

MINUTES OF THE MAY 12, 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, BONNIE SCHWARTZ, JODY SULLIVAN AND
DAVID DOW

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

CALL TO ORDER: Supervisor Lyman called the meeting to order at 8:00 p.m.

CALL FOR EXECUTIVE SESSION: None

ANNOUNCEMENTS/REMINDERS:

- Supervisor Lyman announced the Memorial Day Parade will be held on Monday, May 30, 2016 starting at 12:00 at the Pound Ridge Elementary School.
- Supervisor Lyman asked the Town Board members if they wouldn't mind cancelling the Town Board meeting on Thursday, June 2, 2016 because there is a Westchester Municipal Planning Federation Citizen Planner Award dinner honoring Bill Bedford, Chair of the Water Control Commission that same evening. There wasn't a lot on the agenda for that meeting.

Board Action: Motion by Councilwoman Sullivan, seconded by Councilman Paschkes, all voting aye to cancel the June 2, 2016 Town Board meeting.

MINUTES: Acknowledge/correct/accept minutes of the Town Board meeting held on May 5, 2016

Board Action: Motion by Councilwoman Schwartz, seconded by Councilwoman Sullivan, all voting aye to accept the minutes of the Town Board meeting held on May 5, 2016.

OLD BUSINESS:

- **Discussion on Personnel Policy Handbook revisions**

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Section IV

D. Town Owned Vehicles

New paragraph after paragraph 1;

All Town House employees are required to use a town vehicle, if available, when conducting town business during normal work hours. If an employee declines to use a town owned vehicle, absent exigent circumstances, the employee will not be reimbursed for mileage.

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Section IV

E. Telephone Use

(Add subsection c)

- All Town employees paid or otherwise, are prohibited from using cell phones while operating town owned vehicles or any town owned equipment. Consistent with NY State Vehicle and Traffic Law Section 1225-c-3, this prohibition shall not apply to the use of a mobile telephone for the purpose of communicating with any of the following regarding an **emergency** situation: an emergency response operator or dispatcher; a hospital, physician or health clinic; an ambulance company or ambulance corps; a fire department or a police department or any of the following persons during an emergency situation in the performance of their official duties; a police officer, a peace officer, a member of a fire department or the operator of an authorized emergency vehicle.

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Section VIII

E. Exit Interviews

Exit Interviews upon separation of employment will be conducted by the employees Department Head, or if a Department Head, the Town Clerk, or if the Town Clerk, the Town Supervisor. The exit interview provides an opportunity to discuss a number of items including outgoing employee benefits, COBRA eligibility, changing of all passwords and the return of all town property. During the exit interview, employees are encouraged to give suggestions, and constructive recommendations.

F. Final Paycheck

Employees will receive their final paycheck on the next regularly scheduled payday. The final paycheck may include payments for accumulated benefits, if applicable.

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Section X

D. Retirement (employees hired prior to January 1, 2010)

(This change is made after the words following conditions at the top of the page)

1. For purposes of this provision, the term “retirement” shall mean the attainment by a Town employee, at the time of the termination of his/her Town employment, of the minimum age and other applicable tier requirements to be eligible to apply for and receive retirement benefits from NY State Employees Retirement Fund;
2. Employee must be employed by and must have 18 years of continuous full time service with the Town of Pound Ridge at the time of retirement; **AND**

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3. Upon retirement, employee must have attained the minimum age and other applicable tier requirements to be eligible to receive retirement benefits from the NY State Employees Retirement System; **AND**
4. Employees election of such medical coverage from the Town **MUST** be made prior to separation;
5. Employees hired prior to January 1, 2010 who have 10 years of continuous full time service with the Town and who are employed by the Town of Pound Ridge upon retirement and who, upon retirement from the Town of Pound Ridge, have attained the minimum age and other applicable requirements to be eligible to receive retirement benefits from the NY State Employees Retirement System are eligible to continue participation in the Town's health insurance program after their retirement. The Town will pay 50% of the premium for the retiree and 35% for the dependent.

E. Retirement (employees hired after January 1, 2010)

1. For purposes of this provision, the term "retirement" shall mean the attainment by a Town employee, at the time of the termination of his/her Town employment, of the minimum age and other applicable tier requirements to be eligible to apply for and receive retirement benefits from NY State Employees Retirement Fund;
2. Employee must be employed by and must have 20 years of continuous full time service with the Town of Pound Ridge at the time of retirement; **AND**
3. Upon retirement, employee must have attained the minimum age and other applicable tier requirements to be eligible to receive retirement benefits from the NY State Employees Retirement System.

