

**MINUTES OF THE JANUARY 7, 2020 MEETING OF THE TOWN BOARD OF  
THE TOWN OF POUND RIDGE HELD AT THE TOWN HOUSE, 179  
WESTCHESTER AVENUE, POUND RIDGE, NY, COMMENCING AT 8:00 PM**

**PRESENT:** SUPERVISOR KEVIN HANSAN; COUNCILPERSON DANIEL PASCHKES, COUNCILPERSON DIANE BRIGGS, COUNCILPERSON ALISON BOAK, AND COUNCILPERSON CARLA BRAND

**ABSENT:** TOWN ATTORNEY WILLIAM HARRINGTON

**ALSO PRESENT:** DEPUTY SUPERVISOR LES MARON  
TOWN CLERK ERIN TROSTLE

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

**CALL FOR EXECUTIVE SESSION:**

Councilperson Paschkes objected to the cancellation of an executive session scheduled for December 30, 2019. He called for an executive session, asked that the board be polled, and stated that some would likely need to abstain.

**Board Action:** Motion by Councilperson Paschkes, seconded by Councilperson Briggs, board polled and motion carried 4-0 with Councilperson Boak abstaining, to hold an executive session to address a personnel matter involving a town employee at 7:00 pm on January 21, 2020.

**ANNOUNCEMENTS:**

- Early bird rates on Town Pool memberships are available until February 1, 2020, from the Recreation Department.
- The Recreation Department will hold a job fair for summer jobs January 11, 2020, 12:00-4:00 pm, at Conant Hall.
- The Recreation Department will host an Open Mic event January 11, 2020, 4:00-8:00 pm, at Conant Hall.
- The Conservation Board is hosting a workshop on winter planting of milkweed seeds (registration required) Saturday, January 25, 2:00-3:30 pm, at the Pound Ridge Library.

**MINUTES:** Acknowledge/correct/accept minutes of the Town Board meeting of December 12, 2019.

**Board Action:** Motion by Councilperson Briggs, seconded by Councilperson Paschkes, the board polled and motion passing 3-0 with Councilpersons Brand and Boak abstaining, to accept the minutes of the Town Board meeting of December 12, 2019.

**NEW BUSINESS:**

- **Conservation Board: Arbor Day Proclamation**

Conservation Board Chair Carrie Sears presented Supervisor Hansan with the following proclamation:

*Whereas*, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

*Whereas*, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

*Whereas*, Arbor Day is now observed throughout the nation and the world, and

*Whereas*, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

*Whereas*, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

*Whereas*, trees in our Town increase property values, enhance the economic vitality of business areas, and beautify our community, and

*Whereas*, trees, wherever they are planted, are a source of joy and spiritual renewal.

*Therefore*, I do hereby proclaim the 24th day of April 2020 as ARBOR DAY in the Town of Pound Ridge,

*And* I urge all citizens to celebrate Arbor Day in the future and to support efforts to protect our trees and woodlands, and

*Further*, I urge all citizens to plant trees to gladden the heart and promote the wellbeing of this and future generations.

**RESOLUTION #: 01-20**

**Board Action:** Motion by Councilperson Briggs, seconded by Councilperson Boak, all voting aye on the following:

RESOLVED, that the Town Board hereby adopts the Arbor Day Proclamation as presented by Carrie Sears on behalf of the Conservation Board.

- **Boards and Commissions: Letters of resignation**

**RESOLUTION #: 02-20**

**Board Action:** Motion by Councilperson Brand, seconded by Councilperson Briggs, all voting aye, on the following:

RESOLVED, that the Town Board hereby accepts the resignations of Carla Brand from the Conservation Board and of Les Maron from the Zoning Board of Appeals.

- **Planning Board: Recommendation to approve Verizon's wireless upgrade to the 29 Adams Lane tower**

**RESOLUTION #: 03-20**

**Board Action:** Motion by Councilperson Briggs, seconded by Councilperson Boak, all voting aye on the following:

RESOLVED, that the Town Board hereby approves Verizon's wireless upgrade to the 29 Adams Lane tower.

