

MINUTES OF THE MARCH 10, 2020 MEETING OF THE TOWN BOARD OF THE TOWN OF POUND RIDGE HELD AT THE POUND RIDGE TOWN HOUSE, 179 WESTCHESTER AVENUE, POUND RIDGE, NY, COMMENCING AT 8:00 PM

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

**ALSO PRESENT: DEPUTY SUPERVISOR LES MARON
TOWN ATTORNEY WILLIAM P. HARRINGTON
TOWN CLERK ERIN TROSTLE**

CALL TO ORDER: Supervisor Hansan called the meeting to order at 8:04 pm.

ANNOUNCEMENTS:

- The Town continues to work closely with federal, state, and local officials to ensure that we are prepared to respond to challenges associated with the recent Coronavirus (COVID-19) outbreak.
- Construction in Scotts Corners associated with TEP (Transportation Enhancement Project) is scheduled to resume on Monday, March 16, 2020.
- The New York State DOT has announced that repaving of Route 137 is scheduled to begin on April 6, 2020. Paving will be done at night, and completion is expected within six weeks.
- The Neighbor-to-Nighbor St. Patrick's Day luncheon originally scheduled for Friday, March 12, 2020 has been canceled.
- The Repair Café will take place as scheduled on Saturday, March 7, 2020, from 1:00 pm to 4:00 pm at Conant Hall.
- The Pound Ridge Library is offering a program called "Plan It Wild" about ecoregion gardening on Saturday, March 21, 2020 from 3:00 pm to 4:00 pm.
- The Recreation Department's annual Egg Scramble is scheduled for 11:00 am on March 28, 2020 at Pound Ridge Elementary School.

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CALL FOR EXECUTIVE SESSION:

Board Action: Motion by Councilperson Paschkes, seconded by Councilperson Briggs, all voting aye, to hold an Executive Session on Tuesday, April 7, 2020, at 7:00pm to discuss personnel matters.

MINUTES: Acknowledge/correct/accept minutes of Town Board meeting of March 3, 2020.

Board Action: Motion by Councilperson Boak, seconded by Councilperson Briggs, all voting aye, to accept the minutes of the Town Board meeting of March 3, 2020.

NEW BUSINESS:

A. Conservation Board – Clean Up Pound Ridge Campaign

The Conservation Board is planning a town-wide cleanup in conjunction with a county-wide effort. Garbage bags will be made available to residents who would like to participate.

[Town Clerk note: The Board revisited this topic later in the meeting.]

B. Finance

• **Adopt Bond Resolutions**

Director of Finance Steven Conti requested that the Board authorize the adoption of the following bond resolutions:

- (1) A RESOLUTION AUTHORIZING THE ISSUANCE OF \$1,000,000 BONDS OF THE TOWN OF POUND RIDGE, WESTCHESTER COUNTY, NEW YORK, TO PAY THE COST OF THE RECONSTRUCTION OR RESURFACING OF VARIOUS TOWN ROADS, IN AND FOR SAID TOWN

WHEREAS, all conditions precedent to the financing of the capital purposes hereinafter described, including compliance with the provisions of the State Environmental Quality Review Act to the extent required, have been performed; and

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WHEREAS, it is now desired to authorize the financing of such capital purposes; NOW, THEREFORE, BE IT

RESOLVED, by the Town Board of the Town of Pound Ridge, Westchester County, New York, as follows:

Section 1. For paying the cost of the reconstruction or resurfacing of various Town roads, a class of objects or purposes with an estimated maximum cost of \$1,000,000, in and for the Town of Pound Ridge, Westchester County, New York, including incidental expenses in connection therewith, there are hereby authorized to be issued \$1,000,000 bonds of said Town pursuant to the provisions of the Local Finance Law.

Section 2. It is hereby determined that the plan for the financing thereof is by the issuance of the \$1,000,000 bonds of said Town authorized to be issued pursuant to this bond resolution.

