

MINUTES OF THE JANUARY 4, 2018 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 KEVIN HANSAN; COUNCIL MEMBERS: DANIEL PASCHKES, JODY SULLIVAN, DAVID DOW AND DIANE BRIGGS

ALSO PRESENT: TOWN CLERK, JOANNE PACE  
TOWN ATTORNEY, WILLIAM P. HARRINGTON  
DEPUTY SUPERVISOR, ALISON BOAK

**CALL REGULAR MEETING TO ORDER:** Supervisor Hansan called the meeting to order at 8:10 p.m.

**CALL FOR EXECUTIVE SESSION:**

**Board Action:** Motion by Councilman Paschkes, seconded by Councilwoman Sullivan, all voting aye to hold an Executive Session on Thursday, January 18, 2018 at 7:00 p.m. for a legal matter.

**Board Action:** Motion by Councilwoman Sullivan, seconded by Councilman Paschkes, all voting aye to adjourn the Town Board meeting and hold an Executive Session immediately for a personnel matter.

**CALL FOR A WORK SESSION:** There is no need for a Work Session to be scheduled for January 2018.

**ANNOUNCEMENTS:**

- Supervisor Hansan gave thanks to Supervisor Lyman for all his years of service to the Town and to Councilwoman Schwartz for all her service to the Town and to Deputy Supervisor Jonathan Powers for his service to the Town and helping with the transition of the new administration and a special recognition to Confidential Secretary Marianne Vitelli for all her years of service to the Town and for helping with the transition.
- Supervisor Hansan welcomed newly elected Councilwoman Diane Briggs to the Town Board.

**MINUTES:** Acknowledge/correct/accept minutes of the Town Board meeting of December 14, 2017.

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

RESOLVED, that the Town Board hereby accepts the minutes of the Town Board meetings of December 14, 2017.

**NEW BUSINESS:**

- **Conservation Board-adopt “Arbor Day Proclamation”**

Carrie Sears, Conservation Board Chair, presented Supervisor Hansan with the 2018 Arbor Day Proclamation as follows:

*Arbor Day Proclamation*

*Whereas*, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

*Whereas*, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

*Whereas*, Arbor Day is now observed throughout the nation and the world, and

*Whereas*, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

*Whereas*, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

*Whereas*, trees in our Town increase property values, enhance the economic vitality of business areas, and beautify our community, and

*Whereas*, trees, wherever they are planted, are a source of joy and spiritual renewal.

*Therefore*, I do hereby proclaim the 27<sup>th</sup> day of April 2018 as ARBOR DAY in the Town of Pound Ridge,

*And* I urge all citizens to celebrate Arbor Day in the future and to support efforts to protect our trees and woodlands, and

*Further*, I urge all citizens to plant trees to gladden the heart and promote the well being of this and future generations.

**RESOLUTION #: 01-18**

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

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RESOLVED, that the Town Board hereby adopts the Arbor Day Proclamation as presented by Carrie Sears on behalf of the Conservation Board.

- **TEP Resolution**

Town Counsel William Harrington briefed the Town Board on the TEP Project and Funding. The Town is able to use eminent domain- the right of a government or its agent to expropriate private property for public use, with payment of compensation. There are ten (10) properties that we can take as a temporary or permanent easement and eight out of the ten property owners have signed an easement agreement. The Town has a consultant who requested a resolution from the Town Board authorizing payment of respective property owners. The payments will be as little as \$500 and as much as \$3,500. The consultant will handle all the transactions and complete the closings.

**RESOLUTION #: 02-18**

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

RESOLVED, that the Town Board hereby adopts the resolution provided to us by the Town Attorney William Harrington as follows:

WHEREAS, The Town of Pound Ridge is the Local Project Sponsor of the Scotts Corner Pedestrian Safety, Bicycle Safety and Streetscape Enhancement Project, identified as NYSDOT P.I.N. 8780.51 (the "Project"); and

WHEREAS, the Project, as designed, will require certain permanent and temporary easements be recorded in order to permit the Town to utilize privately owned property in order to implement the agreed upon plan; and

WHEREAS, The Town having reached an agreement on the nature and terms of such easements with each and every affected property owner; and

WHEREAS, the property owners and the Town have now signed written contracts and easement agreements setting forth the agreed upon terms and price of such easements such as to allow the Project to proceed as planned; it is hereby

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RESOLVED, that the Town be permitted and authorized to issue such payments as set forth in the easement agreements and other project documents, including such adjustments as are necessary based on the date of the closing, together with such other filing fees, costs and expenses as are deemed necessary and appropriate.

