

A meeting of the Town Board of the Town of Lewisboro, Westchester County, New York, was held on February 10, 2014, at 7:30 p.m. at the Town House, 11 Main Street, South Salem, New York.

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

Also attending was the Attorney for the Town Jennifer Herodes, Facilities Maintenance Manager Joel Smith, Confidential Secretary/Benefits Coordinator Mary Hafter, and Parks and Recreation Superintendent Dana Mayclim.

Mr. Parsons called the meeting to order at 7:33 p.m.

PLEDGE OF ALLEGIANCE

Supervisor Parsons led the Pledge of Allegiance to the flag.

PUBLIC COMMENT PERIOD

CONSENT AGENDA

On motion by Mr. DeLucia, seconded by Mr. Kelly, the Board voted 4-0 to approve the Town Board minutes of January 27, 2014 and voted 5-0 to approve the Building, Planning, and Police Reports for January, 2014.

MINUTES - Approved

On above motion and second, the Board voted 4-0 to approve the Town Board meeting minutes of January 27, 2014.

THE VOTE:	Yes	- Parsons, DeLucia, Kelly, Welsh	(4)
	Abstain	- Pappalardo	(1)
	Absent	- None	(0)

REPORTS – Monthly Report

On the above motion and second, the Board voted 5-0 to accept and file the January reports from the Building, Planning and Police Departments.

THE VOTE:	Yes	- Parsons, DeLucia, Kelly, Pappalardo, Welsh	(5)
	No	- None	(0)
	Absent	- None	(0)

GIRL SCOUT GOLD AWARD PROJECT – Approval of Kate Wickersham’s Gold Award Project

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

THE VOTE:	Yes	- Parsons, DeLucia, Kelly, Pappalardo, Welsh	(5)
	No	- None	(0)
	Absent	- None	(0)

RESOLUTION

RESOLVED, that the Town Board does approve Girl Scout Kate Wickersham of Troop 1040 moving forward with her Gold Award Girl Scout project. This project consists of reconstructing the staircase and railings that leads up to the tennis courts in the Town Park. She will be working closely with Randy Price from the Parks & Recreation Department and she hopes to have it completed by the start of day camp.

EAGLE SCOUT PROJECT – Approval of James Kelly’s Eagle Scout Project

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

THE VOTE:	Yes	- Parsons, DeLucia, Kelly, Pappalardo, Welsh	(5)
	No	- None	(0)
	Absent	- None	(0)

RESOLUTION

RESOLVED, that the Town Board does approve Boy Scout James Kelly of Troop 1 moving forward with his Eagle Scout project. This project will consist of building and installing Purple Martin birdhouses by Lake Oscaleta and by Lake Waccabuc.

CLEANING BID – Acceptance of Bid

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

THE VOTE:	Yes	- Parsons, DeLucia, Kelly, Pappalardo, Welsh	(5)
	No	- None	(0)
	Absent	- None	(0)

RESOLUTION

RESOLVED, that the Town Board approves the cleaning bid from Reliable Cleaning Systems, Inc., at \$1,145 per month, as per the recommendation of Joel Smith, Facilities Maintenance Manager, as reviewed by counsel, for a period of two years.

INFORMATION TECHNOLOGY’S DATA BREACH POLICY AND DISASTER RECOVERY PLAN POLICY – Adopt a Policy

The Town is required to have at least three separate policies relating to information technologies and a disaster recovery plan policy which are subject to audits by the State.

Joel Smith, Facilities Maintenance Manager, wanted to introduce this to the Board so that they can look it over.

Mr. Welsh asked about training for this plan. There are a few on line training programs that could be utilized and Joel hopes to get the training done and no charge.

Upon completion of these polices mentioned above, Joel will forward to the Town’s counsel for their review.

KELLARD SESSIONS – Discussion of Dredging Timber and Katonah Lakes

There was a lakes grant for \$312,500 and the Town had to match those funds. The Town is working their way through the dredging project of dredging Timber and Katonah Lakes.

