

The Organizational and regular meetings of the Town Board of the Town of Lewisboro, Westchester County, New York, were held on January 9, 2023, at 7:30 p.m. at The Town House, 11 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, Comptroller Nisha Singh, Recreation Supervisor Nicole Caviola, Facilities Maintenance Director Joel Smith, Maintenance Employees Joel Smith and Shawn Johannessen.

Approximately 0 residents/observers attended the live meeting and approximately 17 participated via Zoom.

Supervisor Gonçalves called the meeting to order at 7:33 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.

**COMMUNICATIONS** – Thank You to Volunteers

Supervisor Gonçalves thanked all of the residents for their volunteer service to the Town.

**COMMITTEES** – Vacancies

Supervisor Gonçalves stated that the town will be documenting all of the committee vacancies on our website. Anyone who may be interested in serving on one of these committees should send a résumé along with a letter of intent to Mary Hafter, [benefits@lewisborogov.com](mailto:benefits@lewisborogov.com).

**STAFF APPOINTMENTS**

Supervisor Gonçalves stated that he would like the name of the Confidential Secretary/Benefits Administrator position, which he felt was an outdated term, be changed to Chief of Staff/Benefits Administrator. He stated that the duties of the job would essentially stay the same.

Councilwoman Rendo asked for the Chief of Staff position to be separated out of the Staff Appointments because she did not want to vote for the Chief of Staff but was fine with all the other appointments.

Councilman Welsh stated that the Chief of Staff title in no way gives executive authority to the person who has that title. When it comes to other duties or attending meetings, there is the Deputy Supervisor for that and for signing documents.

The following statement was read by Councilwoman Rendo regarding the new title of Chief of Staff/Benefits Administrator title that the Supervisor wants in place of Confidential Secretary.

*Good evening. I have spoken with Tony regarding my position on the change of title for the current position of Confidential Secretary. I want to make my position clear to everyone prior to this evening. Although I agree that the job title of "Confidential Secretary," is outdated, to say the least, I do not think the title of Chief of Staff is appropriate for our Town either.*

*First, although we may all understand that this is not a promotion, this nuance will likely be lost on the public without a detailed explanation which I still feel may be misconstrued. Putting that aside, I also believe the title, "Chief of Staff," implies that this position would oversee or would be in-charge of the staff of the entire Town. Tony has informed me, however, that this title is only intended to mean the Chief of Staff to the office of the Supervisor. Therefore, it would mean this position would be Chief to only a staff of one, themselves. Although this title may be more appropriate for other Towns, we know Lewisboro is not like other towns and may need a job title that is more fitting for the position. I would, therefore, suggest a title such as "Executive Assistant to the Supervisor's Office," or, "Executive Administrator to the Supervisor," or, finally, "Executive Administrative Assistant to the Supervisor." That is a title I could get on-board with.*

*Finally, regardless of the title chosen for this position, I cannot agree that a person holding such appointed position to be permitted to sit in on calls, meetings, etc. in place of the Supervisor when the Supervisor cannot attend or has a conflict. I think the description of Deputy Supervisor clearly lays out that this is what a Deputy Supervisor is expected to do. If the Deputy Supervisor is also not available, then I believe that one of the other Town Board members should then stand in. It seems that when the Town is being represented in such an official capacity, it should be an elected official who was elected to do just that and to allow an appointed employee to participate in this capacity, to me, is wrong.*

*If we could reach consensus on the new job title and agree that whomever fills that roll would not have authority to represent the Town in the official capacity as I outlined above, I could potentially agree to the title change.*

Councilman Sklarin stated that he had some concerns about this and asked for a job description which he received. He had some follow up concerns which Councilman Welsh just addressed, so he is good with this.

Councilwoman Rendo asked again for clarification from the Supervisor if the Chief of Staff was able to stand in for him and his response was yes.

After some discussion, town counsel suggested the Board needed to create the position of Chief of Staff/Benefits Administrator first, which would coincide with the term of the Supervisor and then appoint an individual.

