

MINUTES OF THE JANUARY 5, 2012 MEETING OF THE TOWN BOARD OF THE TOWN OF POUND RIDGE HELD AT THE TOWN HOUSE, 179 WESTCHESTER AVENUE, POUND RIDGE, N.Y., COMMENCING AT 8:00 P.M.

PRESENT: SUPERVISOR GARY WARSHAUER; COUNCIL MEMBERS:
RICHARD LYMAN, DANIEL PASCHKES, PETER FALCO AND
ALISON BOAK

ALSO PRESENT: TOWN ATTORNEY, JAMES J. SULLIVAN, ESQ.
TOWN CLERK, JOANNE PACE
DEPUTY SUPERVISOR, JONATHAN POWERS

CALL TO ORDER: Supervisor Warshauer called the meeting to order at 8 p.m.

Supervisor Warshauer welcomed our newest Council member Alison Boak.

CALL FOR EXECUTIVE SESSION: None

ANNOUNCEMENTS:

- Supervisor's Forum on Emergency Preparedness has been rescheduled from January 7th to January 14, 2012.

MINUTES: Acknowledge/correct/accept minutes of the Town Board Work Session and Executive Session held on December 28, 2011.

RESOLUTION #: 1-12

Board Action: Motion by Councilman Paschkes, seconded by Councilman Lyman, all voting aye on the following:

RESOLVED, that the Town Board hereby accepts the minutes of the Town Board Work Session and Executive Session held on December 28, 2011 with corrections as noted.

NEW BUSINESS:

- **Bond Resolutions, pursuant to adopted 2012 budget**
- BOND RESOLUTION DATED APRIL 12, 2007, AS AMENDED JANUARY 5, 2012.
A RESOLUTION AUTHORIZING THE ISSUANCE OF \$1,000,000 BONDS OF THE TOWN OF POUND RIDGE, WESTCHESTER COUNTY, NEW YORK, TO PAY PART OF THE \$1,200,000 ESTIMATED MAXIMUM COST OF VARIOUS SITE IMPROVEMENTS AT THE HIGHWAY GARAGE AND SACHS PARK FOR DRAINAGE, RECREATIONAL AND OTHER PURPOSES, IN AND FOR SAID TOWN. The period of probable usefulness of the aforesaid class of objects or purposes is fifteen (15) years, pursuant to subdivision ninety-one of paragraph

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a of Section 11.00 of the Local Finance Law. The amendment removes the restriction in the resolution that had limited the maximum maturity of the bonds to five (5) years. THE FULL TEXT OF THIS BOND RESOLUTION IS AVAILABLE FOR PUBLIC INSPECTION AT THE OFFICE OF THE TOWN CLERK LOCATED AT 179 WESTCHESTER AVENUE, POUND RIDGE, NEW YORK, DURING NORMAL BUSINESS HOURS.

RESOLUTION #: 2-12

Board Action: Motion by Councilman Lyman, seconded by Councilwoman Boak, the Board polled and motion passing 5-0 on the following:

RESOLVED, that the Town Board hereby authorizes the sale of said bond.

- BOND RESOLUTION DATED OCTOBER 8, 2009, AS AMENDED JANUARY 5, 2012.
A RESOLUTION AUTHORIZING THE ISSUANCE OF \$800,000 BONDS OF THE TOWN OF POUND RIDGE, WESTCHESTER COUNTY, NEW YORK, TO PAY THE COST OF THE CONSTRUCTION OF SIDEWALKS IN THE SCOTTS CORNERS BUSINESS DISTRICT, IN AND FOR SAID TOWN. The period of probable usefulness of the aforesaid specific object or purpose is ten (10) years, pursuant to subdivision twenty-four of paragraph a of Section 11.00 of the Local Finance Law. The amendment removes the restriction in the resolution that had limited the maximum maturity of the bonds to five (5) years. THE FULL TEXT OF THIS BOND RESOLUTION IS AVAILABLE FOR PUBLIC INSPECTION AT THE OFFICE OF THE TOWN CLERK LOCATED AT 179 WESTCHESTER AVENUE, POUND RIDGE, NEW YORK, DURING NORMAL BUSINESS HOURS.

RESOLUTION #: 3-12

Board Action: Motion by Councilman Paschkes, seconded by Councilman Lyman, the Board polled and motion passing 5-0 on the following:

RESOLVED, that the Town Board hereby authorizes the sale of said bond.

