

**NORTH SALEM TOWN BOARD AGENDA
REGULAR MEETING/WORKSESSION
TOWN MEETING HALL
66 JUNE ROAD
April 23, 2024
6:30 pm Executive Session
7:15 pm Town Board Meeting**

**MEETINGS ARE IN-PERSON or
ZOOM DIAL IN NUMBER**

1. 929-205-6099
2. ID 914-261-2636
3. <https://zoom.us/j/9142612636>

RESOLUTIONS

1. To go into Executive Session – Personnel - Particular Persons and Board Interview
2. To Amend Resolution #117-24 - To Appoint Intermediate Account Clerk
3. To Appoint Personnel – Recreation
4. To Re-appoint Members - Capital Planning Committee
5. To Appoint Member - Capital Planning Committee
6. To Authorize Expense – Climate Smart Community Leadership Committee
7. To Authorize Supervisor to Sign Agreement - First Student Inc.
8. To Authorize Supervisor to Sign Agreement – Hayfields Inc.
9. To Grant a Waiver of the Application Processing Restrictive Law – 113 Mills Road
10. To Grant a Waiver of the Application Processing Restrictive Law – 2 Brookside Lane
11. To Authorize Release of Planning Board Escrow – 2 Brookside Lane
12. To Authorize Release of Planning Board Escrow – 141 Baxter Road
13. To Authorize Release of Planning Board Escrow – 301 Hardscrabble Road
14. To Authorize Release of Planning Board Escrow – 301 Hardscrabble Road
15. To Authorize Release of Planning Board Escrow – 10 Front Street
16. To Authorize Release of Building Department Engineering Escrow – 6 Delancey Road
17. To Amend Employee Handbook – Section 1107
18. To Approve the Request and Permit for Use of Facilities for Special Events Application – North Salem Artisanal Farmers Market
19. To Authorize Expense – Phoenix Mechanical Corp.
20. To Authorize Expense - Logically
21. To Authorize Fee Waiver – North Salem Historical Society
22. To Appoint Assessment Clerk

WORKSESSION

1. Discussion – NS Community Center Use Policy – Private Events
2. Discussion – Sunday Traffic at Hayfields
3. Discussion – Potential Recreation Department Programs at the NS Farmers Market
4. Croton Falls Master Plan Review -Session IV

Posted: April 19, 2024

1. TO GO INTO EXECUTIVE SESSION – PERSONNEL – PARTICULAR PERSONS AND BOARD INTERVIEW

Motion made by
Seconded by

RESOLVED, that the Town Board of the Town of North Salem shall enter into Executive Session for personnel items and a board interview.

2. TO AMEND RESOLUTION 117-24 - TO APPOINT INTERMEDIATE ACCOUNT CLERK

Motion made by
Seconded by

RESOLVED, that the Town Board of the Town of North Salem hereby amends Resolution #117-24 as follows:

RESOLVED, that the Town Board of the Town of North Salem hereby appoints Audrey Wilson as full-time Office Assistant (Automated Systems) with an annual salary of sixty-six thousand twenty-eight dollars and four cents (\$66,028.04) effective April 10, 2024 and subject to a probationary period of not less than twelve (12) weeks nor more than fifty-two (52) weeks.

3. TO APPOINT PERSONNEL – RECREATION

Motion made by
Seconded by

RESOLVED, that the Town Board of the Town of North Salem hereby appoints Sage Kilbourn and Mikaela Spennicchia as part-time Recreation Attendants for up to sixteen (16) hours per week at an hourly rate of seventeen dollars (\$17.00) per hour effective April 24, 2024, and subject to a probationary period of not less than twelve (12) weeks and not more than fifty-two (52) weeks.

4. TO RE-APPOINT MEMBERS - CAPITAL PLANNING COMMITTEE

Motion made by
Seconded by

RESOLVED, that the Town Board of the Town of North Salem hereby re-appoints the following members to the Capital Planning Committee for the year 2024:

- Cynthia Curtis
- Katherine Daniels
- Vincent Farrell
- Russell Gray
- Maria Hlushko
- Janine Kourakos
- Kenneth Lippmann
- Warren Lucas

5. TO APPOINT MEMBER - CAPITAL PLANNING COMMITTEE

Motion made by
Seconded by

RESOLVED, that the Town Board of the Town of North Salem hereby appoints Fred Soward to the Capital Planning Committee for the year 2024.

