

AGENDA
TOWN BOARD ORGANIZATION MEETING

Meeting Date: January 05, 2017
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. **CALL FOR WORK SESSION:**
4. **ANNOUNCEMENTS:** Welcome New Board Members
5. **MINUTES:** Acknowledge/correct/accept minutes of the Town Board Meeting held on December 8, 2016.
6. **PUBLIC HEARINGS:** None
7. **NEW BUSINESS:** WMOA Resolution on Clean Water Funding
8. **OLD BUSINESS:** None
9. **FINANCIAL MATTERS:** None
10. **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
Environmental Initiatives and Comprehensive Plan Advisor
Westchester County Septic Committee Representative
Sustainable

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
Planning Board

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

d. **Ad Hoc Committees:**

Employee Handbook Committee:
Safety 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
INVESTMENT POLICY
INDEMNIFICATION OF TOWN OFFICERS
REGULATION ON REPORTING FOR ELECTED OR APPOINTED TOWN OFFICIALS

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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 4th FIREWORKS
TAX MAP MAINTENANCE
AGENCIES:

i. 2017 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	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 2017 Contract

POLICE DEPARTMENT (including Secretarial Staff) as follows:

New Year's Day	Labor Day
Martin Luther King, Jr. Birthday	Columbus Day
President's Day	Election Day
Memorial Day	Veterans Day
Fireworks Day	Thanksgiving Day
Independence Day	Christmas Day

j. PERSONNEL POLICIES HANDBOOK

k. SALARY RATIFICATION AND AUTHORIZATION TO PAY

l. ADJOURN ORGANIZATION MEETING