- BOND RESOLUTION DATED JANUARY 5, 2012.
A RESOLUTION AUTHORIZING THE ISSUANCE OF \$80,000 BONDS OF THE TOWN OF POUND RIDGE, WESTCHESTER COUNTY, NEW YORK, TO PAY THE COST OF THE ACQUISITION OF A BUS AND OF POLICE VEHICLES, IN AND FOR SAID TOWN. The period of probable usefulness of the aforesaid bus is five years, pursuant to subdivision twenty-nine of paragraph a of Section 11.00 of the Local

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Finance Law, and the period of probable usefulness of the aforesaid police vehicles is three years, pursuant to subdivision seventy-seven of said paragraph a. THE FULL TEXT OF THIS BOND RESOLUTION IS AVAILABLE FOR PUBLIC INSPECTION AT THE OFFICE OF THE TOWN CLERK LOCATED AT 179 WESTCHESTER AVENUE, POUND RIDGE, NEW YORK, DURING NORMAL BUSINESS HOURS.

RESOLUTION #: 4-12

Board Action: Motion by Councilman Lyman, seconded by Councilman Falco, the Board polled and motion passing 5-0 on the following:

RESOLVED, that the Town Board hereby authorizes the sale of said bond.

- BOND RESOLUTION DATED JANUARY 5, 2012. A RESOLUTION AUTHORIZING THE ISSUANCE OF \$180,000 BONDS OF THE TOWN OF POUND RIDGE, WESTCHESTER COUNTY, NEW YORK, TO PAY THE COST OF THE ACQUISITION OF VEHICLES AND EQUIPMENT, IN AND FOR SAID TOWN. The period of probable usefulness of the aforesaid class of objects or purposes is fifteen years, pursuant to subdivision twenty-eight of paragraph a of Section 11.00 of the Local Finance Law. THE FULL TEXT OF THIS BOND RESOLUTION IS AVAILABLE FOR PUBLIC INSPECTION AT THE OFFICE OF THE TOWN CLERK LOCATED AT 179 WESTCHESTER AVENUE, POUND RIDGE, NEW YORK, DURING NORMAL BUSINESS HOURS.

RESOLUTION #: 5-12

Board Action: Motion by Councilman Paschkes, seconded by Councilman Lyman, the Board polled and motion passing 5-0 on the following:

RESOLVED, that the Town Board hereby authorizes the sale of said bond.

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- BOND RESOLUTION DATED JANUARY 5, 2012. A RESOLUTION AUTHORIZING THE ISSUANCE OF \$350,000 BONDS OF THE TOWN OF POUND RIDGE, WESTCHESTER COUNTY, NEW YORK, TO PAY THE COST OF THE RECONSTRUCTION OF THE POOL AND POOL HOUSE AND OTHER INCIDENTAL IMPROVEMENTS AT THE POUND RIDGE TOWN PARK, IN AND FOR SAID TOWN. The period of probable usefulness of the aforesaid class of objects or purposes is fifteen years, pursuant to subdivision nineteen of paragraph a of Section 11.00 of the Local Finance Law. THE FULL TEXT OF THIS BOND RESOLUTION IS AVAILABLE FOR PUBLIC INSPECTION AT THE OFFICE OF THE TOWN CLERK LOCATED AT 179 WESTCHESTER AVENUE, POUND RIDGE, NEW YORK, DURING NORMAL BUSINESS HOURS.

RESOLUTION #: 6-12

Board Action: Motion by Councilman Paschkes, seconded by Councilwoman Boak, the Board polled and motion passing 5-0 on the following:

RESOLVED, that the Town Board hereby authorizes the sale of said bond.

All legal notices of adoption and notices of estoppel will be published in the official newspaper of Pound Ridge and posted on the Town Clerk's notice board within ten days of adoption.

- **Purchase of new senior bus, pursuant to adopted 2012 budget**

The Recreation Commission respectfully requests permission to purchase a new bus for senior transport. This is in the 2012 budget and the cost is \$48,479.30.

RESOLUTION #: 7 -12

Board Action: Motion by Councilman Paschkes, seconded by Councilman Lyman, all voting aye on the following:

RESOLVED, that the Town Board hereby authorizes the Recreation Commission to purchase a 2011 Allstar Ford bus for senior transport in the amount of \$48,479.30. This is in the 2012 budget.

- Police Department- purchase new police vehicle

RESOLUTION #: 8-12

Board Action: Motion by Councilman Lyman, seconded by Councilman Falco, all voting aye on the following:

RESOLVED, that the Town Board hereby authorizes Chief Ryan to purchase a new police vehicle on State Contract pursuant to 2012 budget and bond resolution in the amount of \$36,450.00 with all equipment installed.

FINANCIAL MATTERS:

- **Tax Receiver-requesting authorization to refund a duplicate payment**

RESOLUTION #: 9-12

Board Action: Motion by Councilman Paschkes, seconded by Councilman Lyman, all voting aye on the following:

RESOLVED, that the Town Board hereby authorizes the refund of a duplicate payment for 2011-2012 School-2nd half taxes to:
Jon Posner, 69 Fancher Road, Pound Ridge, NY in the amount of \$5,923.99.

Regular Meeting adjourned at 8:10 p.m.

CALL TO ORDER: ORGANIZATIONAL MEETING-Opened at 8:10 p.m.

