

A Town Board meeting of the Town Board of the Town of Lewisboro, Westchester County, New York, was held on March 28, 2022, at 7:30 p.m. at the at the Lewisboro Town House, 11 Main Street, South Salem, New York.

PRESENT:

| | |
|-----------------|--|
| Supervisor | Tony Gonçalves |
| Council Members | Andrea Rendo, Mary Shah, Richard Sklarin |
| Town Clerk | Janet L. Donohue |
| Absent | Daniel Welsh |

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

Approximately 8 residents/observers attended the live meeting and approximately 18 participated via Zoom.

Supervisor Gonçalves called the meeting to order at 7:31 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

HIGHWAY – Commendation to Highway Secretary

Supervisor Gonçalves read a note from Carol Gamez commending the follow through from the Highway Department Secretary, Cheryl Blamires. *“Thank you to Cheryl from the Highway Department on following up with me regarding the new Turtle Crossing signs. She was very attentive, professional and went above and beyond to get my concerns addressed. She even left me her direct line. I am feeling grateful to be a part of the wonderful town thanks to people like her!”* The Board thanked Ms. Blamires for a job well done.

PROCLAMATION – Peggy Jett

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

| | | | |
|-----------|--------|-----------------------------------|-----|
| THE VOTE: | Yes | - Gonçalves, Rendo, Shah, Sklarin | (4) |
| | No | - None | (0) |
| | Absent | - Welsh | (0) |

RESOLUTION

WHEREAS PEGGY JETT of Lewisboro, New York, has demonstrated how one individual can improve a town by investing her unbounded energy as a key member of Lewisboro's most valuable resource, her volunteers; and

WHEREAS, PEGGY JETT has been an active member of the Garden Club, serving as Membership Chair and giving many hours of her time to the Golden Roads program which beautifies our town and has gained national recognition in magazine articles; and

WHEREAS, PEGGY JETT has recognized that democracy at a local level requires hard work if we are to keep it honest and effective and she has not stinted in providing that effort: and

WHEREAS, PEGGY JETT has been for many years a dedicated volunteer and champion of the Lewisboro Library, most obviously in the many hours she has given to that major source of revenue, "Attic Treasures", receiving donations, sorting, arranging, pricing and selling them and finally disposing of the leftovers to other charities; and

WHEREAS, these contributions and years of public service to the citizens of Lewisboro are deserving of public notice, now therefore,

BE IT RESOLVED, that the Town Board of the Town of Lewisboro, in recognition of the worthy contributions of this citizen of the Town of Lewisboro, does hereby offer the thanks of its populace to PEGGY JETT, and

BE IT FURTHER RESOLVED, that this resolution be spread upon the minutes of this March 28, 2022 Town Board Meeting for future generations to see and that a copy of this resolution be presented to PEGGY JETT.

The Board thanked Ms. Jett for all that she has done for the Town of Lewisboro.

PROCLAMATION - Peter Parsons

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

| | | | |
|-----------|--------|-----------------------------------|-----|
| THE VOTE: | Yes | - Gonçalves, Rendo, Shah, Sklarin | (4) |
| | No | - None | (0) |
| | Absent | - Welsh | (0) |

RESOLUTION

WHEREAS, on January 1, 2012, PETER PARSONS, being duly elected as Supervisor for the Town of Lewisboro, took the helm and energetically and successfully steered the Town forward for the next decade; and

WHEREAS, during his tenure as Supervisor, PETER PARSONS worked tirelessly for the Town, all the while displaying good humour, appreciation for his employees, colleagues, and constituents and taking every opportunity to better the Town; and

WHEREAS, PETER PARSONS extended both the reach and influence of Lewisboro through his leadership positions as President of both the East of Hudson Watershed Corporation and Westchester Municipals Officials Association, as well as through his well-founded relationships with local, County and State elected officials; and

WHEREAS, the accomplishments of PETER PARSONS, so numerous and varied, include reorganization of the Town's police force, entrance into a road paving program based on a Cornell engineering study, leadership of the Town throughout a New York City Department of Environmental Protection funded lake study, bringing the Town back into a positive fund balance thereby improving the Town's bond rating, overseeing efforts to bring Town facilities into ADA compliance, leading the Town's management efforts during storm-related emergencies and recoveries, and navigating the intricacies of expanding affordable housing, to name but a few; and

WHEREAS, PETER PARSONS' dedication to environmental issues, particularly his desire to focus attention on the Town's natural beauty and green spaces and draw our residents to appreciate all that Lewisboro has to offer, will help preserve the future of Lewisboro's greatest assets; and

WHEREAS, this dedication to public service is an example to all and is deserving of public notice, now therefore,

BE IT RESOLVED, that the Town Board of the Town of Lewisboro in recognition of the worthy service of PETER PARSONS, does hereby offer the thanks of its populace to PETER PARSONS for his decade of inspired dedication in leading the Town of Lewisboro; and

BE IT FURTHER RESOLVED that this Resolution be spread upon the minutes of this March 28, 2022, Town Board Meeting for future generations to see and that a copy be presented to PETER PARSONS.