F. Retirement-Elected Officials

Elected officials who were first elected prior to January 1, 2010 and who serve at least three full terms in office, are eligible upon leaving elected office for health insurance benefits for themselves and their spouses without contribution.

Any newly elected official, who takes office after January 1, 2010, is eligible for health insurance benefits under the following conditions:

1. Must have 20 years' service as an elected official with the Town **AND**
2. Must elect to choose the benefit at the time of separation from the Town of Pound Ridge.

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All employees and/or elected officials who were first elected or hired prior to January 1, 2010 are eligible for health benefits under the rules prior to January 1, 2010 and the aggregate years of service shall be used to determine the eligibility.

Any full time employee hired after January 1, 2010 who becomes an elected official or an elected official who takes office after January 1, 2010 who becomes a full time employee of the Town may combine the years of service in the aggregate for the purpose of receiving the health benefit upon retirement.

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Section X

Both Sections D and E

(The final 2 sentence shall read :)

All retired employees, upon reaching the Medicare eligibility age of 65, must apply for Medicare benefits in order to maintain their town medical coverage, which shall become secondary to Medicare once received.

The Town of Pound Ridge also reimburses retired employees and their spouses for the Medicare-Part B deduction from Social Security.

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Section X

G. Medical Reimbursements

For all full time employees and elected officials covered by the Town's medical health insurance, the town offers an annual \$750.00 reimbursement (\$50.00 for retirees) to defray medical expenses not covered by MEBCO/POMCO and/or offset medical premium contributions. The reimbursement will be paid in the first pay period in May of each year

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Section X

L. Retirement benefits under NYSERS

Middle of paragraph sentence shall be changed to read as follows:

Any employee hired after January 1, 2010 with no prior standing in the New York State Employees Retirement System (NYSERS) shall be classified in the current applicable Tier as set at that time by NYSERS.

The purpose of the amendments was to define what retirement means and clarify the intention to provide a benefit at the end of a working career.

Councilman Paschkes had a few concerns with the revisions saying that, in his opinion, doing this retroactively is not the right course of conduct. Other Board members

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disagreed, stating that the purpose was to clarify the meaning of the term “retirement” as originally intended and did not constitute a change in policy. Councilman Paschkes felt it was unfair to have employees wait until actual retirement age upon employment separation to be eligible to receive the medical benefits if they thought the ability to retire was defined merely as reaching 18 years of service when they were hired.

RESOLUTION #: 93-16

Board Action: Motion by Councilwoman Sullivan, seconded by Councilwoman Schwartz, the Board polled and motion passed 4-1 with Councilman Paschkes voting nay on the following:

RESOLVED, that the Town Board hereby accepts all the changes proposed in the Personnel Manual effective immediately.

NEW BUSINESS:

- **Woodard and Curran-discuss contract**

The Town Board received a contract from Woodard and Curran, the Town’s Engineering Consultant, and had Town Counsel Harrington review the language. A few changes were made to help get fair cost and in Section F. the word “Chairman” after Planning Board was eliminated. It will read “The Planning Board shall grant or reject the request within thirty (30) days following the public meeting.”

RESOLUTION #: 94-16

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

RESOLVED, that the Town Board hereby authorizes Supervisor Lyman to sign the Woodard and Curran contract document as amended and submit to Woodard and Curran for their signature.

- **Highway Department-approval to hire part time summer help**

RESOLUTION #: 95 -16

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

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RESOLVED, that the Town Board hereby authorizes Vinnie Duffield, Highway Superintendent, to hire two part time summer workers at the rate of \$15.00 per hour. They will start May 16, 2016 and finish at the end of August.

- **Authorize Supervisor to sign contracts for Scotts Corner survey and resident polls**

The Pound Ridge Wastewater Task Force was awarded \$30,000 to conduct surveys in Scotts Corner. There was one firm recommended by the State to do the income survey and they were the only firm we were able to find to do the income survey and we do have a proposal for that and Councilman Dow has been working to get quotes for the second survey which will be town-wide to get people's opinions of Scotts Corner. We have an original survey that was done in 1998. We are waiting for authorization from the State to proceed with these surveys. Supervisor Lyman is asking once he has that authorization from the State to proceed, to select two of the most responsible bids we have and get them out. We have until July 31, 2016 to get the money and do the surveys. Not to lose funding from the State, Supervisor Lyman would like to expedite this.

RESOLUTION #: 96-16

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

RESOLVED, that the Town Board authorizes the Supervisor to sign contracts for Scotts Corner survey and resident polls subject to review by Town Attorney.

