

**TOWN OF LEWISBORO  
TOWN BOARD WORK SESSION  
AGENDA  
TOWN HOUSE  
APRIL 11, 2016  
7:30 P.M.**

**PUBLIC COMMENT**

**COMMUNICATIONS**

- **Resolution Recognizing Country Childrens' Center Celebration of the Annual Week of the Young Child, April 10 through April 16, 2016**
- **Resolution Declaring April 20, 2016, Healthy Teen Brain Day**

**CONSENT AGENDA**

- **Approval of Minutes of March 28, 2016**
- **Monthly Reports March 2016**
  - **Building Department**
  - **Police Department**

**NEW BUSINESS**

- **Resolution to Approve Kellard Sessions' Proposal for Engineering Services for Annual Inspection of Town's Stormwater Outfalls and Maintenance of the Town's Geographic Information Systems (GIS) Stormwater Drainage Data, as Provided in 2016 Town Budget**
- **Resolution to Approve Bid for Installation of HVAC System in Goldens Bridge Community House, as Provided for in Previously Approved 2016 BAN**

**OLD BUSINESS**

- **Discussion of No Parking Regulations on Spring Street Between Route 35 and Main Street Intersection**
- **Discussion of Oakridge Water District and Oakridge Sewer District Billing Methodologies**
- **Discussion of Town Pool Improvements, as Proposed by Lewisboro Swim Team Coach**

## **APPROVAL OF CLAIMS**

## **POLLING OF THE BOARD**

## **ANNOUNCEMENTS**

- **Town Board Meeting April 25, 2016 at 7:30 p.m. at the Town House, 11 Main Street, South Salem.**

## **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.**

**RESOLUTION ADOPTED BY THE TOWN BOARD OF THE TOWN OF  
LEWISBORO AT A MEETING HELD ON APRIL 11, 2016**

**WHEREAS the Town of Lewisboro and other local municipalities and organizations in conjunction with the National Association for the Education of Young Children (NAEYC) and the Country Childrens Center, with five child care sites in our area, including two in Yorktown, are celebrating the Week of the Young Child April 10-16;**

**WHEREAS by joining the Country Childrens Center in calling attention to the need for high-quality early childhood services for all children and families within our community, these groups hope to improve the quality and availability of such services; and**

**WHEREAS the purpose of the Week of the Young Child is also to focus on recognizing the early childhood programs and services that meet the needs of young children in our community and to also celebrate their teachers and families;**

**WHEREAS, the future of our community depends on the quality of the early childhood experiences provided to young children today; and**

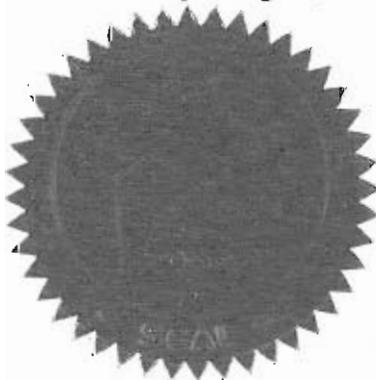
**WHEREAS, high -quality early childhood services represent a worthy commitment to our children's future;**

**I, Peter Parsons, Supervisor of the Town of Lewisboro, along with my Town Board, do hereby proclaim April 10-16 the Country Childrens Center Week of the Young Child in Lewisboro, New York, and urge all citizens to recognize and support the needs of young children in our community.**

**Dated at South Salem, New York,  
on this 11th day of April, 2016,**



**Peter H. Parsons, Town Supervisor**



**RESOLUTION ADOPTED BY THE TOWN BOARD OF THE TOWN OF  
LEWISBORO AT A MEETING HELD ON APRIL 11, 2016**

**WHEREAS, our youth are our greatest joy and our hope for the future, so it is necessary for us to support them in making safe and healthy decisions, while creating a supportive environment that safeguards their future, and;**

**WHEREAS, many of our youth are making very healthy and safe decisions to remain marijuana-free and providing leadership in their schools and communities to help other youth remain marijuana-free, and:**

**WHEREAS, there is strong objective evidence that marijuana is harmful to the adolescent brain, with the potential to cause distorted perceptions, difficulty with thinking and problem solving, disrupted learning and memory, and impaired reaction time, attention span, judgment, balance and coordination\*, and:**

