

A Town Board work session meeting of the Town Board of the Town of Lewisboro, Westchester County, New York, was held on September 18, 2023, at 7:30 p.m. at the Lewisboro Town House, 11 Main Street, South Salem, New York.

PRESENT:

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

Also attending was the Attorney for the Town Gregory Folchetti, Maintenance Employees Shawn Johannessen and Joel Smith, Comptroller Nisha Singh, Chief of Staff Kerri Wolfe, Library Director Cindy Rubino, Parks & Recreation Supervisor Nicole Caviola, Recreation Assistant Michael Portnoy.

Approximately 17 residents/observers attended the live meeting and approximately 20 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

A total of four residents spoke during public comment period 1.

PEDESTRIAN & BICYCLE SAFETY PLANS

A resident asked about the conceptual drawings and plans for the pedestrian and bicycle bonds. Who paid for these drawings, the bond council? This bond has not even been approved by the people so why is the town paying for drawings?

PICKLE BALL

A resident spoke on behalf of a group that were requesting dedicated pickle ball courts in the town park. They feel that it is a community builder and can be played by all ages. They would like to see the old tennis courts in the town park be converted into pickle ball courts. The Recreation Supervisor did discuss this in her budget presentation.

LIBRARY

A resident thanked the Town Board for all of their support with the library including the recent library fair. She also congratulated Cindy Rubino on her milestone of 20 years.

CHIEF OF STAFF

A resident asked about the new Chief of Staff and asked why wasn't this mentioned and how did this happen.

During polling of the board, Supervisor Gonçalves stated that his former Chief of Staff Mary Hafter retired. His current Chief of Staff Kerri Wolfe was working as a part-time payroll clerk and he hired her as his new COS.

COMMUNICATIONS

PROCLAMATION – Library Director Cindy Rubino

On motion by Councilman Sklarin, 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

WHEREAS CINDY RUBINO was hired as Director of the South Salem Library on July 3, 2003, and has served the Lewisboro community for over 20 years as Library Director.

WHEREAS CINDY RUBINO was instrumental in the renovation of the Lewisboro Library, including the multi-year efforts of fundraising, design and construction, as well as the creation of a temporary library during the building process.

WHEREAS CINDY RUBINO applied for and received 6 New York State Library construction grants to fund capital projects, including those to make the library more accessible to all by installing electronic doors and a wheelchair lift.

WHEREAS, as Director of the library, CINDY RUBINO oversees a talented and experienced staff and offers extensive programming for community members of all ages including book clubs, robotics, technology, museums, gaming, crafting, painting, summer reading, music, history, and films.

WHEREAS CINDY RUBINO applied for and received two Paycheck Protection Program loans from the federal government during the pandemic which kept the library staff employed, ensured the library's financial security, and created ways to serve our community with curbside pickup, virtual programs, and expanded digital content.

WHEREAS under the leadership of CINDY RUBINO, the Lewisboro Library was recognized with the Westchester County 2023 Leadership Award in recognition of its work to foster and support Westchester's LGBTQ+ community.

WHEREAS CINDY RUBINO fostered partnerships with community organizations such as Town of Lewisboro Parks & Recreation Senior Program, Town Historian, Lewisboro Garden Club, Scouts, and the Katonah-Lewisboro School District.

WHEREAS CINDY RUBINO has attended countless meetings, sent and received thousands of emails, trained many new staff members, community volunteers and library trustees, all to ensure that Lewisboro Library remains the “Heart of the Community”.

THEREFORE BE IT RESOLVED, that the Town Board of the Town of Lewisboro, in recognition of her contributions does hereby offer the congratulations and thanks of its populace to CINDY RUBINO; and

BE IT FURTHER RESOLVED, that this resolution be spread upon the minutes of this September 18, 2023 Town Board Meeting for future generations to see and that this resolution be presented to CINDY RUBINO

HIGHWAY

Supervisor Gonçalves read the below regarding paving on Route 35:

Route 35 Paving

Link to NYSDOT site: [NYSDOT / DYN PROJECT DETAILS](#)

Project ID No. 881650

Description:

This project will correct pavement deficiencies found on State Route 35 from Route 22 to Bouton Road in the Town of Lewisboro in Westchester County. The work will primarily consist of milling the existing pavement and resurfacing the roadway with a warm-mix asphalt overlay to the road surface to extend its service life and improve the quality and safety of the pavement. Additionally, general drainage and signal improvements will be made where practicable within the scope of this maintenance paving project.