On motion by Mr. DeLucia, seconded by Mr. Kelly, the Board voted as follows:

THE VOTE:	Yes	- Parsons, DeLucia, Kelly, Pappalardo, Welsh	(5)
	No	- None	(0)
	Absent	- None	(0)

RESOLUTION

RESOLVED, that the Town Board authorizes the Supervisor to sign the agreement between Kellard Sessions and the Town for the dredging of Timber Lake and Lake Katonah as submitted as part of the \$312,500 matching grant for the East of Hudson funds.

WATER AND SEWER ENGINEERING PROPOSALS – Delaware Engineering

William Bright, from Delaware Engineering, made a proposal to the Board to take steps to insure that the failure of the water and sewer systems at the Oakridge condominium complex in Vista that happened in 2002 does not happen again. The proposal also addresses the need for maintenance of equipment at the Wild Oaks sewer plant, which is located in Goldens Bridge.

On motion by Mr. DeLucia, seconded by Mr. Kelly, the Board voted as follows:

THE VOTE:	Yes	- Parsons, DeLucia, Kelly, Pappalardo, Welsh	(5)
	No	- None	(0)
	Absent	- None	(0)

RESOLUTION

RESOLVED, that the Town Board authorizes the Supervisor to sign the agreement between Delaware Engineering and the Town, subject to the Wild Oaks Administrators approval, and as reviewed by counsel, in the amount of \$7,500 to conduct an analysis of water and sewer equipment and systems at the Oakridge condominiums in Vista and the Wild Oaks condominiums sewer plant in Goldens Bridge.

CLAIMS – Authorized for Payment

On motion by Mr. DeLucia, seconded by Mr. Pappalardo, the Board voted 5-0 to authorize payment of the Town's bills in the amount of \$185,595.56.

FINANCE – Five Year Budget Forecast

Frank Kelly expressed that he would like to start preparing the 5 year budget forecast that the board had previously discussed.

The forecast will be a diagnostic tool. We should not be tied irrevocably to it for budget purposes. However, the diagnostic should help the Board focus on actual budgets in context, not a vacuum. The Board should begin by having each department look over their last 5-10 year actual budgets, determine the shortfall and surplus, try to identify what elements affected either the shortfall or surplus and project out a year on year budget for 5 years.

Mr. Kelly feels that this will be more art than science at first. However, he feels that looking back and forward over a period will help the Board to avoid reactive budgeting.

The Board agreed that this would be a very good exercise. They will get the Assessor and the Comptroller involved with this five year forecast as well.

MEETINGS – Dates Set

There will be a Town Board work session on Monday, February 24, 2014 at 7:30 p.m. at the Town House, 11 Main Street, South Salem, NY.

FUTURE MEETINGS

Mr. Parsons stated that he is going to try to have all future Town Board meetings at the Town House, 11 Main Street, South Salem, unless they are expecting a large crowd of people and a different venue will be used.

EXECUTIVE SESSION – To Discuss Specific Personnel Issues and Contracts

On motion by Mr. DeLucia, seconded by Mr. Kelly, the Board voted 5-0 to go into executive session to discuss specific personnel issues and contracts.

HOUSING COMMITTEE – Appointment of Members

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

THE VOTE:	Yes	- Parsons, DeLucia, Kelly, Pappalardo, Welsh	(5)
	No	- None	(0)
	Absent	- None	(0)

RESOLVED, that Nicholas Daniello and Karen Wagner are hereby appointed as Members of the Housing Committee for a term expiring December 31, 2015.

PLANNING BOARD ATTORNEY – Re-Appointment of Keane & Beane

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

THE VOTE:	Yes	- Parsons, DeLucia, Kelly, Pappalardo, Welsh	(5)
	No	- None	(0)
	Absent	- None	(0)

RESOLVED, that the Town Board does re-appoint the law firm of Keane & Beane as attorney to the Planning Board in accordance with the terms in the response to the RFP for a one year period ending December 31, 2014.

On motion by Mr. Parsons, seconded by Mr. Kelly, the Board voted 5-0 to come out of executive session.

ADJOURNMENT

On motion by Mr. Parsons, seconded by Mr. Kelly, the Board voted 5-0 to adjourn at 10:05 p.m.

Janet L. Donohue
Town Clerk