

MINUTES OF THE MARCH 1, 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: JOANNE PACE, TOWN CLERK
WILLIAM HARRINGTON, TOWN ATTORNEY
ALISON BOAK, DEPUTY SUPERVISOR

CALL TO ORDER: Supervisor Hansan called the meeting to order at 8:00 p.m.

CALL FOR EXECUTIVE SESSION: None

ANNOUNCEMENTS/REMINDERS:

- Supervisor Hansan reminded everyone that there will be a Forum of the Boards and Commissions on Saturday, March 3, 2018 at 10:00 a.m.
- Supervisor Hansan also welcomed our newest Record Review reporter, Victoria Sheraton.
- NYSEG has sent out warnings already to the Town regarding the expected Nor' Easter coming our way.

MINUTES: Acknowledge/correct/accept minutes of Town Board Work Session and Town Board Meeting held on February 8, 2018.

Board Action: Motion by Councilwoman Sullivan, seconded by Councilwoman Briggs, all voting aye on the following:

RESOLVED, that the Town Board hereby accepts the minutes of Town Board meeting held on February 8, 2018.

OLD BUSINESS:

- **Formation of Economic Development Committee**

Supervisor Hansan drafted a proposal for the committee with preliminary set of ideas and Section 6 was rewritten as follows:

Pound Ridge Economic Development Committee

Committee Charge:

The Mission of the Pound Ridge Economic Development Committee is to promote, encourage, and support local businesses in Pound Ridge and make Pound Ridge an economically vibrant community where people work, shop, dine, and enjoy services and

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recreation in Pound Ridge. This will be accomplished by involving established business organizations, Town Government Boards and Commissions, and Town residents.

Committee members are charged with recommending a comprehensive strategy to the Town Board to:

1. Promote coordination and communication between and among:
 - a) Residents
 - b) Local Businesses
 - c) Town Government
 - d) Town boards/commissions especially planning, zoning, water commission, and the water/wastewater task force
 - e) Other towns.
2. Coordinate Community Calendar to maintain active content about the activities in Town that could promote commerce in our local business district.
3. Assist in the development of branding and active marketing to promote Pound Ridge small businesses and the Scotts Corners business district.
4. Recommend guidelines for the aesthetics of the Scotts Corners business district.
5. Recruit businesses and services to Pound Ridge which support the brand and as desired by residents.
6. Interact with and encourage existing and prospective business owners to develop a more vibrant business community.
7. Update the Town's Website about the Pound Ridge Economic Development Committee and its services.
8. Deliver a report detailing the progress made towards promoting, encouraging, and supporting local businesses in Pound Ridge annually to the Town Board.

Structure/Members:

The Committee shall have 2 permanent positions reserved for representatives of the existing town business organizations, 4 Pound Ridge resident members at-large appointed by the Town Board, and 1 Town Board member appointed by the Town Board. There will be 2 Co-chairs. One Co-Chair will be the Town Board member and the other will be selected by the remaining members and confirmed by the Town Board. Co-Chairs for this committee will serve one-year terms and may be re-appointed by the Town Board each year. Committee members At-Large will serve 5- year terms.

The makeup of the Committee shall be as follows:

Co-Chairs:

Member At-Large
Town Board Member

2 Permanent Positions for Business District Representation:

One member from the Pound Ridge Partnership (selected and termed according to the rules of that organization)

One member from the Pound Ridge Business Association (selected and termed according to the rules of that organization)

4 At-Large Members

Pound Ridge residents representing relevant fields including real estate, marketing, development, law, finance, and other relevant fields, and having a general interest in the economic vitality of the Town's businesses.

1 Member from the Town Board

The Town Board shall select one Town Board member to serve as a Co-Chair.

Meeting Date:

Meetings will be held on the [insert day of month-ie. Second Tuesday of each month].

Budget: \$1,000 annually for incidentals

RESOLUTION #: 42-18

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

RESOLVED, that the Town Board establishes an Economic Development Ad-Hoc Committee to promote, encourage, and support local businesses in Pound Ridge and make Pound Ridge an economically vibrant community where people work, shop, dine, and enjoy services and recreation in Pound Ridge. This will be accomplished by involving established business organizations, Town Government Boards and Commissions, and Town residents.

NEW BUSINESS:

- **Energy Action Committee- request/recommendation to adopt revised Energize NY PACE law as amended by NYS**

The Energy Improvement Corporation gave a memo to the Town Board dated December 4, 2017 regarding revisions to EIC's PACE Finance Services. New York State has

amended its PACE Law to make PACE financing more accessible to clean energy projects. The changes will expand the usefulness of Energize NY PACE and increase its appeal to energy efficiency and renewable energy project developers. The individual municipalities need to amend their local PACE law to conform to the new template that EIC has provided. Sarah Smiley, Director of Member Services/Energize NY explained the proposed amendments to the Town Board. Ms. Smiley mentioned that one amendment with the renewable energy system states that “to be used primarily at such property, *except when the Qualified Property Owner is a commercial entity in which case the system may be used for other properties in addition to that subject property*”. One of the advantages is to help owners with lower property values, enabling EIC to increase the maximum amount of available PACE financing relative to a property’s value and provides more flexibility going forward. It would also expand the benefits of community solar projects. It would adopt commercial case guidelines used by NYSERDA.

