



**TOWN OF LEWISBORO
TOWN BOARD WORK SESSION
AGENDA
TOWN HOUSE
OCTOBER 17, 2016
7:30 P.M.**

I. CONSENT AGENDA

Approval of Minutes of September 26, 2016

II. NEW BUSINESS

- i. **Presentation by Yonkers Deputy Mayor Sue Gerry Regarding Oil Barges on Hudson River**
- ii. **Resolution Approving Waiver of Cyrus Russell Rental Fees for KLSD Special Education PTA (SEPTA) Winter Wine & Cheese Fundraiser on January 20, 2017**
- iii. **Discussion Regarding Return of Special Permit Fee to Resident for Accessory Apartment**
- iv. **Resolution Approving Established Standard Work Days**
- v. **Discussion of Request for TAP Funds for Sidewalks in Goldens Bridge**
- vi. **Discussion Regarding Changing Residency Requirements for Part-time Police Officers and Setting Public Hearing**
- vii. **Discussion of Maintenance Budget**
- viii. **Discussion of Receiver of Taxes Budget**
- ix. **Outline of 2017 Town Budget**

III. APPROVAL OF CLAIMS

IV. POLLING OF THE BOARD

V. ANNOUNCEMENTS

Town Board Meeting October 24, 2016 at 7:30 p.m. at the Town House, 11 Main Street, South Salem

VI. 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 Town Offices at Orchard Square 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 meeting, and we will try to accommodate whenever possible.

A meeting of the Town Board of the Town of Lewisboro, Westchester County, New York, was held on Monday, September 26, 2016, at 7:30 p.m. at the Town House, 11 Main Street, South Salem, New York

PRESENT: Supervisor - Peter H. Parsons
Councilmen - John Pappalardo, Daniel Welsh
Town Clerk - Janet Donohue
Absent - Peter DeLucia, Frank Kelly

Also attending was the Superintendent of Parks and Recreation Dana Mayclim, Senior Office Assistant of Parks and Recreation Laura Stone, Comptroller Leo Masterson, Facilities Maintenance Manager Joel Smith, and Confidential Secretary/Benefits Coordinator Mary Hafter.

And approximately 2 residents/observers.

Mr. Parsons called the meeting to order at 7:30 p.m.

PLEDGE OF ALLEGIANCE

Supervisor Parsons led the Pledge of Allegiance to the flag.

PUBLIC COMMENT PERIOD

KATONAH ART CENTER – Traffic on Bedford Road (7:31 – 7:35 p.m.)

Susan Nakamura, owns a home on Old Bedford Road, which is across the street from the Katonah Arts Center. The house was on the market for \$590,000. When the house did not sell, they rented the house and their tenants rented with the option to buy. Her renters have now told her that due to the Katonah Arts Center and all the traffic on that road, and noise, garbage, speeding vehicles, etc., they have decided not to buy the home. Ms. Nakamura stated that this has put her in a very compromising position since the property values are plummeting due to the Arts Center.

Ms. Nakamura has been in touch with Kate Barker, who has done a traffic study and extensive research about the neighborhood and the Arts Center. They have discovered that the Arts Center is open from 9 am – 9 pm, 7 days a week. During the summer there are school busses that bus children in for camp. Mr. Parsons did say that he speaks with Ms. Barker regularly.

Mr. Welsh and the Board thanked her for her input. Mr. Welsh suggested that Ms. Nakamura should get together with her neighbors and come up with a unified proposal to the Board. Ms. Nakamura had given some of her ideas to Mr. Welsh and asked him to share it with the Board.

Mr. Pappalardo stated that the Board has heard about the increased traffic patterns but this is the first time he has heard the word “noise” and asked Ms. Nakamura to clarify. She responded it is noise from the children digging in the mulch that she put down in the cul-de-sac right next to her home and noise from the traffic pattern.

Ms. Nakamura came up with an idea of using the Metro North train station for parking for the Arts Center. Mr. Parsons stated that we don't own the parking lot which Ms. Nakamura realizes however she feels that the Board could negotiate with Metro North. Mr. Nakamura also suggested speed bumps similar to Yorktown Heights. The Board thanked Ms. Nakamura for her comments.

CONSENT AGENDA

On motion by Mr. Parsons, seconded by Mr. Welsh, the Board voted 3-0 to approve meeting minutes and to receive and file a departmental report.

MINUTES - Approved

On the above motion and second, the minutes of the September 12, 2016 Town Board meeting were approved.