STAFF APPOINTMENTS

On motion by Supervisor Gonçalves, seconded by Councilwoman Shah, the Board voted as follows to make and approve the following Staff Appointments as one motion as written:

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

RESOLUTION

Town Attorneys	Herodes Law PC
	Gregory Folchetti
Planning Board Attorney	Judson Seibert, Keane & Beane, P.C.
Town Engineers	Kellard Sessions Consulting, P.C.
Town Planner & Wetlands Inspector	Kellard Sessions Consulting, P.C.
Town Prosecutor	Gregory A. Monteleone
Town Auditor	PKF O'Connor Davies, LLP
Fire Inspectors	Joseph Angiello & Jeff Farrell
Deputy Supervisor	Daniel Welsh
Deputy Receiver of Taxes	Anna Bauts
Elections Officer/Registrar of Vital Statistics/	
Records Management Officer	Janet Donohue
Deputy Town Clerk/Deputy Elections Officer/	
Deputy Registrar of Vital Statistics	Jennifer Caviola
Deputy Highway Superintendent	Joseph Posadas
Dog Control Officer	Joan Dooley
Town Historian	Maureen Koehl
Cemetery Commissioner	Stephen T. Johnson
Wild Oaks Administrator	Tony Gonçalves
Oakridge Sewer and Water Administrator	Tony Gonçalves
Oakridge Water Billing Administrator	Deirdre Casper

CHIEF OF STAFF – Create Position & Fill Position

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

THE VOTE:	Yes	- Gonçalves, Shah, Sklarin, Welsh	(4)
	No	- Rendo	(1)
	Absent	- None	(0)

RESOLUTION

RESOLVED, that the Town Board of the Town of Lewisboro does create the position of Chief of Staff/Benefits Administrator and be it further

RESOLVED, that the term of appointment will coincide with the term of the Supervisor and be it further

RESOLVED, that Mary Hafter is appointed as the Town of Lewisboro's Chief of Staff/Benefits Administrator with a term ending December 31, 2023.

APPOINTMENT OF COMMITTEE MEMBERS

ARCHITECTURE & COMMUNITY APPEARANCE REVIEW COUNCIL – Reappointment of Members

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 Darren Mercer and Chris Winter are hereby reappointed as members of the Architecture & Community Appearance Review Council for 3-year terms ending December 31, 2025.

BOARD OF ASSESSMENT REVIEW - Appointment of Member

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 Cal Kramer is hereby appointed as member of the Board of Assessment Review for a 5-year term ending September 30, 2027.

CABLE TV COMMITTEE – Reappointment of Member

On motion by Supervisor Gonçalves, 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 Steve Shapiro is hereby reappointed as member of the Cable TV Committee for a 3-year term ending December 31, 2025.

CONSERVATION ADVISORY COUNCIL – Reappointment of Members

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

RESOLVED, that Sarah Cocco, Bob Sullivan and Valencia Ondes are reappointed to the Conservation Advisory Council for 2-year terms expiring December 31, 2024.

EMERGENCY MANAGEMENT COMMITTEE – Reappointment of Members

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 Robert Feroce, Barbara Mangione, and Jennifer Dering hereby are reappointed to the Emergency Management Committee for 2-year terms expiring December 31, 2024.

GRANT ADVISORY COMMITTEE – Reappointment of Members

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 Robert Collins and Adam Ochs are hereby reappointed to the Grant Advisory Committee for 1-year terms expiring December 31, 2023.

HOUSING COMMITTEE – Reappointment of Members

On motion by Supervisor Gonçalves, 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 Karen Conti and Linda Rae are hereby re-appointed to the Housing Committee for 2-year terms ending December 31, 2024.

