

MINUTES OF THE SEPTEMBER 20, 2018 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 KEVIN HANSAN; COUNCIL MEMBERS: DANIEL PASCHKES, JODY SULLIVAN, DAVID DOW AND DIANE BRIGGS

ALSO PRESENT: TOWN CLERK JOANNE PACE  
DEPUTY TOWN ATTORNEY, JOHN LOVELESS, ESQ.

ABSENT: DEPUTY SUPERVISOR ALISON BOAK

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

**EXECUTIVE SESSION:** None

**ANNOUNCEMENTS:**

- Supervisor Hansan announced that three new businesses opened in Scotts Corner; Kahlo who will have their open house Friday, September 21, 2018 from 4:00 – 9:00 p.m.; Design Solution that opened Tuesday, September 18<sup>th</sup> and Salon Jul took over where Salon Perri was and they will have their dry opening on Saturday, September 22<sup>nd</sup>.
- Supervisor Hansan informed everyone that a big, new sculpture has been put up in the Market Square. It is an interesting piece that looks like a blue Kiwi.
- The Car Show was a success. A record number of cars were in the show this year.
- Flu shots are available now and are being given at the Pound Ridge Pharmacy.
- The Garden Club is holding their Flower Show September 28 & 29, 2018 at Conant Hall.
- The recreation Camp-Out in the Town Park event is Saturday night, September 22, 2018.

**MINUTES: Acknowledge/correct/accept minutes of the Town Board meeting held on September 6, 2018.**

**Board Action:** Motion by Councilwoman Sullivan, seconded by Councilwoman Briggs, all voting aye to accept the minutes of the Town Board meeting held on Thursday, September 6, 2018.

**NEW BUSINESS:**

- **New Dawn Resource Center Update**

Dick Lyman, Patti D'Agostino and Lynn Borsellino all spoke on the progress of the New Dawn Family Resource Center that recently opened for five (5) surrounding Towns including Pound Ridge, Lewisboro, Bedford, North Salem and Somers. The IMA (inter-

municipal agreement) provided for the rental of a space that allow for the providers of services to victims of domestic violence to use the resource center as a place to deliver their services to their clients her in the northeast corner of the county. Dick Lyman led the way for this to happen and Patti and Lynn are the driving force behind it.

Patti D'Agostino explained that the grants and private donations received along with the rental contribution from the five Towns supplied the furniture, computers, security system and internet needed to get the center up and running. They have applied for 501 (c) (3) status which will allow them to do fund raising and put in for additional grants.

Lynn Borsellino explained that the center has been used by established service providers including Hope's Door, My Sister's Place and Putnam-Northern Westchester Women's Resource Center. The goal is to schedule a different service provider every single day and by the end of this year having all the service providers in there on a regular basis, doing individual counseling and group therapy sessions. Another goal is to have the resource service called One Love Foundation, where everyone deserves a healthy relationship, put in all the schools in the surrounding area.

Project Transition: Office Technology Training Program for Displaced Homemakers, is another program that is offered at Westchester Community College. This intensive program provides qualified displaced homemakers the opportunity to learn current, marketable skills to return to the workforce after having been dependent on the income of another family member.

Supervisor Hansan thanked Dick Lyman, Patti D'Agostino and Lynn Borsellino for all their hard work in getting New Dawn off the ground and wished them well in expanding in the future.

- **Auditors Report for year ending 2017**

Susan Barosi of O'Connor Davies, LLP and Steve Conti, Director of Finance, explained the financial statements of the 2017 audit. 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. Ms. Barosi along with Mr. Conti focused 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.

Ms. Barosi went through the General Fund and mentioned that the actual balance for the revenue side was a positive \$299,493. The Town was able to pay down some liens and

paid down medical insurance deficits. The total General Fund Balance is \$3,630,280. When the General Fund budget was adopted, it anticipated to use \$480,000 of fund balance. Actual results of operations resulted in a decrease in the Unassigned Fund Balance of \$23,970. Expenditures were \$5,785,098 which was \$117,193 or 2.0% less than the final budget. Actual revenues for 2017 were \$299,493 more than the final budget and actual expenses for 2017 were \$117,193 less than the final budget. 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. Ms. 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 Hansan thanked Steve Conti, Director of Finance, along with O'Connor Davies, LLP for all their work for helping keep Pound Ridge financially secure.

**RESOLUTION #: 150 -18**

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

RESOLVED, that the Town Board hereby accepts the draft Financial Statements and Supplementary Information for year ended 2017 presented to us by Susan Barosi, O'Connor Davies accountants and advisors and Steve Conti, Director of Finance for Town of Pound Ridge.

- **Finance – request authorization to purchase computers**

**RESOLUTION #: 151-18**

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

RESOLVED, that the Town Board hereby authorizes Steve Conti, Director of Finance, to purchase two (2) laptop computers to replace the notebook computers for the Recreation and Finance Departments. The cost of each computer with 5 year warranty and installation/configuration is \$1,796.50.

- **Assessor – request authorization to attend annual NYSAA seminar**

**RESOLUTION #: 152 -18**

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

RESOLVED, that the Town Board hereby authorizes Diane Briganti, Assessor, to attend the annual NYSAA conference in Binghamton, NY, Sunday, September 29 through Wednesday, October 3, 2018. Expenses for registration, lodging, meals, classes and travel should not exceed \$1,100. This has been budgeted.