**WHEREAS, it is with special pleasure that we join with the youth and adult leaders of the Westchester Coalition for Drug and Alcohol Free Youth in celebrating the first "Healthy Teen Brain Day" to applaud and support our youth who are making healthy decisions, and;**

**WHEREAS, on behalf of the citizens of the Town of Lewisboro, we are pleased and proud to join all associated with the inception of Healthy Teen Brain Day and urge all citizens to acknowledge this very important day.**

**NOW, THEREFORE, we, the Town Board of the Town of Lewisboro , proclaim Wednesday, April 20, 2016 to be Healthy Teen Brain Day in Westchester County and proudly join our fellow residents in marking this very special occasion.**

***\*American College of Pediatricians - September 2015***

**Dated at South Salem, New York,  
on this 11th day of April, 2016,**



**Peter H. Parsons, Town Supervisor**

## MONTHLY REPORT MARCH 2016

Quantity	Bld Permit	Permit	CC/CO	RM	EQ
17	Res Minor Work	\$ 2,580.00	\$ 900.00	\$ 34.00	\$ 250.00
3	Res ADD	3620.00	3320.00	6.00	100.00
0	Res Acc Str	0.00	0.00	0.00	0.00
8	Res Alt	3250.00	2450.00	16.00	0.00
0	Res New	0.00	0.00	0.00	0.00
0	Res Renew	0.00	0.00	0.00	0.00
1	Comm Alt/Add	2370.00	2270.00	2.00	0.00
0	Comm Minor	0.00	0.00	0.00	0.00
3	ZBA	1000.00	0.00	6.00	0.00
2	Other Permits	3660.00	3460.00	4.00	50.00
0	220-76C	0.00	0.00	0.00	0.00
6	Wetlands/EQ	950.00	600.00	0.00	50.00
3	Civil Penalty	1910.00	0.00	0.00	0.00
1025	Copies	256.30	0.00	0.00	0.00
0	Misc	0.00	0.00	0.00	0.00

Total	\$ 19,596.30	\$ 13,000.00	\$ 68.00	\$ 450.00
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Total Receipts :	\$ 33,114.30
Total Deposits:	\$ 33,114.30

Bldg Insp: Peter Bant

Date: 3/28/16

Total: \$ 33,114.30

33114.3

Difference

<u>Res. MW</u>	<u>BP</u>	<u>CC</u>	<u>RM</u>	<u>EQ</u>	<u>Residential Add</u>	<u>BP</u>	<u>CO</u>	<u>RM</u>	<u>EQ</u>	
Dombrow	140		40	2	0	Cannon/Mitchel	600	500	2	50
Kalenson	160		60	2	0	Ahn	2850	2750	2	0
Wishnie	180		80	2	0	Fairchild	170	70	2	50
Epstein	140		40	2	0					
A-Home	200		100	2	0					
Pendelton	230		130	2	0					
Vataj	120		20	2	50					
Wilbarg	140		40	2	50					
Chess	200		100	2	0					
Osborne	120		20	2	0					
Witkin	130		30	2	0					
Witkin	130		30	2	0					
A-Home	190		90	2	0					
D'Agostino	110		20	2	0	<b>Column Total</b>	<b>3620</b>	<b>3320</b>	<b>6</b>	<b>100</b>
Attwell	150		50	2	50	<b>Subtotal</b>		<b>7046</b>		
Donaldson	130		30	2	50	<b>Comm. MW</b>	<b>BP</b>	<b>CO</b>	<b>RM</b>	<b>EQ</b>
Doyle	110		20	2	50					
						<b>Column Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
						<b>Subtotal</b>		<b>0</b>		
						<b>Res. Alt</b>	<b>BP</b>	<b>CO</b>	<b>RM</b>	<b>EQ</b>
						Ingraham	200	100	2	0
						Olson	230	130	2	0
						Smith	710	610	2	0
						Stewart	190	90	2	0
						Geaney	400	300	2	0
						McDaniel	500	400	2	0
						Van der Heyden	850	750	2	0
						Hill	170	70	2	0
						<b>Column Total</b>	<b>3250</b>	<b>2450</b>	<b>16</b>	<b>0</b>
						<b>Subtotal</b>		<b>5716</b>		
						<b>Res. New</b>	<b>BP</b>	<b>CO</b>	<b>RM</b>	<b>EQ</b>
						<b>Column Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
						<b>Subtotal</b>		<b>0</b>		
						<b>220-76C</b>	<b>BP</b>	<b>CO</b>	<b>RM</b>	<b>EQ</b>

