be provided by the operator with the **Westchester Food Service** logo printed on the shirts and khaki shorts.
- Staff handling money will not be permitted to handle food and vice versa

- **Westchester Food Service** with the help of the Town of Lewisboro will supply the necessary equipment to provide a functional kitchen.

- Hours and operation: As described in the RFP

- Westchester Food Service will provide the snack bar with custom designed menu board that is visible and easy to read and understand.

- **Westchester Food Service** offers two payment methods

- Cash
- House charge to be discussed

- Provide catering for special events and meetings

- Bill directly to accounting department.



# WESTCHESTER FOOD SERVICE

ROBERT DI BUONO - EXECUTIVE DIRECTOR

519 REVERE ROAD - LARCHMONT N.Y. 10538

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WFS will have adult supervision on premise during the day, that person is responsible for all banking and inventory control and will report throughout the day to their supervisor. We should NEVER run out of any item on the menu and if so we can replenish it within the hour, we have 2 trucks constantly on the road for that purpose

WFS will maintain our grounds and tables.

Our grease is disposed of weekly in one of our locations in TARRYTOWN that have grease containers and is then picked up by THE TOWN OF MAMARONECK to operate the GREEN TRUCKS.

## - License Terms

**Westchester Food Service will submit the proposal for a 3 year lease with a 3 year option as described in the RFP.**

**Westchester Food Service** is requesting an exclusive right to all vending machines if any.

## - Conclusion

**Westchester Food Service** already has a proven record of excellence in the field of food service. During those years the company provided a variety of food options to meet the needs and demands of our clients. We are committed to provide a high level of customer service and satisfaction based on industry standards of quality and presentation while keeping expenses at the lowest practical level.

Knowing our limitations, we cannot compete with large corporative food companies in making investments on facility improvements. Knowing our capabilities, we can exceed competition in quality and service. Thank you for this opportunity in submitting this proposal to the TOWN OF LEWISBORO

Robert Di Buono  
Executive Director



## MENU FOR THE SNACK BARS 2022

### GRILL

HAMBURGER	6.00
CHEESBURGER	6.50
VEGGIE BURGER	6.50
HOTDOG	3.75
GRILLED CHEESE	4.75
TURKEY BURGER	6.50

### FINGER FOODS

CHICHEN NUGGETS	6.50
MOZZARELLA STICKS	6.50
ONION RINGS	4.00
FRENCH FRIES	3.75
HOT PRETZEL	3.50

### QUESADILLAS

CHEESE	6.00
CHICKN AND CHEESE	7.75

Served on a white wrap  
With sour cream and salsa sauce

### WRAPS OR SANDWICHES

Choice of dressing

GRILLED CHICKEN	8.00
TURKEY	8.00
TURKEY CLUB	8.50
BLT	5.00
TUNA SALAD	6.00
BREADED CHICKEN	8.00

Served with lettuce and tomato

### SALADS

Choice of dressing

GARDEN SALAD	6.00
CAESAR SALAD	6.00
W/GRILLED CHICKEN	8.00
W/ BREADED CHICKEN	8.00

### SNACKS

CHIPS	2.00
PRETZELS	2.00
DORITOS	2.00
ANIMAL CRACKERS	2.00
GOLDFISH	2.00
MUFFINS	2.50
ASSORTED CANDY	1.00/3.00

### DRINKS

BOTTLED WATER	2.00/2.50
SNAPPLE	2.50
BOX JUICE	1.50
GATORADE	2.50
SODA	2.00/2.50

ALONG WITH A EXTENSIVE ICE CREAM MENU

PLEASE LET OUR SERVERS KNOW OF ANY FOOD ALLERGIES

ALSO MENU CAN CHANGE DUE TO LACK OF AVAILABILITY OF AN ITEM  
AND OR PRICE INCREASES

HERE IS A LIST OF A FEW FOOD CONCESSIONS I CURRENTLY OPERATE;