#### OPEN SPACE AND PRESERVES ADVISORY COMMITTEE – Reappointment of Members

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

RESOLVED, that Callie Bauer, Joann Hickey, Michael Surdej, Michael Twitty, and Eric Swarthout are hereby reappointed members of the Open Space and Preserves Advisory Committee for 2-year terms expiring December 31, 2024.

#### PARKS AND RECREATION ADVISORY COUNCIL – Reappointment of Members

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 Jennifer Cayea and Valerie Cancro are hereby reappointed members of the Parks and Recreation Advisory Council for 2-year terms expiring December 31, 2024.

#### PEDESTRIAN AND BICYCLE ADVISORY COMMITTEE – Reappointment of Members

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 Danielle Greenberg is hereby reappointed member of the Pedestrian and Bicycle Advisory Committee for 4-year term expiring December 31, 2026.

STORMWATER MANAGEMENT COMMITTEE – Reappointment of Members

On motion by Supervisor Gonçalves, 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 Joel Smith, Peter Ripperger, Janet Andersen, Paul Lewis and James Danalewich are hereby reappointed as members of the Stormwater Management Committee for 2-year terms expiring December 31, 2024.

SUSTAINABILITY COMMITTEE – Reappointment of Members

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

RESOLVED, that Sarah Cocco, Christopher Cocco and Jessica Gallagher are hereby reappointed as members of the Sustainability Committee for 2-year terms expiring December 31, 2024.

VETERANS ADVISORY COMMITTEE – Appointment of Members

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 John Lemke is hereby appointed members of the Veterans Advisory Committee for 2-year terms expiring December 31, 2024.

APPOINTMENTS OF CHAIRPERSONS OF COMMITTEES, COUNCILS & BOARDS

On motion by Councilman Sklarin, seconded by Councilwoman Rendo, the Board voted 5-0 to make the following appointments of Chairpersons of Committees and Councils:

Advisory Committee for the Disabled	Alexandra Morris
Antenna Advisory Board	Joseph Neu
Architecture and Community Appearance Review Council	Rose Bonanno
Board of Assessment Review	Lawrence A. Mandelker
Cable Television Advisory Committee	Dean Travalino
Conservation Advisory Council	John Wolff
Emergency Management Committee	Adam Ochs & Dan Murtha Deputy
Housing Committee	Linda Press Wolfe & Linda Rae
Landmarks Advisory Committee	W. Theodore Strauss
Parks and Recreation Advisory Council	Ian Harris
Pedestrian and Bicycle Advisory Committee	Doris Peter
Planning Board	Janet Andersen
Stormwater Management Committee	Paul Lewis
Sustainability Committee	Christopher Coccaro
Veterans Advisory Committee	John Lemke
Zoning Board of Appeals	Robin Price, Jr.

APPOINTMENTS, APPROVALS & AUTHORIZATIONSPROCUREMENT POLICY

On motion by Supervisor Gonçalves, 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 Town Board has adopted an amended procurement policy as of October 24, 2016 and said policy should be reviewed by the Town Board on an annual basis.

FEE SCHEDULE

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

RESOLVED, that the Town Board does approve the Town's fee schedule as last amended on May 24, 2021.

AUTHORIZE ATTENDANCE AT CONFERENCES AND MEETINGS

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 authorization be given for instate travel to the Supervisor, Town Board members and other municipal officials and employees for attendance at annual meetings and training sessions and be it further

RESOLVED that said municipal officials and employees of the Town shall submit a request for attendance at such meetings along with an estimate of costs to the Town Board in advance of such meeting and

BE IT FURTHER RESOLVED that attendee be reimbursed by the Town for reasonable budgeted expenses incurred by their attendance at the meeting/training sessions.

MEMBERSHIPS – Authority to Join Organizations and Pay Dues

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 memberships in the professional organizations for 2023 are approved, and the required 2023 dues be paid.