6. TO AUTHORIZE SUPERVISOR TO SIGN AGREEMENT - FIRST STUDENT INC.

Motion made by
Seconded by

RESOLVED, that the Town Board of the Town of North Salem hereby authorizes the Supervisor to sign an agreement with First Student Inc. for the 2024 summer camp session as per the 2023 bid which allowed a continuation of the summer camp contract with a CPI increase. The Town will renew the 2024 Summer Camp Transportation agreement with a 3.5% CPI increase for a total of \$543.38 per bus per day. The total amount for five (5) buses for 28 days will be seventy-six thousand seventy-three dollars and twenty cents (\$76,073.20) for bus service starting on 7/1/2024 and ending on 8/9/2024 without service on 7/4/2024 and 7/5/2024. All costs are paid for by the users of the transportation.

7. TO AUTHORIZE EXPENSE – CLIMATE SMART COMMUNITY LEADERSHIP COMMITTEE

Motion made by
Seconded by

RESOLVED, that the Town Board of the Town of North Salem hereby approves an expense not-to exceed one thousand dollars (\$1,000.00) for the purchase of LED Lightbulbs to be given away at various committee educational forums and events.

8. TO AUTHORIZE SUPERVISOR TO SIGN AGREEMENT – HAYFIELDS INC.

Motion made by
Seconded by

RESOLVED, that the Town Board of the Town of North Salem hereby authorizes the Supervisor to sign an agreement with Hayfields Inc. to provide Charcuterie Workshops at the North Salem Community Center for sixty dollars (\$60.00) per person for the 2024 season.

9. TO AUTHORIZE WAIVER OF APPLICATION PROCESSING RESTRICTIVE LAW (APRL) – 113 MILLS ROAD

Motion made by
Seconded by

RESOLVED, that the Town Board of the Town of North Salem hereby issues an extension of the waiver of the provision of the Application Processing Restrictive Law (APRL) (originally granted on July 26, 2022) to Martin Monaghan and Catherine McGinn of 113 Mills Road, North Salem, N.Y. for Violation No.22-01, for a period of six months to expire on October 24, 2024, so that the Application may proceed before the Planning Board.

10. TO AUTHORIZE WAIVER OF APPLICATION PROCESSING RESTRICTIVE LAW (APRL) – 2 BROOKSIDE LANE

Motion made by
Seconded by

RESOLVED, that the Town Board of the Town of North Salem hereby issues an extension of the waiver of the provision of the Application Processing Restrictive Law (APRL) (originally granted on October 24, 2023) to Dawn Bossi of 2 Brookside Lane, North Salem, N.Y. 10560 for Violation No.23-07, for a period of six months to expire on October 13, 2024, so that the Application may proceed before the Planning Board.

11. TO AUTHORIZE RELEASE OF PLANNING BOARD ESCROW – 2 BROOKSIDE LANE

Motion made by
Seconded by

RESOLVED, that the Town Board of the Town of North Salem hereby authorizes the release of the Planning Board Escrow for 2 Brookside Lane, North Salem, NY 10560 in the amount of seven hundred eighty-four dollars and fifty-nine cents (\$784.59) as approved by the Planning Board on April 10, 2024. The check should be made payable to: CMJD LLC c/o Richard Bossi, 2 Brookside Lane, North Salem NY 10560.

12. TO AUTHORIZE RELEASE OF PLANNING BOARD ESCROW – 141 BAXTER ROAD

Motion made by
Seconded by

RESOLVED, that the Town Board of the Town of North Salem hereby authorizes the release of the Planning Board Escrow for 141 Baxter Road, North Salem, NY 10560 in the amount of four hundred thirteen dollars and forty-eight cents (\$413.48) as approved by the Planning Board on April 10, 2024. The check should be made payable to: Baxter Road LLC c/o Matthew Edmonds, 141 Baxter Road, North Salem NY 10560.

13. TO AUTHORIZE RELEASE OF PLANNING BOARD ESCROW – 301 HARDSCRABBLE ROAD

Motion made by
Seconded by

RESOLVED, that the Town Board of the Town of North Salem hereby authorizes the release of the Planning Board Escrow for 301 Hardscrabble Road, North Salem, NY 10560 in the amount of one thousand five hundred ten dollars and thirteen cents (\$1,510.13) as approved by the Planning Board on April 10, 2024. The check should be made payable to: The Auburn Group, LLC c/o Lynn Edens, 111 West 19th Street, 8th floor, New York, NY 10011.

14. TO AUTHORIZE RELEASE OF PLANNING BOARD ESCROW – 301 HARDCRABBLE ROAD

Motion made by
Seconded by

RESOLVED, that the Town Board of the Town of North Salem hereby authorizes the release of the Planning Board Escrow for 301 Hardscrabble Road, North Salem, NY 10560 in the amount of one hundred ten dollars (\$110.00) as approved by the Planning Board on April 10, 2024. The check should be made payable to: Hogan, Rossi & Liguori c/o Michael Liguori, Esq., 3 Starr Ridge Road, suite 200, Brewster, NY 10509.

