

MINUTES OF THE JANUARY 7, 2016 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 RICHARD LYMAN; COUNCIL MEMBERS: DANIEL PASCHKES, DAVID DOW AND JODY SULLIVAN

ALSO PRESENT: TOWN CLERK, JOANNE PACE
TOWN ATTORNEY, WILLIAM P. HARRINGTON
DEPUTY SUPERVISOR, JONATHAN POWERS

ABSENT: COUNCILWOMAN BONNIE SCHWARTZ

CALL REGULAR MEETING TO ORDER: Supervisor Lyman called the meeting to order at 8 p.m.

CALL FOR EXECUTIVE SESSION:

Board Action: Motion by Councilwoman Sullivan, seconded by Councilman Paschkes, all voting aye to hold an Executive Session immediately following the Organizational Meeting for a legal matter.

ANNOUNCEMENTS:

- Supervisor Lyman mentioned that Councilwoman Schwartz was not able to attend the Town Board meeting tonight due to a personal matter.
- Supervisor Lyman announced that the Town is in the process of web streaming our Town Board meetings and will be filming the meeting tonight; however, it will not be live until all glitches are ironed out. The meetings will be available on the website for viewing within the next meeting or two.
- Supervisor Lyman welcomed the two new Town Board members, David Dow and Jody Sullivan

MINUTES: Acknowledge/correct/accept minutes of the Town Board Work Session and Regular Town Board meeting of December 10, 2015.

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

RESOLVED, that the Town Board hereby accepts the minutes of the Work Session and Regular Town Board meetings of December 10, 2015.

NEW BUSINESS:

Assessor Diane Briganti asked for authorization to hire an appraiser to defend the Town assessment for a property.

RESOLUTION #: 1-16

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Board Action: Motion by Councilwoman Sullivan, seconded by Councilman Paschkes, all voting aye to authorize the Assessor to hire an appraiser, Bryan Parkhurst, to defend the Town assessment of property Block 9317-80.9. The appraisal cost would be \$850 and testimony cost, if necessary, would be \$200.

OLD BUSINESS: Discussion on CCA

The Town Board continued discussion on the CCA program concentrating on the Memo of Understanding that was sent to the Town Board members. There was concern about its enforceability amongst other things. In essence, what we are doing is saying that in signing the document, we are going to enter into the tri-party agreement assuming that it leads to established criteria but suppose when it comes through, we find that it's not something we want to do because it is of so little benefit to the taxpayers. We don't want to put our residents through this for essentially no benefits.

Counsel Harrington said that this is a constantly revolving and moving ball. They have finally gotten to final stages of the agreement and they want to get mass municipalities to sign up. Counsel Harrington feels that our Town Board was way ahead of the curve raising issues that other municipalities didn't.

Councilwoman Sullivan commented that some of her initial concerns on an earlier submitted document were actually eliminated from the Memorandum of Understanding.

Councilman Paschkes noted the cyber security issue. We had raised that issue and he found it interesting in the supporting documents that this was also a concern by Con Edison and NYSEG in their comments to the Public Service Commission in the decision giving the green light to the Sustainable Westchester but the PSC did not listen to the concerns of Con Edison or NYSEG and did not put in the requirement that there be insurance for cyber security. Another concern of Councilman Paschkes was the reference to the fees that would be charged to our residents to pay for Sustainable Westchester's piece of it and while they don't seem much as a percent of kilowatt hour charge, he does think it worth noting that the process from the get go was premised on the idea initially that this was going to save our residents money. Any document that the Town approves should say that in order for a bid to qualify as being below NYSEG rates, it should be inclusive of the fees charged by Sustainable Westchester.

Councilman Dow picked up on the termination clause in the MOU seeming to be restrictive in the ability of the municipalities to terminate.

Counsel Harrington said that it may be better off for this Town to wait a year before considering signing this agreement to see how successful it is for the other municipalities who signed on. He is very concerned with the pace of this. It is a "hurry up and go" pace. It is too complex to be rushed into signing this document right now.