- **Recreation – request to obtain pricing for engineering for pool repair and replacement**

**-Day in the Life with Town Supervisor**

**-July 4 Parking**

**RESOLUTION #: 153-18**

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

RESOLVED, that the Town Board hereby authorizes David Goldberg, Recreation Superintendent, to obtain pricing for engineering for the Town Park pool repair and replacement, AND BE IT

FURTHER RESOLVED, that the Town Board authorizes Pound Ridge Elementary School to offer a “Day in the Life of the Town Supervisor” at an auction event; AND BE IT

FURTHER RESOLVED, that the Town Board hereby authorizes David Goldberg, Recreation Superintendent, to offer a free July 4<sup>th</sup> parking pass to the Pound Ridge Elementary School auction. -

- **Town Clerk – request to accept resignation of Board of Assessment Review member**

**-request to accept resignation of Energy Action Committee Chairperson**

**RESOLUTION #: 154 -18**

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

RESOLVED, that the Town Board hereby accepts the resignation of Stuart Dweck, member of the Board of Assessment Review Committee, effective September 6, 2018, AND BE IT

FURTHER RESOLVED, that the Town Board hereby accepts the resignation of Scott Fernqvist, as Chairperson of the Energy Action Committee effective immediately.

### **-Special Use Application**

A new business opened in Scotts Corner named Kahlo and they are having their open house on Friday, September 21, 2018 from 4:00 – 9:00 p.m. and they are requesting a Food Truck on the premises for the event.

### **RESOLUTION #: 155-18**

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

RESOLVED, that the Town Board hereby authorizes Kahlo to have a Food Truck on their premise on Friday, September 21, 2018 from 4:00 – 9:00 p.m. for their grand opening event in Scotts Corner.

- **Planning Department – Authorization for new hire**

**Board Action:** Motion by Councilman Dow, seconded by Councilwoman Sullivan, all voting aye to ratify the decision made in Executive Session to hire Michelle Argila as a part time assistant in the Planning, Water Control and Zoning Board office at \$19.00 an hour effective September 24, 2018.

- **Maintenance – request to pay contracted electrician for garage lighting replacement**

### **RESOLUTION #: 156 -18**

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

RESOLVED, that the Town Board hereby authorizes Jonah Maddock, Lead Maintenance Mechanic, to pay Mikro Electric Co., Inc. \$1,904.74 to replace and install six (6) eight foot strip lights in LED replacing the six (6) eight foot

fluorescent fixtures in the Maintenance Garage. Mikro Electric Co., Inc. is the Town's contracted electrician.

- **Town Attorney – proposed resolution**

The Town of Pound Ridge Building Department sent a notice to the owner of the premises located at 148 Salem Road, Pound Ridge, NY 10576 of the existence of an unsafe structure on the property.

**RESOLUTION #: 157 -18**

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

RESOLVED, that the Town Board hereby authorizes the law firm Bleakley Platt and Schmidt, LLP be the attorneys for the Town of Pound Ridge, be retained to commence an action in the Supreme Court of the State of New York in the County of Westchester seeking a determination that the building located at 148 Salem Road, Pound Ridge, NY 10576 is a public nuisance and to seek judicial approval for the Town to take appropriate steps to address the situation and for the legal fees and/or costs of the survey and any remedial measures taken by the Town to be borne by the property owner.

- **Liaison's report**

The Town Board briefly commented on their Boards and Commissions meetings.

**FINANCIAL MATTERS**

- **Finance Budget Transfers/Reserves**

**RESOLUTION #: 158 -18**

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

RESOLVED, that the Town Board hereby authorizes Steve Conti, Director of Finance, to apply the reserved fund balance for debt services, as appropriated in the 2018 Adopted Budget, in the amount of \$131,570. This would be allocated to Bond and Bond Anticipation Note payments in 2018.

- **Recreation – request to refund flag football registration fee**

**RESOLUTION #: 159-18**

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

RESOLVED, that the Town Board hereby authorizes the refund of one hundred fifty (\$150) dollars to Marc Kinderman, 90 Fawn Drive, Stamford, CT 06905 for flag football registration. The schedule does not work for his family.

**Monthly Reports**

The monthly reports have been received for August 2018 and are available in the Town Clerk's office.

**Pay Bills**

**RESOLUTION #: 160-18**

**Board Action:** Motion by Councilman Paschkes, seconded by Councilman Dow, Board polled, motion passing 4-0 with Councilwoman Briggs abstaining on the following:

WHEREAS, Councilwoman Briggs 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:

<b>GENERAL FUND</b>	<b>G</b>		<b>\$235,441.37</b>
<b>HIGHWAY FUND</b>	<b>D</b>		<b>\$269,350.13</b>
<b>TRUST AND AGENCY</b>	<b>T</b>		<b>\$331,203.61</b>
<b>CAPITAL</b>	<b>H</b>		<b>\$ 0</b>

**ADJOURNMENT:** There being no further business to come before the Board, Supervisor Hansan adjourned the regular meeting at 9:05 p.m.

**Board Action:** Motion by Councilwoman Sullivan, seconded by Councilman Paschkes all voting aye to reconvene the meeting as Parking District Commissioners.

**RESOLUTION #: 161-18**

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

WHEREAS, Councilwoman Briggs 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:

<b>PARKING DISTRICT</b>	<b>ST</b>		<b>\$ 1,455.42</b>
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**ADJOURNMENT:** There being no further business to come before the Board, Supervisor Hansan adjourned the Parking District meeting at 9:00 p.m.

Joanne Pace  
Dated at Pound Ridge, New York  
September 21, 2018