ASSOCIATION OF TOWNS – Authority to Join & Pay Dues; Training School; Re-appointment of Delegate and Alternate

On motion by Supervisor Gonçalves, 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 Town Board does hereby approve the continuation of the membership of the Town of Lewisboro in the Association of Towns for 2023 and pay the annual membership dues in the amount of \$1,500.00 and be it further

RESOLVED that Supervisor Gonçalves is hereby appointed as the 2023 delegate and Councilman Daniel Welsh is hereby re-appointed as the 2022 alternate delegate and are authorized to vote on behalf of the Town of Lewisboro at the Annual Meeting & Training School of the Association of Towns of New York State to be held at the New York Marriott Marquis February 19-22, 2023.

PARKS AND RECREATION - Set Seasonal Salary Ranges

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

RESOLVED, that the 2023 part-time seasonal staff salary ranges as proposed by the Parks and Recreation Supervisor in a memo dated January 9, 2023 is hereby approved.

MILEAGE – Rate Set

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 employees and elected officials shall be reimbursed for use of a personal vehicle for Town business, when a Town-owned vehicle is not available for use, at the per-mile rate set by the IRS.

KENNEL - Authorize Agreement

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 Supervisor is hereby authorized to sign a one-year agreement, for a term expiring December 31, 2023, between the Town and the South Salem Animal Hospital that provides for holding and sheltering dogs, in accordance with the provisions of the New York State Agriculture and Market Law, and in accordance with the provisions of Chapter 105 of the Code of the Town of Lewisboro, at a cost of South Salem Animal Hospital's going rate per twenty-four hours or part thereof, and \$50.00 if dog belongs to the Town of Lewisboro and is waiting to be adopted out, said approval subject to counsel's review of the agreement.

LIBRARY – Authorize Annual Agreement

On motion by Supervisor Gonçalves, 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 2023 agreement with the Lewisboro Library.

NEWSPAPER – Designation of Official Newspaper and Alternative

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

RESOLVED, that the Town Board does hereby designate the Record Review as the official newspaper for the Town of Lewisboro along with the Journal News, which is a daily paper, as an alternative paper.

FINANCE – Designation of Banks

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 J. P. Morgan Chase and Signature Bank are hereby approved as the depositories for Town funds during the year 2023.

FINANCE – Approve Bank Depository Agreements

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 Supervisor hereby is authorized to sign bank depository agreements.

FINANCE – Transfer Authorization

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, the Town Supervisor and the Town Comptroller are hereby authorized to make transfers of funds not to exceed \$10,000 a month, among the appropriation lines of the 2023 Town Budget.

HIGHWAY DEPARTMENT – Authorization to Purchase Tools

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

RESOLVED, that pursuant to Section 142 of the Highway Law, the Superintendent of Highways of the Town of Lewisboro is hereby authorized to purchase equipment, tools and other implements to be used for highway maintenance, construction or reconstruction during 2023, subject to the limitations of budgetary appropriations and public bidding requirements.

HIGHWAY DEPARTMENT – Agreement to Spend Funds

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 pursuant to the provisions of Section 284 of the Highway Law, the Agreement to Spend Town Highway funds budgeted for the year 2023, as presented to the Town Board by the Superintendent of Highways, is hereby approved.

### HIGHWAY DEPARTMENT – Highway Estimate and Budget

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

THE VOTE:	Yes	- Gonçalves, Shah, Sklarin, Welsh	(4)
	No	- None	(0)
	Abstain	- Rendo	(1)

### RESOLUTION

RESOLVED, that the Annual Highway Estimate and Budget for 2023, as presented by the Superintendent of Highways, hereby is approved.

### MEETINGS – Dates Set

On motion by Supervisor Gonçalves, 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 Town Board meetings for the Town of Lewisboro shall normally take place on the second and fourth Mondays of the month. Such meetings will normally be held at the Town House, 11 Main Street, South Salem, New York or at The Lewisboro Library, 15 Main Street, South Salem, New York at 7:30 p.m. Additional meetings will be held as the Board deems necessary.