Board Action: Motion by Councilman Lyman, seconded by Councilwoman Boak, all voting aye to adjourn the regular meeting and convene the Organizational meeting.

SUPERVISOR'S APPOINTMENTS:

RESOLUTION #: 10-12

Board Action: Motion by Councilman Lyman, seconded by Councilman Paschkes, all voting aye on the following:

RESOLVED, that the Town Board hereby approves the following Supervisor's appointments:

Deputy Supervisor: Jonathan Powers
Confidential Secretary to the Supervisor: Marianne S. Vitelli
Director of Finance: Steven Conti
OEM Executive Director: Jonathan Powers

Special Advisors to the Supervisor and the Town Board

RESOLUTION #: 11-12

Board Action: Motion by Councilwoman Boak, seconded by Councilman Falco, all voting aye on the following:

RESOLVED, that the Town Board hereby approves the following Special Advisors to the Supervisor and Town Board:

Insurance: Harvey Dann
Croton Watershed & NYC Dept. of Environmental Protection Representative: Jon Powers
Air Space Alliance Representative: Jon Powers
Environmental Initiatives Advisor: Bill Harding
Westchester County Septic Committee: Dick Lyman
Northern Westchester Energy Action Coalition: John Maddocks

Supervisor Warshauer mentioned that there is another advisor that may be appointed at a later date as Wireless Telecommunications Advisor. Michael Juchem has not gotten back to the Town Board as of yet.

Appointment of Town Board Liaisons to Boards and Commissions:

RESOLUTION #: 12-12

Board Action: Motion by Councilman Lyman, seconded by Councilman Paschkes, all voting aye to approve the following appointments:

Town Board Liaisons:

Audit Bills: Alison Boak
Business District: Dick Lyman
Conservation Board: Dick Lyman

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Drug Abuse Prevention Council: Alison Boak
Highway Department and Maintenance Department: Dick Lyman
Housing Board: Dick Lyman
Landmarks & Historic Districts Commission: Peter Falco
Open Space Acquisitions Committee: Peter Falco
Planning Board: Alison Boak
Police Department: Gary Warshauer
Recreation Commission: Dan Paschkes
Sustainability Task Force: Jon Powers
Water Control Commission: Dan Paschkes
Zoning Board of Appeals: Dan Paschkes

Ad Hoc Committees:

RESOLUTION #: 13-12

Board Action: Motion by Councilman Lyman, seconded by Councilman Falco, all voting aye to approve the following Ad-Hoc Committees and their members:

Employee Handbook Revisions Committee: Joanne Pace, David Ryan, Jon Powers, Dick Lyman and Steve Conti

Safety Committee: Harvey Dann, Chairman, Dick Lyman, Dave Ryan, David Goldberg, Vinnie Duffield, Ray Andretta, Jim Perry, Steve Conti, Joanne Pace, Marianne Vitelli, Tom Sternberg and Ruth Desimone (SKCG Group)

Biotic Corridor Committee: Jon Powers, Gail Jankus, Bill Harding and Dick Lyman

Pool House Renovation Committee: Dick Lyman, Chairperson, John Ritzcovan, David Goldberg and Ray Andretta

Airspace Committee: Heather Wolf-Chairperson, Alison Boak, Alan Mantel, Howard Newman, Maryam Newman and Ellen Ivens

Sustainability Task Force: John Maddocks, Chairperson, Clay Fowler, Gail Jankus, Josina Vandermaas, Larry Brotmann, Peter Kennedy, Richard Mendes, Tom Smith, Michele Rudolph and Joe Tripodi

Deer Management Committee: David Ryan, Jon Powers, Bill Harding, Gail Jankus, Rob Powell, Mark Weckel (Mianus River Gorge), Steve Stamos (Stamford Water Company) and Dan "The Deer Man" Atchison (Westchester County).

TOWN BOARD APPOINTMENTS:

RESOLUTION #: 14-12

Board Action: Motion by Councilman Falco, seconded by Councilman Lyman, all voting aye on the following:

RESOLVED, that the Town Board hereby authorizes the following Town Board appointments:

Town Attorney: James J. Sullivan, Esq.
Deputy Town Attorney: William P. Harrington, Jr., Esq.
Town Historian: Steve O'Brien
Registrar of Vital Statistics: Joanne Pace & Deputy Carole Wollenweber
Office Manager: Joanne Pace
Deputy Receiver of Taxes: Lorraine Sannicandro
Dog Control Officer: Joan Dooley
IT Manager: Steve Conti

APPOINTMENTS TO BOARDS AND COMMISSIONS

RESOLUTION #: 15-12

Board Action: Motion by Councilman Paschkes, seconded by Councilwoman Boak, all voting aye on the following:

RESOLVED, that the Town Board hereby authorizes the following appointments to Boards and Commissions:

Board of Assessment Review (5) Re-appoint Ja Lee Kao, Chair. (Board Members/Terms are: (Vic Jacoby 16; Ja Lee Kao 12; Charlie Tomaselli 13; Stuart Dweck 14, Konstantin 15)

Board of Ethics (1) Re-appoint John Freund as Chairman. (Board Members/Terms are: John Freund 12; Betty Goodman 12; Jim Downes 12; Vacancy 12; Jim Sullivan ex-officio)

Conservation Board (2) Re-appoint Gail Jankus, Chair. (Board Members/Terms are: Richard Mendes 12; Cynthia Rigas 12; Alan Melting 12; Gail Jankus 13; Ellen Ivens 13; Leah Benincasa 13; Carol Sherwood 13; Carrie Sears 13 and Michele Rudolph 13)

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Drug Abuse Prevention Council (2) Re-appoint Wendy Cummings AND Barbara Carbone as Co-Chairwomen. (Board Members/Terms are: Wendy Cummings 12; Lisa Gerard 12; Barbara Carbone 13; Judy Ford 13; Debbie Sears 13)

Housing Board (7) Re-appoint Josina van der Maas Chairwoman. (Board Members/Terms are:; Suzy Beatty 18; Josina van der Maas 12; Ken Olsen 13; Kitty Wynkoop 14; Carol Powers 15; Jerry Bisceglia 16 and Mary LaTronica 17)

Landmarks & Historic District Commission (2) Acknowledge that Carol Cioppa has been re-appointed Chairwomen. (Board Members/Terms are: Carol Cioppa 13; Laurence Marner 13; Deborah Benjamin 13; Vacancy 12; Timothy Hall 12; vacancy 12; Gerald Gamer 12; Steve O'Brien Vice Chair, Town Historian)

Open Space Acquisitions Committee (1) Re-appoint Tom Anderson chairman, with 1 vacancy to be filled. (Board Members/Terms are: Tom Anderson; John Bria; Vic Jacoby; Gail Jankus; Rob Powell; Cynthia Rigas; Laurie Sturz; Thomas Zeirk)

Planning Board (7) Re-appoint Clay Fowler Chairman. (Board Members/Terms are: John Bria 18; Clay Fowler 12; Judy Kennedy 13; Steven Kushner 14; Peter Efremenko 15; Sam Mlynar 16; Andrew Brodnick 17)

Recreation Commission (7) Re-appoint John Ritzcovan chairman. (Board Members/Terms are: Vacancy 18; John Ritzcovan 12; Erin Regan 13; Jason Weisberg 14; Mia Sgaglio 15; Gene Mauro 16 and Van Muller 17)

Water Control Commission (5) Re-appoint Bill Bedford chairman. (Board Members/Terms are: Bill Bedford 16; Daniel Desio 12; Peter Senatore 13; Betsy Miller 14; Peter Kennedy 15)

Zoning Board of Appeals (5) Re-appoint Les Maron chairman. (Board Members/Terms are: Larry Brotman 16; Les Maron 12; Tom Smith 13; David Grubb 14 and Murray Levy 15)

POLICIES AND PROCEDURES:

1. PAYMENTS IN ADVANCE OF AUDIT:

RESOLUTION #: 16-12

Board Action: Motion by Councilman Lyman, seconded by Councilman Paschkes, all voting aye on the following:

RESOLVED, that the Supervisor be and is hereby authorized to pay telephone, utility, fuel oil, credit card, fireworks day, Memorial day and postage bills in advance of audit.

2. MEETING DATES AND PROCEDURES:

RESOLUTION #: 17-12

Board Action: Motion by Councilman Paschkes, seconded by Councilman Lyman, all voting aye on the following:

RESOLVED, that the regular meetings of the Town Board of the Town of Pound Ridge will be held on the following Thursday evenings, commencing at 8:00 p.m., at the Town House (unless designated otherwise by a vote of the Town Board):

January 5th, January 12th, February 9th, March 8th, April 5th, April 12th, May 3rd, May 10th, June 14th, July 12th, August 9th, September 6th, September 13th, October 4th, October 11th, November 1st, November 8th, December 6th, December 13th, AND BE IT

FURTHER RESOLVED, that the meetings be taped and the tapes kept for three years from the meeting date; that the tape recordings, the Town Clerk's notes and any notes taken by a Board member, be paraphrased to the extent that paraphrasing is necessary for clarity, in the written minutes prepared in the Town Clerk's office. Verbatim transcription, and/or written statements will be included in the minutes when so requested, AND, BE IT

FURTHER RESOLVED, that the minutes will be posted on the Town's web site within one week of their approval by the Town Board and that the first meeting of each month's minutes will be approved by the Board at the second monthly meeting and the second meeting of each month's minutes will be approved at the work session and that the work session minutes will be approved at the first meeting of each month, AND, BE IT

FURTHER RESOLVED, that regular Work Sessions of the Board will be held on the following Wednesday mornings, commencing at 8:00 a.m. at the Town House (unless designated otherwise by a vote of the Town Board):