The new limits are from Route 22 to Bouton Road. Beginning MP 15.793 and Ending MP 21.715.

Project Overview:

Project Status

- *The current status of the project is In Development.*
- *The Bid Opening is expected to be in Winter 2023/2024.*
- *Construction is expected to begin in Spring 2024.*
- *Construction is expected to be completed in Fall 2024.*

Cost of the Project

The project cost is approximately \$4,150,000. This project is on Projects in your Neighborhood.

CONSENT AGENDAMINUTES & REPORTS - Approved

On motion by Supervisor Gonçalves, seconded by Councilwoman Shah, the minutes of the August 28, 2023, Town Board meetings and the monthly August Building & Police Reports were approved and filed.

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

COMPREHENSIVE MASTER PLAN – Update (7:54 – 8:31 p.m.)

Katie McGinn, Chair of the Comprehensive Plan Steering Committee, gave a project update (see attached). During Ms. McGinn's presentation, she presented 2 different options for timing for round 3 workshops and public hearings. Option 1 looked for public workshops and public hearings in either November or December of 2023 or Option 2 which would have public workshops and public hearings in early 2024. It was the boards consensus that option 2 would work better.

The second item that Ms. McGinn asked about was the format for that workshop. Option 1 would be a hybrid meeting via Zoom and live for about 1.5 hours. Or Option 2 would be 2 separate Zoom and in-person meetings. It was decided that Option 1, the hybrid, would work better.

Valerie Monastra, from Nelson Pope Vorhees spoke along with Michael Haggerty from Star Whitehouse Landscape Architects & Planners who is involved with open space landscaping spoke to the board about 3 different options of design elements which would be included in the budget (see attached). They are looking for feedback from the Board. It was decided that a decision could not be made at tonight's meeting. The board did say that they would give some thought to this and discuss this further at the October 10th town board meeting.

The Board thanked the group for all the work they are doing.

TOWN OFFICIALS & EMPLOYEES – Shawn Johannessen Maintenance

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 amend the resolution of July 24, 2023 to appoint Shawn Johannessen to title of Maintenance Worker (Repair) at Step 1, subject to NYS civil service law, rules and regulations, commencing at payroll period #19 (as opposed to #18) and subject to approval of NYS Civil Service Commission.

OAKRIDGE WATER TREATMENT PLANT EXPANSION – Authorize Going to Bid

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 does authorize going out to bid for the Oakridge Water Treatment Plant Expansion & upgrade project for Per-and Polyfluorinated substances (PFAS).

REFUSE LICENSE – Renewal of CRP

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 Clerk be and hereby is authorized to renew a Commercial refuse license to CRP for a period of one year ending September 12, 2024.

PRIME TIME LACROSSE AMENDED AGREEMENT – Authorize

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 approve the Prime Time Lacrosse amended Agreement that adds a Summer Invitational on June 22 & 23, 2024 and June 21 & 22, 2025 at Onatru Farm, for an additional cost of \$6,000 per weekend, and authorizes the Supervisor to sign said amended agreement.

SYSTEM FOR AWARD MANAGEMENT (SAM) GRANT – Authorize Supervisor to Sign Agreement

On motion by Councilwoman Rendo, 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 authorize the Supervisor to sign the System for Award Management (SAM) Grant Disbursement agreement for the water disinfection system and the American with Disabilities Act (ADA) compliant bathrooms at the Fox Valley Park.

BUDGET OVERVIEW – Comptroller (8:32 – 8:53 p.m.)

Comptroller, Nisha Singh did a brief overview of the “wish list” budget that was requested from the departments and it totaled a 19.246% increase. The tax cap set for 2024 is 2.57%.

Ms. Singh stated that she is budgeting that the healthcare, which is NYSHIP, will increase by approximately 15% for family, however, will not know the exact figures until December.

Ms. Singh is setting the non-union salary increase to 4%. Union contracts, which expired in 2020, have been negotiated or are in the process of being negotiated. She is trying to get everyone on the same level as most employees did not receive any salary increase in 2021 due to Covid.