**ADJOURN REGULAR MEETING:**

**Board Action:** Motion by Councilman Dow, seconded by Councilwoman Briggs, all voting aye to adjourn the regular meeting of the Town Board.

**CALL TO ORDER: ORGANIZATIONAL MEETING**

**Board Action:** Motion by Councilman Paschkes, seconded by Councilwoman Sullivan, all voting aye to open the Organizational Meeting.

**Supervisor's Appointments:**

**SUPERVISOR'S APPOINTMENTS:**

Deputy Supervisor: Alison Boak  
Confidential Secretary to the Supervisor: Sherene De Palma  
Director of Finance: Steven Conti  
OEM Executive Director: Gary Warshauer  
OEM Deputy Director: Jon Powers

**Special Advisors to the Supervisor and the Town Board**

Insurance: Harvey Dann  
Croton Watershed & NYC Dept. of Environmental Protection: Jon Powers  
Environmental Initiatives Advisors: Bill Harding and Elyse Arnow  
Sustainable Westchester: Alison Boak

**Appointment of Town Board Liaisons to Boards and Commissions:**

**Town Board Liaisons:**

Audit Bills: Diane Briggs  
Business District: Diane Briggs  
Conservation Board: David Dow  
Drug Abuse Prevention Council: David Dow  
Highway Department and Maintenance Department: Jody Sullivan  
Housing Board: David Dow

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Landmarks & Historic Districts Commission: Jody Sullivan  
OEM – Dan Paschkes  
Open Space Acquisitions Committee: Diane Briggs  
Planning Board: Diane Briggs  
Police Department: Dan Paschkes  
Recreation Commission: Jody Sullivan  
Water Control Commission: David Dow  
Zoning Board of Appeals: Dan Paschkes

**Ad Hoc Committees:**

**Safety Committee:** Harvey Dann, Chairman, Kevin Hansan, Dave Ryan, David Goldberg, Vinnie Duffield, Jonah Maddock, Jim Perry, Steve Conti, Joanne Pace, Spain Agency representative; Worker’s Comp Alliance representative.

**Deer Management Committee:** Jon Powers-Chairman, David Ryan, Bill Harding, Carrie Sears, Gail Jankus, John Baker, Chris Nagy (Mianus River Gorge), Steve Stamos (Aquarion Water), Dan Atchison (Westchester County).

**Waste Water Task Force:** Co-Chairs, Ellen Ivens and Alison Boak, David Dow, James Best, Peter Vogel, Ted Dowey. W.P. Harrington, (Ex-Officio)

**Parking District Owners Advisory Committee:** Fred Albano-Chairman, Bill Fortin, Frank Salvi, Joe DiPietro, Kevin Hansan

**TOWN BOARD APPOINTMENTS:**

**Town Attorney:** William P. Harrington, Esq.  
**Deputy Town Attorney:** John Loveless., Esq.  
**Town Historian:** Edward Condon  
**Registrar of Vital Statistics:** Joanne Pace, Lynn Princisvalle & Jacalyn Raguso  
**Office Manager:** Joanne Pace  
**Deputy Receiver of Taxes:** Lorraine Sannicandro  
**Dog Control Officer:** Joan Dooley  
**IT Manager:** Steve Conti  
**Cemetery Commissioner:** Ray Andretta

**APPOINTMENTS TO BOARDS AND COMMISSIONS**

**Board of Assessment Review** (5) Appoint Robert Benjamin as Chair

**Board of Ethics** (1) Appoint Matt Brottman as Chair

**Conservation Board** (2) Reappoint Carolyn Sears as Chair

**Drug Abuse Prevention Council** (2) Re-appoint Barbara Carbone or appoint Rita Clair as Chair

**Energy Action Committee** (7) Re-appoint Scott Fernqvist as Chair

**Housing Board** (7) To be determined

**Landmarks & Historic District Commission** (2) Re-appoint Carol Cioppa as Chair

**Open Space Acquisitions Committee** (1) Re-appoint Tom Anderson as Chair

**Planning Board** (7) Re-appoint Clay Fowler as Chair and re-appoint Michele Rudolph as member

**Recreation Commission** (7) Re-appoint Richard Wetchler as Chair and re-appoint Van Muller as member

**Water Control Commission** (5) Re-appoint Bill Bedford as Chair and re-appoint Peter Marchetti as member

**Zoning Board of Appeals** (5) Re-appoint Les Maron as Chair

**RESOLUTION #: 03-18**

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

RESOLVED, that the Town Board hereby accepts the Supervisor's Appointments.