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Supervisor Lyman is concerned that they are not going for the cheapest rate. There are roughly 70 different Energy Service Companies (ESCOs) in the market place. This number was winnowed to 10 without anyone fully knowing the criteria for doing so. It is now a requirement to have the 100% renewable energy option. Even if you didn't want to opt up to the 100% renewable, it still is not the cheapest available option out there. That was what the whole idea of this program was supposed to be, but that is not what is being presented now.

Deputy Supervisor Powers stated that being a small community, Pound Ridge has less to gain and possibly has more risk entering into such an agreement.

Counsel Harrington will review and red line the latest version of this agreement and it can be discussed further at the Work Session meeting on January 14, 2016.

FINANCIAL MATTERS: None

ADJOURN REGULAR MEETING:

Board Action: Motion by Councilman Paschkes, seconded by Councilwoman Sullivan, all voting aye to adjourn the regular meeting of the Town Board.

CALL TO ORDER: ORGANIZATIONAL MEETING-Opened at 8:20 p.m.

Supervisor's Appointments:

RESOLUTION #: 2-16

Board Action: Motion by Councilwoman Sullivan, seconded by Councilman Dow, all voting aye on the following Supervisor's Appointments:

SUPERVISOR'S APPOINTMENTS:

Deputy Supervisor: Jonathan Powers

Confidential Secretary to the Supervisor: Marianne S. Vitelli

Director of Finance: Steven Conti

OEM Executive Director: Gary Warshauer

Special Advisors to the Supervisor and the Town Board

RESOLUTION #: 3-16

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

RESOLVED, that the Town Board hereby approves the following Special Advisors to the Supervisor and Town Board:

Insurance: Harvey Dann
Croton Watershed & NYC Dept. of Environmental Protection Representative: Jon Powers
Air Space Alliance Representative: Jon Powers
Environmental Initiatives and Comprehensive Plan Advisor: Bill Harding
Westchester County Septic Committee Representative: Dick Lyman
Sustainable Westchester: Scott Fernqvist
Wireless Telecommunications Advisor: Michael Juchem

Appointment of Town Board Liaisons to Boards and Commissions:

RESOLUTION #: 4-16

Board Action: Motion by Councilman Dow, seconded by Councilwoman Sullivan, all voting aye to approve the following appointments:

Town Board Liaisons:

Audit Bills: Jody Sullivan
Business District: Dick Lyman
Conservation Board: Dan Paschkes
Drug Abuse Prevention Council: Bonnie Schwartz
Highway Department and Maintenance Department: Dick Lyman
Housing Board: Jody Sullivan
Landmarks & Historic Districts Commission: Dan Paschkes
Open Space Acquisitions Committee: Dan Paschkes
Planning Board: Jody Sullivan
Police Department: Richard Lyman
OEM – Jody Sullivan
Recreation Commission: Bonnie Schwartz
Energy Action Committee: Dan Paschkes
Water Control Commission: David Dow
Zoning Board of Appeals: David Dow

Ad Hoc Committees:

RESOLUTION #: 5-16

Board Action: Motion by Councilwoman Sullivan, seconded by Councilman Dow, all voting aye to approve the following Ad-Hoc Committees and their members:

Employee Handbook Revisions Committee: Joanne Pace, David Ryan, Jon Powers, Dick Lyman and Steve Conti.

Safety Committee: Harvey Dann, Chairman, Dick Lyman, Dave Ryan, David Goldberg, Vinnie Duffield, Jonah Maddock, Jim Perry, Steve Conti, Joanne Pace, Marianne Vitelli, Spain Agency representative and a representative from the Worker's Compensation Agency.

Deer Management Committee: Jon Powers-Chairman, David Ryan, Bill Harding, Carrie Sears, Gail Jankus, John Baker, Chris Nagy (Mianus River Gorge), Steve Stamos (Aquarion Water) and Dan Atchison (Westchester County).

Waste Water Task Force: Alison Boak-Co-Chair, David Dow, James Best, Ellen Ivens, Phil Sears, Peter Vogel, Ted Dowey, Dick Lyman, Co-Chair.

Parking District Owners Advisory Committee: Fred Albano-Chair, Bill Fortin, Frank Salvi, Joe DiPietro, Dick Lyman

TOWN BOARD APPOINTMENTS:

RESOLUTION #: 6-16

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

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

Town Attorney: William P. Harrington, Esq.