THE TARRYCREST SWIM AND TENNIS CLUB  
70 MIDLAND AVE.  
TARRYTOWN NEW YORK  
JOE AGRO CLUB MANAGER  
914 393 8008  
# OF YEARS 28

BEFORD TOWN 3 PARKS  
CHREEY STREET  
BEDFORD HILLS , NEW YORK  
KIM O'BRIAN  
914 666 7995  
# OF YEARS 15

MOUNT PLEASNAT POOL SNACK BAR  
LORENZO DRIVE  
MT. PLEASANT, NEW YORK  
KELLY RIZZI  
914 216 1546  
# OF YEARS 11

MUSCOOT FARM FOOD CONCESSION  
51 Rt. 100  
KATONHA, NEW YORK  
JOHNATAN BENJIMAN  
812 789 3784  
# OF YEARS 10

POUND RIDGE TOWN POOL SNACKBAR  
175 WESTCHESTER AVE.  
POUND RIDGE N.Y.  
DAID GOLDBERG  
914 764 3987  
# OF YEARS 6

RON BELMONT POOL COMPLEX SNACKBAR  
1 CASARELLA WAY  
WEST HARRISON N.Y.  
JERRY SALVO  
914 285 1483  
# OF YEARS 11

BRAIRCLIFF POOL SNACKBAR  
3 LIBRAY LANE  
BRAIRCLIFF N.Y.  
HENRY JAMIM  
914 760 2746  
# OF YEARS 5

## Credit References

Sams Club Rt. 9 Elmsford, NY 914 592 0023 Meats, Produce, Beverages

Pepsi Cola 117-02 15<sup>th</sup> Ave. College Point NY 914 699 2600 Soda ,Water

Marina Ice Cream 133-14 Jamaica Ave. Richmond Hill NY 718 297 9090 Ice Creams

Restaurant Depot 305 South Regent St. Port Chester NY 914 665 6868 Food Supplies

New York State Department of Taxation and Finance - Sales Tax

## Certificate of Authority

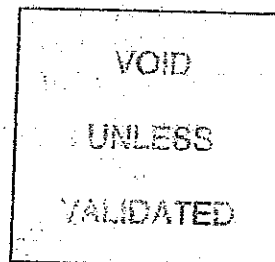
Identification Number

133956565

(Use this number on all returns and correspondence)



WESTCHESTER FOOD SERVICE INC.  
519 REVERE RD  
LARCHMONT, NY 10538 - 1815



is authorized to collect sales and use taxes under Articles 28 and 29 of the New York State Tax Law.

**Not Transferable**

This certificate must be prominently displayed in your place of business listed above.

Fraudulent or other improper use of this certificate may cause it to be revoked.

This certificate may not be photocopied or reproduced.

DTF-17 C (3/97)



FILING RECEIPT

ENTITY NAME : WESTCHESTER FOOD SERVICE INC.

DOCUMENT TYPE : INCORPORATION (DOM. BUSINESS)

COUNTY: WEST

SERVICE COMPANY : ADVANCED CORPORATE SERVICES, INC.