15. TO AUTHORIZE RELEASE OF PLANNING BOARD ESCROW – 10 FRONT STREET

Motion made by
Seconded by

RESOLVED, that the Town Board of the Town of North Salem hereby authorizes the release of the Planning Board Escrow for 10 Front Street, Croton Falls, NY 10519 in the amount of three hundred eighty-three dollars and forty cents (\$383.40) as approved by the Planning Board on April 10, 2024. The check should be made payable to: Joe Marconi, 16 Powderhorn Road, Patterson, NY 12563.

16. TO AUTHORIZE RELEASE OF BUILDING DEPARTMENT ENGINEERING ESCROW – 6 DELANCEY ROAD

Motion made by
Seconded by

RESOLVED, that the Town Board of the Town of North Salem hereby authorizes the release of the Building Department Engineering Escrow for 6 Delancey Road, North Salem in the amount of three hundred thirty-four dollars and thirty-seven cents (\$334.37) as approved by Building Inspector James Duhigg. The check should be made payable: Richard S. Pine, 25 Aspinwall Road, Briarcliff Manor, NY 10510.

17. TO AMEND EMPLOYEE HANDBOOK – ADD SECTION 1107

Motion made by
Seconded by

RESOLVED, that the Town Board of the Town of North Salem hereby amends the Town Employee handbook (adopted December 23, 2019) by adding a new Section 1107 to read as follows:

1107 Political Advertisements in the Workplace

Policy Statement – The Town complies with NYS General Municipal Law §99-z, which prohibits municipal officers or employees from displaying political advertisements on public property.

Political Advertisements – "Political advertisement" shall mean any poster, sign, flag, banner, picture, sticker, patch, bumper sticker, article of clothing, accessory or any other item meant to advertise or promote a certain individual for political office. There are certain exceptions when such a political advertisement appears in a book, digital medium, museum, or otherwise serves an educational or historical purpose, or in instances where the certain individual who is the subject of such political advertisement is deceased.

Prohibited Conduct – A municipal officer or employee, whether paid or unpaid, is prohibited from displaying or causing to be displayed any political advertisement on or within any public building occupied in the discharge of official duties by an employee or officer of the Town, or on any public flagpole, monument, sign or any other permanent structure that such municipal officer or employee interacts with as part of their official capacity.

This prohibition also applies to political advertisements on any uniform, accessory, or other gear worn or used by a municipal officer or employee as part of their official capacity, as well as on or within any Town-owned vehicle, or any equipment owned by the Town.

18. TO APPROVE THE REQUEST AND PERMIT FOR USE OF FACILITIES FOR SPECIAL EVENTS APPLICATION – NORTH SALEM ARTISINAL FARMERS MARKET

Motion made by
Seconded by

RESOLVED, that the Town Board of the Town of North Salem hereby approves the Request and Permit for Use of Facilities for Special Events application for an Artisanal Farmers Market in the Croton Falls Commuter Parking Lot per the attached application dated February 12, 2024 and as authorized by the Department of Environmental Protection Land Use Permit #3547.

19. TO AUTHORIZE EXPENSE – PHOENIX MECHANICAL CORP.

Motion made by
Seconded by

RESOLVED, that the Town Board of the Town of North Salem hereby authorizes an expense in the amount of xxx xxx dollars (\$xxx.xx) to Phoenix Mechanical Corp. for a high-efficiency heat pump system at the North Salem Highway Department, 250 June Road.

20. TO AUTHORIZE EXPENSE – LOGICALLY

Motion made by
Seconded by

RESOLVED, that the Town Board of the Town of North Salem hereby authorizes an expense of three hundred fifty dollars (\$350.00) to Logically to configure and install new computers in two North Salem Police Department vehicles as outlined in Proposal #1046781.1 dated April 16, 2024.

21. TO AUTHORIZE FEE WAIVER – NORTH SALEM HISTORICAL SOCIETY

Motion made by
Seconded by

RESOLVED, that the Town Board of the Town of North Salem hereby waives the Building, Planning and Zoning Permit Fees, where applicable, for the North Salem Historical Society’s proposed Shed Replacement Project.

22. TO APPOINT ASSESSMENT CLERK

Motion made by

Seconded by

RESOLVED, that the Town Board of the Town of North Salem hereby appoints Alexia Vassiliou as permanent full-time Assessment Clerk with an annual salary of \$62,133.92 effective as of April 24, 2024 after having successfully served a provisional appointment in that title for a time period greater than the minimum required probationary period of twelve (12) weeks.