**FINANCIAL MATTERS:**

- **Water Control Commission: Release of the bonds**

The Water Control Commission requests the release of the following bonds:

66 Upper Shad Road	\$1,000.00
18 Lyndel Road	\$3,500.00
8 Nancy's Lane	\$1,000.00
85 Fancher Road	\$1,500.00
24 Hack Green Road	\$5,000.00
150 S. Bedford Road	\$5,000.00

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**RESOLUTION #: 04-20**

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

RESOLVED, that the Town Board hereby approves the release of bonds as requested by the Water Control Commission, with the exception of the bond for 85 Fancher Road.

**RESOLUTION #: 05-20**

**Board Action:** Motion by Councilperson Briggs, seconded by Councilperson Boak, the board polled and motion passing 4-0 with Councilperson Paschkes abstaining on the following:

RESOLVED, that the Town Board hereby approves the release of the bond for 85 Fancher Road as requested by the Water Control Commission.

- **Recreation Department: Refund of basketball registration**

**RESOLUTION #: 06-20**

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

RESOLVED, that the Town Board hereby authorizes the refund of one hundred (\$100) dollars to Elizabeth Hill for basketball registration for her son, who is unable to attend games.

**ADJOURNMENT OF REGULAR MEETING:**

**Board Action:** Motion by Councilperson Boak, seconded by Councilperson Briggs, all voting aye, to adjourn the regular meeting of the Town Board.

**CALL TO ORDER OF ORGANIZATIONAL MEETING:**

**Board Action:** Motion by Councilperson Boak, seconded by Councilperson Briggs, all voting aye to open the Organizational Meeting.

**At 8:20 pm Town Attorney William Harrington entered the meeting.**

**SUPERVISOR'S APPOINTMENTS:**

**Deputy Supervisor:** Les Maron  
**Chief of Staff to the Supervisor:** Nicole Engel  
**Director of Finance:** Steven Conti  
**OEM Executive Director:** Nicole Engel  
**OEM Deputy Director:** Gary Warshauer

**a. Special Advisors to the Supervisor and the Town Board**

Bedford Central School District: Kevin Hansan  
Census 2020: Diane Briggs  
East of Hudson Watershed: Les Maron  
Environmental Initiatives Advisors: Bill Harding and Elyse Arnow  
Fire District: Kevin Hansan  
Insurance: Harvey Dann  
Library Board: Kevin Hansan  
New Dawn: Dan Paschkes  
Sustainable Westchester: Carla Brand  
TEP: Alison Boak  
Water Wastewater: Alison Boak  
Westchester County Shared Services: Kevin Hansan  
WEMS: Dave Ryan  
Wireless Communication: Diane Briggs

**b. Appointment of Town Board Liaisons to Boards and Commissions:**

Audit Bills: Carla Brand  
Board of Assessment Review: N/A  
Board of Ethics: N/A  
Conservation Board: Carla Brand  
Drug Abuse Prevention Council: Les Maron  
Economic Development Committee: Diane Briggs

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Energy Action Committee: Carla Brand  
Highway Department and Maintenance Department: Diane Briggs  
Housing Board: Alison Boak  
Landmarks & Historic Districts Commission: Dan Paschkes  
OEM: Nicole Engel  
Open Space Acquisitions Committee: Dan Paschkes  
Planning Board: Carla Brand  
Police Department: Kevin Hansan  
Recreation Commission: Alison Boak  
Water Control Commission: Les Maron  
Zoning Board of Appeals: Dan Paschkes

**c. Ad Hoc Committees:**

**Comprehensive Plan Committee:**

Elyse Arnow Brill (chair), Andy Karpowich, Ashia Sheikh Dearwester, Bill Bedford, Pete Marchetti, Bob Siegel, Carla Brand, Carrie Sears, Diane Briggs, Ellen Ivens, Gail Jankus, Joe Petroccione, Joshua Arnow, Kevin Hansan, Leah Benincasa, Lindsay Avellino, Peter Avellino, Melinda Avellino, Lisa Smith, Lou Spadafora, Alison Boak, Marc Weisenfreund, Deann Grogan, Richard Mendes, Jim Glascott, Michelle Argila, Les Maron.

