

A Town Board work session meeting of the Town Board of the Town of Lewisboro, Westchester County, New York, was held on February 26, 2024, 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, Recreation Supervisor Nicole Caviola and Chief of Staff Kerri Wolfe.

Approximately 6 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.

**PUBLIC COMMENT PERIOD I (7:34 – 7:38 p.m.)**

A total of 3 residents spoke.

**ISRAELI – HAMAS CONFLICT**

Approximately 3 residents spoke out against Councilman Welsh and continued to ask for his resignation due to his continued hateful speech and to also have him removed from the rotation for the Deputy Supervisor position. They would like some education brought to the community on bringing acceptance to all and to stop hate speech. A resident asked the Supervisor if this was happening against any other ethnicity would he still be handling it the same way?

**COMMUNICATIONS**

There were no communications.

**CONSENT AGENDA**

**MINUTES** - Approved

On motion by Supervisor Gonçalves, seconded by Councilman Sklarin, the minutes of the February 13, 2024, Town Board meeting were approved, all were in favor.

TOWN PARK BATH HOUSE RENOVATION – Approve Architect Proposal

Supervisor Gonçalves stated that this subject was discussed at the last meeting. Since then, the contract was amended. Councilwoman Rendo also stated that she met with the architect at the town pool and feels that the contract is clear.

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 accept the proposal from Darren Mercer Architect, PLLC for the proposed new bath house at the Town Park pool and be it further

RESOLVED, that the Town Board approves a retainer deposit of \$5,000 to be sent to Darren Mercer Architect, PLLC and to move forward with the agreement.

COMPREHENSIVE MASTER PLAN & ACKNOWLEDGEMENT OF RECEIPT OF FINAL DRAFTS – Update (7:43 – 8:17 p.m.)

Supervisor Gonçalves read the below resolution into the record:

**RESOLUTION****COMPREHENSIVE PLAN STEERING COMMITTEE  
OF THE TOWN OF LEWISBORO**

February 22, 2024

WHEREAS, the New York Consolidated Laws, Town Law - TWN § 272-a (1)(b) states that “Among the most important powers and duties granted by the legislature to a town government is the authority and responsibility to undertake town comprehensive planning and to regulate land use for the purpose of protecting the public health, safety and general welfare of its citizens;” and

WHEREAS, the Town of Lewisboro’s Comprehensive Plan Steering Committee and its consultants Nelson Pope Voorhis have drafted an updated Comprehensive Plan.

NOW, THEREFORE BE IT RESOLVED as follows:

In accordance with TWN § 272-a (4), the Town of Lewisboro Comprehensive Plan Steering Committee recommends the draft Comprehensive Plan plus its two Appendices dated February 2024 for the Town Board’s review.

**ADOPTION OF RESOLUTION**

WHEREUPON, the Resolution herein was declared adopted by the Comprehensive Plan Steering Committee of the Town of Lewisboro as follows:

The motion was moved by: Katherine McGinn

The motion was seconded by: John Wolff

The vote was as follows:

Charlene Indelicato	Yes
Larry Mango	Yes
Katherine McGinn	Yes
Mark Robbins	Yes
John Wolff	Yes

*Katherine McGinn, Chair*

Dated in South Salem, New York  
This 23<sup>rd</sup> day of February 2024.

STATE OF NEW YORK  
COUNTY OF WESTCHESTER

I, CIORS DAN CONRAN, Administrator to the Comprehensive Plan Steering Committee Administrator of the Town of Lewisboro, County of Westchester, State of New York, do hereby certify that I have compared the preceding copy of a Resolution adopted by the Comprehensive Plan Steering Committee of the Town of Lewisboro at a meeting held on the 22<sup>nd</sup> day of February 2024, to the original thereof, and that the same is a true and exact copy of said original and of the whole thereof.

*Ciorsdan Conran*

Comprehensive Plan Steering Committee Administrator

Dated at South Salem, New York  
This 23<sup>rd</sup> day of February 2024.

Katherine McGinn, Chair of the Comprehensive Plan Steering Committee stated that they have given approximately a dozen of these quarterly updates, and they can be found on the website. Ms. McGinn gave a presentation (see attached). Ms. McGinn also shared a summary of proposed Lewisboro Town Code changes and this was prepared by Planning Consultant, Nelson Pope and Voorhis (NPV) (see attached).

LEWISBORO BASEBALL ASSOCIATION – Installation of Turf Halo Kit (8:18 – 8:26 p.m.)