### LIAISONS – Supervisor's 2023 Liaisons List

On motion by Councilman Welsh, seconded by Councilwoman Rendo, the Board voted 5-0 to approve the following 2023 Town Board Liaison List as written below.

TOWN OF LEWISBORO 2023 TOWN BOARD LIAISON LIST

Advisory Committee for the Disabled	Mary Shah
Architectural & Community Appearance Review Council	Andrea Rendo
Antenna Advisory Board	Tony Gonçalves
Assessor's Office / Board of Assessment Review	Andrea Rendo
Benefit's Administration Department	Mary Shah
Building Department	Tony Gonçalves
Cable Television Committee	Andrea Rendo
Comprehensive Plan Steering Committee	Andrea Rendo/Daniel Welsh
Conservation Advisory Council CAC	Mary Shah
Court (pursuant to Uniform Justice Court 2019-a.)	Richard Sklarin
East of Hudson Watershed Corporation	Tony Gonçalves
Emergency Management Committee	Tony Gonçalves & Mary Shah
Ethics Board	Andrea Rendo
Finance Department	Tony Gonçalves
Grants Committee	Richard Sklarin
Highway Department	Richard Sklarin
Housing Committee	Dan Welsh
Katonah-Lewisboro School Board	Tony Gonçalves & Mary Shah
Labor Negotiations	Richard Sklarin
Landmarks Advisory Committee	Andrea Rendo
Library	Mary Shah
Maintenance Department	Tony Gonçalves
Oakridge & Wild Oaks Water/Sewer District	OWD - Tony Gonçalves & Andrea Rendo Wild Oaks Sewer - Richard Sklarin
Open Space & Preserves Advisory Committee OSPAC	Dan Welsh
Parks & Recreation. Advisory Council	Mary Shah
Parks & Recreation Department	Mary Shah
Pedestrian & Bicycle Advisory Committee	Dan Welsh
Planning Board	Richard Sklarin
Police Department	Andrea Rendo
Sustainability Committee / Recycling Department	Dan Welsh
Stormwater Management Committee	Dan Welsh
Tax Receiver's Office	Tony Gonçalves
Town Clerk's Office	Tony Gonçalves
Veterans Advisory Committee	Tony Gonçalves
Zoning Board of Appeals	Mary Shah

**REGULAR TOWN BOARD MEETING:**

**(Started at 8:05 p.m.)**

**COMMUNICATIONS**

**COMPTROLLER**

Supervisor Gonçalves reintroduced the new Comptroller, Nisha Singh, to the Board and all wished her well in her new position as the Comptroller for the Town of Lewisboro.

**CONSERVATION ADVISORY COUNCIL'S 2022 ANNUAL REPORT**

Councilwoman Shah read the 2022 annual report from the Conservation Advisory Council (see attached).

**WESTCHESTER POWER**

Councilman Welsh read the following email that was sent to the Supervisor:

*Dear Westchester Power,*

*I'm a Lewisboro resident and I just want to thank the Lewisboro Councilman who set this up. It was because of our Town Supervisor, Tony Goncalves, making this really easy that I'm switching. I've been living in Lewisboro for 17 years and by default I've used NYSEG as my electric supplier.*

*Please let me know if there is any other information that you need to switch me over.*

*I appreciate your help in doing this. Best, Ron Feuchs*

**BUILDING DEPARTMENT**

Supervisor Gonçalves made the following comments about the Building Department:

- We have issued 55 permits & 48 Certificates of Occupancy/Compliances from 11/30/22 through 1/8/23.
- We have reduced our application backlog considerably
- Also reduced our permitting lead time from months to weeks with the help of our outside consultants
- Inspections continue to take place daily without interruption.

**CONSENT AGENDA**

**MINUTES & REPORTS** - Approved

On motion by Supervisor Gonçalves, seconded by Councilwoman Shah, the minutes of the November 21 and 28, 2022 and December 5, 2022 Town Board meetings were approved and the December 2022 Building and Police Department monthly reports were received and filed.

