

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

Meeting Date: January 07, 2016  
Meeting Time: 8:00 PM

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

1. **CALL TO ORDER:**
2. **CALL FOR EXECUTIVE SESSION:**
3. **ANNOUNCEMENTS:**
4. **MINUTES:**
5. **PUBLIC HEARINGS:**
6. **NEW BUSINESS:**
7. **OLD BUSINESS:**
8. **FINANCIAL MATTERS:**
9. **ADJOURN REGULAR MEETING:**
  
1. **CALL TO ORDER: ORGANIZATIONAL MEETING:**
  - a. **SUPERVISOR'S APPOINTMENTS:**
    - Deputy Supervisor
    - Confidential Secretary to the Supervisor
    - Director of Finance
    - OEM Executive Director
  
  - b. **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
  
  - c. **Town Board Liaisons:**
    - Audit Bills
    - Business District
    - Conservation Board
    - Drug Abuse Prevention Council
    - Highway & Maintenance Departments
    - Housing Board
    - Landmarks & Historic Districts Commission
    - Open Space Acquisitions Committee

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Planning Board  
Police Department  
OEM  
Recreation Commission  
Energy Action Committee  
Water Control Commission  
Zoning Board of Appeals

**d. Ad Hoc Committees:**

Employee Handbook Committee:  
Safety Committee:  
Airspace Committee:  
Deer Management Committee:  
Waste Water Task Force:  
Parking District Owners Advisory Committee:

**e. 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

**f. 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):  
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):  
Recreation Commission (7 Year Terms):  
Water Control Commission (5 Year Terms):  
Zoning Board of Appeals (5 Year Terms):

**g. 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

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INVESTMENT POLICY  
INDEMNIFICATION OF TOWN OFFICERS  
REGULATION ON REPORTING FOR ELECTED OR APPOINTED TOWN OFFICIALS

**h. 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  
INDEPENDENT AUDITOR  
NETWORK SUPPORT SERVICES  
JULY 4<sup>th</sup> FIREWORKS  
TAX MAP MAINTENANCE  
AGENCIES:

**i. HOLIDAY SCHEDULE – 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	Day after Christmas Day

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 2016 Contract**

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

New Year's Day	Independence Day
The day after 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

**j. PERSONNEL POLICIES HANDBOOK**

**k. SALARY RATIFICATION AND AUTHORIZATION TO PAY**

**l. ADJOURN ORGANIZATION MEETING**

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