



# Town of Yorktown

*Office of the Supervisor Edward Lachterman*

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## **FINAL TOWN BOARD WORK SESSION**

### **MEETING AGENDA**

**May 13, 2025**

**Spadaccia Meeting Room**

**363 Underhill Avenue, Yorktown, NY 10598**

### **6:30PM EXECUTIVE SESSION**

The Town Board may move into Executive Session to discuss the employment of particular individuals and/or litigation matters.

### **7:30 OPEN SESSION**

### **PROCLAMATION**

National Police Week

### **DISCUSSIONS**

- Town Website - Robyn Steinberg
- 800 E. Main Street (AMS)
- 1552 Paine Street FSWPPP Application
- Update Hallocks Mill Sewer Project Phases

### **RESOLUTIONS**

From the Human Resource Department

#### **Appoint Matthew Recine to the position of Motor Equipment Operator in the Refuse and Recycling Department**

Be It Resolved, that Matthew Recine, is hereby appointed to Motor Equipment Operator, job class code 0427-02, within the Refuse and Recycling Department, effective June 2, 2025 to be paid from Yorktown CSEA Salary Schedule A, Group 10, Step 3 which is \$67,030.00 annually with benefits, such as, sick days, personal days, and floating holidays to follow the CSEA agreement; and

Be It Resolved, contingent upon successful completion of a drug test; and

Be It Further Resolved, that this appointment is subject to a probationary period of not less than 12 nor more than 52 weeks, commencing on the first date of appointment on June 2, 2025.

**Appoint Rita Mancuso to the position of Real Property Appraiser in the Assessor's office**

Be It Resolved, that Rita Mancuso, is hereby appointed Real Property Appraiser, job class code 0064-01 from eligible list 85-180, effective June 16, 2025 to be paid from Yorktown CSEA Salary Schedule A1, Group 12, Step 3 which is \$82,116.00 annually with benefits, such as, sick days, personal days, and floating holidays to follow the CSEA agreement; and

Be It Resolved, contingent upon successful completion of a drug test; and

Be It Further Resolved, that this appointment is subject to a probationary period of not less than 12 nor more than 52 weeks, commencing on the first date of appointment on June 16, 2025.

**Colin Russell is hereby promoted to Librarian in the John C. Hart Memorial Library**

Be It Resolved, that Colin Russell is hereby promoted to the civil service title, Librarian II, job class code 0223-01 from eligible list number 63-020, effective May 31, 2025; to be paid at the rate set forth in Yorktown CSEA salary schedule A1, group XIV Step 3, which is \$89,596 annually, with benefits, such as sick days, personal days, and floating holidays to follow the CSEA agreement;

Be It Further Resolved, that this appointment is subject to a probationary period of not less than 12 weeks, commencing on the first day of appointment on May 31, 2025.

**Authorize Comptroller to pay Justin Guaragna the cash value of unused time as of his date of termination**

Be It Resolved, that the Town Board hereby authorizes the Town Comptroller to pay Justin Guaragna the cash value of unused time as of his date of termination:

Rate of Pay:	\$32.6964	
Sick:	0 hours x \$0.00 (50% Rate of Pay)	= \$ 0.00
Vacation:	00.00 hours x \$32.6964	= \$ 0.00
Personal:	00.00 hours x \$32.6964	= \$ 0.00
Floater:	15.00 hours x \$32.6964	= \$490.45
Total Amount of Payout		=\$490.45

Be It Further Resolved, that the Comptroller is hereby authorized to transfer funds for the purpose of this payout at termination as follows:

From: D.5110.101	Highway – Salaries	\$490.45
To: D.5110.108	Highway – Lump Sum Payment	\$490.45

**Authorize Comptroller to process the following Budget Transfer for the Central Garage**

Resolve, the Town Comptroller is hereby authorized to process the following budget transfer:

From: A.1002	General – Fund Balance	\$35,400.00
To: A.7215.201	Central Garage - Equipment	\$35,400.00

for the payment to 1<sup>st</sup> Heating Solutions LLC for the bid award to replace the Black Gold Waste Oil Heater in the Central Garage with Energy Logic EL-200H Waste Oil Heater in the amount of \$35,400.00.