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

PLANNING BOARD – Partial Release of Performance Bond

Supervisor Gonçalves stated that the Planning Board sent he and the Town Board a letter regarding the partial release of a performance bond (see attached letter).

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 does authorize the Planning Board to consider and act upon 65 Old Bedford Road, LLC's request for partial release of performance bond for guarantee of completion of project infrastructure.

EMPLOYEE ASSISTANCE PROGRAM – Authorize Supervisor to Sign Contract

On motion by Councilwoman Shah, 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 Supervisor be and hereby is authorized to sign the 2023 Employee Assistance Program contract, not to exceed \$2,500, as reviewed by counsel.

REFUSE LICENSE – Renewal Authorized for Mayfield Carting

On motion by Councilwoman Rendo, seconded by Supervisor Gonçalves, 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 Clerk is hereby authorized to renew a Residential Refuse License to Mayfield Carting, for a period of one year ending November 22, 2023.



TAXATION - Discussion

Supervisor Gonçalves stated that the Board had already scheduled a public hearing to be held on January 23, 2023, regarding a proposed local law to amend Chapter 199 of the Town Code of the Town of Lewisboro with respect to increased income thresholds and/or enhanced exemptions available for senior citizens and disabled persons. He suggested also having a public hearing for the enhancements for the first responders who are active and meet other requirements as well.

PUBLIC HEARING ANNOUNCED – Chapter 199 Taxation

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

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

NOTICE OF HEARING

NOTICE IS HEREBY GIVEN, that the Town Board of the Town of Lewisboro will hold a public hearing on Monday, January 23, 2023, at 7:30 p.m., or soon thereafter as time permits, at the Town House, 11 Main Street, South Salem, New York, 10590, for the purpose of hearing the public with regard to a proposed Local Law to amend Chapter 199 of the Town Code of the Town of Lewisboro entitled “Taxation”; such amendments specifically being proposed with respect to increased income thresholds and/or enhanced exemptions available for senior citizens; disabled persons and/or volunteer fire fighters and ambulance workers under Chapter 199.

The Town of Lewisboro is committed to equal access for all. Anyone needing accommodations to attend or participate in this meeting is encouraged to call the Town Clerk’s office at 914-763-3511 in advance.

BID FOR TREE REMOVAL – Rescind Original Award

Supervisor Gonçalves stated that the company that was originally awarded the bid could not produce the insurance requirements. The new bid specs will be modified with a lower threshold for the insurance.

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 the Town Board of the Town of Lewisboro hereby rescinds the prior resolution dated November 28, 2022, which had awarded the Fall 2022 Tree Removal Contract to Alpine Tree Services, Hopewell Junction, NY; and

BE IT FURTHER RESOLVED that the Town Board hereby authorizes the Town Clerk Janet Donohue to re-advertise for bids in connection with the aforesaid contract; and

BE IT FURTHER RESOLVED that the detailed specifications shall be furnished to the Town Clerk to be used in conjunction with the Town's general bid conditions and specifications

PUBLIC COMMENT

CHIEF OF STAFF

Two residents questioned the new title of Chief of Staff and stated that they have a problem with a non-elected individual sitting in on meetings, etc.

SALT DOME TIMBER PILE

A resident asked for an update on the mulch pile located at the salt dome.

BUILDING INSPECTOR

A resident asked for an update on the hiring of a new Building Inspector. During polling of the board Supervisor Gonçalves stated that they have to go through Civil Service, and they are interviewing off a short list and hope to appoint a Building Inspector soon.

POLLING OF BOARD AND ANNOUNCEMENTS

HAPPY NEW YEAR AND HAPPY MARTIN LUTHER KING JR. DAY ON JANUARY 16

VOLUNTEERS – Thanks

The Board thanked the numerous volunteers and dedicated staff that take part in the many committees in our community.

