

MINUTES OF THE DECEMBER 12, 2019 MEETING OF THE TOWN BOARD OF THE TOWN OF POUND RIDGE AND PUBLIC HEARING 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 AND DIANE BRIGGS

ALSO PRESENT: TOWN CLERK, JOANNE PACE
DEPUTY SUPERVISOR ALISON BOAK

ABSENT: COUNCILMAN DAVID DOW
TOWN ATTORNEY, WILLIAM P. HARRINGTON, ESQ.

CALL TO ORDER: Supervisor Hansan called the meeting to order at 8:00 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 Monday, December 30, 2019 at 7:30 p.m. for a personnel matter.

ANNOUNCEMENTS/REMINDERS:

- Supervisor Hansan reminded everyone of the Toys for Tots collection sites around Town that continues until December 20, 2019.
- The Boys and Girls Club in Mt. Kisco is also having a Holiday Drive with donations going to the Maria Fareri Children's Hospital in Valhalla, NY. Drop off toys, DVD's, coloring books etc. at the Boys and Girls Club.
- Reminder that the Boy Scouts are having curb-side pickup and recycling of Christmas Trees on Saturday, January 4th, Sunday, January 5th, Saturday, January 11th and Sunday, January 12th. The suggested donation is \$20 per tree.

MINUTES: Acknowledge/correct/accept minutes of the Town Board meeting held on Thursday, December 6, 2018.

Board Action: Motion by Councilwoman Briggs, seconded by Councilwoman Sullivan, all voting aye to accept the minutes of the Town Board meeting held on Thursday, November 14, 2019.

PUBLIC HEARINGS:

- **To consider adoption of the 2020 Town Budget & Parking District Budget**

Board Action: Motion by Councilwoman Sullivan, seconded by Councilman Paschkes, all voting aye to open the Public Hearing to consider adoption of the 2020 Town Budget & Parking District Budget.

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Steve Conti, Director of Finance, reviewed the highlights of the 2020 Town Budget & Parking District Budget as follows:

General and Highway Fund appropriations	\$8,918,510
Revenues	-\$3,064,452
Fund Balance	-\$ 304,000
Tax Levy	= \$5,550,058

Total Proposed Town Budget \$9,295,054 of which we have revenues of \$3,074,452 and Fund Balance of \$300,000; which leaves the Town \$5,920,602 to be raised by taxes. The tax rate for 2019 was 14.14.4384 and is 14.7296 for 2020. The 2020 Budget Highlights are as follows:

GENERAL & HIGHWAY FUNDS COMBINED:

Appropriations Increase = 3.32% - \$286,468
Revenues Increase = 7.24% - \$207,000
Total Tax Rate Increase – 1.99%

TAX CAP ANALYSIS:

2019 Tax Levy Amount - \$5,854,375
Growth Factor-1.00% -\$5,917,919
CPI Cap 2.00% - \$6,031,277
Add Carryover PY - \$45,567
2020 Levy Limit – \$6,076,844
Increase Allowed Above 2019 Levy - \$222,469
2020 Tax Levy - \$5,970,366
Increase over 2019 Levy - \$115,991
Amount Under Tax Cap - \$-106,478

APPROPRIATIONS:

Repayment of Bonds = \$128,000
Repayment of BAN's = \$200,000
Health Insurance = \$1,163,000
NYS Retirement = \$545,000
Road Maintenance= \$1,000,000
New Vehicles= \$660,000

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Board Action: Motion by Councilman Paschkes, seconded by Councilwoman Sullivan, all voting aye to close the Public Hearing to consider to adopt the 2020 Town Budget & Parking District Budget.

RESOLUTION #: 206-19

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

RESOLVED, that the Town Board hereby adopts the 2020 Town Budget and Parking District Budget as proposed.

Steve Conti, Director of Finance, was thanked by Supervisor Hansan and the rest of the Town Board members for a great job with the 2020 budget. Supervisor Hansan also thanked Councilwoman Sullivan and Councilman Dow for all their work and effort in the budget process and for their years of service on the Town Board.

NEW BUSINESS:

- **Auditor's Report for year ending 2018**

Susan Barosi and John Walsh of O'Connor Davies, LLP and Steve Conti, Director of Finance, explained the financial statements of the 2018 audit. Ms. Barosi said that the Town has five funds: General Fund, Highway Fund, Capitol Fund, Parking Fund and Special Purpose Fund or Trust and Agency Fund. Susan Barosi along with John Walsh and Steve Conti, Director of Finance, focused on the General Fund which is the operational fund. The auditor's express no opinions on these basic financial statements based on the audit. They briefly went through stating that the financials contain reasonable estimates, no significant audit adjustments, no disagreements and no major accounting, auditing or reporting issues. The financial statements present fairly the respective financial position of the governmental activities with accounting principles generally accepted in the United States of America.