THE VOTE:	Yes	- Parsons, Pappalardo, Welsh	(3)
	No	- None	(0)
	Absent	- DeLucia, Kelly	(2)

REPORT – Monthly Report

On the above motion and second, the September, 2016 report from the Building Department were received and filed.

THE VOTE:	Yes	- Parsons, Pappalardo, Welsh	(3)
	No	- None	(0)
	Absent	- DeLucia, Kelly	(2)

HIGHWAY - Auctions International, Inc.

Superintendent of Highways Peter Ripperger approached the Board to discuss selling used highway equipment online with Auction International which handles the sale of Government assets. Many of the municipalities, the County and the State use Auction International. Using the online auction site would not cost the town much money. The buyer pays 10% and the town would pay a flat fee of \$30 on vehicles and \$10 for a pallet. We have the right of refusal. There is no lock in amount. We can set a reserve which is a minimum sale price for the items. There are no shipping costs involved for the town. The buyers have to come to Lewisboro and pick up any items that they have won within five days of the auction's closing.

On motion by Mr. Parsons, seconded by Mr. Welsh, the Board voted as follows:

THE VOTE:	Yes	- Parsons, , Pappalardo, Welsh	(3)
	No	- None	(0)
	Absent	- DeLucia, Kelly	(2)

RESOLUTION

RESOLVED, that the Town Supervisor is authorized to sign the online auction agreement with Online Auction International.

BUDGET – Parks & Recreation Department (7:38 – 8:26 p.m.)

Parks & Recreation Superintendent Dana Mayclim and her Senior Office Assistant, Laura Stone, discussed their department's 2017 budget with the Town Board. Ms. Mayclim stated that their budget had not changed other than the salaries. They are, however, requesting an additional person to be shared with maintenance. Their crew is getting older and more broken and the demands on them keep increasing with every trail built, with every preserve field mowed and with every outside organization looking to rent from the Parks and Recreation Department. More tournaments are taking place which means more lining of the fields, weed whacking and mowing. Mr. Welsh asked if the town was making money on these tournaments and the response was yes.

Mr. Parsons agrees with Ms. Mayclim that this is a very necessary addition that needs to be made. He has noted that the strains on these two departments have been significant. During every big event that took place in the spring and summer they were down one person which forced them to resource people.

Mr. Mayclim also stated that day camp registration declined this year. They lost approximately 50 kids to Mountain Lakes Camp. Mr. Welsh stated they have to look at it as a profit and loss because when you lose camp registrations your costs go down which is good in a sense however you are losing the revenue as well. Ms. Mayclim feels that Park and Recreation will be down approximately \$46,000 in revenue. Ms. Mayclim stated that they were one bus driver short due to the lack of campers. The camp counselor staff line is going to be tricky because the minimum wage is going up however the seasonal jobs are exempt. The lifeguard salary though will have to go up with minimum wage in order to fill these jobs. Ms. Mayclim doesn't feel that this will be a problem in 2017 but it could be moving forward.

Mr. Pappalardo asked if the prospect of renting our fields would be reduced if we compelled the people who are renting the fields to be responsible for lining their own fields. Ms. Mayclim stated that she would feel more comfortable having one person in charge of this as to keep it the same. Also Ms. Mayclim feels that there would be liability associated with this as well. Mr. Pappalardo stated that he was not advocating this he was simply asking the question. Mr. Welsh feels that we could adjust rates to accommodate for the lining, etc.

Mr. Pappalardo asked Ms. Mayclim if she thought we were getting fair market value for our fields and Ms. Mayclim said she did not think so. Mr. Pappalardo feels that Ms. Mayclim should come up with a price point and the Board should be consistent with getting that price.

Other items that Ms. Mayclim brought to the meeting:

Some things to consider as we go forward –

- 1) We will be needing to add money to certain lines (lifeguards, gate guards, summer help, youth, etc) in order to stay competitive in 2018 and further down the road as minimum wage increases in New York State (\$11 in 2018, \$12 in 2019 up to \$15 in 2021).
- 2) The Town Park tennis Courts are deemed unrepairable – so we need to decide if we are going to close them down or repair them. Asphalt courts will cost about \$175,000 and doing the premier concept matting will be about \$140,000.
- 3) Do we want to continue to keep the pool open for extra weekends in September?

Mr. Parsons asked about using on line registration and allowing credit card payments. Ms. Mayclim stated that Bedford, the City of Rye, North Castle, and White Plains are currently allowing residents to register on line and allow credit card payments. Ms. Mayclim has spoken with Bedford and they are breaking even. Mr. Parsons asked if Bedford was breaking even due to increased registration numbers or because they are charging more. Ms. Mayclim responded they are charging more to register on line. Mr. Parsons asked if they are getting greater enlistment because they are offering on line. Ms. Mayclim did not know and will inquire. Ms. Mayclim also stated that all the direct advertisement, brochures and fliers going home in schools still bring in a lot of people.