Deputy Town Attorney: John Loveless., Esq.

Town Historian: Edward Condon

Registrar of Vital Statistics: Joanne Pace, Lynn Princisvalle & Jacalyn Raguso

Office Manager: Joanne Pace

Deputy Receiver of Taxes: Lorraine Sannicandro

Dog Control Officer: Joan Dooley

IT Manager: Steve Conti
Cemetery Commissioner: Ray Andretta

APPOINTMENTS TO BOARDS AND COMMISSIONS

RESOLUTION #:7-16

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

RESOLVED, that the Town Board hereby authorizes the following appointments to Boards and Commissions:

Board of Assessment Review (5) **Re-appoint Ja Lee Kao, Chair and Konstantin Braun, 20,** Stuart Dweck, **19,** Charlie Tomaselli, 18; Ja Lee Kao, 17, Robert Benjamin, 16.

Board of Ethics (1) **Re-appoint John Freund as Chairman, and John Freund, 16 Betty Goodman, 16; Jim Downes, 16; Matthew Brotmann, 16; William Harrington, ex-officio).**

Conservation Board (2) **Re-appoint Carolyn Sears, Chair, Carolyn Sears, 17, Ellen Ivens,17 and Leah Benincasa, 17,** Richard Mendes 16; Norman Tunell,16, Sonia Levethan, 16; vacancy, 16; vacancy, 17.

Drug Abuse Prevention Council (2) **Re-appoint Barbara Carbone as Chair,** vacancy, 16, Barbara Carbone, 17; vacancy, 17; vacancy, 17; vacancy, 16.

Energy Action Committee (7) **12/31/2020** **Scott Fernqvist, Chair,** Gail Jankus, Larry Brotmann, Richard Mendes, Tom Smith, Michele Rudolph, vacancy,

Housing Board (7) **Chairwoman (to be determined). Vacancy, 22,** Kitty Wynkoop, 21; Jerry Bisceglia 16; Suzy Beatty 18 and Ken Olsen, 20, vacancy, 19, vacancy, 17.

Landmarks & Historic District Commission (2) **Carol Cioppa re-appointed Chairwoman;** Colin Brooks, 16; Deborah Sherman, 16; vacancy 16; **Carol Cioppa, 19; Laurence Marner 19; Gina Federico, 16;** John Ryan, 17; vacancy, Ed Condon, Town Historian; Jacalyn Raguso-secretary.

Open Space Acquisitions Committee (1) **to be determined**

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Planning Board (7) **Re-appoint Clay Fowler Chairman.** Steven Kushner, 21; **Brian Kanner, 22;** Sam Mlynar, 16; Michele Rudolph, 17; John Bria, 18; Clay Fowler, 19; Gail Jankus, 20.

Recreation Commission (7) Richard Wetchler, Chairman, Colette Dow, 21; Richard Wetchler, 16; Van Muller, 17; Michael Reilly, 18; vacancy19; vacancy, 20; vacancy, 22.

Water Control Commission (5) **Re-appoint Bill Bedford Chairman and Phil Sears, 20;** Betsy Miller, 19; Bill Bedford, 16; Peter Marchetti, 17; Peter Senatore, 18.

Zoning Board of Appeals (5) **Re-appoint Les Maron chairman and Ann Marie Fusco, 20,** Robert Knorr, 19; Larry Brotman, 16; Les Maron, 17; Tom Smith, 18.

POLICIES AND PROCEDURES:

PAYMENTS IN ADVANCE OF AUDIT:

RESOLUTION #: 8-16

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

RESOLVED, that the Supervisor be and is hereby authorized to pay telephone, utility, fuel oil, credit card, fireworks day, Memorial day and postage bills in advance of audit.