A copy of the draft financials are in the Town Clerk's office for anyone who wishes to review it.

They will prepare a Management Letter which will discuss the strength and weaknesses in the internal control and suggestions for any operating deficiencies. At the end of the audit process, the Town of Pound Ridge received an unmodified opinion which is the best opinion that any municipality can get. Susan Barosi briefly went through the Summary of Communications of Internal Control Matters and there were no material

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errors, frauds or illegal acts or weakness identified. All accounting policies appeared appropriate. There was nothing to report.

Supervisor Hansan thanked Steve Conti, Director of Finance, along with O'Connor Davies, LLP for all their work for helping keep Pound Ridge in a healthy financial position. Supervisor Hansan also thanked the Department Heads and the Town Board for their efforts in keeping the budget financially conservative and secure.

RESOLUTION #: 207-19

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

RESOLVED, that the Town Board hereby accepts the 2018 Financial Statements and Supplementary Information for the year ended December 31, 2018 as presented by O'Connor Davies, LLP.

- **Friends of Pound Ridge – approval for Special Use Permit & permission to hang banner**

The Friends of Pound Ridge are having four skating events in the Town Park during January and February 2020 on the new portable ice skating rink. They have submitted a Special Use Permit with the details of the event and the appropriate certificate of insurance. They have also notified the surrounding neighbors of the events.

RESOLUTION #: 208 -19

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

RESOLVED, that the Town Board hereby approves of the Special Use Permit authorizing the Friends of Pound Ridge to host four ice skating events in the Town Park with lighting and music on Fridays and Saturdays in January and February 2020. They will provide the appropriate certificates of insurance and have notified all the surrounding neighbors, AND BE IT

FURTHER RESOLVED, that the Town Board hereby authorizes the Friends of Pound Ridge to hang their Popup Ice Rink event banner over Westchester Avenue from December 15-January 15, 2020.

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- **Highway Department-approval to order equipment**

Vinnie Duffield, Highway Superintendent, is requesting permission to purchase a catch basin cleaner which was approved in the 2020 budget before the year end to avoid the price increase of several thousand dollars.

RESOLUTION #: 209 -19

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

RESOLVED, that the Town Board hereby authorizes the Superintendent of Highways to purchase the catch basin cleaner budgeted for purchase in 2020 by the end of the year to avoid the price increase.

- **NYPIRG – presentation on single-use plastics legislation in New York**

James Accordino works with the New York Public Interest Research Group (NYPIRG) in Westchester County and presented a PowerPoint explaining the pollution in the waters in New York State. There is sewage and chemical contamination and agricultural run offs; oil and gas spills and plastic pollution. There is a need to fully fund water infrastructure, regulate emerging contaminants and eliminate single-use plastics.

Governor Cuomo is urging local municipalities to include a new appropriation for the Clean Water Infrastructure Act in the 2020-2021 budget. The Clean Water Infrastructure Act has been a historic program and they strongly support increased funding. They also hope the municipalities will adopt a Local Law for single-use plastics including straws, utensils and coffee stirrers.

Another Local Law to consider is the enactment of imposing a paper carryout bag reduction fee. The Town Board thanked James for his presentation.

- **Police-approval for reassignment-Stephen Mulcahy to Officer and Steven Leone to Detective**

RESOLUTION # 210 -19

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

RESOLVED, that the Town Board hereby accepts the title change for Detective Stephen Mulcahy to Police Officer per his memo dated October 28, 2019 and the title change for Police Officer Steven Leone to Detective both effective January 1, 2020.

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- **Recreation – approval to purchase software**

Recreation Superintendent, David Goldberg submitted a memo to the Town Board regarding recreation software that is cloud based. Dave received three quotes: 1) capturepoint.com in the amount of \$9,750.00, 2) VSI in the amount of \$8,100 for the services and \$5,204 for the training; 3) recdesk in the amount of \$3,480. He is suggesting purchasing capturepoint.com including implementation management; web based training; data migration for the price of \$9,750.00.

RESOLUTION #: 211 -19

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

RESOLVED, that the Town Board hereby authorizes Recreation Superintendent David Goldberg to purchase the recreation software from capturepoint.com including implementation management; web based training; data migration for the price of \$9,750.00.

- **Supervisor – request to change Town meetings from Thursdays to Tuesdays in 2020**

RESOLUTION #: 212 -19

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

RESOLVED, that the Town Board hereby agrees to change the meeting days for the Town Board meetings from Thursdays to Tuesdays starting January 2020. They will be the first and second Tuesdays of the month except for January when it will be the first and third Tuesday of the month.

- **Liaison Reports**

The Town Board reported on their Boards and Commissions.