Section 3. It is hereby determined that the period of probable usefulness of the aforesaid specific object or purpose is fifteen years, pursuant to subdivision twenty of paragraph a of Section 11.00 of the Local Finance Law. It is hereby further determined that the maximum maturity of the bonds authorized will exceed five years.

Section 4. Subject to the provisions of the Local Finance Law, the power to authorize the issuance of and to sell bond anticipation notes in anticipation of the issuance and sale of the bonds herein authorized, including renewals of such notes, is hereby delegated to the Supervisor, the chief fiscal officer. Such notes shall be of such terms, form and contents, and shall be sold in such manner, as may be prescribed by said Supervisor, consistent with the provisions of the Local Finance Law.

Section 5. The faith and credit of said Town of Pound Ridge, Westchester County, New York, are hereby irrevocably pledged to the payment of the principal of and interest on such bonds as the same respectively become due and payable. An annual appropriation shall be made in each year sufficient to pay the principal of and interest on such bonds becoming due and payable in such year. To the extent such appropriation is not made from other sources, there shall annually be levied on all the taxable real property of said Town a tax sufficient to pay the principal of and interest on such obligations as the same become due and payable.

Section 6. Such bonds shall be in fully registered form and shall be signed in the name of the Town of Pound Ridge, Westchester County, New York, by the manual or facsimile signature of the Supervisor and a facsimile of its corporate seal shall be imprinted or impressed thereon and may be attested by the manual or facsimile signature of the Town Clerk.

Section 7. The powers and duties of advertising such bonds for sale, conducting the sale and awarding the bonds, are hereby delegated to the Supervisor, who shall advertise such bonds for sale, conduct the sale, and award the bonds in such manner as the Supervisor shall deem best for the interests of the Town; provided, however, that in the exercise of these delegated powers, the Supervisor shall comply fully with the provisions of the Local Finance Law and any order or rule of the State Comptroller applicable to the sale of municipal bonds. The receipt of the Supervisor shall be a full acquittance to the purchaser of such bonds, who shall not be obliged to see to the application of the purchase money.

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Section 8. All other matters relating to such bonds shall be determined by the Supervisor, including determining whether to issue such bonds having substantially level or declining annual debt service and all matters related thereto, prescribing whether manual or facsimile signatures shall appear on said bonds, prescribing the method for the recording of ownership of said bonds, appointing the fiscal agent or agents for said bonds, providing for the printing and delivery of said bonds (and if said bonds are to be executed in the name of the Town by the facsimile signature of its Supervisor, providing for the manual countersignature of a fiscal agent or of a designated official of the Town), the date, denominations, maturities and interest payment dates, place or places of payment, and also including the consolidation with other issues. It is hereby determined that it is to the financial advantage of the Town not to impose and collect from registered owners of such bonds any charges for mailing, shipping and insuring bonds transferred or exchanged by the fiscal agent, and, accordingly, pursuant to paragraph c of Section 70.00 of the Local Finance Law, no such charges shall be so collected by the fiscal agent. Such bonds shall contain substantially the recital of validity clause provided for in Section 52.00 of the Local Finance Law and shall otherwise be in such form and contain such recitals in addition to those required by Section 52.00 of the Local Finance Law, as the Supervisor shall determine.

Section 9. This resolution shall constitute a statement of official intent for purposes of Treasury Regulations Section 1.150 - 2. Other than as specified in this resolution, no monies are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside with respect to the permanent funding of the object or purpose described herein.

Section 10. The validity of such bonds and bond anticipation notes may be contested only if:

(1) Such obligations are authorized for an object or purpose for which said Town is not authorized to expend money, or

(2) The provisions of law which should be complied with at the date of publication of this resolution are not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of such publication, or

(3) Such obligations are authorized in violation of the provisions of the Constitution.

Section 11. This resolution, when it takes effect, shall be published in summary in *The Record Review*, the official newspaper, together with a notice of the Town Clerk in substantially the form provided in Section 81.00 of the Local Finance Law.

Section 12. This resolution is adopted subject to permissive referendum.