Supervisor Gonçalves read the following memo from Recreation Supervisor Nicole Caviola, who was also in attendance:

*The Lewisboro Baseball Association (LBA) has requested to install a turf Halo Kit around the home plate at the Town Park Baseball Field. The LBA would fully fund this project and has board members that can perform the construction and installation. The Parks and Recreation Advisory Council approved this project, all in favor, 7-0.*

*James Cisco, President, and Jeremy Tubbs, Treasurer, of The Lewisboro Baseball Association are seeking approval from the Town Board to complete this Halo Kit prior to April 13 (expected date of Opening Day). In addition, I informed the LBA that approval will be needed from the Architecture and Community Appearance Review Council (ACARC) for the “Lewisboro” logo that is expected to be displayed in green letters with white highlighting.*

*Some key components Jeremy Tubbs shared with PRAC-*

- *Primarily cosmetic and less work for the Parks & Rec Department*
- *Dresses up town park, adds face value to the field.*
- *Low profile, no tripping hazards, more cushion than clay.*
- *No issues with drainage as the sub-base will be gravel.*
- *8–10-year lifespan*

*Jeremy and James will be in attendance to present their project and answer any additional questions.*

Mr. Tubbs went over specifics regarding the project, which had already started. It was noted that before any additional work was done that this be approved by Architecture and Community Appearance Review Council (ACARC) for the “Lewisboro” logo, and a Certificate of Insurance be provided to the town. The Board thanked Mr. Tubbs and Mr. Cisco for all that the LBA does for the town.

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 Town Board does authorize the Lewisboro Baseball Association to install a turf Halo Kit around the home plate at the Town Park baseball field with no cost to the town and be it further

RESOLVED, that a Certificate of Insurance be provided to the town along with approval from the Architecture and Community Appearance Review Council (ACARC) for the “Lewisboro” logo.

LEWISBORO PLAYGROUND IMPROVEMENT PROJECT – Donation (8:26 – 8:39 p.m.)

Valerie Cancro, President and Project Manager for the Lewisboro Playground Improvement Project sent a letter to Supervisor Gonçalves and Recreation Supervisor Nicole Caviola (see attached). She, along with Josephine Berisha, Director of Outreach were also in attendance to update the board and present a \$12,000 check. The board thanked the group for all the work that they have done for the town.

On motion by Councilwoman Shah, 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 purchase of a Digifuse communication sign and a log crawl tunnel from Site Specialists Ltd. at a total cost not to exceed \$12,000 and be it further

RESOLVED, that these items will be installed at the Town Park playground by Pat Corsetti with a total installation cost not to exceed \$5,400.00 and be it further

RESOLVED, that the Town Park Playground Improvement Project committee will reimburse the town in full for said purchase and installation.

LEWISBORO TOWN POOL – Emergency Repair to Pool Deck (8:40 – 8:44 p.m.)

Parks & Recreation Supervisor Nicole Caviola stated that the town had a violation from the Department of Health regarding the lack of silicone sealant between the concrete slab joints at the pool complex. The money will be taken out of the ARPA 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 the Town Board does approve the hiring of Schnell Contracting to repair the Lewisboro Town Park Pool deck on an emergency order and as a sole source provider.

COUNTY EV CHARGERS PROGRAM – Authorize Supervisor to Sign Agreement (8:45 – 9:05 p.m.)

The Board discussed the agreement with INF Associates Energy Solutions for EV chargers. Supervisor Gonçalves stated that the Sustainability Committee suggested installing 3 stations, with 6 EV chargers at the Spring Street commuter lot. This lot is used by commuters, troopers, church goers, etc. There is also a possibility that the police station will be relocated back at the current State Troopers house. Councilwoman Rendo stated that EV chargers were also approved at the library, so she would like to see them more spread out and at a different location in town.

Supervisor Gonçalves also stated that someone from the Sustainability Committee was going to at the Parks & Recreation Advisory Council meeting this week to further discuss putting these EV chargers in parks. These are not fast chargers.

On motion by Councilman Welsh, seconded by Councilwoman Shah, the Board voted as follows:

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

RESOLUTION

RESOLVED, that the Town Board does authorize the Supervisor to sign the INF Associates Energy Solutions agreement for EV chargers at the Spring Street commuter lot.

OAKRIDGE WASTEWATER PLANT – Urgent Repair Discussion (9:06 – 9:22 p.m.)

Supervisor Gonçalves stated that the Oakridge Wastewater Plant needed an urgent repair. This was discovered in October of 2023. However, it took a few months to get Darlington Equipment Worldwide, out of Ohio, to visit the site and to give a quote. Supervisor Gonçalves stated that he has recently identified a second company out of Goshen, NY that has been doing work in Bedford and will get a quote from them as well.

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 Town Board does authorize the Oakridge Wastewater Plant urgent repair to replace both bearings on the Autotral RBC at a cost not to exceed \$70,000, contingent on securing one additional proposal and to include warranty language and be it further

RESOLVED, that said proposal and warranty are reviewed and approved by the consulting engineer and town counsel.

FINANCE – Standard & Poor’s Rating

Supervisor Gonçalves stated that after review by Capital Markets Advisors, LLC, the town’s municipal advisor and the Town Comptroller, the town will be combining outstanding BANs into a Bond which will provide the town with a more competitive and fixed rate and save the town money on interest. As part of this bond issuance the town will request and obtain a rating from Standard & Poor’s and it does have a cost associated with it. The last time this was done was in 2017 at a cost of \$12,000.