FINANCIAL MATTERS

- **Recreation : refunds**

RESOLUTION #: 213 -19

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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>Amount</u>	<u>Reason</u>
Kelsey Hall 10 Clinton Road Bedford, NY 10507	\$100.00	basketball registration
Wendy Gilligan 174 Eastwoods Road Pound Ridge, NY 10576	\$135.00	Flag Football registration
Alison Munsch 225 Salem Road Pound Ridge, NY 10576	\$500.00	Conant Hall deposit

- **Water Control Commission – approval to release bonds**

RESOLUTION #: 214-19

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 Water Control Commission bond #:2018-06 in the amount of five thousand (\$5,000) dollars to Katherine Long, 34 So. Bedford 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, AND BE IT

FURTHER RESOLVED, that the Town Board hereby authorizes the release of Water Control Commission bond #:2017-04 in the amount of five thousand (\$5,000) dollars to Mitchell Cannold, 15 Colonel Sheldon Lane, 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, AND BE IT

FURTHER RESOLVED, that the Town Board hereby authorizes the release of Water Control Commission bond #:2013-03 in the amount of five thousand (\$5,000) dollars to Mark Rosenberg Revocable Trust, 11 Shad Road West, Pound Ridge, NY 10576. The work has been completed in accordance with the Code of

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the Town of Pound Ridge and the State of New York building requirements, AND BE IT

FURTHER RESOLVED, that the Town Board hereby authorizes the release of Water Control Commission bond #:2013-07 in the amount of one thousand (\$1,000) dollars to Community Based Services, Inc, 4 Lower Shad 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, AND BE IT

FURTHER RESOLVED, that the Town Board hereby authorizes the release of Water Control Commission bond #:2018-07 in the amount of five thousand (\$5,000) dollars to Keith Schenker, 56 West Lane, 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, AND BE IT

FURTHER RESOLVED, that the Town Board hereby authorizes the release of Water Control Commission bond #:2014-05 in the amount of five thousand (\$5,000) dollars to Eric Dobkin, 146 Old Church Lane, 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, AND BE IT

FURTHER RESOLVED, that the Town Board hereby authorizes the release of Water Control Commission bond #:2017-11 in the amount of three thousand (\$3,000) dollars to Rebecca Haile, 228 Upper Shad 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, AND BE IT

FURTHER RESOLVED, that the Town Board hereby authorizes the release of Water Control Commission bond #:2017-08 in the amount of five thousand (\$5,000) dollars to Rhonda Spevak, 124 Cross Pond 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, AND BE IT

FURTHER RESOLVED, that the Town Board hereby authorizes the release of Water Control Commission bond #:2015-09 in the amount of two thousand five hundred (\$2,500) dollars to Glen Sulam, 27 Threshing Rock 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, AND BE IT

FURTHER RESOLVED, that the Town Board hereby authorizes the release of Water Control Commission bond #:2013-01 in the amount of five thousand (\$5,000) dollars to David Berkowitz, 111 Upper Shad Road, Pound Ridge, NY

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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, AND BE IT

FURTHER RESOLVED, that the Town Board hereby authorizes the release of Water Control Commission bond #:2014-09 in the amount of one thousand (\$1,000) dollars to Jeffrey Chandor, 243 Eastwoods 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.

- **Pay Bills**

RESOLUTION #: 215-19

Board Action: Motion by Councilman Paschkes, seconded by Councilwoman Sullivan, Board polled, motion passing 3-0 with Councilwoman Briggs abstaining, to authorize payment of bills:

WHEREAS, Councilwoman Briggs have audited claims for payment and have reported that same could be paid, Now, Therefore, Be It

RESOLVED, that the Supervisor be and is hereby authorized to pay the following claims for payment provided there are sufficient funds in the account to which a claim may be charged:

GENERAL FUND	G		\$ 75,726.03
HIGHWAY FUND	D		\$ 43,889.15
TRUST AND AGENCY	T		\$ 34,490.60
CAPITAL	H		\$ 0

Board Action: Motion by Councilwoman Sullivan, seconded by Councilman Dow, all voting aye to adjourn the Town Board meeting to reconvene as Parking District Commissioners.

RECONVENE AS THE PARKING DISTRICT COMMISSION

- **Pay Bills**

RESOLUTION #: 216-19

Board Action: Motion by Councilman Paschkes, seconded by Councilwoman Sullivan, Board polled, motion carried 3-0 with Councilwoman Briggs abstaining on the following:

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WHEREAS, Councilwoman Briggs have audited claims for payment and have reported that same could be paid, Now, Therefore, Be It

RESOLVED, that the Supervisor be and is hereby authorized to pay the following claims for payment provided there are sufficient funds in the account to which a claim may be charged:

PARKING DISTRICT	ST		\$ 626.96
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ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 9:25 p.m.

*Town Clerk Note: Councilman Paschkes, on behalf of the town Board, thanked retiring Town Clerk Joanne Pace for all her work and efforts throughout the years.

Joanne Pace
Dated at Pound Ridge, New York
December 13, 2019