COMPREHENSIVE MASTER PLAN STEERING COMMITTEE WORKSHOPS

There will be several Comprehensive Master Plan Steering Workshops. The first one will be live on Saturday, January 21, 2023, from 9:30 am – 12:30 pm in the John Jay High School Cafeteria. Childcare will be offered by Country Children's Center. Two virtual meetings will be held on February 6 & 9, 2023 from 7:30 – 9 pm. Registration is required for all meetings and childcare. More information can be found on the website and questions can be emailed to [steering@planlewisboro.com](mailto:steering@planlewisboro.com).

BUILDING DEPARTMENT

Even with all of the challenges that the Building Department has seen, their revenue was just short of where it was in 2021. 55 permits and 48 certificates of occupancy have been issued from 11/30/22 through 1/8/23. Also permitting lead time has gone from months to weeks so they feel that the hybrid combination solution that has been in place temporarily has been working well. Inspections are taking place daily.

CHIEF OF STAFF

Supervisor Gonçalves stated that the Confidential Secretary Title is an old title dating back to the 1970s and the trend is to move away from this title. Part of his modernization to Lewisboro is to also modernize the title. This was discussed at a Town Supervisor's meeting where he learned more about this title and other towns have also changed to this title.

PARKS & RECREATION

There will be a new neighbor's event at the Onatru Farmhouse on Sunday, February 26<sup>th</sup> from 4-6 p.m. More information can be found on the website.

LIBRARY UPDATES

Upcoming library events include the Lewisboro Library's "Taste of the Town" Raffle. Tickets can be purchased for \$25. Winners will receive gift certificates to five local restaurants. The drawing will take place at their annual meeting on February 5<sup>th</sup>.

The Volunteer Fair will take place in person at the library in the beginning of February. Please check their website for more information.

OPEN SPACE AND PRESERVES ADVISORY COMMITTEE – Greg Monteleone

The Board thanked Greg Monteleone for his 11 years as an active member and Chair of OSPAC.

PLANNING BOARD – Greg Lasorsa

The Board thanked Greg Lasorsa for his 10 years as an active member of the Planning Board.

MEETINGS – Dates Set

An upcoming meeting of the Town Board will include a meeting on Monday, January 23, 2023 at 7:30 p.m. at the Town House, 11 Main Street, South Salem, New York.

EXECUTIVE SESSION – To Discuss Personnel & Review Claims

On motion by Supervisor Gonçalves, seconded by Councilman Welsh, the Board voted 5-0 to go into executive session at 8:55 p.m. to discuss personnel.

On motion by Councilwoman Shah, seconded by Councilwoman Rendo, the Board voted 5-0 to come out of executive session at 10:44 p.m.

CLAIMS – Authorized for Payment

On motion by Supervisor Gonçalves, seconded by Councilman Sklarin, the Board voted 5-0 to authorize payment of the Town's bills in the amount of \$462,237.02.

TOWN OFFICIALS & EMPLOYEES – Kathryn Coluccini, Recreation Leader

On motion by Councilwoman Shah, 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 Town Board does appoint Kathryn Coluccini as Recreation Leader in the Town of Lewisboro Department of Parks and Recreation on a provisional basis subject to NY civil service law and civil service rules and regulations.

TOWN OFFICIALS & EMPLOYEES – Paul Taft, Building Inspector

On motion by Councilwoman Shah, 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 Town Board does appoint Paul Taft as Building Inspector in the Town of Lewisboro subject to NY civil service law and civil service rules and regulations at an annual salary of \$132,000.

TOWN OFFICIALS & EMPLOYEES – Kelley Daley, Part-Time Building Department

On motion by Councilwoman Shah, 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 Town Board does approve the hiring of Kelly Daley on a part-time basis in the Building Department at a salary of \$20.00 per hour up to 20 hours per week for a period of two months.

ADJOURNMENT

On motion by Councilwoman Shah, seconded by Councilman Sklarin, the Board voted 5-0 to adjourn at 10:47 p.m.

Janet L. Donohue  
Town Clerk