Column Total	0	0	0	0
Subtotal	0			

Res Renewal	BP	CO	RM	EQ
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Column Total	0	0	0	0
Subtotal	0			

Wetland	W/P	S/W	EQ
Wallach	150	0	0
Lake Katonah Clb	150	0	0
Weisman	500	450	0
Cannon/Mitchel	150	0	0
Odermatt	0	150	0
Solecki	0	0	50

Column Total	2580	900	34	250
Subtotal	\$ 3,764.00			

Column Total	950	600	50
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Civil Penalty	CP
Wishnie	160
Van der Heyden	1500
Hill	250
Subtotal	1910

Other Permits	BP	CC	RM	EQ
Honzawa	2210	2110	2	0
Brenner	1450	1350	2	50
Subtotal	1600			

Comm. Add/Alt	BP	CO/CC	RM	EQ
Bedford Prof. As	2370	2270	2	0
Column Total	2370	2270	2	0
Subtotal	4642			

Column Total	3660	3460	4	50
Subtotal	7174			
ZBA	Permit Application	RM		
Legenzowski	500	2		
Elegant Banquets	250	2		
Weisman	250	2		

Misc	BP	CO/CC	RM	EQ
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Column Total					0	0	0	0	Column Total	1000	0	6	0				
Subtotal					0	Subtotal								1006			
<b>Cash</b>					<b>Res. A/S</b>		<b>BP</b>		<b>CO</b>		<b>RM EQ</b>						
Copies	16.3																
Copies	235																
Copies	5																
Subtotal					256.3	Column Total								0	0	0	0
Subtotal					Subtotal								0				



March 30, 2016

Town Board  
Town of Lewisboro  
P.O. Box 500  
11 Main Street  
South Salem, New York 10590

Attn: Supervisor Peter Parsons

RE: Stormwater Management Program  
Illicit Discharge Detection and Elimination  
Town of Lewisboro

Dear Supervisor Parsons and Members of the Town Board:

Kellard Sessions Consulting, Engineering, Landscape Architecture & Planning, P.C. (hereafter referred to as "Kellard Sessions Consulting") is pleased to submit this proposal to provide professional engineering services pertaining to the annual inspection of the Town's stormwater outfalls and maintenance of the Town's Geographic Information Systems (GIS) stormwater drainage data.

The following subjects have been documented within this proposal in an effort to outline and clarify the terms of this agreement between Kellard Sessions Consulting and the Town of Lewisboro (client).

- Scope of Services
- Additional Services
- Fees
- Payment Schedule

### **Scope of Services**

#### I. Field Inspection of Outfalls ( $\pm 20\%$ of total) for Year 4-2016

As the Town Board is aware, in 2012, Kellard Sessions Consulting completed a town-wide inventory of all stormwater outfalls located within the Town of Lewisboro that discharge stormwater from the Town's stormwater conveyance system. All outfalls were field located by our office and have been mapped using GIS, as required by the New York State Department of Environmental Conservation (NYSDEC) SPDES General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (hereafter referred to as "the SPDES General Permit"). Per the SPDES General Permit, the Town was required to locate, map, evaluate and photograph all outfalls over a period of five (5) years, beginning in 2008. While efforts had previously been made by the Town, the majority of this work was completed by our office in the summer and fall of 2012.

Minimum Control Measure #3, Illicit Discharge Detection and Elimination, of the SPDES General Permit requires the Town to conduct an outfall reconnaissance inventory addressing every outfall within the Town's jurisdiction at a frequency of at least once every five (5) years, with reasonable progress each year. Now that a Town-wide inventory has been completed, approximately 20% of the outfalls must be inspected and reported each year, with all outfalls being inspected every five (5) years. The Town Board will recall that Kellard Sessions Consulting completed the outfall reconnaissance inventory for 60% of the outfalls during Years 2013, 2014 and 2015.