**Deer Management Committee:**

Jon Powers (chair), Dave Ryan, Bill Harding, Carrie Sears, Gail Jankus, John Baker, Chris Nagy (Mianus River Gorge), Steve Stamos (Aquarion Water), Dan Atchison (Westchester County).

**Economic Development Committee:** Diane Briggs (chair), Mary Anne Condon, Ted Dixon, Jill Faber, Susan Grissom, Chris Hayes, Marianne Hoffman, Gayle Martin, Rebecca Wing.

**Parking District Owners Advisory Committee:** Fred Albano (chair), Billy Fortin, Frank Salvi, Joe DiPietro, Kevin Hansan.

**Safety Committee:** Harvey Dann (chair), Kevin Hansan, Dave Ryan, David Goldberg, Vinnie Duffield, Jonah Maddock, Jim Perry, Steve Conti, Erin Trostle, Spain Agency representative, Worker's Comp Alliance representative.

**Slade Preserve:** Jon Powers (chair), Kevin Hansan, William Harrington, Ernest Marshall, Steve Conti.

**TEP:** Alison Boak, Louis Fusco, Jon Powers

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**Water Wastewater Task Force:** Ellen Ivens and Alison Boak (co-chairs),  
David Dow, James Best, Peter Vogel, Ted Dowey, Stacey French, Max Mosolino,  
Peter Marchetti, William Harrington (ex officio).

**Town Board Appointments:**

**Town Attorney:** William P. Harrington, Esq.  
**Deputy Town Attorney:** John Loveless, Esq.  
**Town Historian:** Edward Condon  
**Registrar of Vital Statistics:** Erin Trostle, Joanne Pace  
**Office Manager:** Steve Conti  
**Animal Control Officer:** Joan Dooley  
**IT Manager:** Steve Conti  
**Cemetery Commissioner:** Vinnie Duffield

**Appointments to Boards and Commissions:**

**Board of Assessment Review:** Robert Benjamin  
**Board of Ethics:** TBD  
**Conservation Board:** Carolyn Sears  
**Drug Abuse Prevention Council:** Barbara Carbone  
**Economic Development Committee:** Diane Briggs  
**Energy Action Committee:** Michele Rudolph  
**Housing Board:** Toni Nagel-Smith  
**Landmarks & Historic District Commission:** Carol Cioppa  
**Open Space Acquisitions Committee:** Tom Andersen  
**Planning Board:** Clay Fowler  
**Recreation Commission:** Rich Wetchler  
**Water Control Commission:** Bill Bedford  
**Zoning Board of Appeals:** TBD

**RESOLUTION #: 07-20**

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

RESOLVED, that the Town Board hereby accepts the Supervisor's appointments.

**POLICIES AND PROCEDURES:**

**a. Payments in Advance of Audit**

Supervisor is authorized to pay telephone, utility, fuel oil, credit card, Memorial Day, fireworks, and postage bills in advance of audit.

**b. Meeting Dates and Procedures**

The regular meetings of the Town Board of the Town of Pound Ridge will be held on the first and second Tuesday evening of the month commencing at 8:00 pm, at the Town House (unless designated otherwise by a vote of the Town Board).

These meetings 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. Town Clerk's notes and any notes taken by a Councilperson shall 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.

The minutes will be posted on the Town's website within one week of their approval by the Town Board. The regular meeting minutes may be approved by the Board at the work session, and the work session minutes may be approved at the regular meeting.

The Work Sessions of the Board of the Town of Pound Ridge will be held on the second Tuesday of each month, commencing at 7:00 pm at the Town House (unless designated otherwise by a vote of the Town Board).

The 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, will be webcast live as well.

All meetings of the Pound Ridge Town Board shall be conducted in accordance with the New York State Town Law, including §63. In addition, in a public hearing proceeding, Robert's Rules of Order must be followed.