The Board thanked Mr. Parsons for all that he has done for the Town of Lewisboro.

CONSENT AGENDA

MINUTES & REPORTS- Approved

On motion by Councilwoman Rendo, seconded by Councilwoman Shah, the minutes of the March 14, 2022, Town Board meeting were approved and the February monthly reports for the Building and Police Departments were received and filed.

| | | | |
|-----------|--------|-----------------------------------|-----|
| THE VOTE: | Yes | - Gonçalves, Rendo, Shah, Sklarin | (4) |
| | No | - None | (0) |
| | Absent | - Welsh | (0) |

COMPREHENSIVE PLAN/MASTER PLAN STEERING COMMITTEE – Update (7:40 – 7:59 p.m.)

Katherine McGinn, Chair of the Comprehensive Plan/Master Plan Steering Committee provided the Board with an update and their consulting firm recommendation (see attached).

The Board thanked Ms. McGinn for her informational update. The 30-page report will be posted on the website and a decision will be made by the Town Board by the end of April.

POOL CONCESSION BID – Accept Proposal

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

| | | | |
|-----------|--------|-----------------------------------|-----|
| THE VOTE: | Yes | - Gonçalves, Rendo, Shah, Sklarin | (4) |
| | No | - None | (0) |
| | Absent | - Welsh | (0) |

RESOLUTION

RESOLVED that the Town Board does accept the proposal from Westchester Food Service, Larchmont, NY for the 2022, 2023 and 2024 pool season at the Town Park pool.

KELLARD SESSIONS – Authorize Supervisor to Sign Agreement

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

| | | | |
|-----------|--------|-----------------------------------|-----|
| THE VOTE: | Yes | - Gonçalves, Rendo, Shah, Sklarin | (4) |
| | No | - None | (0) |
| | Absent | - Welsh | (0) |

RESOLUTION

RESOLVED that the Town Board does authorize the Supervisor to sign the Stormwater Management Program MS4 Municipal Compliance Certification and Annual Report agreement with Kellard Sessions as approved by counsel and with a cost not to exceed \$5,200.00.

KELLARD SESSIONS – Authorize Supervisor to Sign Agreement

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

| | | | |
|-----------|--------|-----------------------------------|-----|
| THE VOTE: | Yes | - Gonçalves, Rendo, Shah, Sklarin | (4) |
| | No | - None | (0) |
| | Absent | - Welsh | (0) |

RESOLUTION

RESOLVED that the Town Board does authorize the Supervisor to sign the Stormwater Management Program Illicit Discharge Detection and Elimination Stormwater Outfall Inspection/GIS Mapping agreement with Kellard Sessions as approved by counsel and with a cost not to exceed \$4,500.00 for field inspection of outfalls and with a cost not to exceed \$3,150.00 for GIS stormwater data maintenance.

PARKS & RECREATION – Town Park to be used for Juneteenth Celebration

Supervisor Gonçalves stated that the Parks & Recreation department received a permit application for the use of the Town Park on June 18th, 2022, for a Juneteenth Celebration and they are requesting the fees be waived. Councilwoman Rendo questioned if we were setting precedent for residents who want to hold events. Do we waive the fees for everyone? She suggested that some guidelines be set in place before approving this. Councilman Sklarin stated that it is a town holiday so he would be in favor of waiving the fees. Councilwoman Shah stated it is also a federal holiday and an event that acknowledges American History, and she is in favor of waiving fees. Supervisor Gonçalves stated that it was a community event and open to everyone. Councilwoman Rendo agreed with all points that were made but she just feels that guidelines and rules need to be made and formalized. Supervisor Gonçalves will ask the Parks & Recreation Advisory Council to discuss guidelines at their next meeting.

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

| | | | |
|-----------|--------|-----------------------------------|-----|
| THE VOTE: | Yes | - Gonçalves, Rendo, Shah, Sklarin | (4) |
| | No | - None | (0) |
| | Absent | - Welsh | (0) |

RESOLUTION

RESOLVED that the Town Board does authorize the Juneteenth organizers the use of the Town Park from 12 – 4 p.m. on Saturday, June 18th, 2022 and that all fees associated with the rental be waived.

PUBLIC COMMENT PERIOD II

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

INCLUSION, DIVERSITY AND EQUITY

A resident spoke about history and understanding the past because if we don't, we will keep making the same mistakes & that real integration and inclusion are critical moving forward.

HICKORY HOMES

A resident thanked the Supervisor for his response regarding Hickory Homes. She asked who owns the timber pile and how is that differentiated from the mulch. She feels 90% of the timber belongs to Hickory Homes and asked why the Lewisboro taxpayers are liable for the removal.

CLAIMS – Authorized for Payment

On motion by Councilwoman Shah, seconded by Councilman Sklarin, the Board voted 4-0 to authorize payment of the Town's bills in the amount of \$269,238.55.

POLLING OF BOARD AND ANNOUNCEMENTS

RESIGNATION – Parks & Recreation Superintendent Dana Mayclim

Supervisor Gonçalves stated that the Parks & Recreation Superintendent Dana Mayclim has submitted her letter of resignation and her last day will be April 14th, 2022.