January 25th, February 22nd, March 21st, April 25th, May 16th, June 27th, July 25th, August 22nd, September 26th, October 24th, November 28th and December 19th, AND, BE IT

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FURTHER RESOLVED, that the Supervisor's Forums will be held the following Saturday mornings at 10:00 a.m., at the Town House (unless designated otherwise by the Supervisor):

January 14th (Emergency Preparedness), February 4th (Energize Pound Ridge), March 19th (Deer Management), April 14th (N2N Program and Services), May 5th (Traffic and Pedestrian Safety), June 9th (Board & Commission Chairpersons), September 15th (NYS Legislative Update), October 13th (Senior Housing and other Issues), November 17th (Sustainability, Recycling & Water Quality), December 1st (Boards & Commission Chairpersons), AND, BE IT

FURTHER RESOLVED, that other work sessions and executive sessions of the Town Board will be scheduled by the Supervisor, as necessary, and confirmed by a Town Board vote, AND, BE IT

FURTHER RESOLVED, that the New York State Town Law §63 shall mandate the procedure followed at all meetings of the Pound Ridge Town Board. In addition, in a public hearing proceeding, Roberts Rules of Order must be followed.

3. **AGENDA POLICY**

RESOLUTION #: 18-12

Board Action: Motion by Councilman Lyman, seconded by Councilman Paschkes, all voting aye on the following:

RESOLVED, that the agendas are fixed by the Supervisor. The agendas for the regular meetings and work sessions will be closed at 4:30 p.m. the Friday before the meeting and the agendas will be available by the end of business on Monday before the regular meetings. All agendas will be published on the Town's web site, and distributed by e-mail to the Town's Official Newspaper and those who request to be on our distribution list.

CHIEF ADMINISTRATIVE OFFICER – CHIEF FISCAL OFFICER

RESOLUTION #: 19-12

Board Action: Motion by Councilman Lyman, seconded by Councilwoman Boak, all voting aye on the following:

RESOLVED, that the Supervisor be and is hereby designated as the Chief Administrative Officer and Chief Fiscal Officer of the Town of Pound Ridge and shall be responsible for executing such duties as the Town Board shall from time to time assign to those offices.

PROCUREMENT PROCEDURES FOR 2012:

RESOLUTION #: 20-12

Board Action: Motion by Councilman Paschkes, seconded by Councilman Lyman, all voting aye to adopt the "Procurement Procedures for 2012" as distributed:

WHEREAS, Section 104.B of the General Municipal Law requires every town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of GML, Section 103, or any other law; and

WHEREAS, comments have been solicited from those officers of the Town involved with procurement, Now, Therefore, Be It

RESOLVED, that the Town of Pound Ridge does hereby adopt the following procurement policies and procedures which are and shall remain in full compliance with the General Municipal Law (GML) and the Comptroller regulations for the State of New York.

Guideline 1 Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML, Section 103. Every Town officer, board member, department head or other personnel with the requisite purchasing authority (hereinafter the Purchaser) shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. That estimate shall include the canvass of other Town departments and past history to determine the likely yearly value of that commodity to be acquired. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity.

Guideline 2 All purchases of (a) supplies or equipment which will exceed \$20,000 in the Fiscal Year, or (b) Public Works Contracts over \$35,000, shall be formally bid pursuant to GML, Section 103.

Guideline 3 All estimated purchases of:

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- Less than \$20,000 but greater than \$3,000 require a written Request for Proposal (RFP) and written or fax quotes from 3 vendors.
- Less than \$3,000 but greater than \$1,000 require an oral RFP and written or fax quotes from 2 vendors.
- Less than \$1,000 but greater than \$50 is left to the discretion of the purchaser after obtaining (2) advertised price quotes, which may be from a catalogue or internet advertisement.
- Less than \$50 is left to the discretion of the purchaser.

All estimated Public Works contracts of:

- Less than \$35,000 but greater than \$10,000 requires a written RFP and written or faxed proposals from 3 contractors.
- Less than \$10,000 but greater than \$3,000.00 requires a written RFP and written or faxed proposals from 2 contractors.
- Less than \$3,000 is left to the discretion of the purchaser.

Any written RFP shall describe the desired goods, quantity and the particulars of delivery. The purchaser shall compile a list of all vendors from whom written or faxed or oral quotes have been requested and the written, faxed, or oral quotes offered.

All information gathered in complying with the procedures of this Guideline shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract, with the Town Clerk.

Guideline 4 The lowest responsible proposal or quote shall be awarded the purchase or contract unless the purchaser prepares a written justification providing reasons why it is in the best interest of the Town and its taxpayers to make an award to other than the low bidder. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.

