

MINUTES OF THE OCTOBER 03, 2019 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 TO ORDER: Supervisor Hansan called the meeting to order at 8:00 p.m.

CALL FOR EXECUTIVE SESSION: None

ANNOUNCEMENTS:

- The Board of Elections gave the final confirmation to have early voting at the Town House October 26th through November 3rd. The hours will be: Saturday and Sunday, October 26th and 27th from 12:00-5:00 p.m.; Monday, October 28th from 8:00 a.m.-4:00 p.m.; Tuesday, October 29th from 12:00-8:00 p.m.; Wednesday, October 30th from 8:00 a.m.-4:00 p.m.; Thursday, October 31st from 12:00-8:00 p.m.; Friday, November 1st from 8:00 a.m. -4:00 p.m.; Saturday, November 2nd and Sunday, November 3rd from 12:00-5:00 p.m.
- Supervisor Hansan reminded everyone that the Harvest Festival is Saturday, October 5, 2019 in the Town Park from 1:00 – 6:00 p.m.
- On Thursday, October 10th from 6:45 – 7:45 p.m., there will be a presentation at the Pound Ridge Library entitled “Secret Magic Composting System”. Alastair Ong, certified UConn Master Composter, will present “the easiest, most trouble-free method of residential composting”.
- Another Repair Café will be held on Saturday, October 19th from 11:00 a.m. -3:00 p.m. at Conant Hall.
- The Bedford Central School Board invites all members of the community to attend one of their open community forums about the district’s developing Long-Range “Facilities Plan. These forums encourage all to share their thoughts, hopes, and ideas for the future. The forums are scheduled as follows:
 - Tuesday, October 22nd at 4:00 p.m. -FLMS Little Theater
 - Tuesday, October 22nd at 7:00 p.m. –FLMS Little Theater
 - Wednesday, October 23rd at 9:30 a.m.-Administration Bldg.
 - Wednesday, October 23rd at 7:00 p.m.- FLMS Little Theater

MINUTES: Acknowledge/correct/accept minutes of the Town Board meeting held on Thursday, September 19, 2019.

Board Action: Motion by Councilman Dow, seconded by Councilwoman Briggs, all voting aye to accept the Town Board meeting minutes of September 19, 2019.

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NEW BUSINESS:

- **Finance – authorize the enrollment into Paychex for Payroll Services**

Steve Conti, Director of Finance, is requesting authorization for the approval of using Paychex for payroll services. The intention is to get most of the finances in the cloud vs the Town House server effective January 1, 2020. Steve Conti would have to start the set up process soon.

RESOLUTION #: 177 -19

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

RESOLVED, that the Town Board hereby authorizes Steve Conti, Director of Finance, to use Paychex for the Town's payroll services. They would provide tax payments and quarterly filing and prepare annual W2s and submit the W2 file to Social Security. The costs would be approximately \$5,500.00 annually. This would involve a budget transfer in the 2020 budget from A1310.103 (finance hourly) to A1310.410 (professional services) effective January 1, 2020.

- **Highway – authorize fund transfer of recent surplus equipment sales into Equipment and Repair Fund**

RESOLUTION #: 178 -19

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

RESOLVED, that the Town Board hereby authorizes the transfer of highway surplus equipment sales into the highway equipment and repair fund D5130.406. The approximate amount is \$24,000.

-approval to advertise and hire one full-time employee

RESOLUTION #: 179 -19

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

RESOLVED, that the Town Board hereby authorizes the Town Clerk to advertise for one full time highway employee. This is a budget item in the 2019 budget. The start date would be the second or third week of November.

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- **Planning Board – approval to release bonds for DelSavio/Knob Hill**

At the September 26, 2019 Planning Board meeting, it was recommended that the Town Board authorize the release of the outstanding bonds referred to in the Resolution of Final Subdivision for the DelSavio/Knob Hill Application. The Resolution will be attached to the Town Board minutes.

RESOLUTION #: 180-19

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

RESOLVED, that the Town Board hereby authorizes the release of outstanding bonds referred to in the Resolution of Final Subdivision for the DelSavio/Knob Hill Subdivision. The three bonds will be as follows:

- \$147,750 bond, reduced from \$600,000 for roads and related improvements
- \$5,750 bond, reduced from \$30,000 for erosion control
- \$10,000 Water Control bond

Engineering inspections of the roadway were satisfactory and Joshua Hobby Lane was accepted for dedication as a Town road by the Town Board on April 4, 2019. The transfer deed for the road and open space parcels was recorded in the Westchester County Clerk's Office on September 10, 2019.

- **Recreation – Update on Pond House from Friends of Pound Ridge**

Richard Wetchler and Matthew Polinsky, Recreation Commission, gave an update on the Pond House construction project. They have installed a new roof and will be putting a new deck on the side of the building. They have provided the appropriate Certificate of Liability Insurance. The Town Board agreed to have the Town Maintenance crew help them with grading the property. The goal is to have the project complete before the winter.

- **Town Clerk – Award Fuel Oil Bid for 2019-2020**

Two sealed bids for furnishing fuel oil for all the municipal buildings in the Town of Pound Ridge were received on Tuesday, October 1, 2019. The Town Clerk advertised in the Record Review and sent several packets of information to oil companies requesting bids.

Marshall Oil will deliver #2 fuel for all facilities at (+.08) cents per gallon above the low New York Harbor Barge Reseller's price. They enclosed a copy of their service contract, the bid for which is one hundred (\$100.00) dollars per unit for service and oil burner parts and fifty (\$50.00) dollars for oil fired water heater.

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Almeida Oil Co. will deliver #2 fuel for all facilities at seven (+.079) cents per gallon above the low New York Harbor Barge Reseller's price. The bid for their service contract is one hundred and nine (\$109.00) dollars per unit for service and oil burner parts and forty-nine (\$49.00) dollars for oil fired water heater.

RESOLUTION #: 181-19

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

RESOLVED, that the Town Board hereby awards the annual oil bid to Marshall Oil Co. to supply the Town with No.2 Fuel Oil and the service contract for the 2019-2020 year as they submitted a complete bid package and were the lowest bidder for the service contracts.

FINANCIAL MATTERS:

- **Recreation – refund request for swim lessons**

RESOLUTION #: 182 -19

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

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

<u>NAME</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>REASON</u>
Emily Hunt Forbes 52 Horseshoe Hill Rd. Pound Ridge, NY 10576	A2025	\$210.00	Unused swim lessons

- **Water Control Commission – release of bond**

RESOLUTION #: 183-19

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

RESOLVED, that the Town Board hereby authorizes the release of five thousand (\$5,000) dollars Water Control Bond #: 2008-10 to Mitchell Hecht, 84 Old Mill

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River Road, Pound Ridge, NY 10576. The work has been completed in
accordance with the code of the Town of Pound Ridge and the State of New York
building requirements.

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

Joanne Pace

Dated at Pound Ridge, New York

October 4, 2019