



**TOWN OF GREENBURGH**  
**FOUR CORNERS STEERING COMMITTEE MINUTES**  
**Monday, January 27, 2025 – 6:30 P.M. via Video Conference**

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The Four Corners Steering Committee (“FCSC”) meeting began at 6:35 pm on Monday, January 27, 2025, and was held via Zoom-enabled videoconference.

Present: (FCSC Members): Jeremy Fass, George Gundlach, Kristi Knecht, Carol Murray, Kelly Sheehan, Aisha Sparks, Viola Taliaferrow, Edwin Weinberg

Absent: Franklin Chiao, Catherine Mimi Chen, Paulette Welsing, Ben Williams

TB Liaison/Staff: Councilman Francis Sheehan, Garrett Duquesne, AICP, Commissioner, CD&C, Amanda Magana, Esq.  
1<sup>st</sup> Deputy Town Attorney

**1. ROLL CALL**

**2. APPROVAL OF MINUTES**

Mr. Duquesne asked if there were any comments on the draft FCSC December 2, 2024 minutes. There were no comments. On a motion made by Mr. Weinberg and seconded by Ms. Sparks, the FCSC unanimously voted to approve the FCSC minutes of December 2, 2024.

Mr. Duquesne asked if there were any comments on the draft FCSC December 9, 2024 minutes. Ms. Sparks asked if the names of the Planning firms interviewed by the Committee should be noted. Mr. Duquesne noted that because the interviews took place in executive session, the minutes should only generally reference the firms interviewed. He noted that the Consultant procurement documentation submitted to NYSDOS will contain specific references which will be publicly available information. On a motion made by Mr. Weinberg and seconded by Ms. Taliaferrow, the FCSC unanimously voted to approve the FCSC minutes of December 9, 2024.

**3. CORRESPONDENCE**

N/A

**4. Agenda Items**

a. Planning Consultant Selection Process Update. Mr. Duquesne updated the Committee regarding the RFP process, noting that following the FCSC interviews of three firms, and based on post-interview feedback from Committee members, the Town Board interviewed AKRF and BFJ in executive session. He indicated that the Town Board sought his input on a final recommendation. Mr. Duquesne noted that he would make that recommendation to the Town Board at its work session on Tuesday, January 28<sup>th</sup>. He alerted the FCSC that his recommendation was for BFJ, based on that firm’s prior NYSDOS Smart Growth experience; exceptional RFP response; prior, local, and similar land use experience; highly positive reference checks; the FCSC’s overall highly favorable remarks towards the firm; and his observations at both interview processes. FCSC committee members who were favorable towards BFJ but did not specifically have the firm as their ‘top choice,’ noted that they were supportive of BFJ for the project. Mr. Duquesne noted that if the Town Board was supportive of BFJ at the subsequent work session, next steps would be to obtain a contract from them for approval at the Town Board February 12<sup>th</sup> meeting. Based on that, Mr. Duquesne noted that the FCSC and Consultant would be in a position to have a kick-off meeting on either Monday, February 24<sup>th</sup> or Monday, March 3<sup>rd</sup>. Councilman Sheehan thanked the FCSC members for their thoughtful deliberations and contributions.

b. Review of Next Steps. Mr. Duquesne noted that some steps to now take are to update the project google drive, which the consultant will have access to, to remove RFP info, upload traffic and stormwater data, upload EHA/WHA grant plans, past Four Corners-related proposals, etc. At the future kick-off meeting, he noted that the Consultant would walk the Committee through project requirements, roles, responsibilities, discuss public outreach, and map out the first few months of the project’s implementation.

**5. DATE FOR NEXT MEETING**

The next regularly scheduled meeting of the Four Corners Steering Committee is planned to be held on either Monday, February 24<sup>th</sup> or Monday, March 3<sup>rd</sup> 2025 at 6:30pm, for a project kick-off with the Consultant.

6. **ADJOURNMENT**

The January 27, 2025 FCSC Meeting of the Town of Greenburgh Planning was adjourned at 7:10 pm.

Respectfully submitted,



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Garrett Duquesne, AICP  
Commissioner

Department of Community Development and Conservation