Guideline 5 A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

Guideline 6 Except when directed by the Town Board, no solicitation of written proposals or quotations shall be required under the following circumstances:

- Acquisition of professional services
- Emergencies

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- Sole source situation
- Goods purchased from the agencies for the blind or severely handicapped
- Goods purchased from correctional facilities
- Goods purchased from another governmental agency
- Goods purchased at auction
- Goods purchased for less than \$50
- Public works contracts for less than \$3000

Guideline 6a Purchases from State Contract shall require an oral RFP and written or fax quotes from 2 other vendors, to confirm that the State Contract amount is the lowest price.

Guideline 7 All purchases of goods in excess of \$300 made on behalf of the Town of Pound Ridge must be supported by a formal purchase order, which must be attached to the claim form with appropriate documentation.

Guideline 8 Purchasing decisions, in accordance with these guidelines, are the responsibility of each department head. Any expenditure in excess of \$1000 must have advance approval of the Town Board.

Guideline 9 This policy shall be reviewed annually by the Town Board at its organizational meeting or as soon thereafter as is reasonably practical.

APPOINTMENT OF MARRIAGE OFFICERS:

RESOLUTION #: 21-12

Board Action: Motion by Councilman Lyman, seconded by Councilman Paschkes, all voting aye on the following:

RESOLVED, that the following be appointed as the Town's Marriage Officers for the year 2011: Town Clerk Joanne Pace, Town Attorney James J. Sullivan, Esq., Supervisor Gary Warshauer and Councilwoman Alison Boak.

MILEAGE REIMBURSEMENT:

RESOLUTION #: 22-12

Board Action: Motion by Councilman Paschkes, seconded by Councilman Falco, all voting aye on the following:

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RESOLVED, that the Town of Pound Ridge pay the reimbursement rate, \$0.555 cents per mile (established by the Internal Revenue Service for 2012) for Employees, Town Board, other Town officials, for mileage incurred in the use of one's personal automobile on Town business, AND

FURTHER RESOLVED, that all employees will use the Town vehicle when on Town Business and only be entitled to the above reimbursement rate if the Town vehicle is not available, to be confirmed by the Office Manager.

OFFICIAL NEWSPAPER:

RESOLUTION #: 23-12

Board Action: Motion by Councilman Paschkes, seconded by Councilwoman Boak, all voting aye on the following:

WHEREAS, the matter of the designation of an official newspaper of the Town of Pound Ridge has been brought before the Town Board, Now, Therefore, Be It

RESOLVED, that The Record Review be and is hereby designated as the official Newspaper of the Town of Pound Ridge. Bid notices will also be published on the Town's Web Site and in the Journal News.

BANK DEPOSITORY:

RESOLUTION #: 24-12

Board Action: Motion by Councilwoman Boak, seconded by Councilman Lyman, all voting aye on the following:

RESOLVED, that the TD Bank, the Bank of America, Merrill Lynch, JP Morgan Chase Bank and any other commercial banking institution authorized to do business in the State of New York be and are hereby designated as a depository of the Town of Pound Ridge (TOPR), and each of them hereby is authorized to deposit any of the funds of TOPR in their Bank, either at its head office or at any of its branches, and to waive presentment, demand protest, and notice of protest, or dishonor of any check, notes, bill, draft, or other instrument deposited with the Bank by TOPR; and, Be It

FURTHER RESOLVED, that any funds of TOPR deposited in the Bank be subject to withdrawal or charge at any time and from time to time as permitted by the rules and regulations of the Bank upon checks, notes, drafts, bills of exchange,

acceptances, undertakings or other instruments or orders for payment of TOPR by Supervisor Gary Warshauer, or Deputy Supervisor Jonathan Powers, signing; and, Be It

FURTHER RESOLVED, that the Bank is hereby authorized to pay any such instrument or make any such change and also to receive the same from the payee or any other holder without limitations of amount and without inquiry as to the circumstances of issue, negotiation or endorsement or the disposition of the proceeds even if drawn to the individual order of any signing person, or payee, or payable to the Bank or other for his account, or tendered in payment of his individual obligation, and whether drawn against any account in the name of TOPR or in the name of any officer or agent of TOPR as such, and at the option of the Bank, even if the account shall not be in credit to the full demand, protest, and notice of protest or dishonor of any check, note, bill, draft or other instrument drawn or endorsed by TOPR, and, Be It

FURTHER RESOLVED, that the Supervisor, Gary Warshauer, Deputy Supervisor, Jonathan Powers or Director of Finance, Steven Conti, are hereby authorized on behalf of Town of Pound Ridge to invest funds and transact business with the designated depositories and to sign the paperwork necessary (signature cards, resolutions, security and custody agreements, etc.) and to maintain existing accounts.