The next step would be to call for a Public Hearing in the near future to adopt the proposed amendments subject to review by Town Attorney.

RESOLUTION # 43-18

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

RESOLVED, that the Town Board hereby authorizes Town Attorney Harrington to modify the language in the proposed resolution to improve and strengthen the sustainable energy loan program to better suit Pound Ridge.

- **Finance-**
-request for one-time budget reallocation for transitional services for Town Clerk

Steve Conti, Director of Finance, is requesting a 2018 budget transfer of \$3,315 for 2018 transitional services for Joanne Pace, Town Clerk. This is a one-time 2018 adjustment paid quarterly from budget line A1220.102.

RESOLUTION #: 44-18

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

RESOLVED, that the Town Board hereby authorizes the 2018 budget transfer of \$3,315.00 for 2018 transitional services for Joanne Pace, Town Clerk. This is a one-time 2018 adjustment paid quarterly from budget line A1220.102.

-request for 2018 budget transfer for Deputy Supervisor budget line

Steve Conti, Director of Finance, is requesting a 2018 budget transfer of \$8,349.00 from Contingency, A1990.400 to Deputy Supervisor line A 1220.101 to allow for the Deputy Supervisor to be paid \$9,460 annually.

RESOLUTION #: 45 -18

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

RESOLVED, that the Town Board hereby approves the 2018 budget transfer of \$8,349.00 from Contingency Fund A1990.400 to Deputy Supervisor line A 1220.101 to allow for the Deputy Supervisor to be paid \$9,460 annually.

-request to approve proposal from aha consulting to upgrade Town Web site

The aha Consulting company is recommending improvements to our existing website for \$5,900.00 that includes the following four main components:

- a) Graphic Design Refresh
- b) Upgraded Content Management System
- c) Content Migration
- d) Staff Training

They will create a new custom website design for the Town Home Page, Departmental Home Page and individual inner pages. They will also upgrade our Internet site to the latest version of Aha Fast Track for Drupal 7. The upgrade is included in the 2018 adopted budget.

RESOLUTION #: 46 -18

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

RESOLVED, that the Town Board hereby authorizes Steve Conti, Director of Finance, to allow aha consulting to upgrade the Town's website and Internet site as proposed in the amount of \$5,900.00. This is a budgeted item.

- **Police Department- request to Adopt Body Worn Camera Policy**

RESOLUTION #: 47-18

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

RESOLVED, that the Town Board hereby adopts the Body Worn Camera Policy as presented by Chief David Ryan.

- **Recreation – request for permission to purchase budgeted lifeguard chair**

RESOLUTION #: 48 -18

Board Action: Motion by Councilwoman Briggs, seconded by Councilwoman Sullivan, all voting aye on the following:

RESOLVED, that the Town Board hereby authorizes David Goldberg, Recreation Superintendent, to purchase a lifeguard chair from Recreonics in the amount of \$3,511.99. He received the following three quotes and Recreonics was the lowest priced:

Recreonics, Inc. -	\$3,511.99
Lifeguard Store, Inc. -	\$4,130.00
Rec Supply	\$4,540.00

- **Supervisor – request authority to sign Enhanced 911 Service Agreement with County**

RESOLUTION #: 49-18

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

RESOLVED, that the Town Board hereby authorizes Supervisor Hansan to sign the Enhanced 911 Service Agreement with Westchester County for a five (5) year term commencing on October 1, 2017 and continuing through September 30, 2022.

- **Town Clerk- request to attend annual NYS Town Clerks' Association Conference**

RESOLUTION #: 50 -18

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

RESOLVED, that the Town Board hereby authorizes Joanne Pace, Town Clerk, to attend the annual New York State Town Clerk's Association Conference in Albany, New York from Sunday, April 22 to Wednesday April 25, 2018 and be reimbursed for expenses incurred (registration, travel, lodging, meals) not expected to exceed \$1,200.

Add-on: Ratification of appointments made in Executive Session:

RESOLUTION #: 51-18

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

RESOLVED, that the Town Board hereby ratifies the appointment made to the following Boards and Commissions:

FINANCIAL MATTERS:

- **Receiver of Taxes – requesting to refund duplicate School payments**

RESOLUTION #: 52-18

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

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

<u>NAME</u>	<u>PARCEL</u>	<u>AMOUNT</u>	<u>REASON</u>
Esman	9452-120	\$ 4,356.35	duplicate payment
Nager	9820-81	\$12,733.50	duplicate payment

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ADJOURNMENT: There being no further regular business to come before the Board, Supervisor Hansan adjourned the regular meeting at 8:35 p.m.

Joanne Pace, Town Clerk
Dated at Pound Ridge, New York
March 2, 2018