

MINUTES OF THE JANUARY 5, 2017 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 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 Councilwoman Schwartz, all voting aye to hold an Executive Session immediately following the Town Board meeting for a legal matter.

Board Action: Motion by Councilwoman Sullivan, seconded by Councilwoman Schwartz, all voting aye to call for an Executive Session on Thursday, January 12, 2017 at 7:15 p.m. for a personnel matter.

CALL FOR A WORK SESSION:

Board Action: Motion by Councilwoman Schwartz, seconded by Councilman Paschkes, all voting aye to cancel Work Session on Thursday, January 12, 2017.

ANNOUNCEMENTS:

MINUTES: Acknowledge/correct/accept minutes of the Town Board meeting of December 8, 2016.

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

RESOLVED, that the Town Board hereby accepts the minutes of the Town Board meetings of December 8, 2016.

NEW BUSINESS:

- **WMOA Resolution on Clean Water Funding**

RESOLUTION #: 1-17

Board Action: Motion by Councilwoman Sullivan, seconded by Councilwoman Schwartz, all voting aye approving the following resolution for NYS Clean Water Grant Funding:

Municipal Resolution for NYS Clean Water Grant Funding

Whereas, US Environmental Protection Agency(EPA) Reports and NYS Environmental Facilities Corporation(EFC) documents estimate that Wastewater Infrastructure cost needs over the next twenty years are in excess of 30 billion dollars in New York State; and

Whereas, these USEPA Reports and NYS EFC documents further estimate that Drinking Water Facilities Infrastructure cost needs over the next twenty years are also in excess of 30 billion dollars in New York State; and

Whereas, the Construction Industry Council of Westchester and Hudson Valley and the Construction Advancement Institute of Westchester and Mid-Hudson Valley launched a Clean Water/Jobs Coalition campaign and released a report in October of 2016 entitled *The Water Infrastructure GAP for New York State's Future: Clean Water Infrastructure Needs for Communities in Westchester County and the Hudson Valley* which identified over 250 million dollars in current clean water (wastewater and drinking water) infrastructure project needs and a billion dollars in total clean water infrastructure project needs over the next five years in the local communities of the Westchester/Hudson Valley Region; and

Whereas, investments in clean water infrastructure projects protect our water bodies, purify our drinking water, enhance community quality of life, create thousands of jobs and enhance the local economy; and

Whereas, local municipalities cannot take on this challenge alone and need clean water grants and low-interest financing to make these investments possible; and

Whereas, under the leadership of Governor Cuomo and the State Legislature the *Water Infrastructure Improvement Act of 2015* was enacted and to date has allocated 425 million dollars state-wide in clean water infrastructure grant funds to communities of which 250 million dollars has been awarded including close to 35 million dollars awarded to communities in the Westchester and Hudson Valley region; and

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Whereas, this Clean Water grant program will allocate its remaining 175 million dollars in clean water grant funds state-wide in 2017 which will leave a zero balance in the account while many projects have not been funded and the need remains in the billions of dollars;

Whereas, it is critical that the Water Infrastructure Improvement Act be reauthorized and new/increased funds be appropriated state-wide in the NYS 2017-2018 budget in order for communities in Westchester County and across the State of New York to meet their clean water infrastructure needs today and into the future.

Therefore, be it resolved that the Town of Pound Ridge joins the Clean Water/Jobs Coalition call for Governor Cuomo and the State Legislature to appropriate 800 million dollars in the NYS 2017-2018 Budget for the Clean Water grant program state-wide and in doing so reauthorize the Water Infrastructure Improvement Act.

FINANCIAL MATTERS: None

ADJOURN REGULAR MEETING:

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

CALL TO ORDER: ORGANIZATIONAL MEETING-Opened at 8:10 p.m.