**Authorize Comptroller to process the following budget transfer for the purchase of Outdoor Digital Signs for the Albert A. Capellini Community Center and the John C. Hart Memorial Library**

Resolved, the Town Comptroller is hereby authorized to process the following budget transfer:

From: A.1002	General Fund – Fund Balance	\$103,556.00
To: HV.1630.0200	Capital Projects – Town Buildings	\$103,556.00

to transfer funds to Town Building Capital Project for the purchase of Outdoor Digital Signs for the Albert A. Capellini Community Center and the John C. Hart Memorial Library in the amount of \$103,556.00 with \$100,000.00 reimbursable from CREST Grant #28271.

**Authorize Comptroller to process the following Budget Transfer for the Police Department**

Resolved, the Town Comptroller is hereby authorized to process the following budget transfer:

From: A3120.101	General Fund – Police Salaries	\$64,300.00
To: D.3120.210	General Fund – Police Vehicles	\$64,300.00

transfer funds to increase 2025 vehicle budget appropriations.

**Establish the Standard Work Day for the following positions in the Nutrition Department**

Whereas, the New York State Employees Retirement System requires the Town to set a standard work day for all titles, and

Whereas, the following current positions shall reflect the standard work day next to the title, now,

Therefore, Be It Resolved, the following standard work days for the purpose of retirement shall be as follows:

Office Assistant Auto – Nutrition	Standard Work Day (Hrs/day)= 6 Hrs
Intermediate Clerk - Nutrition	Standard Work Day (Hrs/day)= 6 Hrs

**Authorize Comptroller to release retainage in the amount of \$32,938.00 to Con-Tech Construction Technology, Inc., for completion of the Courthouse Plaza Project**

Whereas, Con-Tech Construction Technology, Inc., completed the Courthouse Plaza Project #23-10 which the Town considered complete on July 2, 2024, and

Whereas, the Town withheld \$32,938.00 as retainage, now, therefore be it

Resolved, that retainage percentage be reduced from 5% to 0%, and be it further

Resolved, that the amount of \$32,938.00 is hereby released to Con-Tech Construction Technology, Inc., 97 Commerce Drive, Carmel, NY 10512.

**Approve Panny Stormwater Management and Erosion Control & Sediment Control Permit T-SWPPP 043-24, Louella Road, Tax Id: Section 27.05 Block 1 Lot 33**

WHEREAS, Michael Panny as applicant, applied to the Town Board of the Town of Yorktown for a Stormwater Management and Erosion and Sediment Control permit approval under Chapter 248 of the Town Code of the Town of Yorktown; and

WHEREAS, the applicant proposes to construct a new residence, driveway, and septic system situated in an R1-20 zoning district and,

WHEREAS, the applicant proposes to move fill in excess of 200 cubic yards for the purpose of constructing a single-family home and septic system, and

WHEREAS, pursuant to Chapter 248 of the Town of Yorktown Town Code entitled "Stormwater Management and Erosion and Sediment Control" a permit is required for the proposed action in which the Town Board of the Town of Yorktown serves as approval authority; and

WHEREAS, the applicant has submitted a Town of Yorktown permit application T-SWPPP-043-24, dated December 14, 2024; and

WHEREAS, the applicant has submitted a short-form Environmental Assessment Form (EAF), dated December 11, 2024, and

WHEREAS, the Town Board referred the application to the involved boards and agencies and received and considered the following memoranda:

Planning Board  
Conservation Board  
Town Engineer  
Westchester County Planning Board  
Tree Conservation Advisory Commission  
New York City Department of Environmental Protection

WHEREAS, the proposed action has been determined to be an Unlisted Action under the State Environmental Quality Review Act (SEQRA); and

WHEREAS, the Town of Yorktown Town Board declared intent to be Lead Agency on April 1, 2025 and having received no objection is therefore Lead Agency for this action; and

WHEREAS, a public hearing was held opened on May 6, 2025 in order to solicit comments from the public regarding the proposed action, and

WHEREAS, the Town Board has considered all reasonably related long-term, short-term, direct, indirect, and cumulative environmental effects associated with the proposed action including other simultaneous or subsequent actions and determined that the action will not have a significant adverse impact on the environment, and now

THEREFORE, BE IT RESOLVED THAT, the following plans and documents are approved subject to the memoranda listed above and the below-listed conditions;