Ms. Singh also discussed big ticket items and capital improvements that were requested by departments totaling \$4,537,500. The ARPA balance is \$535,000. These requested items will be discussed and adjustments will be made at upcoming meetings.

BUDGET REQUEST LIBRARY 2024 – Discussion (8:54 – 9:19 p.m.)

Cindy Rubino, Director of the Lewisboro Library, made her budget request presentation to the Town Board (see attachment). The library is an association library, and they currently receive approximately \$495,806 of its operating budget from the town and must fundraise for the remainder.

The Board thanked Ms. Rubino for her presentation and thanked all who came out or wrote in support of the proposed library budget.

BUDGET REQUEST PARKS & RECREATION 2024 – Discussion (9:21 – 10:00 p.m.)

Parks & Recreation Supervisor Nicole Caviola went over her requested 2024 budget (see attached).

Ms. Caviola also reminded the Board that a donation in the amount of \$50,000 was made to be used towards 8 dedicated pickle ball courts.

The Board thanked Ms. Caviola.

BUDGET REQUEST MAINTENANCE 2024 – Discussion (10:01 – 10:03 p.m.)

Maintenance Director Joel Smith stated that the only item that would be increasing in his budget are the salaries which are contractual.

The Board thanked Mr. Smith.

PEDESTRIAN & BICYCLE INFRASTRUCTURE SAFETY – Lead Agency Intent (10:05 – 10:44 p.m.)

Supervisor Gonçalves stated that this resolution stating that the Town Board would act as the lead agency for the pedestrian & bicycle infrastructure safety bond vote is a step that is required in order to be able to get this referendum on the ballot for this November 7, 2023.

Councilwoman Rendo questioned if the other documents, including the description of the projects and the Short Environmental Assessment Form (EAF) were part of the resolution and it was stated that those, along with the resolution, would be circulated to involved agencies that include NYSDOT and NYSDEC and interested agencies that include the Westchester County Planning Board and the Katonah-Lewisboro School District. The determination will not be made today as the agencies have 30 days to respond.

Councilman Sklarin stated that there are 3 specific projects mentioned and he wants clarification if this is what we are asking the voters to approve on the referendum.

Councilman Welsh stated that given the structure that they have here, there is flexibility to modify the main scope of the projects in the hamlets after the bond is passed. He suggested that the board look at this as a budget. Councilwoman Rendo stated that she remembers talking about \$700,000 for each hamlet however a resolution was never passed.

Councilman Sklarin was reading the documents as specific and took issue that this could be changed. The bond language was general however this is specific.

Town Attorney Gregory Folchetti stated that they wanted this document to mirror the presentation that was made by the Pedestrian and Bicycle Advisory Committee on both April 24, 2023, and July 10, 2023. A SEQR determination has to be made by a certain time based on what you know.

The discussion continued and the vote is as follows:

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

THE VOTE:	Yes	- Gonçalves, Shah, Welsh	(3)
	No	- Rendo, Sklarin	(2)
	Absent	- None	(0)

RESOLUTION

WHEREAS, the Town Board of the Town of Lewisboro is undertaking a proposed action which seeks to construct proposed pedestrian improvements within three (3) of the Town's hamlets, namely Goldens Bridge, Cross River and Vista; and

WHEREAS, the proposed action involves the proposed construction of crosswalks, sidewalks and bike lanes in and around certain intersections with the Goldens Bridge, Cross River and Vista Hamlets which are within various New York State Department of Transportation Rights of Way; and

WHEREAS, in accordance with the provisions of 6NYCRR Part 617, the Town Board of the Town of Lewisboro intends to serve as Lead Agency for the SEQRA Review of this Unlisted Action, and in this capacity, will determine if the proposed action will have a significant effect on the environment; and

WHEREAS, it is the intention of the Lead Agency to undertake a coordinated review of this action.

NOW THEREFORE BE IT RESOLVED, that the Town Board of the Town of Lewisboro hereby designates its intention to serve as Lead Agency for the SEQRA Coordinated Review of this action.

BE IT FURTHER RESOLVED, that the Town Clerk Janet Donohue is hereby directed to circulate this Notice of Intent to serve as Lead Agency, along with the Environmental Assessment Form and associated documentation, to all Involved Agencies, which shall be given thirty (30) days from the mailing of this Notice of Intent to serve as Lead Agency to challenge the Town Boards's designation.