**ANNUAL UPDATE DOCUMENT OF SUPERVISOR TO STATE
COMPTROLLER**

RESOLUTION #: 25-12

Board Action: Motion by Councilman Lyman, seconded by Councilman Falco, all voting aye on the following:

RESOLVED, that pursuant to Article III, Section 29 subsection 10a of the Town Law, the Supervisor be and is hereby authorized to file with the Town Clerk within sixty (60) days after the close of the fiscal year, a copy of the report to the State Comptroller required by Section 30 of the General Municipal Law, and pursuant to Section 27 of the Town Law, the Town Clerk shall publish a notice in the official newspaper that such report is on file in the Town Clerk's office and available for public inspection and copying; and, Be It

FURTHER RESOLVED, that said report shall become a part of the minutes of the Town Board meeting following the Clerk's receipt of said report.

INVESTMENT POLICY:

RESOLUTION #: 26-12

Board Action: Motion by Councilman Paschkes, seconded by Councilman Falco, all voting aye on the following:

RESOLVED, that the investment policy of the Town, originally adopted January 6, 1987, as amended in April, 1993 and January, 2002, be and is hereby continued, AND, THAT, our investments are reviewed periodically with the following objectives:

1. To comply with all applicable federal, state and other legal requirements.
2. To adequately safeguard principal
3. To provide sufficient liquidity to meet all operating requirements
4. To obtain a reasonable rate of return

INDEMNIFICATION OF TOWN OFFICERS:

RESOLUTION #: 27-12

Board Action: Motion by Councilwoman Boak, seconded by Councilman Paschkes, all voting aye on the following:

RESOLVED, that the indemnification of Town officials and employees adopted in September, 1989, and January 4, 1990, providing for indemnification of those officers and employees now serving and who, at any time in the past, served the Town, be and is hereby continued. The scope of said indemnification shall be as broad and as comprehensive as may be permitted by applicable law.

REGULATION ON REPORTING FOR ELECTED OR APPOINTED TOWN OFFICIALS

RESOLUTION #: 28-12

Board Action: Motion by Councilman Lyman, seconded by Councilman Falco, all voting aye on the following:

RESOLVED, that the Town Board hereby acknowledge that for new terms beginning on or after August 12th 2009, all elected or appointed Town Officials that are in the New York State Retirement System shall be required to keep

records of their time for a three month period within 150 days of the beginning of the calendar year after their election or appointment, in accordance with the requirements outlined by New York State.

SUPERVISOR'S AUTHORIZATION TO EXECUTE AGREEMENTS AND PAY CONTRACTUAL OBLIGATIONS:

ASSOCIATION OF TOWNS:

RESOLUTION #: 29-12

Board Action: Motion by Councilwoman Boak, seconded by Councilman Falco, the Board polled and motion passing 4-0 with Councilman Paschkes abstaining on the following:

RESOLVED, that the Town Board of the Town of Pound Ridge continue its membership in the Association of Towns of the State of New York for the year 2012 and the Supervisor be and is hereby authorized to pay the annual membership dues of \$1,200.00, AND, BE IT

FURTHER RESOLVED, that the Town Board hereby authorizes Councilman Paschkes to be designated as the Town's official delegate to attend the business session of the Association of Towns of the State of New York meeting, to be held in February 2012 and to cast the vote of the Town, pursuant to Section 6, Article III of the Constitution of By-Laws of said Association.

WESTCHESTER PUTNAM SUPERVISORS' ASSOCIATION AND WESTCHESTER MUNICIPAL OFFICIALS ASSOCIATION

RESOLUTION #: 30-12

Board Action: Motion by Councilwoman Boak, seconded by Councilman Paschkes, all voting aye on the following:

RESOLVED, that the Town of Pound Ridge continue its membership in the Westchester Putnam Supervisors' Association and the Supervisor be and is hereby authorized to pay the annual membership dues of \$180, and Be It

FURTHER RESOLVED, that the Town of Pound Ridge continue its membership in the Westchester Municipal Officials Association and the Supervisor be authorized to pay the annual membership dues of \$750.

INDEPENDENT AUDITOR

RESOLUTION #: 31-12

Board Action: Motion by Councilman Paschkes seconded by Councilman Falco, all voting aye on the following:

RESOLVED, that the firm of O'Connor Davies Munns & Dobbins, LLP, be and is hereby reappointed as the Town's independent auditors with the purpose of preparing and filing of the Annual Report, and that the agreement, dated October 22, 2008, covers services for years ending 2008 through 2012, with payments as follows: \$28,000 in 2009, \$29,000 in 2010, \$30,000 in 2011, \$31,000 in 2012 and \$32,000 in 2013.

NETWORK SUPPORT SERVICES:

RESOLUTION #: 32-12

Board Action: Motion by Councilman Lyman, seconded by Councilman Falco, all voting aye on the following:

RESOLVED, that the firm of Sullivan Data Management be and is hereby reappointed as the Town's computer network support and strategic planning firm for 2012, and the Supervisor be authorized to sign their agreement for said services at a cost of \$11,100.