Supervisor's Appointments:

RESOLUTION #: 2-17

Board Action: Motion by Councilman Paschkes, seconded by Councilwoman Schwartz, 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 -17

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Board Action: Motion by Councilwoman Schwartz, 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
Environmental Initiatives and Comprehensive Plan Advisor: Bill Harding
Westchester County Septic Committee Representative: Richard Lyman
Sustainable Westchester: Scott Fernqvist

Appointment of Town Board Liaisons to Boards and Commissions:

Town Board Liaisons:

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

Ad Hoc Committees:

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

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; Worker's Comp Alliance representative.

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), Dan Atchison (Westchester County).

Waste Water Task Force: Richard Lyman, Co-Chair, Alison Boak, Co-Chair, David Dow, James Best, Ellen Ivens, Phil Sears, Peter Vogel, Ted Dowey. W.P. Harrington, (Ex-Officio)

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

TOWN BOARD APPOINTMENTS:

RESOLUTION #: 4-17

Board Action: Motion by Councilwoman Sullivan, seconded by Councilman Paschkes, 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 #: 5-17

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

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

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Board of Assessment Review (5) Re-appoint Ja Lee Kao, Chair, Konstantin Braun, 20, Stuart Dweck, 19, Charlie Tomaselli, 18; Ja Lee Kao, 17, **Robert Benjamin, 21.**

Board of Ethics (1) Re-appoint John Freund as Chairman, and John Freund, 17 Betty Goodman, 17; Jim Downes, 17; Matthew Brotmann, 17; William Harrington, ex-officio).

Conservation Board (2) Re-appoint Carolyn Sears, Chair, Carolyn Sears, 17, Ellen Ivens, 17 and Leah Benincasa, 17, **Richard Mendes 18**; vacancy 18, **Sonia Levethan, 18**; vacancy, 17; vacancy, 17, vacancy 17, vacancy 17.

Drug Abuse Prevention Council (2) Re-appoint Barbara Carbone as Chair, vacancy, 18, Barbara Carbone, 17; vacancy, 17; vacancy, 17; vacancy, 18.

Energy Action Committee (7) Re-appoint Scott Fernqvist, Chair, Gail Jankus, 20, Larry Brotmann, 20, Richard Mendes, 20, Tom Smith, 20, Michele Rudolph, 20, vacancy,

Housing Board (7) Chairwoman (to be determined). Vacancy, 22, Kitty Wynkoop, 21, vacancy, 23, vacancy 22, Suzy Beatty 18 and Ken Olsen, 20, vacancy, 19, vacancy, 17.

Landmarks & Historic District Commission (2) Re-appoint Carol Cioppa re-appointed Chairwoman; Colin Brooks, 18; Deborah Sherman, 18, vacancy 18; Carol Cioppa, 17; Laurence Marner 17, **Gina Federico, 18; John Ryan, 18**; vacancy, Ed Condon, Town Historian; Jacalyn Raguso-secretary.

Open Space Acquisitions Committee (1) to be determined

Planning Board (7) Re-appoint Clay Fowler Chairman. Steven Kushner, 21; Brian Kanner, 22; **Sam Mlynar, 23**; Michele Rudolph, 17; John Bria, 18; Clay Fowler, 19; Gail Jankus, 20.

Recreation Commission (7) Re-appoint Richard Wetchler, Chairman, Colette Dow, 21; **Richard Wetchler, 23**; Van Muller, 17; Michael Reilly, 18; Dan MacDonald, 19; Lincoln Cleveland, 20; Dawn Davidson, 22.

Water Control Commission (5) Re-appoint Bill Bedford Chairman, Phil Sears, 20; Betsy Miller, 19; **Bill Bedford, 21**; Peter Marchetti, 17; Peter Senatore, 18.

Zoning Board of Appeals (5) Re-appoint Les Maron chairman, Ann Marie Fusco, 20, Robert Knorr, 19; **Larry Brotman, 21**; Les Maron, 17; Tom Smith, 18.

POLICIES AND PROCEDURES:

PAYMENTS IN ADVANCE OF AUDIT:

Additional language will be inserted regarding paying of recreation fees in advance of audit for camp programs. Counsel Harrington will draft the language and we will call for a motion at the next Town Board meeting.