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 after the review by Capital Markets Advisors, LLC, the town’s municipal advisor, the Town Board does authorize an expenditure not to exceed \$20,000 to obtain a bond rating from Standard & Poor’s.

PUBLIC COMMENT PERIOD II (New Business Agenda Items Only) (9:23 – 9:41 p.m.)

A total of 6 residents spoke.

EV CHARGERS

A few residents questioned the brightness of the EV chargers. Also, what is the maintenance contract for these, and will the town be responsible for this? During polling of the board, it was stated that these EV chargers are not fast chargers and are not lit up. A resident suggested that ACARC be involved since these will be located in the historic district. Another resident suggested that these chargers be located at the Cyrus Russell Community House or in Vista and also suggested that more parking spaces be created at the library campus as four different buildings are using those parking spaces. Robert Fischman from the Sustainability Committee explained about these chargers and stated that their group was meeting with PRAC later this week to discuss the possibility of erecting these chargers in the parks.

TREE ORDINANCE

A resident suggested that there be more of a sliding scale for the number of trees that can be taken down on a property and not just 3 per property.

PLAYGROUND GAGA PIT

It was mentioned by a resident who has mentioned this before that in the town park playground there is a gaga pit that has stone dust which can cause cancer and breathing issues. She would like to see this dust removed and replaced with some other material.

OAKRIDGE WASTEWATER FACILITY

A few residents questioned why it took from October until now to do an emergency repair and questioned the bacteria that the Supervisor mentioned. During polling of the Board, Supervisor Gonçalves stated that there are two units, and the other one was able to function. The company came out in January and then the quote was given in February. He also mentioned that bacteria is part of the wastewater facility and not the water facility. He did invite anyone who had done their own testing to share it with him if they had concerns.

LIGHT POLLUTION

A resident feels that the lighting on the Town House is very bright and he feels that the town should consider abiding by it's own regulations and look at the modern lighting. During polling of the board Supervisor Gonçalves stated they would address the lighting on the Town House building.

CLAIMS – Authorized for Payment

On motion by Supervisor Gonçalves, seconded by Councilwoman Shah, the Board voted 5-0 to authorize payment of the Town's bills in the amount of \$590,539.91.

POLLING OF THE BOARD

COMPOSTING

Residents of the town in 2023 generated over 90,000 pounds of composting organic matter.

RIDGEFIELD AVENUE

Interest in the traffic calming event for Ridgefield Avenue is increasing and more information to follow.

NEW RESIDENTS WELCOME

The Board thanked the Parks & Recreation department for putting together a successful and well attended new residents welcome at Onatru Farm this past Sunday. The Board also thanked The Horse & Hound Restaurant for donating the food for the event and thanked the Town Historian Maureen Koehl for her history presentation.

LIBRARY VOLUNTEER FAIR

There will be a volunteer fair at the Lewisboro Library on Saturday, March 2, 2024, from 11 a.m. until 2 p.m.

JOB FAIR

There will be a job fair called North of I-287 at the Mt. Kisco Library on March 7, 2024 from 9:30 a.m. to 12:00 p.m.



COMPREHENSIVE MASTER PLAN

There will be draft zoning code amendments virtual office hours on Monday, March 4 from 7:30 – 9:30 p.m. and on Friday, March 8 from 3-5 p.m. Appointments can be made through the website at [www.lewisborogov.com/cmpsc](http://www.lewisborogov.com/cmpsc).

EMERGENCY MANAGEMENT COMMITTEE

There was an EMC meeting held this week with some excellent information.

COFFEE AND CONVERSATIONS

Supervisor Gonçalves, County Legislator Erika Pierce and State Assemblyman Chris Burdick met with the public at the Lewisboro Library this past Saturday and they hope to do more of these in the future.

VETERANS

Three WWII Veterans were honored at the Horse & Hound Restaurant on Saturday during a luncheon.

MEETINGS – Dates Set

There will be a Town Board meeting on Monday, March 11, 2024, at 7:30 p.m. at the Town House, 11 Main Street, South Salem, New York.

EXECUTIVE SESSION – To Discuss Personnel Issues

On motion by Supervisor Gonçalves, seconded by Councilman Welsh, the Board voted 5-0 to go into executive session at 9:54 p.m. to discuss personnel issues.

On motion by Councilman Sklarin, seconded by Councilwoman Rendo, the Board voted 5-0 to come out of executive session at 10:24 p.m.

TOWN OFFICIALS & EMPLOYEES – Parks & Recreation

On motion by Councilman Welsh, 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 approve the addition of Maintenance Mechanic Equipment & Grounds at the same rate of pay as the Caretaker/Maintenance Worker Step 1.

TOWN OFFICIALS & EMPLOYEES – Town Court

On motion by Councilman Welsh, 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 a part-time position in the Town Court for a maximum of 15 hours per week, at a maximum of \$21 per hour for a period of 90 days commencing immediately.

ADJOURNMENT

On motion by Councilwoman Shah, seconded by Councilman Sklarin, the Board voted 5-0 to adjourn at 10:26 p.m.

Janet L. Donohue  
Town Clerk