MEETING DATES AND PROCEDURES:

RESOLUTION #: 9-16

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

RESOLVED, that the regular meetings of the Town Board of the Town of Pound Ridge will be held on the first and second Thursday evening of the month, commencing at 8:00 p.m., at the Town House (unless designated otherwise by a vote of the Town Board), JULY and AUGUST-second Thursday ONLY, AND BE IT

FURTHER RESOLVED, that the meetings will be taped and the tapes kept for three years from the meeting date; that the tape recordings, the Town Clerk's notes and any notes taken by a Board member, be

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paraphrased to the extent that paraphrasing is necessary for clarity, in the written minutes prepared in the Town Clerk's office. Verbatim transcription, and/or written statements will be included in the minutes when so requested, AND, BE IT

FURTHER RESOLVED, that the minutes will be posted on the Town's web site within one week of their approval by the Town Board. The regular meeting minutes will be approved by the Board at the work session and that the work session minutes will be approved at the regular meeting, AND, BE IT

FURTHER RESOLVED, that Work Sessions of the Board will be held on the second Thursday of each month, commencing at 7:00 p.m. at the Town House (unless designated otherwise by a vote of the Town Board) and called for the month before; AND BE IT

FURTHER RESOLVED, that the Supervisor's Forums will be held on Saturday mornings at 10:00 a.m. at the Town House (unless designated otherwise by the Supervisor); once on a quarterly basis (at a minimum), AND BE IT

FURTHER RESOLVED, that meetings of the Town Board (including Work Sessions and excepting Executive Sessions), Planning Board, Water Control Commission, and Zoning Board of Appeals, along with such other boards and commissions as the Town Board may determine, shall be webcast live when such meetings take place, and shall be recorded and available for future viewing, accessible by a link on the homepage of the Town's website, AND BE IT

FURTHER RESOLVED, that the New York State Town Law §63 shall mandate the procedure followed at all meetings of the Pound Ridge Town Board. In addition, in a public hearing proceeding, Roberts Rules of Order must be followed.

AGENDA POLICY

RESOLUTION #: 10-16

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

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RESOLVED, that the agendas will be closed at 4:30 p.m. the Friday before the meeting and the agendas will be available by the end of business on Monday before the meetings. All agendas will be published on the Town's web site, and distributed by e-mail to the Town's Official Newspaper and those who request to be on our distribution list.

CHIEF ADMINISTRATIVE OFFICER – CHIEF FISCAL OFFICER

RESOLUTION #: 11-16

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

RESOLVED, that the Supervisor be and is hereby designated as the Chief Administrative Officer and Chief Fiscal Officer of the Town of Pound Ridge and shall be responsible for executing such duties as the Town Board shall from time to time assign to those offices.

PROCUREMENT PROCEDURES FOR 2016:

RESOLUTION #: 12-16

Board Action: Motion by Councilman Paschkes, seconded by Councilwoman Sullivan, all voting aye to adopt the "Procurement Procedures for 2016" as distributed:

WHEREAS, Section 104.B of the General Municipal Law requires every town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of GML, Section 103, or any other law; and that the Town of Pound Ridge is to use the Procurement Cover Sheet to show the proper quotes were received, and Now, Therefore, Be It

RESOLVED, that the Town of Pound Ridge does hereby adopt the following procurement policies and procedures which are and shall remain in full compliance with the General Municipal Law (GML) and the Comptroller regulations for the State of New York.

Guideline 1 Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML, Section 103. Every Town officer, board member, department head or other personnel with the requisite purchasing authority (hereinafter the Purchaser) shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. That estimate shall include the canvass of other Town departments and past history to determine the likely yearly value of that commodity to be

acquired. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity.

Guideline 2 All purchases of (a) supplies or equipment which will exceed \$20,000 in the Fiscal Year, or (b) Public Works Contracts over \$35,000, shall be formally bid pursuant to GML, Section 103.

Guideline 3 All estimated purchases of:

- Less than \$20,000 but greater than \$3,000 require a written Request for Proposal (RFP) and written or fax quotes from 3 vendors.
- Less than \$3,000 but greater than \$1,000 require an oral RFP and written or fax quotes from 2 vendors.
- Less than \$1,000 but greater than \$50 is left to the discretion of the purchaser after obtaining (2) advertised price quotes, which may be from a catalogue or internet advertisement.
- Less than \$50 is left to the discretion of the purchaser.