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**POLICIES AND PROCEDURES:**

**PAYMENTS IN ADVANCE OF AUDIT:**

Supervisor is authorized to pay telephone, utility, fuel oil, credit card, fireworks day, Memorial Day, Fireworks and postage bills in advance of audit.

**MEETING DATES AND PROCEDURES:**

The regular meetings of the Town Board of the Town of Pound Ridge will be held on the first and second Thursday evening of the month commencing at 8:00 p.m., at the Town House (unless designated otherwise by a vote of the Town Board).

These meetings will be taped, and the tapes kept for three years from the meeting date. 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.

The minutes will be posted on the Town's website within one week of their approval by the Town Board. The regular meeting minutes will be approved by the Board at the work session and that the work session minutes will be approved at the regular meeting,

The Work Sessions of the Board of the Town of Pound Ridge will be held on the second Thursday of each month, commencing at 7:00 p.m. at the Town House (unless designated otherwise by a vote of the Town Board).

The meetings of the Town Board (including Work Sessions), Planning Board, Water Control Commission, and Zoning Board of Appeals, along with such other boards and commissions as the Town Board may determine, shall be webcast live when such meetings take place, and shall be recorded and available for future viewing, accessible by a link on the homepage of the Town's website.

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.

**AGENDA POLICY**

The agendas 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 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**

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 2018:**

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 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:

- 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
- 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. Said documentation must include the New Procurement Cover Sheet.

**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.

**RESOLUTION #: 04-18**

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

RESOLVED, that the Town Board hereby accepts the Policies and Procedures as presented above.

**APPOINTMENT OF MARRIAGE OFFICERS:**

**RESOLUTION #: 05-18**

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

RESOLVED, that the following be appointed as the Town's Marriage Officers for the year 2018: Town Clerk Joanne Pace, Town Attorney William P. Harrington, Esq., Supervisor Kevin Hansan, Councilwoman Jody Sullivan, Councilman David Dow, Councilman Daniel Paschkes, Councilwoman Diane Briggs and Tax Receiver Deborah Damascus.

**MILEAGE REIMBURSEMENT:**

**RESOLUTION #: 06-18**

**Board Action:** Motion by Councilwoman Sullivan, seconded by Councilman Dow, all voting aye on the following:

RESOLVED, that the Town of Pound Ridge pay the reimbursement rate 0.545 cents per mile (established by the Internal Revenue Service for 2018) for Employees, Town Board, other Town officials, for mileage incurred in the use of one's personal automobile on Town business, however, 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 #: 07-18**

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

RESOLVED, that the Town Board hereby designates The Record Review as the Official Newspaper of the Town of Pound Ridge and Bid notices will also be published in the official newspaper, posted on the Town's Web Site and a second publication as necessary.

**BANK DEPOSITORY:**

**RESOLUTION #: 08-18**

**Board Action:** Motion by Councilman Dow, seconded by Councilwoman Briggs, all voting aye on the following:

RESOLVED, that the TD Bank, Key Bank, 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

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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 Kevin Hansan, or Deputy Supervisor Alison Boak, 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 Kevin Hansan, Deputy Supervisor, Alison Boak 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 all TOPR accounts.

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

**RESOLUTION #: 09-18**

**Board Action:** Motion by Councilwoman Briggs, seconded by Councilwoman Sullivan, 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 ninety (90) 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. That report shall become a part of the minutes of the Town Board meeting following the Clerk's receipt of said report.

**INVESTMENT POLICY:**

**RESOLUTION #: 10-18**

**Board Action:** Motion by Councilwoman Sullivan, seconded by Councilman Paschkes, 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 #: 11-18**

**Board Action:** Motion by Councilman Dow, seconded by Councilwoman Briggs, 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 #: 12-18**

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

RESOLVED, that the Town Board hereby acknowledge that for new terms beginning on or after August 12<sup>th</sup> 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, AND, BE IT

FURTHER RESOLVED, that the first Town Board Meeting in June, a resolution establishing a standard work day for each elected or appointed town official shall be adopted or recertified.

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

**ASSOCIATION OF TOWNS: \$1,350.00**

The Town Board shall authorize 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 2018 and to cast the vote of the Town, pursuant to Section 6, Article III of the Constitution of By-Laws of said Association. The cost of his attending will be as budgeted.