PUBLIC COMMENT II – New Business Only

OAKRIDGE WATER

A resident stated many people in Oakridge that she has spoken to are not happy with the water and she is hoping that this will be remedied soon. During polling of the board, Supervisor Gonçalves stated that approvals were received to go ahead to go out to bid for the added filtration system, so it is in the works.

PEDESTRIAN & BICYCLE SAFETY PLANS

A resident feels that it is fiscally irresponsible to put this in front of the voters without more specific information as to what the \$2.1 million will be paying for.

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 \$455,023.79.

POLLING OF THE BOARD

PEDESTRIAN & BICYCLE SAFETY BOND FLYER

Councilwoman Rendo stated that it was her opinion that the tone in the flyer that was created for the pedestrian and bicycle safety bond referendum was very one sided. She feels that it was advertising for a "yes" vote and she feels that it should have been more neutral.

AMERICAN RESCUE PLAN ACT (ARPA FUNDS)

Councilwoman Rendo stated that she has been asking for a work session meeting to go over ARPA funds and where that money will be spent. She stated that we are potentially at risk of losing these funds in a claw back if they don't use them.

Supervisor Gonçalves stated that they could have another work session dedicated to the ARPA funds but it would not be the next meeting as that will be dedicated to the 2024 budget. Supervisor Gonçalves stated that he did not hear about any claw back and asked Councilwoman Rendo if she had anything in writing pertaining to this to please send it to him. There is approximately \$535,000 left in the ARPA funds which need to be designated by 12/31/24 and spent by 12/31/26.

POLICE UPDATES

1. This week marks 'Child Passenger Safety Week' and the Lewisboro Police Department will be checking and/or installing child car seats on Wednesday, 9/20/2023 between 11am-7pm by one of the certified police officers free of charge.
2. LPD's SGT Llewellyn secured a grant in the amount of \$22,916.00 from the Edward Byrne Memorial Justice Assistance Grant for Livescan Equipment. (Livescan is an inkless, electronic means of capturing fingerprints in a digitized format. Fingerprints are scanned into a computer using advanced technology that produces perfect fingerprint images each and every time). Replaces the old way of using ink.
3. Mr. William Lauder was extremely generous and delighted to donate \$40,000.00 to the Town of Lewisboro Police Department to support them in upgrading their radios, where the total cost is \$420,000 for the police and highway radios.

FOSSIL FUEL MARCH

Many residents from Lewisboro took part in the Fossil Fuel March in NYC yesterday where thousands of people marched, especially younger folks.

LIBRARY FAIR

The Library Fair took place on September 9th and was very successful.

PARKS & RECREATION UPDATES

There will be a new resident welcoming get together at Fox Valley on October 1st with hot cider, donuts and hot chocolate being served.

LIONS CLUB OKTOBERFEST

There will be an Oktoberfest sponsored by the Lewisboro Lions Club on October 21, 2023, at the Town Park from 2-7 p.m. preceded by a car show in the morning at the Town Park parking lot.

VISTA FIRE DEPARTMENT

A 9/11 ceremony was held at the Vista Firehouse on Sunday, September 10. The Board thanked them for a very moving ceremony.

WESTCHESTER MAGAZINE

Supervisor Gonçalves stated Lewisboro was listed as one of the top nine places to live in Westchester in the current Westchester Magazine.

MEETINGS – Dates Set

There will be a meeting on Tuesday, September 26, 2023, at 7:30 p.m. at the Town House, 11 Main Street, South Salem, New York.

EXECUTIVE SESSION – To Discuss Legal Issues

On motion by Supervisor Gonçalves, seconded by Councilwoman Shah, the Board voted 5-0 to go into executive session at 11:00 p.m. to discuss legal issues.

On motion by Councilwoman Shah, seconded by Councilman Welsh, the Board voted 5-0 to come out of executive session at 11:40 p.m.

ADJOURNMENT

On motion by Supervisor Gonçalves, seconded by Councilwoman Rendo, the Board voted 5-0 to adjourn at 11:41 p.m.

Janet L. Donohue
Town Clerk