All estimated Public Works contracts of:

- Less than \$35,000 but greater than \$10,000 requires a written RFP and written or faxed proposals from 3 contractors.
- Less than \$10,000 but greater than \$3,000.00 requires a written RFP and written or faxed proposals from 2 contractors.
- Less than \$3,000 is left to the discretion of the purchaser.

Any written RFP shall describe the desired goods, quantity and the particulars of delivery. The purchaser shall compile a list of all vendors from whom written or faxed or oral quotes have been requested and the written, faxed, or oral quotes offered.

All information gathered in complying with the procedures of this Guideline shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract, with the Town Clerk.

Guideline 4 The lowest responsible proposal or quote shall be awarded the purchase or contract unless the purchaser prepares a written justification providing reasons why it is in the best interest of the Town and its taxpayers to make an award to other than the low bidder. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.

Guideline 5 A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or

quotations, the purchaser shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

Guideline 6 Except when directed by the Town Board, no solicitation of written proposals or quotations shall be required under the following circumstances:

- Acquisition of professional services
- Emergencies
- Sole source situation
- Goods purchased from the agencies for the blind or severely handicapped
- Goods purchased from correctional facilities
- Goods purchased from another governmental agency
- Goods purchased at auction
- Goods purchased for less than \$50
- Public works contracts for less than \$3000

Guideline 6a Purchases from State Contract shall require an oral RFP and written or fax quotes from 2 other vendors, to confirm that the State Contract amount is the lowest price.

Guideline 7 All purchases of goods in excess of \$300 made on behalf of the Town of Pound Ridge must be supported by a formal purchase order, which must be attached to the claim form with appropriate documentation. Said documentation must include the New Procurement Cover Sheet.

Guideline 8 Purchasing decisions, in accordance with these guidelines, are the responsibility of each department head. Any expenditure in excess of \$1000 must have advance approval of the Town Board.

Guideline 9 This policy shall be reviewed annually by the Town Board at its organizational meeting or as soon thereafter as is reasonably practical.

APPOINTMENT OF MARRIAGE OFFICERS:

RESOLUTION #: 13-16

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

RESOLVED, that the following be appointed as the Town's Marriage Officers for the year 2016: Town Clerk Joanne Pace, Town Attorney William P. Harrington,

Esq., Supervisor Richard Lyman, Councilwoman Jody Sullivan, Councilman David Dow, Councilman Daniel Paschkes and Tax Receiver Deborah Damascus.

MILEAGE REIMBURSEMENT:

RESOLUTION #: 14-16

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

RESOLVED, that the Town of Pound Ridge pay the reimbursement rate, 54 cents per mile (established by the Internal Revenue Service for 2016) for Employees, Town Board, other Town officials, for mileage incurred in the use of one's personal automobile on Town business, AND BE IT

FURTHER RESOLVED, that all employees will use the Town vehicle when on Town Business and only be entitled to the above reimbursement rate if the Town vehicle is not available, to be confirmed by the Office Manager.

OFFICIAL NEWSPAPER:

RESOLUTION #: 15-16

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

WHEREAS, the matter of the designation of an official newspaper of the Town of Pound Ridge has been brought before the Town Board, Now, Therefore, Be It

RESOLVED, that The Record Review be and is hereby designated as the official Newspaper of the Town of Pound Ridge. Bid notices will also be published in the official newspaper, posted on the Town's Web Site and a second publication as necessary.

BANK DEPOSITORY:

RESOLUTION #: 16-16

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

RESOLVED, that the TD Bank, Bank of America, Key Bank, JP Morgan Chase Bank and any other commercial banking institution authorized to do business in

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the State of New York be and are hereby designated as a depository of the Town of Pound Ridge (TOPR), and each of them hereby is authorized to deposit any of the funds of TOPR in their Bank, either at its head office or at any of its branches, and to waive presentment, demand protest, and notice of protest, or dishonor of any check, notes, bill, draft, or other instrument deposited with the Bank by TOPR; and, Be It

FURTHER RESOLVED, that any funds of TOPR deposited in the Bank be subject to withdrawal or charge at any time and from time to time as permitted by the rules and regulations of the Bank upon checks, notes, drafts, bills of exchange, acceptances, undertakings or other instruments or orders for payment of TOPR by Supervisor Richard Lyman, or Deputy Supervisor Jonathan Powers, signing; and, Be It