Mr. Pappalardo stated that this is a nice service to provide to the community but it can't be at a loss.

Ms. Mayclim stated that the biggest cost is paying a third party to house and secure all of the personal information. She also stated that it will cut down on the work done in the office. Mr. Pappalardo feels that we would see a transition in the next 3 – 5 years. The Board asked Ms. Mayclim to look at margins from other towns.

The Board held off on talking about the pool until the entire Board was in attendance and it would be grouped in with other capital improvements.

The tennis courts at the Town Park were deemed unrepairable as per two contractors. Mr. Parsons asked if the new tennis courts at the high school has reduced demand for tennis at the Town Park. Ms. Mayclim stated that town tennis lessons and town camps use the Town Park tennis courts. Ms. Mayclim said that both contractors stated that putting a mat down over the courts would work well. Bedford has recently done this. Mr. Welsh asked if the tennis player would complain about this surface. Ms. Mayclim stated that our town would then have three different surfaces to satisfy three different groups; the asphalt at Fox Valley, the mat at the Town Park and clay at Onatru Park. Ms. Mayclim will ask Bedford for a tour of their mat courts.

Ms. Mayclim stated that this year was the first year that we have kept the Town pool open two extra weekends. The first weekend brought in \$1,500 and the next weekend only \$400. This year the extra weekends were not budgeted. No one liked paying at the door and felt that it should be included with their pool membership. If we do this again next year, Ms. Mayclim feels that we should work it into the budget.

Ms. Mayclim also stated that the dog swim was very successful. This is something that they would like to continue.

**LEWISBORO PARKS AND RECREATION DEPARTMENT'S PROPOSAL FOR
ON-LINE REGISTRATION AND CREDIT CARD PAYMENTS**

The Recreation Department would like to propose the addition of on-line registration and credit card payments through Vermont Systems which is currently used for Town of Lewisboro registrations. The first step is to update/upgrade our version of RecTrac to the most up-to-date one which is 3.1, we are currently using 10.2 and thankfully there is no fee involved in doing so.

In order to do online registrations and pay with credit cards online and in the office, there are a few steps involved in doing so.

Full hosting services are needed (web server and data base). This would occur whether or not Vermont Systems is used. The fee for this is \$7,800 per year which would also allow Vermont Systems to upgrade the computer when a new software upgrade is offered as well as dealing with glitches or issues that would arise from online registration in addition to hosting the data base (credit card numbers, names and personal information) and allowing web transactions to occur.

The cost for RecTrac, WebTrac and PayTrac is \$18,761 from Vermont Systems.

The yearly maintenance fee for RecTrac is \$3,990.

A gateway and merchant account needs to be setup. Many companies offer both the gateway and merchant together and some are separate. I have spoken to three companies and like two which are setup together that Vermont Systems recommended. The monthly fee is approximately \$20 and the interchange pricing fees are charged to the customer which can be anywhere from \$.30 - \$.60 per \$100. Fees tend to be higher when it is an Ecom Charge (online = offsite) 2.5% versus Retail Charge (office = onsite) 2.0 - 2.25%.

Finally, the purchase of equipment for the credit card – EMV equipment (chip reader). These prices range from \$589 - \$649 depending on which company you are using as the gateway/merchant.

Total Upfront Cost for RecTrac/WebTrac/PayTrac - \$18,761

EMV card reader (one time cost) - \$589 - \$649

Yearly Maintenance - \$12,270

The Board will take all of this information into consideration.

The Board thanked Ms. Mayclim and Ms. Stone.

CLAIMS – Authorized for Payment

On motion by Mr. Parsons, seconded by Mr. Pappalardo, the Board voted 3-0 to authorize payment of the Town's bills in the amount of \$222,032.36.

POLLING OF THE BOARD

LIBRARY FAIR – Onatru Farm

Supervisor Parsons announced that the Lewisboro Library Fair was held on Saturday, September 24, 2016 at Onatru Farm and it was a terrific day. The weather was beautiful and he felt that the turn-out was good.

MEETINGS – Date Set

There will be a Town Board meeting on Monday, October 17, 2016 at 7:30 p.m. at the Town House, 11 Main Street, South Salem, New York.

ADJOURNMENT

On motion by Mr. Parsons, seconded by Mr. Pappalardo, the Board voted 3-0 to adjourn at 8:28 p.m.