- **Add-On: Appointment of member to Landmarks and Historic District Commission**

RESOLUTION #: 97-16

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

RESOLVED, that the Town Board hereby appoints Michael Joy as member of the Landmarks and Historic District Commission effective immediately.

- **Liaison Reports**

Town Board members gave an update as liaisons to their assigned Boards and Commissions.

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FINANCIAL MATTERS:

- Finance Department – balance transfers

001-1010-400	Town Board	Supplies	\$500.00	
001-1010-405	Town Board	Reimburse	\$250.00	
001-1110-100	Justice Court	Court Clerk	\$0.03	
001-1110-102	Justice Court	Town Justices	\$0.26	
001-1110-400	Justice Court	Dept Supplies	\$200.00	
001-1110-410	Justice Court	Service Contract	\$1,000.00	
001-1110-415	Justice Court	Court Reporter	\$1,100.00	
001-1220-103	Supervisor	Wages	\$1,500.00	
001-1220-400	Supervisor	Supplies	\$2,700.00	
001-1220-109	Supervisor	Exec Assist		\$3,500.00
001-1310-103	Finance	Hourly	\$1,700.00	
001-1310-400	Finance	Dept Supplies	\$200.00	
001-1330-418	Tax Receiver	Software	\$2,000.00	
001-1355-103	Assessor	Hourly		\$12,600.00
001-1355-411	Assessor	Professional Services	\$2,200.00	
001-1410-100	Town Clerk	Town Clerk	\$0.04	
001-1410-101	Town Clerk	Deputy		\$18,905.06
001-1420-415	Town Attorney	Advisory	\$4,200.00	
001-1450-422	Elections	Contractual Services	\$5.00	
001-1620-101	Maintenance	Superintendent	\$0.02	
001-1620-103	Maintenance	Hourly	\$3,900.00	
001-1620-107	Maintenance	Overtime	\$14,700.00	
001-1620-400	Maintenance	Supplies	\$16,700.00	
001-1620-402	Maintenance	Telephone	\$200.00	
001-1620-403	Maintenance	Electric	\$900.00	
001-1620-406	Maintenance	Repairs	\$21,600.00	
001-1680-101	Shared Services	Computer Manager	\$0.04	
001-1680-103	Shared Services	Hourly	\$499.96	
001-1680-201	Shared Services	Equipment	\$1,800.00	
001-1680-205	Shared Services	Computers	\$6,500.00	
001-1680-410	Shared Services	Consultant	\$2,500.00	
001-1680-416	Shared Services	Software	\$1,500.00	
001-1680-418	Shared Services	Maintenance	\$1,200.00	
001-1910-400	Insurance		\$12,100.00	
001-3010-400	Office of Emergency Mgmt	Dept Supplies	\$400.00	
001-3010-201	Office of Emergency Mgmt	Equipment	\$4,200.00	
001-3010-402	Office of Emergency Mgmt	Telephone	\$500.00	
001-3010-405	Office of Emergency Mgmt	Reimburseables	\$200.00	
001-3020-400	Communications	Supplies	\$3,400.00	

