

**AGENDA**  
**TOWN BOARD ORGANIZATION MEETING**

Meeting Date: January 08, 2015  
Meeting Time: 8:00 PM

Town House, 179 Westchester Avenue  
Pound Ridge, NY 10576-1743

**CALL TO ORDER:**

**CALL FOR EXECUTIVE SESSION:** Thursday, January 15, 2015 at 7:00pm for Personnel

**ANNOUNCEMENTS:** February 5<sup>th</sup> meeting will include a presentation by David Stolman of F.P. Clark on Form Based Zoning.

**MINUTES:** Acknowledge/correct/accept minutes of the Town Board Meeting held on Thursday, December 11, 2014.

**PUBLIC HEARINGS:** None

**NEW BUSINESS:** 1. Appointment of Court Officer, Arthur Kaufman  
2. Internship for PD program – Natalia Fernandez

**FINANCIAL MATTERS:** We received notification from the Audit by OSC that we were in compliance with the Tax Cap.

**ADJOURN REGULAR MEETING**

**CALL TO ORDER: ORGANIZATIONAL MEETING:**

**SUPERVISOR'S APPOINTMENTS:**

Deputy Supervisor  
Confidential Secretary to the Supervisor  
Director of Finance  
OEM Executive Director

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

Insurance  
Croton Watershed & NYC DEP Representative  
Airspace Alliance Representative  
Environmental Initiatives and Comprehensive Plan Advisor  
Westchester County Septic Committee Representative  
Sustainable  
Wireless Telecommunications Advisor

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**Town Board Liaisons:**

Audit Bills  
Business District  
Conservation Board  
Drug Abuse Prevention Council  
Highway & Maintenance Departments  
Housing Board  
Landmarks & Historic Districts Commission  
OEM  
Open Space Acquisitions Committee  
Planning Board  
Police Department  
Recreation Commission  
Energy Action Committee  
Water Control Commission  
Zoning Board of Appeals

**Ad Hoc Committees:**

Employee Handbook Committee:

Safety Committee:

Deer Management Committee:

Parking District Owners Advisory Committee:

**TOWN BOARD APPOINTMENTS:**

Town Attorney  
Deputy Town Attorney  
Town Historian  
Registrar of Vital Statistics  
Office Manager  
Deputy Receiver of Taxes  
Dog Control Officer  
IT Manager  
Cemetery Commissioner

**APPOINTMENTS TO BOARDS & COMMISSIONS**

**Board Of Assessment Review (5 Year Terms):**

**Board Of Ethics (1 Year Terms):**

**Conservation Board (2 Year Terms):**

**Drug Abuse Prevention Council (2 Year Terms):**

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**Energy Action Committee (7 Year Terms):**

**Housing Board (7 year Terms):**

**Landmarks & Historic District Commission (2 year Terms):**

**Open Space Acquisitions Committee (1 Year Terms):**

**Planning Board (7 Year Terms):**

**Recreation Commission (7 Year Terms):**

**Water Control Commission (5 Year Terms):**

**Zoning Board of Appeals (5 Year Terms):**

**POLICIES AND PROCEDURES:**

**PAYMENTS IN ADVANCE OF AUDIT:**

**MEETING DATES AND PROCEDURES:**

**AGENDA**

**CHIEF ADMINISTRATIVE OFFICER – CHIEF FISCAL OFFICER**

**PROCUREMENT PROCEDURES**

**APPOINTMENT OF MARRIAGE OFFICERS**

**MILEAGE REIMBURSEMENT**

**OFFICIAL NEWSPAPER**

**BANK DEPOSITORY**

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

**AGENDA**  
**TOWN BOARD ORGANIZATION MEETING**

**INVESTMENT POLICY**

**INDEMNIFICATION OF TOWN OFFICERS**

**REGULATION ON REPORTING FOR ELECTED OR APPOINTED TOWN OFFICIALS**

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

**ASSOCIATION OF TOWNS**

**WESTCHESTER PUTNAM ASSOCIATION of TOWN SUPERVISOR'S, WESTCHESTER MUNICIPAL OFFICIALS ASSOCIATION and WESTCHESTER MUNICIPAL PLANNING FEDERATION**

**NDEPENDENT AUDITOR**

**NETWORK SUPPORT SERVICES**

**JULY 4<sup>th</sup> FIREWORKS**

**Tax Map Maintenance**

**AGENCIES:**

**HOLIDAY SCHEDULE – GENERAL STAFF:**

<b>New Year's Day</b>	<b>Columbus Day</b>
<b>Martin Luther King, Jr. Birthday</b>	<b>Election Day</b>
<b>President's Day</b>	<b>Veterans Day</b>
<b>Memorial Day</b>	<b>Thanksgiving Day</b>
<b>Independence Day</b>	<b>Day after Thanksgiving Day</b>
<b>Labor Day</b>	<b>Christmas Day</b>

If any of the above holidays falls on a weekend, the holiday will be observed in accordance with the designation of New York State for State Employees.

**HIGHWAY DEPARTMENT HOLIDAY SCHEDULE – (As shown in Highway 2015 Contract)**

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

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	

**PERSONNEL POLICIES HANDBOOK**

**SALARY RATIFICATION AND AUTHORIZATION TO PAY.**

**ADJOURN ORGANIZATION MEETING**

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