Janet L. Donohue
Town Clerk

Mary Hafter

From: Rebecca Bourla [mailto:rbourla@gmail.com]
Sent: Wednesday, September 28, 2016 9:42 PM
To: 'Peter Parsons; Mary Hafter
Cc: Michelle Christie; Stacey Dell Orto

Good Evening,

On behalf of the Katonah-Lewisboro Special Education PTA, we are formally requesting to rent the Cyrus Russell house on January 20th, with a snow date of January 21st, for our annual Winter Wine & Cheese Fundraiser. We are requesting access to all amenities and understand there is a \$150 rental fee and a \$100 refundable deposit. We are wondering if there are exceptions to the fees since we are a non-profit organization involved with the community and the school district.

Please contact me with any questions at vpfundraising@klsepta.org

Thank you,
Rebecca Bourla
Vice President of Fundraising for KLSEPTA

9/29/16

Dear Supervisor Parsons and members of the Town Board,

My name is Michael Carelli and I reside at 41 Lockwood Rd in South Salem along with my wife Dina, and our 10 month old son Joseph. We recently moved into town and are so excited to continue exploring all that Lewisboro has to offer. It was brought to our attention on 08/01/2016 by the staff at the building department, that our home came with an "accessory apartment" and that we needed a "special permit" because it did not transfer to the new owner. I paid the "special permit" fee that day in the amount of five hundred and two dollars (\$502.00). I was due to appear at the zoning board meeting on 09/28/2016 regarding this issue. On 09/28/2016, I was contacted by Ms. Hodges at the building department who advised me that a local law had recently been passed and that the special permit would now remain with the property and not leave with the previous owner, therefore I did not need to take any action. I inquired about the returning of the fee that I had paid, and Ms. Hodges advised me to write a letter to the town board requesting the \$502.00 be returned to me. Therefore, I am requesting a refund of my \$502.00 as the permit is no longer necessary. I thank you in advance for your cooperation in this matter, and if there is any issue please don't hesitate to contact me directly on my cell phone at [REDACTED]

Sincerely,



Michael Carelli

~~Respectfully Submitted,~~

Standard Work Day and Reporting Resolution

BE IT RESOLVED, that the Town of Lewisboro, hereby establishes the following as standard work days for elected officials and will report the following days worked to the New York State and Local Employees' Retirement System based on record of activities maintained and submitted by these officials to the Clerk of this body.

Title	Name	Social Security # (last 4 digits)	Registration Number	Standard Work Day (hrs/day)	Term begins/ends	Participants in Employer's Time Keeping System (Y/N)	Days/Months (based on Record of Activities)	Tier 1 (Check only if member is in Tier 1)	Not Submitted (Check box if no record of activities completed or timekeeping system)
<i>Elected Officials</i>									
Supervisor	Peter Parsons			7	1/1/16-12/31/2017	N	40.90		
Town Clerk	Janet Donohue			7	1/1/2016-12/31/2019	N	26.24		
Town Board	Peter DeLucia			6	1/1/14-12/31/2017	N	7.45		
Town Board	Dan Welsh			6	1/1/16-12/31/2019	N	3.62		
Town Board	Frank Kelly			6	1/1/14-12/31/2017	N	25.22		
Town Board	John Pappalardo			6	1/1/16-12/31/2019	N	5.22		
Highway Superintendent	Peter Ripperger			8	1/1/16-12/31/2019	N	20.10		
Tax Receiver	Deirdre Casper			7	1/1/14-12/31/2017	N	33.62		
Judge	Marc Seedorf			6	1/1/14-12/31/2017	N	3.89		
Judge	Sue Simon			6	1/1/16-12/31/2019	N	7.72	X	

On this 17th day of October, 2016

Signature: _____ Date enacted: October 17, 2016

I, Janet L. Donohue, Clerk of the governing board of the Town of Lewisboro, of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 17th day of October, 2016 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board, consisting of 5 members, and 5 of such members were present at such meeting and that 5 of such members voted in favor of the above resolution.

(SEAL)

IN WITNESS WHEREOF, I have hereunto Set my hand and the seal of the Town of Lewisboro on this ____ day of _____, 2016 and I certify that the posting of the resolution began on October 18, 2016 and continued for at least 30 days and that the Resolution was available to the public on the Town's website at www.lewisborogov.com and on our official sign board at the Town Clerk's office.

Signature: _____ Date enacted: October 17, 2016

I, Janet L. Donohue, Clerk of the governing board of the Town of Lewisboro, of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 17th day of October, 2016 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole os such original.