Dear Tony:

I am writing to inform you that I will be resigning as Superintendent of Parks and Recreation for the Town of Lewisboro, effective April 22nd, 2022. (My last physical day in Lewisboro on Thursday, April 14th and taking leave time from April 18th – April 22nd).

This was a very difficult decision. I greatly appreciate the time I have spent at Lewisboro, growing professionally and personally. I have always received unparalleled guidance and support in all efforts undertaken. I greatly appreciate all the encouragement and freedom to create programs and special events for the residents of Lewisboro. All these factors have helped me become a skilled Parks and Recreation professional and an experienced member of this organization.

In my 23 years at Lewisboro Parks and Recreation, beginning as a Recreation Leader in 1999 to my current position as Parks and Recreation Superintendent for the past 16 years, I have been proud of the integrity and success of the team here at Lewisboro. My colleagues have always given the utmost care to the town residents and their dedication to public service should be commended. I credit the quality of our department's team and the services they have all provided for this department's growth. Since managing this department, we have grown programs, services and amenities and raised revenues and I expect this upward trend will continue after I leave.

Many exciting opportunities are awaiting me in Briarcliff Manor, including increasing programming and community offerings as well as working with their DPW to offer trails to their residents. Although I will miss Lewisboro tremendously as well as its residents and my colleagues, I am excited about the shorter commute, new challenges, and more quality time with my husband.

Again, I thank the Lewisboro community, including its Town Supervisors, Town Boards, Parks and Recreation Advisory Council (PRAC) and Open Space and Preserves Advisory Council (OSPAC) for their care and concern and support over the past 23 years.

Sincerely,

Dana M. Mayclim

Superintendent of Parks and Recreation

The Board thanked Ms. Mayclim for her 23 years of service and wished her well on her next chapter. Resident Robert Whittaker also complimented Ms. Mayclim for a job well done throughout the years.

NY STATE EMERGENCY MANAGEMENT

Councilwoman Shah stated that she, along with Adam Ochs, Chair of Lewisboro's Emergency Management Committee attended the NY State Emergency Management Certification Training.

She stated they are hoping to arrange community emergency response team training and in turn apply for more FEMA money.

LIASION DEPARTMENTS & COMMITTEES

Councilwoman Rendo stated that she is trying to meet with all of the departments and committees/councils where she is a liaison. She also had a meeting at Oakridge. She is gathering information and will share it with the board in the near future.

VISTA FIREHOUSE SPAGHETTI DINNER & OPEN HOUSE

Supervisor Gonçalves stated that the Vista Firehouse will be holding a spaghetti dinner & open house on Saturday, May 14th from 5pm - 8pm at the Vista Firehouse (377 Smith Ridge Road in South Salem, NY). Tickets are \$10.00 for Adults, \$5.00 for Children (8 and under) and it's all you can eat. *All Tickets will be sold at the door*

BLOOD DRIVE

Supervisor Gonçalves stated the South Salem Fire Department & Lewisboro Volunteer Ambulance Corps will be hosting a blood drive on Thursday, April 28, 2022 from 2-8 p.m. at the South Salem Fire Department. To sign up call 800-933-2566 or go to nybc.org/donate. Every donor will be entered into a raffle to win one of the following: Bacio Trattoria donated \$100 GC, LVAC donated \$100 GC to Bacio, Horse & Hound Restaurant donated \$100 GC, SSFD donated \$100 GC to the Horse & Hound Restaurant and the Lewisboro Lions Club donated \$100 GC to the Horse & Hound Restaurant.

AUTISM AWARENESS MONTH

Councilwoman Rendo stated that in recognition of Autism Awareness and Acceptance Month, the Lewisboro Police Department is selling patches to raise money for a local charity. The patch was created for and donated to the police department and therefore 100% of the money received will go directly to a local charity that aids children with special needs. The cost is \$20-cash only and can be purchased at the Town Clerk's Office (during regular business hours) or at the Lewisboro Police Department Headquarters by appointment only.

JOHN JAY CROSS RIVER TRAIL

Councilwoman Rendo stated that Saturday, April 2 is the grand opening of the John Jay Community Trail at 4 p.m. in Cross River and the race will take place on April 3. More information can be found at <https://www.jjtrail.org/>

MEETINGS – Dates Set

An upcoming meeting of the Town Board will include a meeting on Monday, April 11, 2022, at 7:30 p.m. at the Lewisboro Town House, 11 Main Street, South Salem, New York.

EXECUTIVE SESSION – To Discuss Appointments, Real Estate & Pending Litigation

On motion by Supervisor Gonçalves, seconded by Councilman Sklarin, the Board voted 4-0 to go into executive session at 8:28 p.m. to discuss appointments, real estate and pending litigation.

On motion by Councilman Sklarin, seconded by Councilwoman Shah, the Board voted 4-0 to come out of executive session at 10:42 p.m.

ADJOURNMENT

On motion by Supervisor Gonçalves, seconded by Councilman Sklarin, the Board voted 4-0 to adjourn at 10:43 p.m.

Janet L. Donohue
Town Clerk