

A Town Board work session meeting of the Town Board of the Town of Lewisboro, Westchester County, New York, was held on March 25, 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, Attorney for the Planning Board Judson Siebert, Attorney Christian Gates, Maintenance Employee Shawn Johannessen and Chief of Staff Kerri Wolfe.

Approximately 5 residents/observers attended the live meeting and approximately 7 participated via Zoom.

Supervisor Gonçalves called the meeting to order at 7:30 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

Supervisor Gonçalves stated that the Town of Lewisboro Standard & Poor's rating has been upgraded to AA+. He thanked the current employees, prior Supervisor Peter Parsons, prior Comptroller Leo Masterson, and current Comptroller Nisha Singh.

COMPREHENSIVE PLAN UPDATE & REVIEW OF PROPOSED ZONING CODE REVISIONS (7:32 – 9:47 P.M.)

The Town Board along with Valerie Monastra from Nelson Pope & Voorhis (NPV), Judson Siebert, Planning Board Attorney with Keane & Beane and Attorney Christian Gates with Keane & Beane were in attendance.

Ms. Monastra started off by saying that an inventory analysis was done, then public outreach, goals and objectives were developed and then the committee developed the comprehensive plan. The Town Board will need to ultimately approve the amendments to the Comprehensive Plan, which has not been updated since the 1980's. They will also need to hold public hearings on the proposed zoning changes as well. There is no time constraint to adopting the plan and it will help with any development in the future and modernizing with the times. This will also allow the town to better position themselves for grant funding.

Mr. Siebert emphasized that the Town Board is not adopting the Comprehensive Plan but rather adopting the amendments to the Comprehensive Plan.

Ms. Monastra went over the proposed zoning code revisions (see attached).

Mr. Siebert then discussed next steps. Key components include the update on the comprehensive plan and the set of amendments to the Zoning Code, but the comprehensive plan is the foundation, which should be dealt with first before any Zoning changes. A resolution was passed by the Comprehensive Master Plan Committee on 02/22/2024 stating in part that “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” and was read into the Town Board minutes on 02/26/2024.

Mr. Siebert reiterated that the Comprehensive Plan would need to be updated and then there is the set of amendments. His suggestion was to treat them in 2 distinct phases with two different public hearings.

A Resolution for adoption setting the first of two (2) public hearings on the Comprehensive Plan Amendments to be conducted by the Town Board in accordance with NY Town Law Section 272-a will need to be voted on. The Resolution will set a date for the initial public hearing. Again, this is on Comprehensive Plan Amendments only. Town Code amendments will immediately follow the Town Board’s adoption of the Comprehensive Plan Amendments.

Once the first public hearing is set, the Comprehensive Plan amendments should be available in the Town Clerk’s Office and a copy delivered to the Library for viewing (this is necessary to adhere to the NY Town Law requirements).

After the initial public hearing on the Comprehensive Plan amendments the Town Board will need to refer the Comprehensive Plan amendments to County Planning for review and comment (this will also include SEQRA documentation, which will be provided to the Town Board in advance of the public hearing); close the initial public hearing; and set the “final” public hearing for a later date. (Note: Town Board will need response from County prior to final hearing). A final public hearing on the Comprehensive Plan Amendments will take place; Town Board closes public hearing; SEQRA Negative Declaration is adopted; and Comprehensive Plan Amendments are adopted via Resolution.

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 \$436,488.81.

MEETINGS – Dates Set

There will be a Town Board meeting on Monday, April 8, 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 Councilwoman Rendo, the Board voted 5-0 to go into executive session at 9:48 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 10:44 p.m.

ADJOURNMENT

On motion by Councilwoman Shah, seconded by Councilman Sklarin, the Board voted 5-0 to adjourn at 10:45 p.m.

Janet L. Donohue
Town Clerk