

MINUTES OF THE JULY 14, 2016 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 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 FOR EXECUTIVE SESSION:

ANNOUNCEMENTS

- Supervisor Lyman announced that there will be a Memorial Service for the Town's past Supervisor Joy Simpkins on Saturday, July 23rd at 10:00 a.m. at the Pound Ridge Community Church.

MINUTES: Acknowledge/correct/accept minutes of the Town Board Meeting held on June 9, 2016

Board Action: Motion by Councilwoman Schwartz, seconded by Councilwoman Sullivan, the Board polled and motion passing 4-0 with Supervisor Lyman abstaining as he was not present for the meeting, to accept the minutes of the Town Board Meeting held on June 9, 2016.

PUBLIC HEARING: None

NEW BUSINESS:

- **Auditors Report for year ending 2015**

Susan Barosi and Leslie Tillotson of O'Connor Davies, LLP explained that the financial statements are the responsibility of the Town's management. 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. Tonight they did a joint presentation with Steve Conti, Director of Finance, focusing 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.

MINUTES OF THE MEETING OF THE TOWN BOARD
TOWN OF POUND RIDGE
POUND RIDGE, NY
July 14, 2016

Susan Barosi went through the General Fund and mentioned that there was a positive balance in revenues of (\$19,284) and a positive balance of (\$217,258) on the expenditure side. 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 errors, frauds or illegal acts or weakness identified. All accounting policies appeared appropriate. There was nothing to report.

Supervisor Lyman thanked Steve Conti, Director of Finance, along with O'Connor Davies, LLP for all their work for helping keep Pound Ridge financially secure.

- **Police Department-approval of County STOP DWI contract**

The 2016-2020 STOP-DWI Agreement with Westchester County has been presented for consideration. The STOP-DWI Patrol Project is an overtime, added patrol effort to enforce the New York State Vehicle and Traffic Laws against intoxicated and impaired driving in Westchester County. The grant to be received by the Town is an amount not to exceed \$8,400 per year. A resolution authorizing Supervisor Lyman to sign the agreement follows.

RESOLUTION #: 112 -16

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

RESOLVED, that the Town Board hereby confirms the authorization of Supervisor Lyman to sign the 2016-2020 STOP DWI Agreement with Westchester County in an amount not to exceed \$8,400 per year.

- **Finance Department -approval to purchase software package**

Steve Conti, Director of Finance, is requesting approval to purchase a software program from General Code that would be used by multiple departments. The cost of the purchase would be spread over three years.

RESOLUTION #: 113 -16

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

RESOLVED, that the Town Board hereby authorizes Steve Conti, Director of Finance, to purchase a software program (Municipality Integrated Parcel Management Software) from General Code to be used by the Planning Department, Zoning, Water Control, Building Department, Assessor's Office and Finance. The payment break down would be as follows: Software including setup, installation and training - \$26,750 – three equal payments of \$8,917, Annual maintenance, support and hosting - \$2,900 (annual payment), Annual Payments - \$11,817

- **Town Clerk – buy back of cemetery plot**

RESOLUTION #: 114 -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 buyback of cemetery Plot 27-1 & 2, Section 3 from Janet Manning, 49 Forest View Drive, Vernon, CT 06066 in the amount of one thousand six hundred (\$1,600) dollars as they have made other plans.

- **Court Clerk – approval to attend the annual conference**

RESOLUTION #: 115 -16

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

RESOLVED, that the Town Board hereby authorizes Court Clerk Sonia Mercado-Jimenez to attend the annual New York Association of Magistrates Court Clerk conference September 25th through September 28, 2016 in Binghamton, NY. The expenses will be approximately \$950.00 which includes hotel accommodations with meals, transportation and registration.

ADD-ON: Turn the Towns Teal

Turn the Towns Teal is a national campaign to create awareness of ovarian cancer and its symptoms.

Board Action: Motion by Councilwoman Sullivan, seconded by Councilman Dow, all voting aye to allow Supervisor Lyman to sign the permission letter for this campaign and allow volunteers to tie ribbons in the center of Town and putting signs stating September is Ovarian Cancer Awareness Month.

- **Liaison Reports**

Town Board members gave a brief update on their Boards and Commissions meetings in the last month.

FINANCIAL MATTERS:

- **Recreation Department – refund for camp fees**

RESOLUTION #: 116 -16

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

RESOLVED, that the Town Board hereby authorizes the refund of one hundred ninety-five (\$195.00) dollars to Matt Polinsky, 4 Twin Fawn Lane, Pound Ridge, NY for camp fees paid due to a conflict, AND BE IT

FURTHER RESOLVED, that the Town Board hereby authorizes the refund of eight hundred and fifteen (\$815.00) dollars for camp fees paid to Richard Wetchler, 6 Heerdt Farm Road, Pound Ridge, NY due to a broken foot.

- **Finance Department-Budget amendment**

Steve Conti, Director of Finance, is requesting approval for a budget amendment for donations received for senior programs.

RESOLUTION #: 117 -16

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

RESOLVED, that the Town Board hereby authorizes Director of Finance, Steve Conti, to increase the 2016 budget lines A2705 (donations) in the amount of \$2,000 and A7620.400 (Senior Programs) in the amount of \$2,000 to accept donations received for senior programs.

- **Monthly Reports**

The monthly reports have been received from the various departments for June and are on file with the Town Clerk's office.

- **Pay Bills**

RESOLUTION #: 118-16

Board Action: Motion by Councilman Paschkes, seconded by Councilwoman Schwartz, Board polled, motion passing 4-0 with Councilwoman Sullivan abstaining, to authorize payment of bills:

WHEREAS, Councilwoman Sullivan has audited claims for payment and has reported that same could be paid subject to obtaining additional documents or department head signatures to approve them, 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 | | \$242,732.25 |
| HIGHWAY FUND | D | | \$ 22,507.89 |
| TRUST AND AGENCY | T | | \$ 88,408.10 |
| CAPITAL | H | | \$ 0 |

ADJOURNMENT: There being no further business to come before the Board Supervisor Lyman adjourned the regular meeting at 9:19 p.m.

RECONVENE AS THE PARKING DISTRICT COMMISSION

- **Pay Bills**

RESOLUTION #: 119-16

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 | | \$ 444.00 |
|-------------------------|-----------|--|------------------|

ADJOURNMENT

Supervisor Lyman adjourned the regular meeting at 9:20 p.m.

Joanne Pace, Town Clerk
Dated at Pound Ridge, New York
July 15, 2016