SERVICE CODE: 34

FILED: 06/24/1997 DURATION: PERPETUAL CASH #: 970624000598 FILM #: 97062400056

ADDRESS FOR PROCESS

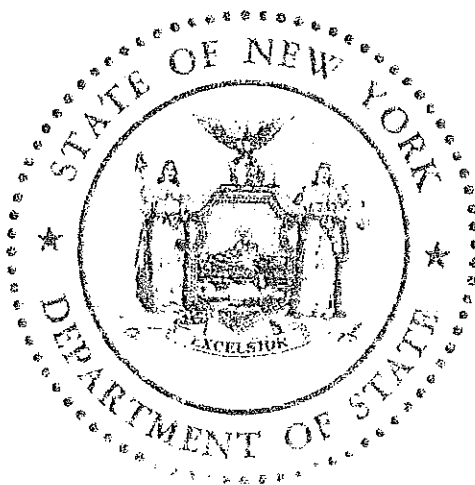
THE CORPORATION  
119 REVERE ROAD  
ARCHMONT, NY 10538

EXIST DAT

06/24/199

REGISTERED AGENT

STOCK: 200 NPV



FILER

PETER TRULLI, CPA  
972 NORTH AVENUE  
NEW ROCHELLE, NY 10804

FEES		PAYMENTS	
	160.00		160.00
FILING :	125.00	CASH :	0.00
TAX :	10.00	CHECK :	0.00
CERT :	0.00	BILLED:	160.00
COPIES :	0.00		
HANDLING:	25.00		
		REFUND:	0.00

-1025 (11/89)

2022 Season: Eighty four hundred dollar (in words)  
\$ 8400.00

2023 Season: Eighty four hundred + fifty dollar (in words)  
\$ 8450.00

2024 Season: Eighty five hundred dollar (in words)  
\$ 8,500.00

Total Proposed Twenty five thousand three hundred + fifty dollar (in words)  
\$25,350.00  
+ Town to be responsible for  
Prepense cost.

25,350.00 

Signature

Print Name: Robert J. Buono

Company Name: Westchester Food Service, Inc

Address: 519 Raven Road

Warchmont N.Y. 10538

Telephone #: 914 438 0871

Email Address: SX5410@AOL.com

Website (if applicable): \_\_\_\_\_

1. Food Service Equipment Inventory - Please complete. Please list the equipment you plan to utilize in your concession operation.

6' x 3/4" table -

Counter top Refrig

2- Double door Refrigerators

- 2 large Ice cream Freezers
- 5' 5/8 wire rack
- menu board
- 1 4' 5/8 work table

2. Attach proposed menu and price list. *yes*

RETURN IN PERSON:

Lewisboro Recreation  
99 Elmwood Road  
South Salem, NY

RETURN BY MAIL:

Lewisboro Recreation  
99 Elmwood Road  
South Salem, NY 10590

**DEADLINE: 4:00PM February 24<sup>th</sup>, 2022 at 4:00PM.**

**NON-COLLUSION BIDDING CERTIFICATE**

Made pursuant to Section 103-d of the  
General Municipal Law of the State of New York

By submission of this proposal, each vendor and each person

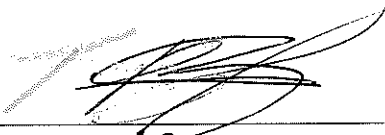
signing on behalf of the vendor certifies, and, in the case of a joint proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his knowledge and belief:

(1) The prices in this proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor;

(2) Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the vendor and will not knowingly be disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or to any competitor: and

(3) No attempt has been made or will be made by the vendor to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition.

I hereby affirm under the penalties of perjury that the foregoing statement is true.

X   
Robert D. Buono

Vendor

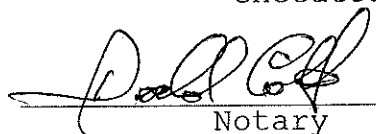
owner / pres

By: Title

State of New York)  
County of Westchester) ss.:

On the 11 day of Feb, <sup>2022</sup> ~~two thousand nineteen,~~ <sup>16</sup>  
before me personally came Robert D. Buono to me known  
to be the individual described in and who executed the foregoing  
individual, and acknowledged that executed the  
same.

DONALD GOLDSMITH  
Notary Public, State of New York  
No. 01GO5021034  
Qualified in Westchester County  
Commission Expires Dec. 6, 2025

  
Notary

## CONTRACT

This agreement for the performance of engineering services is entered into this 14<sup>th</sup> day of March, 2022, by and between Kellard Sessions Consulting, Engineering & Landscape Architecture Planning, D.P.C. (hereinafter referred to as "Kellard Sessions Consulting") and Town of Lewisboro (Client).