**c. Agenda Policy**

The agenda for each Town Board meeting will be closed at 4:00 pm the Thursday before the meeting and will be available by the end of business on the Thursday before the meeting. All agendas will be published on the Town's web site and distributed by e-mail to the Town's Official Newspaper.



[Town Clerk note: Councilperson Briggs stated that the agenda has previously been distributed to certain residents who asked to receive it via email and that a determination should be made whether this practice will continue or not. Councilperson Paschkes said that those on the email list should be notified if the practice is discontinued. Town Attorney Harrington advised that it would be preferable not to distribute the agenda via an email list that includes some residents but not all.]

**d. Chief Administrative Officer/Chief Fiscal Officer**

The Supervisor shall 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 New York State Town Law and the Town Board shall from time to time assign to those offices.

**e. 2020 Procurement Procedures**

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 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 State of New York Comptroller's regulations.

**Guideline 1** Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML, Section 103. Every town officer, councilperson, 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 in the following amounts shall be subject to the following requirements:

- Less than \$20,000 but greater than \$3,000 require a written Request for Proposal (RFP) and written or fax quotes from three (3) vendors.
- Less than \$3,000 but greater than \$1,000 require an oral RFP and written or fax quotes from two (2) vendors.
- Less than \$1,000 but greater than \$50 is left to the discretion of the purchaser after obtaining two (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 in the following amounts shall be subject to the following requirements:

- Less than \$35,000 but greater than \$10,000 requires a written RFP and written or faxed proposals from three (3) contractors.
- Less than \$10,000 but greater than \$3,000.00 requires a written RFP and written or faxed proposals from two (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, along with 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 Town Clerk, along with the documentation supporting the subsequent purchase or public works contract.

**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
- State, county, or other municipality requirement contract (“State Contract”)

**Guideline 6a** Purchases from State Contract shall require an oral RFP and written or fax quotes from two (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 \$1,000.00 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.

## **RESOLUTION #: 08-20**

**Board Action:** Motion by Councilperson Boak, seconded by Councilperson Briggs, all voting aye on the following:

RESOLVED, that the Town Board hereby accepts the Policies and Procedures as presented above.

**APPOINTMENT OF MARRIAGE OFFICERS:**

**RESOLUTION #: 09-20**

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

RESOLVED, that the following be appointed as the Town's Marriage Officers for the year 2020: Town Clerk Erin Trostle, Town Attorney William Harrington Esq, Supervisor Kevin Hansan, Councilperson Daniel Paschkes, Councilperson Diane Briggs, Councilperson Alison Boak, Councilperson Carla Brand, and Receiver of Taxes Deborah Damascus.

**MILEAGE REIMBURSEMENT:**

**RESOLUTION #: 10-20**

**Board Action:** Motion by Councilperson Briggs, seconded by Councilperson Boak, all voting aye on the following:

RESOLVED, that the Town of Pound Ridge pay the reimbursement rate 0.58 cents per mile (established by the Internal Revenue Service for 2020) for Employees, Town Board, other Town officials, for mileage incurred in the use of one's personal automobile on Town business; however, all employees should 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 #: 11-20**

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

RESOLVED, that the Town Board hereby designates The Record Review as the Official Newspaper of the Town of Pound Ridge and 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 #: 12-20**

**Board Action:** Motion by Councilperson Boak, seconded by Councilperson Briggs, all voting aye on the following:

RESOLVED, that the TD Bank, 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 Kevin Hansan, or Deputy Supervisor Les Maron, 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 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 Kevin Hansan, Deputy Supervisor Les Maron, 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 #: 13-20**

**Board Action:** Motion by Councilperson Paschkes, seconded by Councilperson Briggs, 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. That report shall become a part of the minutes of the Town Board meeting following the Clerk's receipt of said report.

**INVESTMENT POLICY:**

**RESOLUTION #: 14-20**

**Board Action:** Motion by Councilperson Briggs, seconded by Councilperson Paschkes, 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 #: 15-20**

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**Board Action:** Motion by Councilperson Briggs, seconded by Councilperson Boak, 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 #: 16-20**

**Board Action:** Motion by Councilperson Boak seconded by Councilperson Briggs, all voting aye on the following:

RESOLVED, that the Town Board hereby acknowledge that for new terms beginning on or after August 12, 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:**

**\$1,350.00**

The Town Board shall authorize Councilperson Boak 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 2020 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 her attending will be as budgeted.