- A plan entitled: “Erosion Control Plan, Sheet EC,” prepared by Bibbo Associates., dated December 5, 2024, last revised February 24, 2025.
- Stormwater Pollution Prevention Plan dated December 3, 2024, last revised February 24, 2025.
- Letter report from SavATree dated February 14, 2025

BE IT FURTHER RESOLVED THAT, the Stormwater Management and Erosion and Sediment Control permit is granted subject to the signing of the plans by the Town Supervisor and shall be valid for a period of one year from date of this resolution and that all work associated with the Wetland Permit shall be conducted in strict compliance with the approved plans; and

BE IT FURTHER RESOLVED THAT, the Applicant will provide the Town Board with a report stating whether the applicant has complied with the requirements of this Resolution and the approved drawings by the end of the term of this permit, and

BE IT FURTHER RESOLVED THAT, the Permit shall automatically expire upon completion of work; and

BE IT FURTHER RESOLVED THAT, the below-listed conditions must be completed within six months of the date of this Resolution or shall become null and void unless an extension is requested by the applicant (in writing) within said six-month period and granted by the Town Board; and

Conditions that must be met prior to the Supervisor signing the Plans:

1. Applicant shall submit a Notice of Intent (NOI) to obtain coverage under the NYSDEC general permit for construction activity.
2. A construction monitoring fee in the amount of \$300 must be submitted to the Engineering Department Clerk.
3. An Erosion and Sediment Control Bond, or other collateral acceptable to the Town Board and in form acceptable to the Town Attorney, shall be submitted to the Engineering Department. Said security shall be in the amount of \$500 which shall

be released upon required documentation of satisfactory completion of all work and stabilization of the site.

4. Comply with the comments cited in the Engineering Department and Planning Board memorandums.

Conditions of the Stormwater Management and Erosion and Sediment Control Permit

1. Work of any kind shall not commence prior to the issuance of a Town of Yorktown Building Permit.
2. The applicant agrees to allow periodic inspections by the Town and its consultants.
3. The Town Staff shall inspect the site at the end of construction, but prior to the issuance of a certificate of occupancy, to ensure compliance with the permit.
4. No additional disturbance or modification to the approved plans is permitted without prior written approval from the Town Engineer.
5. A pre-construction meeting with the applicant's contractors and the Town Staff must be held prior to the commencement of work. The applicant must contact the Town Engineering Department at 914-962-5722 x220 at least 72 hours in advance of the meeting date to schedule the pre-construction meeting.

Additional Requirements to be Satisfied Subsequent to the Signing of the Plans:

1. The Town Engineer must provide written report, no later than at the expiration date of the wetland permit, documenting the status of the implementation of the requirements of this resolution.
2. Prior to the issuance of a Certificate of Occupancy, all conditions of this permit must be completed to the satisfaction of the Town Engineer and other Town staff as required.

**Authorize Comptroller to release Erosion Control Bond in the amount of \$500.00 to Rainbow Pools**

Whereas, Rainbow Pools as applicant for Simione, posted check #32261 in the amount of \$500, which was deposited to the T33 account on June 17, 2024, to serve as the Erosion Control Bond, and

Whereas, the applicant has requested their money be released as the project is complete, and

Whereas, the Town Engineer has informed this Board that the monies may be released, now,

Therefore Be It Resolved, that the above referenced monies totaling \$500 be released to Rainbow Pools, 1807 Route 52, Fishkill, NY 12545, Attn: Francesca Nardone.

From the Town Clerk's Office

**Authorize Town Clerk to advertise Bid for Select Cast Stone and Brick Repairs at the Albert A. Capellini Community & Cultural Center**

Notice is hereby given, that sealed bids will be received by the Town Clerk, Town of Yorktown, Westchester County, NY until 11:00 A.M. on June 6, 2025 at the Town Hall,

363 Underhill Avenue, Yorktown Heights, N.Y. 10598 for Select Cast Stone and Brick Repairs.

**ADJOURN**

A motion will be made to adjourn the Town Board meeting.

**Americans with Disabilities Act:** If you need special assistance to participate in a Town meeting or other services offered by this Town, please contact the Town Clerk's office, 914) 962-5722, x210.

**\*\*AGENDAS ARE SUBJECT TO CHANGE\*\***