**KELLARD SESSIONS CONSULTING:** 500 Main Street  
Armonk, New York 10504  
914-273-2323

**CLIENT:**

**Name:** Supervisor Tony Goncalves  
**Company:** Town of Lewisboro  
**Street Address:** P.O. Box 500, 11 Main Street  
**City / State / Zip:** South Salem, New York 10590

**BILLING INFORMATION:**

**Name:** Same as Client  
**Company:**  
**Address:**  
**City/State/Zip:**

**PROJECT LOCATION:**

**Project:** Stormwater Management Program  
MS4 Municipal Compliance Certification and Annual Report  
Semi-Annual Progress Reports  
**City / State:** Lewisboro, New York

**PROPOSAL/SCOPE DATE:** March 14, 2022

**COST OF SERVICES:** See Page 4.

Client hereby engages Kellard Sessions Consulting to perform the services described and referred to herein and agrees to pay Kellard Sessions Consulting for such services and acknowledges that the terms of this agreement are subject to Kellard Sessions Consulting's standard contract terms.

**TOWN OF LEWISBORO (CLIENT)**

**By:** (signature)

(printed)

Tony Goncalves

**Title:** Supervisor

**Date:**

**KELLARD SESSIONS CONSULTING**

**By:** (signature)

(printed)

Joseph M. Cermele, P.E., CFM

**Title:** Principal

**Date:**

March 14, 2022

## SCOPE OF SERVICES

Kellard Sessions Consulting, Engineering & Landscape Architecture Planning, D.P.C. (hereafter referred to as “Kellard Sessions Consulting”) is pleased to submit this proposal to provide professional engineering services necessary for the filing of compliance certificates to the New York State Department of Environmental Conservation (NYSDEC) under their Phase II Stormwater General Permit requirements.

Each and every Municipal Separate Storm Sewer System (MS4) within New York State is required to file an MS4 Municipal Compliance Certification and Annual Report which outlines the activities which have taken place over the past year (reporting period ending March 9) in meeting the MS4’s goals. The Annual Report must be filed with the State by June 1, 2022 for the annual activity period ending in March 2022. The report must be made available to the public prior to the June filing in accordance with the General Permit. In addition to the Annual Report, MS4s located within watershed improvement strategy areas, such as the Croton Watershed, are also required to prepare Semi-Annual Progress Reports. The Semi-Annual Progress Reports must be filed with the State by December 1, outlining activities which have taken place for the interim reporting period of March 10 through September 9, and filed by June 1 for the reporting period of September 10 through March 9 in meeting with MS4 goals. Unlike the Annual Report, there is no public presentation requirement prior to the filing of the Semi-Annual Progress Reports. This proposal has been prepared with the understanding that Kellard Sessions Consulting shall prepare and file, on behalf of the community, its MS4 Municipal Compliance Certification and two (2) Semi-Annual Progress Reports, as required by NYSDEC GP-0-15-003.

### **I. STORMWATER MANAGEMENT PROGRAM**

- A. Kellard Sessions Consulting shall obtain documentation, from persons responsible for implementing and coordinating measurable goals with specific tasks, necessary to meet the various requirements of the MS4 Stormwater Management Program in compliance with the NYSDEC General Permit. Goals will be outlined and provided to the various Departments which include the Planning Department, Building Department, Highway Department and Conservation Advisory Committee. It shall be those Department’s responsibilities to provide the annual and semi-annual documentation and reporting for their Departments. In addition to data compiled from various Town Departments, Kellard Sessions Consulting shall collect and report required information related to various Stormwater Pollution Prevention Plan (SWPPP) review and approval, construction inspection and stormwater retrofit implementation. Kellard Sessions Consulting shall coordinate the work from the Departments and prepare and submit the MS4 Municipal Compliance Certification and Annual Report due June 2022 and Semi-Annual Progress Reports due June and December 2022, as required, for filing with the NYSDEC based on the various Department’s reports.

### **B. Public Information Reporting**

Kellard Sessions Consulting shall, prior to submitting the Annual Report to NYSDEC due in June, provide a Draft Annual Report to be made available to the public for review and comment prior to filing with the State. The report may be presented by the Town Board, either at a public meeting or made available on the Town website; both alternatives are compliant with the General Permit. Kellard Sessions Consulting shall prepare a final report to be filed with the State, which includes a summary of any comments that may be received and responses.