**Westchester Putnam Association of Town Supervisors:               \$275.00**

**Westchester Municipal Officials Association:                         \$875.00**

**Independent Auditor:   \$38,800.00**

The firm of O'Connor Davies Munns & Dobbins, LLP, is appointed as the Town's independent auditor for the purpose of preparing and filing of the Annual Report.

**Network Support Services:   \$14,877.50**

The firm of Sullivan Data Management is hereby reappointed as the Town's computer network support and strategic planning firm for 2018, and the Supervisor be authorized to sign their agreement for said services.

**July Fourth Celebration:   \$12,500.00**

Zambelli Fireworks International is hired to provide the fireworks for our 2019 July Fourth celebration at a cost of \$12,500 (Saturday, July 4, 2020).

**Tax Map Maintenance:   \$6,375.00**

Cartographic Associates, Inc. (CAI) is to be continued for 2020, to provide standard updates and maintenance of our Tax Maps, and the Supervisor authorized to sign their agreement for said services.

**Agencies:**

The Supervisor 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 2020 budget:

Advance Life Support System	<b>\$125,600.00</b>
ASCAP license <i>to play music in Town Park</i>	<b>\$348.00</b>
Drug Abuse Prevention Council	<b>\$13,000.00</b>
New Dawn Family Resource Center <i>\$5,000.00 from town budget;</i> <i>\$20,000.00 from grant obtained</i> <i>through Terrence Murphy's office</i>	<b>\$25,000.00</b>
Hope's Door and Catholic Charities <i>funds from human trafficking grant</i>	<b>\$150,000.00</b>
North East Westchester Special Recreation <i>program for the disabled</i>	<b>\$6,650.00</b>
South Salem Animal Hospital	<b>as needed</b>



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**RESOLUTION #: 17-20**

**Board Action:** Motion by Councilperson Briggs, seconded by Councilperson Boak, the Board polled and motion passing 4-0 with Councilperson Boak abstaining (due to being designated as the Town's official delegate to attend the business session of the Association of Towns of the State of New York meeting) on the following:

RESOLVED, that the Town Board hereby authorizes the Supervisor to execute all the agreements above and pay contractual obligations.

**2020 HOLIDAY SCHEDULES:**

**Holiday Schedule for 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

Additionally, staff may be permitted a half day on the following days at the discretion of the Supervisor:

July 2 (day before Independence Day observance)  
November 25 (day before Thanksgiving)  
December 24 (day before Christmas)

**Holiday Schedule for Highway Department:** As shown in Highway 2020 Contract

**Holiday Schedule for Police Department (including Secretarial Staff):**

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	

**RESOLUTION #: 18-20**

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

RESOLVED, that the 2020 Holiday Schedules be and is hereby adopted for the general staff, Highway Department staff, and Police Department staff as presented above.

**PERSONNEL POLICIES HANDBOOK:**

**RESOLUTION #: 19-20**

**Board Action:** Motion by Councilperson Paschkes, seconded by Councilperson Boak, 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 January 20, 2016.

**SALARY RATIFICATION AND AUTHORIZATION TO PAY:**

**RESOLUTION #: 20-20**

**Board Action:** Motion by Councilperson Paschkes, seconded by Councilperson Boak, all voting aye on the following:

RESOLVED, that the salaries are set forth on the Salary Ratification List and Authorization to Pay Report, dated January 01, 2020, be and are hereby ratified and the Supervisor be and is hereby authorized to pay said salaries.

**ADJOURNMENT OF ORGANIZATIONAL MEETING:** There being no further business to come before the Board, Supervisor Hansan adjourned the meeting at 9:01pm.

**Board Action:** Motion by Councilperson Briggs, seconded by Councilperson Boak, all voting aye, to adjourn the Organization Meeting.

Erin Trostle  
Dated at Pound Ridge, New York  
January 10, 2020