MEETING DATES AND PROCEDURES:

RESOLUTION #: 6 -17

Board Action: Motion by Councilman Paschkes, seconded by Councilwoman Schwartz, 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 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 of the Town of Pound Ridge (if held), 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 BE IT

FURTHER RESOLVED, that meetings of the Town Board (including Work 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 #: 7-17

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

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 #: 8-17

Board Action: Motion by Councilman Dow, 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 2017:

RESOLUTION #: 9 -17

Board Action: Motion by Councilman Paschkes, seconded by Councilwoman Schwartz, all voting aye to adopt the “Procurement Procedures for 2017” 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.

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- 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 #: 10-17

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

RESOLVED, that the following be appointed as the Town's Marriage Officers for the year 2017: Town Clerk Joanne Pace, Town Attorney William P. Harrington, Esq., Supervisor Richard Lyman, Councilwoman Jody Sullivan, Councilman David Dow, Councilman Daniel Paschkes, Councilwoman Bonnie Schwartz and Tax Receiver Deborah Damascus.

MILEAGE REIMBURSEMENT:

RESOLUTION #: 11-17

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

RESOLVED, that the Town of Pound Ridge pay the reimbursement rate, 53.5 cents per mile (established by the Internal Revenue Service for 2017) 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 #: 12-17

Board Action: Motion by Councilman Paschkes, seconded by Councilwoman Schwartz, 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 #: 13 -17

Board Action: Motion by Councilwoman Schwartz, seconded by Councilman Paschkes, 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 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

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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 #: 14-17

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 within ninety (90) 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 #: 15-17

Board Action: Motion by Councilman Dow, seconded by Councilwoman Schwartz, 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 #: 16-17

Board Action: Motion by Councilwoman Schwartz, seconded by Councilman Paschkes, 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 #: 17-17

Board Action: Motion by Councilwoman Schwartz, seconded by Councilwoman Sullivan, 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 #: 18-17

Board Action: Motion by Councilwoman Schwartz, seconded by Councilman Paschkes, 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 2017 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 2017 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, AND BE IT

FURTHER 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, AND BE IT

FURTHER 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, AND BE IT

FURTHER 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 2017, and the Supervisor be authorized to sign their agreement for said services at a cost of \$13,125.00, AND BE IT

FURTHER RESOLVED, that Zambelli Fireworks International is hired to provide the fireworks for our 2017 July 4th celebration at a cost of \$8,000 (Saturday, July 1st with rain date of Sunday, July 2nd), AND BE IT

FURTHER RESOLVED, that the services of CAI Group be continued for 2017, 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 12.31.2017 for said services at a cost of \$6,200, AND BE IT

FURTHER 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 2017 budget:

Advance Life Support System- \$123,891.00

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

ASCAP license –to play music in the park- \$341.00

HOLIDAY SCHEDULE – 2017 – GENERAL STAFF

RESOLUTION #: 19-17

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

RESOLVED, that the following 12 day 2017 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

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Memorial Day

Thanksgiving Day

Independence Day

Day after Thanksgiving Day

Labor Day

Christmas Day

2017 HIGHWAY DEPARTMENT HOLIDAY SCHEDULE – (As shown in Highway
2016 Contract)

2017 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 #: 20-17

Board Action: Motion by Councilwoman Sullivan, seconded by Councilwoman
Schwartz, 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
February 11, 2016.

SALARY RATIFICATION AND AUTHORIZATION TO PAY:

RESOLUTION #: 21-17

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

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RESOLVED, that the salaries are set forth on the Salary Ratification List and Authorization to Pay Report, dated January 01, 2017, 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 Councilman Paschkes, seconded by Councilwoman Schwartz, all voting aye to adjourn the Organization Meeting at 8:45 p.m.

Joanne Pace
Dated at Pound Ridge, New York
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