FURTHER RESOLVED, that the Bank is hereby authorized to pay any such instrument or make any such change and also to receive the same from the payee or any other holder without limitations of amount and without inquiry as to the circumstances of issue, negotiation or endorsement or the disposition of the proceeds even if drawn to the individual order of any signing person, or payee, or payable to the Bank or other for his account, or tendered in payment of his individual obligation, and whether drawn against any account in the name of TOPR or in the name of any officer or agent of TOPR as such, and at the option of the Bank, even if the account shall not be in credit to the full demand, protest, and notice of protest or dishonor of any check, note, bill, draft or other instrument drawn or endorsed by TOPR, and, Be It

FURTHER RESOLVED, that the Supervisor, Richard Lyman, Deputy Supervisor, Jonathan Powers or Director of Finance, Steven Conti, are hereby authorized on behalf of Town of Pound Ridge to invest funds and transact business with the designated depositories and to sign the paperwork necessary (signature cards, resolutions, security and custody agreements, etc.) and to maintain all TOPR accounts.

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

RESOLUTION #: 17-16

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

RESOLVED, that pursuant to Article III, Section 29 subsection 10a of the Town Law, the Supervisor be and is hereby authorized to file with the Town Clerk

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within sixty (60) days after the close of the fiscal year, a copy of the report to the State Comptroller required by Section 30 of the General Municipal Law, and pursuant to Section 27 of the Town Law, the Town Clerk shall publish a notice in the official newspaper that such report is on file in the Town Clerk's office and available for public inspection and copying; and, Be It

FURTHER RESOLVED, that said report shall become a part of the minutes of the Town Board meeting following the Clerk's receipt of said report.

INVESTMENT POLICY:

RESOLUTION #: 18-16

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

RESOLVED, that the investment policy of the Town, originally adopted January 6, 1987, as amended in April, 1993 and January, 2002, be and is hereby continued, AND, THAT, our investments are reviewed periodically with the following objectives:

1. To comply with all applicable federal, state and other legal requirements.
2. To adequately safeguard principal
3. To provide sufficient liquidity to meet all operating requirements
4. To obtain a reasonable rate of return

INDEMNIFICATION OF TOWN OFFICERS:

RESOLUTION #: 19-16

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

RESOLVED, that the indemnification of Town officials and employees adopted in September, 1989, and January 4, 1990, providing for indemnification of those officers and employees now serving and who, at any time in the past, served the Town, be and is hereby continued. The scope of said indemnification shall be as broad and as comprehensive as may be permitted by applicable law.

REGULATION ON REPORTING FOR ELECTED OR APPOINTED TOWN OFFICIALS

RESOLUTION #: 20-16

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

RESOLVED, that the Town Board hereby acknowledge that for new terms beginning on or after August 12th 2009, all elected or appointed Town Officials that are in the New York State Retirement System shall be required to keep records of their time for a three month period within 150 days of the beginning of the calendar year after their election or appointment, in accordance with the requirements outlined by New York State, AND, BE IT

FURTHER RESOLVED, that the first Town Board Meeting in June, a resolution establishing a standard work day for each elected or appointed town official shall be adopted or recertified.

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

ASSOCIATION OF TOWNS:

RESOLUTION #: 21-16

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

RESOLVED, that the Town Board of the Town of Pound Ridge continue its membership in the Association of Towns of the State of New York for the year 2016 and the Supervisor be and is hereby authorized to pay the annual membership dues of \$1,200.00, AND, BE IT

FURTHER RESOLVED, that the Town Board hereby authorizes Councilman Paschkes to be designated as the Town's official delegate to attend the business session of the Association of Towns of the State of New York meeting, to be held in February 2016 and to cast the vote of the Town, pursuant to Section 6, Article III of the Constitution of By-Laws of said Association. The cost of his attending will be as budgeted.