Kellard Sessions Consulting identified and mapped a total of 694 outfalls which discharge stormwater from the Town's conveyance system. Each outfall was mapped, photographed, provided a unique identification number and was assessed for outfall type, material type, dimension, sub-watershed, and the name of the watercourse to which it discharges. In order to maintain compliance with NYSDEC regulations, Kellard Sessions Consulting proposes to inspect approximately 140 outfalls in the 2016 calendar year (approximately 20% of the total number of outfalls). Kellard Sessions Consulting is uniquely qualified to complete this work as we have physically located, mapped and previously inspected each of these outfalls.

Kellard Sessions Consulting will field-inspect each outfall and will complete the mandatory Outfall Reconnaissance Inventory Field Sheet, which includes information such as outfall location, type, shape, dimension, flow volume, temperature, pH, and other physical indicators

for flowing and non-flowing outfalls. In addition to completing the Reconnaissance Form, a photograph of each outfall will be taken. Following completion of this work, Kellard Sessions Consulting will provide the Town with hard copies of the Reconnaissance Forms and photographs, presented and categorized in a three-ring binder. The Westchester County GIS Department is currently investigating alternative methods for data collection, including digital or web-based inventory systems on hand held devices. The format and inventory platform has not yet been defined; however, Kellard Sessions Consulting will certainly take advantage of any programs or platforms made available by Westchester County which streamlines this task and provides the Town with user-friendly access to a county-wide database.

## II. GIS Stormwater Data Maintenance (Year 4-2016)

As required by the SPDES General Permit, in 2012, Kellard Sessions Consulting completed a Town-wide inventory of MS4 regulated stormwater outfalls and an inventory of the Town's stormwater conveyance system within the portion of Town located within the New York City East of Hudson Watershed (approximately 75% of the Town). Under a prior agreement with the Town, Kellard Sessions Consulting field located and inventoried all Town-owned drainage inlets, outfalls, pipes, culverts, manholes, swales and drainage ditches which were mapped using GIS.

As the Town completes its annual inventory and re-assessment of stormwater outfalls (described in Section I above) and as the Town's stormwater conveyance system is modified and expanded over time, it will be necessary for the Town to maintain and update its GIS data and inventory. To maintain a level of consistency and accuracy, Kellard Sessions Consulting proposes to maintain the Town's stormwater-related GIS data, specifically the drainage inlets, outfalls, pipes, manholes, and open drainage datasets previously created, populated and delivered to the Town by this office.

Kellard Sessions Consulting will update the Town's stormwater outfall dataset, inclusive of any new outfalls found in the field which were not previously inventoried. Further, this office proposes to meet with the Town Highway Superintendent periodically to discuss any modifications or additions to the Town's stormwater conveyance infrastructure so that these new or modified features can be inventoried and the appropriate GIS dataset (inlets, outfalls, pipes, manholes, and open drainage) be updated accordingly. Kellard Sessions Consulting will provide the Town with revised/updated data, via CDROM or other acceptable storage device.

Supervisor Peter Parsons  
March 30, 2016  
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Additional Services

Additional services shall include all services not specifically defined within the Scope of Services above. If required, additional services shall be billed based on a determined lump sum fee agreed to between the Town and Kellard Sessions Consulting prior to commencement of additional work, or the hourly rate schedule for the year services are performed.

Fees

- I. Field Inspection of Outfalls ( $\pm 20\%$  of total) for Year 4-2016.....\$2,800.00
- II. GIS Stormwater Data Maintenance (Year 4-2016).....T&M As Required

Regarding fees associated with the GIS Stormwater Data Maintenance task, time spent on updating the Town's GIS stormwater datasets will depend on the extent of modifications made to the Town's stormwater conveyance system by either the Town or others who would be donating such improvements to the Town. The cost for such services shall be limited to \$3,000.00 unless approved in advance by the owner.

Payment Schedule

Kellard Sessions Consulting shall submit bills on a monthly basis as work is performed and statements shall be paid within 30 days of the billing date.

Thank you for the opportunity to work with you on this venture. If you have any questions, please contact us at your convenience.

Very truly yours,



John Kellard, P.E., President  
Kellard Sessions Consulting  
Consulting Town Engineers, Planners and Wetland Consultants

JK/pg

Supervisor Peter Parsons  
March 30, 2016  
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AUTHORIZATION TO PROCEED:

BY \_\_\_\_\_  
Supervisor Peter Parsons

DATE \_\_\_\_\_