## ADDITIONAL SERVICES

Additional services shall include all services not specifically defined within the Scope of Services above. If required, additional services shall be billed based on a determined lump sum fee agreed to between the Town and Kellard Sessions Consulting prior to commencement of additional work, or the hourly rate schedule for the year services are performed.

## FEES

Kellard Sessions Consulting shall provide the services presented within Scope of Services for the fees stated herein:

- I. Stormwater Management Program.....Time and Materials ("T&M")  
Not to exceed \$5,200.00



## CONTRACT

This agreement for the performance of engineering services is entered into this 14<sup>th</sup> day of March, 2022, by and between Kellard Sessions Consulting, Engineering & Landscape Architecture Planning, D.P.C. (hereinafter referred to as "Kellard Sessions Consulting") and Town of Lewisboro (Client).

**KELLARD SESSIONS CONSULTING:** 500 Main Street  
Armonk, New York 10504  
914-273-2323

**CLIENT:**

**Name:** Supervisor Tony Goncalves  
**Company:** Town of Lewisboro  
**Street Address:** P.O. Box 500, 11 Main Street  
**City / State / Zip:** South Salem, New York 10590

**BILLING INFORMATION:**

**Name:** Same as Client  
**Company:**  
**Address:**  
**City/State/Zip:**

**PROJECT LOCATION:**

**Project:** Stormwater Management Program  
Illicit Discharge Detection and Elimination  
Stormwater Outfall Inspection/GIS Mapping  
**City / State:** Lewisboro, New York

**PROPOSAL/SCOPE DATE:** March 14, 2022

**COST OF SERVICES:** See Page 5.

Client hereby engages Kellard Sessions Consulting to perform the services described and referred to herein and agrees to pay Kellard Sessions Consulting for such services and acknowledges that the terms of this agreement are subject to Kellard Sessions Consulting's standard contract terms.

**TOWN OF LEWISBORO (CLIENT)**

**By:** (signature)

(printed)

Tony Goncalves

**Title:** Supervisor

**Date:**

**KELLARD SESSIONS CONSULTING**

**By:** (signature)

(printed)

Joseph M. Cermele, P.E., CFM

**Title:** Principal

**Date:**

March 14, 2022

## SCOPE OF SERVICES

Kellard Sessions Consulting, Engineering & Landscape Architecture Planning, D.P.C. (hereafter referred to as “Kellard Sessions Consulting”) is pleased to submit this proposal to provide professional engineering services pertaining to the annual inspection of the Town’s stormwater outfalls and maintenance of the Town’s Geographic Information Systems (GIS) stormwater drainage data.

### **I. FIELD INSPECTION OF OUTFALLS (±20% OF TOTAL) FOR YEAR 10-2022**

As the Town Board is aware, in 2012, Kellard Sessions Consulting completed a town-wide inventory of the stormwater conveyance system and all stormwater outfalls located within the Town of Lewisboro. All outfalls were field located by our office and have been mapped using GIS, as required by the New York State Department of Environmental Conservation (NYSDEC) SPDES General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s) hereafter referred to as “the SPDES General Permit”). Minimum Control Measure #3, Illicit Discharge Detection and Elimination, of the SPDES General Permit requires the Town to conduct an outfall reconnaissance inventory addressing every outfall within the Town’s jurisdiction at a frequency of at least once every five (5) years, with reasonable progress each year. Now that a Town-wide inventory has been completed, approximately 20% of the outfalls must be inspected and reported each year, with all outfalls being inspected every five (5) years. The Town Board will recall that Kellard Sessions Consulting completed the outfall reconnaissance inventory for 100% of the outfalls during Years 2013 – 2018 and continues to inspect ±20% annually.