**WESTCHESTER PUTNAM SUPERVISORS' ASSOCIATION AND
WESTCHESTER MUNICIPAL OFFICIALS ASSOCIATION**

RESOLUTION #: 22-16

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

RESOLVED, that the Town of Pound Ridge continue its membership in the Westchester Putnam Supervisors' Association and the Supervisor be and is hereby authorized to pay the annual membership dues of \$180, and Be It

FURTHER RESOLVED, that the Town of Pound Ridge continue its membership in the Westchester Municipal Officials Association and the Supervisor be authorized to pay the annual membership dues of \$750.

INDEPENDENT AUDITOR

RESOLUTION #: 23-16

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

RESOLVED, that the firm of O'Connor Davies Munns & Dobbins, LLP, is appointed as the Town's independent auditors for the purpose of preparing and filing of the Annual Report, and that the agreement, dated May 13, 2013, covers services for years ending 2013 through 2017, with payments as follows: \$32,100 in 13, \$32,100 in 2014, \$32,100 in 2015, \$33,200 in 2016 and \$34,300 in 2017.

NETWORK SUPPORT SERVICES:

RESOLUTION #: 24-16

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

RESOLVED, that the firm of Sullivan Data Management be and is hereby reappointed as the Town's computer network support and strategic planning firm for 2016, and the Supervisor be authorized to sign their agreement for said services at a cost of \$12,560.

JULY 4TH CELEBRATION:

RESOLUTION #: 25-16

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

RESOLVED, that Zambelli Fireworks International is hired to provide the fireworks for our 2016 July 4th celebration at a cost of \$7,500 (Saturday, July 2nd with rain date of Sunday, July 3rd).

TAX MAP MAINTENANCE

RESOLUTION #: 26-16

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

RESOLVED, that the services of CAI Group be continued for 2016, to provide standard updates and maintenance of our Tax Maps as well as GIS Website and the Supervisor be authorized to sign their agreement that expires 12.31.2016 for said services at a cost of \$6,200.

AGENCIES:

RESOLUTION #: 27-16

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

RESOLVED, that the Supervisor be and is hereby authorized to execute agreements with the following agencies for providing services to Pound Ridge residents at the approved denomination of funds as set forth in the 2016 budget:

Advance Life Support System- \$118,132.00
North East Westchester Special Recreation (Program for Disabled) - \$6,802.00
Northern Westchester Shelter for Victims of Domestic Violence- \$500.00
Drug Abuse Prevention Council - \$13,000.00
South Salem Animal Hospital – as needed

HOLIDAY SCHEDULE – 2016 – GENERAL STAFF

RESOLUTION #: 28-16

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

RESOLVED, that the following 12 day 2016 Holiday Schedule be and is hereby adopted for the General Staff and the Highway Department 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	Christmas Day

2016 HIGHWAY DEPARTMENT HOLIDAY SCHEDULE – (As shown in Highway 2016 Contract)

2016 POLICE DEPARTMENT (including Secretarial Staff) as follows:

FURTHER RESOLVED, that the following 11 day 2016 Holiday Schedule be and is hereby adopted for the Police Department, including police administrative personnel:

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-

RESOLUTION #: 29-16

MINUTES OF THE MEETING OF THE TOWN BOARD
TOWN OF POUND RIDGE
POUND RIDGE, NY
January 7, 2016

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

RESOLVED, that the Town Board hereby adopts the Personnel Policies Handbook of the Town of Pound Ridge, dated March 1, 2010, last amended January 2, 2011, last amended December 12, 2013.

SALARY RATIFICATION AND AUTHORIZATION TO PAY:

RESOLUTION #: 30-16

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

RESOLVED, that the salaries are set forth on the Salary Ratification List and Authorization to Pay Report, dated January 01, 2016, be and are hereby ratified and the Supervisor be and is hereby authorized to pay said salaries.

ADJOURN ORGANIZATION MEETING

ADJOURNMENT: There being no further business to come before the Board,

Board Action: Motion by Councilwoman Sullivan, seconded by Councilman Dow, all voting aye to adjourn the Organization Meeting at 9:10 p.m.

Joanne Pace
Dated at Pound Ridge, New York
January 8, 2016

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MINUTES OF THE MEETING OF THE TOWN BOARD

TOWN OF POUND RIDGE

POUND RIDGE, NY

January 7, 2016