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001-3120-201	Police	Equipment		\$21,800.00
001-3120-104	Police	Court Officer	\$1,200.00	
001-3120-107	Police	Overtime	\$17,400.00	
001-3120-403	Police	Electric	\$1,100.00	
001-3120-103	Police	Hourly		\$9,900.00
001-3120-404	Police	Fuel		\$6,000.00
001-3120-406	Police	Repairs	\$23,400.00	
001-3120-416	Police	Software	\$1,500.00	
001-3120-418	Police	Computer Maintenance	\$300.00	
001-3510-400	Control of Dogs	Dept Supplies	\$199.80	
001-3620-102	Safety Inspections	Salaried	\$0.20	
001-3620-402	Safety Inspections	Telephone	\$100.00	
001-5010-100	Highway Admin	Dept Head	\$0.02	
001-5010-400	Highway Admin	Dept Supplies	\$799.98	
001-5010-402	Highway Admin	Telephone	\$700.00	
001-5132-403	Highway Garage	Electric	\$3,000.00	
001-5132-406	Highway Garage	Maintenance		\$5,600.00
001-5182-403	Street Lighting	Electric	\$1,599.93	
001-6772-410	Programs	N.E.W	\$0.07	
001-7020-400	Recreation	Supplies	\$3,500.00	
001-7020-102	Recreation	Salaried		\$11,400.00
001-7110-107	Park	Overtime	\$500.00	
001-7110-403	Park	Electric	\$400.00	
001-7110-407	Park	Maintenance	\$500.00	
001-7140-102	Recreation	Camp Salary		\$3,500.00
001-7140-103	Recreation	Wages		\$27,500.00
001-7140-400	Recreation	Supplies	\$19,100.00	
001-7140-410	Recreation	Professional Services	\$6,200.00	
001-7180-101	Pool	Salaried	\$1,000.00	
001-7180-102	Pool	Lifeguards		\$9,200.00
001-7180-107	Pool	Overtime	\$200.00	
001-7180-103	Pool	Wages		\$6,600.00
001-7180-403	Pool	Electric	\$5,700.00	
001-7450-403	Museum	Electric	\$100.00	
001-7550-400	Celebrations		\$1,000.00	
001-7620-102	Senior	Salaried	\$300.00	
001-7620-103	Senior	Wages	\$400.00	
001-8010-102	Zoning	Salary		\$9,528.00
001-8020-102	Planning	Salary		\$915.60
001-8540-103	Water Control	Salary	\$10,443.60	
001-8020-400	Planning	Dept Supplies	\$600.00	
001-8020-405	Planning	Reimbursements	\$200.00	
001-8020-410	Planning	Consulting		\$6,800.00
001-8030-410	Environmental	Professional Services		\$18,900.00
001-8540-400	Water Control	Dept Supplies	\$100.00	
001-8710-102	Recycling	Coordinator	\$800.00	
001-8710-400	Recycling	Dept Supplies		\$3,900.00

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001-9030-801	Social Security		\$5,200.00	
001-9060-801	Medical		\$48,300.00	
001-9060-802	Dental		\$4,200.00	
001-1990-400	Contingency			\$93,850.29
025-5650-232	Parking	Capital Outlay	\$2,700.00	
025-5650-406	Parking	Maintenance	\$800.00	
025-5650-410	Parking	Professional Services		\$3,500.00
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015-5110-400	Road Materials and Expenses		\$12,000.00	
015-5110-103	Road Maintenance Salaries		\$1,500.00	
015-5110-404	Fuel		\$24,300.00	
015-5112-232	Capital Improvements	\$54,074.88		
015-0015-3501	Chips Revenue		\$54,074.88	
015-5130-103	Machinery - Wages		\$20,300.00	
015-5130-201	Equipment	\$400.00		
015-5130-400	Insurance	\$3,400.00		
015-5130-406	Repairs	\$1,500.00		
015-5140-103	Brush - Wages - Salaries		\$10,200.00	
015-5140-107	Brush - Wages - Overtime	\$2,000.00		
015-5142-400	Snow Removal - Supplies	\$53,400.00		
015-5130-107	Overtime		\$3,200.00	
015-9040-801	Workers Comp		\$16,000.00	
015-9060-801	Medical	\$19,100.00		
015-9030-801	Social Security	\$3,200.00		
015-9730-601	BAN - Principal	\$4,500.00		
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Totals			\$	
		\$141,574.88	141,574.88	

RESOLUTION #: 98-16

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

RESOVLED, that the Town Board hereby authorizes Steve Conti, Director of Finance, to make the above noted budget transfers for year-end 2015.

- **Receipt of monthly Departmental reports**

The monthly reports have been received for May 2016 and are available in the Town Clerk's office.

Pay Bills:

RESOLUTION #: 99-16

Board Action: Motion by Councilwoman Schwartz, seconded by Councilman Paschkes, Board polled and motion passing 4-0 with Councilwoman Sullivan abstaining on the following:

WHEREAS, Councilwoman Sullivan has audited the claims for payment and has 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		\$1,408,132.32
HIGHWAY FUND	D		\$21,949.50
TRUST AND AGENCY	T		\$77,211.38
CAPITAL	H		\$0

ADJOURNMENT: There being no further business to come before the Board Supervisor Lyman adjourned the regular meeting at 8:55 p.m.

Supervisor Lyman reopened the Town Board meeting as Parking District Commissioners to pay the Parking District claims.

RESOLUTION #: 100-16

Board Action: Motion by Councilwoman Schwartz, seconded by Councilman Dow, motion carried 4-0 with Councilwoman Sullivan abstaining on the following:

WHEREAS, Councilwoman Sullivan has audited claims for payment and has 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		\$684.48
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ADJOURNMENT: There being no further business to come before the Board Supervisor Lyman adjourned the Parking District meeting at 9:00 p.m.

Joanne Pace

Dated at Pound Ridge, New York

May 13, 2016