CLEANING SERVICES

RESOLUTION#: 33-12

Board Action: Motion by Councilman Lyman, seconded by Councilman Falco, all voting aye on the following:

RESOLVED, that Fullerton Service Industries, Inc., be and is hereby hired, pursuant to the procurement procedures outlined herein, to provide cleaning services of Town Facilities for 2012, and the Supervisor be authorized to sign their agreement for said services at monthly costs of \$950 for Town House, \$425 for the police Station, \$205 for the Highway Department and a per cleaning cost of \$60 for Conant Hall.

JULY 4TH CELEBRATION:

RESOLUTION #: 34-12

Board Action: Motion by Councilwoman Boak, seconded by Councilman Paschkes, all voting aye on the following:

RESOLVED, that Garden State Fireworks Inc. be and is hereby hired to provide the fireworks for our 2012 celebration and the Supervisor be authorized to sign their agreement for said services at a cost of \$7,500 (Saturday, June 30th with rain date of Sunday, July 1st).

AGENCIES:

RESOLUTION #: 35-12

Board Action: Motion by Councilman Lyman, seconded by Councilman Falco, all voting aye on the following:

RESOLVED, that the Supervisor be and is hereby authorized to execute agreements with the following agencies for providing services to Pound Ridge residents at the approved denomination of funds as set forth in the 2012 budget:

Advance Life Support System
\$102,070.00
MRB Group, Tax Map Maintenance
4,800.00
North East Westchester Special Recreation (Program for Disabled)
5,971.00
Northern Westchester Counseling Center
4,000.00
Northern Westchester Shelter for Victims of Domestic Violence
500.00
Drug Abuse Prevention Council
13,000.00
South Salem Animal Hospital
As needed

HOLIDAY SCHEDULE – 2012 – GENERAL STAFF AND POLICE DEPARTMENT

RESOLUTION #: 36-12

Board Action: Motion by Councilman Lyman, seconded by Councilwoman Boak, all voting aye on the following:

RESOLVED, that the following 12 day 2012 Holiday Schedule be and is hereby adopted for the General Staff and the Highway Department Staff:

Martin Luther King, Jr. Birthday	Monday, January 16, 2012
President's Day	Monday, February 20, 2012
Memorial Day	Monday, May 28, 2012
Independence Day	Wednesday, July 4, 2012
Labor Day	Monday, September 3, 2012
Columbus Day	Monday, October 8, 2012
Election Day	Tuesday, November 6, 2012
Veterans Day	Monday, November 12, 2012
Thanksgiving Day	Thursday, November 22, 2012
Day after Thanksgiving Day	Friday, November 23, 2012
Christmas Day	Tuesday, December 25, 2012
New Year's Day	Tuesday, January 1, 2013

2012 HIGHWAY DEPARTMENT HOLIDAY SCHEDULE – (As shown in Highway 2012 Contract)

2012 POLICE DEPARTMENT (including Secretarial Staff) as follows:

RESOLUTION #: 37-12

Board Action: Motion by Councilman Lyman, seconded by Councilwoman Boak, all voting aye on the following:

RESOLVED, that the following 11 day 2012 Holiday Schedule be and is hereby adopted for the Police Department, including police administrative personnel:

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Martin Luther King, Jr. Birthday	Monday, January 16, 2012
President's Day	Monday, February 20, 2012
Memorial Day	Monday, May 28, 2012
Fireworks Day	Saturday, June 30, 2012 (Rain Date Sunday July 1, 2012)
Independence Day	Wednesday, July 4, 2012
Labor Day	Monday, September 3, 2012
Columbus Day	Monday, October 8, 2012
Veterans Day	Monday, November 12, 2012
Thanksgiving Day	Thursday, November 22, 2012
Christmas Day	Tuesday, December 25, 2012
New Year's Day	Tuesday, January 1, 2013

PERSONNEL POLICIES HANDBOOK-

RESOLUTION #: 38-12

Board Action: Motion by Councilwoman Boak, seconded by Councilman Lyman, all voting aye on the following:

RESOLVED, that the Town Board hereby re-adopts the current Personnel Policies Handbook of the Town of Pound Ridge, dated March 1, 2010, last amended January 2, 2011.

SALARY RATIFICATION AND AUTHORIZATION TO PAY:

RESOLUTION #: 39-12

Board Action: Motion by Councilman Lyman, seconded by Councilman Falco, all voting aye on the following:

RESOLVED, that the salaries as hereinafter set forth on the Salary Ratification List and Authorization to Pay Report, dated January 01, 2012, be and are hereby ratified and the Supervisor be and is hereby authorized to pay said salaries.

ADJOURN ORGANIZATION MEETING

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ADJOURNMENT: There being no further business to come before the Board, Supervisor Warshauer adjourned the regular meeting at 9:00 p.m.

Board Action: Motion by Councilwoman Boak, seconded by Councilman Falco, all voting aye to adjourn the Organization Meeting.

Joanne Pace
Dated at Pound Ridge, New York
January 6, 2012

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