Kellard Sessions Consulting identified and mapped a total of 689 outfalls which discharge stormwater from the Town’s conveyance system. Each outfall was mapped, photographed, provided a unique identification number and was assessed for outfall type, material type, dimension, sub-watershed, overall condition and the name of the watercourse to which it discharges. In order to maintain compliance with NYSDEC regulations, Kellard Sessions Consulting proposes to inspect approximately 135 outfalls in the 2022 calendar year (approximately 20% of the total number of outfalls). Kellard Sessions Consulting is uniquely qualified to complete this work as we have physically located, mapped and previously inspected each of these outfalls.

Kellard Sessions Consulting will field-inspect each outfall and will complete the mandatory Outfall Reconnaissance Inventory Field Sheet, which includes information such as outfall location, type, shape, dimension, flow volume, temperature, pH, and other physical indicators for flowing and non-flowing outfalls. In addition to completing the Reconnaissance Form, a photograph of each outfall will be taken. Following completion of this work, Kellard Sessions Consulting will provide the Town with hard copies of the Reconnaissance Forms and photographs, presented and categorized in a three-ring binder, in addition to a digital copy in PDF format suitable for archiving. The Westchester County GIS Department is currently investigating alternative methods for data collection, including digital or web-based inventory systems on hand held devices. The format and inventory platform has not yet been defined; however, Kellard Sessions Consulting will certainly take advantage of any programs or platforms made available by Westchester County which streamlines this task and provides the Town with user-friendly access to a county-wide database.

## **II. GIS STORMWATER DATA MAINTENANCE (YEAR 10-2022)**

As required by the SPDES General Permit, in 2012, Kellard Sessions Consulting completed a Town-wide inventory of MS4 regulated stormwater outfalls and an inventory of the Town's stormwater conveyance system within the portion of Town located within the New York City East of Hudson Watershed (approximately 75% of the Town). Under a prior agreement with the Town, Kellard Sessions Consulting field located and inventoried all Town-owned drainage inlets, outfalls, pipes, culverts, manholes, swales and drainage ditches which were then mapped using GIS.

As the Town completes its annual inventory and re-assessment of stormwater outfalls (described in Section I above) and as the Town's stormwater conveyance system is modified and expanded over time, it will be necessary for the Town to maintain and update its GIS data and inventory. To maintain a level of consistency and accuracy, Kellard Sessions Consulting proposes to maintain the Town's stormwater-related GIS data, specifically the drainage inlets, outfalls, pipes, manholes, and open drainage datasets previously created, populated and delivered to the Town by this office.

Kellard Sessions Consulting will update the Town's stormwater outfall dataset, inclusive of any new outfalls found in the field which were not previously inventoried. Further, this office proposes to meet with the Town Highway Superintendent periodically to discuss any modifications or additions to the Town's stormwater conveyance infrastructure so that these new or modified features can be inventoried and the appropriate GIS dataset (inlets, outfalls, pipes, manholes, and open drainage) be updated accordingly. Kellard Sessions Consulting will provide the Town with revised/updated data, via CDROM or other acceptable storage device.

## ADDITIONAL SERVICES

Additional services shall include all services not specifically defined within the Scope of Services above. If required, additional services shall be billed based on a determined lump sum fee agreed to between the Town and Kellard Sessions Consulting prior to commencement of additional work, or the hourly rate schedule for the year services are performed.

## FEES

Kellard Sessions Consulting shall provide the services presented within Scope of Services for the fees stated herein:

- I. Field Inspection of Outfalls ( $\pm 20\%$  of total) for Year 10-2022.....\$4,500.00
- II. GIS Stormwater Data Maintenance (Year 10-2022).....T&M as Required (Not to Exceed \$3,150.00)

Regarding fees associated with the GIS Stormwater Data Maintenance task, time spent on updating the Town's GIS stormwater datasets will depend on the extent of modifications made to the Town's stormwater conveyance system by either the Town or others who would be donating such improvements to the Town. The cost for such services shall be limited to \$3,150.00 unless approved in advance by the owner.