**WESTCHESTER PUTNAM ASSOCIATION OF TOWN SUPERVISORS: \$180.00**

**WESTCHESTER MUNICIPAL OFFICIALS ASSOCIATION: \$750.00**

**INDEPENDENT AUDITOR: \$34,300.00**

The firm of O'Connor Davies Munns & Dobbins, LLP, is appointed as the Town's independent auditors for the purpose of preparing and filing of the Annual Report, and that the agreement, dated May 13, 2013, covers services for years ending 2013 through 2017, with payments as follows: \$32,100 in 13, \$32,100 in 2014, \$32,100 in 2015, \$33,200 in 2016 and \$34,300 in 2017.

**NETWORK SUPPORT SERVICES: \$13,125.00**

The firm of Sullivan Data Management be and is hereby reappointed as the Town's computer network support and strategic planning firm for 2018, and the Supervisor be authorized to sign their agreement for said services.

**JULY 4<sup>TH</sup> CELEBRATION:** **\$9,000.00**

Zambelli Fireworks International is hired to provide the fireworks for our 2018 July 4<sup>th</sup> celebration at a cost of \$9,000 (Saturday, June 30, 2018 with rain date of Sunday, July 1, 2018).

**TAX MAP MAINTENANCE:** **\$6,375.00**

**Cartographic Associates, Inc. (CAI)** be continued for 2018, to provide standard updates and maintenance of our Tax Maps, and the Supervisor be authorized to sign their agreement for said services.

**AGENCIES:**

The Supervisor 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 2018 budget:

Advance Life Support System- \$123,869.00

North East Westchester Special Recreation (Program for Disabled) - \$6,650.00

NEW Dawn- \$5,000.00

Drug Abuse Prevention Council - \$13,000.00

South Salem Animal Hospital – as needed

ASCAP license –to play music in the park- \$348.00

**RESOLUTION #: 13-18**

**Board Action:** Motion by Councilwoman Sullivan, seconded by Councilman Dow, all voting aye on the following:

RESOLVED, that the Town Board hereby authorizes the Supervisor to execute all the agreements above and pay contractual obligations.

**HOLIDAY SCHEDULE – 2018 – GENERAL STAFF**

New Year's Day

Columbus Day

Martin Luther King, Jr. Birthday

Election Day

President's Day

Veterans Day

Memorial Day	Thanksgiving Day
Independence Day	Day after Thanksgiving Day
Labor Day	Christmas Day

**2018 HIGHWAY DEPARTMENT HOLIDAY SCHEDULE** – (As shown in Highway 2016 Contract)

**2018 POLICE DEPARTMENT (including Secretarial Staff) as follows:**

FURTHER RESOLVED, that the following 11 day 2018 Holiday Schedule be and is hereby adopted for the Police Department, including police administrative personnel:

New Year's Day	Labor Day
Martin Luther King, Jr. Birthday	Columbus Day
President's Day	Veterans Day
Memorial Day	Thanksgiving Day
Fireworks Day	Christmas Day
Independence Day	

**RESOLUTION #: 14-18**

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

RESOLVED, that the 2018 Holiday Schedule be and is hereby adopted for the General Staff and the Highway Department Staff as presented above.

**PERSONNEL POLICIES HANDBOOK-**

**RESOLUTION #: 15-18**

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

RESOLVED, that the Town Board hereby adopts the Personnel Policies Handbook of the Town of Pound Ridge, dated March 1, 2010, last amended January 20, 2016.



**SALARY RATIFICATION AND AUTHORIZATION TO PAY:**

**RESOLUTION #: 16-18**

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

RESOLVED, that the salaries are set forth on the Salary Ratification List and Authorization to Pay Report, dated January 01, 2018, be and are hereby ratified and the Supervisor be and is hereby authorized to pay said salaries with one modification. The Confidential Secretary salary is reduced from \$73,316.00 to \$70,000. The \$3,316.00 will be allocated as needed for transitional help in the Supervisor's office.

**ADJOURN ORGANIZATION MEETING**

**ADJOURNMENT:** There being no further business to come before the Board,

**Board Action:** Motion by Councilwoman Sullivan, seconded by Councilwoman Briggs, all voting aye to adjourn the Organization Meeting at 10:00 p.m.

Joanne Pace  
Dated at Pound Ridge, New York  
January 5, 2018