- (2) A RESOLUTION AUTHORIZING THE ISSUANCE OF \$600,000 BONDS OF THE TOWN OF POUND RIDGE, WESTCHESTER COUNTY, NEW YORK, TO

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PAY THE COST OF THE ACQUISITION OF HIGHWAY MAINTENANCE VEHICLES, EACH COSTING \$30,000 OR MORE, IN AND FOR SAID TOWN.

WHEREAS, all conditions precedent to the financing of the capital purposes hereinafter described, including compliance with the provisions of the State Environmental Quality Review Act to the extent required, have been performed; and

WHEREAS, it is now desired to authorize the financing of such capital purposes; NOW, THEREFORE, BE IT

RESOLVED, by the Town Board of the Town of Pound Ridge, Westchester County, New York, as follows:

Section 1. For the purpose of paying the cost of the acquisition of highway maintenance vehicles, each costing \$30,000 or more, a class of objects or purposes, with an estimated maximum cost of \$600,000, in and for the Town of Pound Ridge, Westchester County, New York, including incidental expenses in connection therewith, there are hereby authorized to be issued \$600,000 bonds of said Town pursuant to the provisions of the Local Finance Law.

Section 2. It is hereby determined that the plan for the financing thereof is by the issuance of the \$600,000 bonds of said Town authorized to be issued pursuant to this bond resolution.

Section 3. It is hereby determined that the period of probable usefulness of the aforesaid specific object or purpose is fifteen years, pursuant to subdivision twenty-eight of paragraph a of Section 11.00 of the Local Finance Law, as each item in said class shall have an estimated cost of \$30,000 or more. It is hereby further determined that the maximum maturity of the bonds authorized will exceed fifteen years.

Section 4. Subject to the provisions of the Local Finance Law, the power to authorize the issuance of and to sell bond anticipation notes in anticipation of the issuance and sale of the bonds herein authorized, including renewals of such notes, is hereby delegated to the Supervisor, the chief fiscal officer. Such notes shall be of such terms, form and contents, and shall be sold in such manner, as may be prescribed by said Supervisor, consistent with the provisions of the Local Finance Law.

Section 5. The faith and credit of said Town of Pound Ridge, Westchester County, New York, are hereby irrevocably pledged to the payment of the principal of and interest on such bonds as the same respectively become due and payable. An annual appropriation shall be made in each year sufficient to pay the principal of and interest on such bonds becoming due and payable in such year. To the extent such appropriation is not made from other sources, there shall annually be levied on all the taxable real property of said Town a tax sufficient to pay the principal of and interest on such obligations as the same become due and payable.

Section 6. Such bonds shall be in fully registered form and shall be signed in the name of the Town of Pound Ridge, Westchester County, New York, by the manual or facsimile signature of the Supervisor and a facsimile of its corporate seal shall be imprinted or impressed thereon and may be attested by the manual or facsimile signature of the Town Clerk.

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Section 7. The powers and duties of advertising such bonds for sale, conducting the sale and awarding the bonds, are hereby delegated to the Supervisor, who shall advertise such bonds for sale, conduct the sale, and award the bonds in such manner as the Supervisor shall deem best for the interests of the Town; provided, however, that in the exercise of these delegated powers, the Supervisor shall comply fully with the provisions of the Local Finance Law and any order or rule of the State Comptroller applicable to the sale of municipal bonds. The receipt of the Supervisor shall be a full acquittance to the purchaser of such bonds, who shall not be obliged to see to the application of the purchase money.

Section 8. All other matters relating to such bonds shall be determined by the Supervisor, including determining whether to issue such bonds having substantially level or declining annual debt service and all matters related thereto, prescribing whether manual or facsimile signatures shall appear on said bonds, prescribing the method for the recording of ownership of said bonds, appointing the fiscal agent or agents for said bonds, providing for the printing and delivery of said bonds (and if said bonds are to be executed in the name of the Town by the facsimile signature of its Supervisor, providing for the manual countersignature of a fiscal agent or of a designated official of the Town), the date, denominations, maturities and interest payment dates, place or places of payment, and also including the consolidation with other issues. It is hereby determined that it is to the financial advantage of the Town not to impose and collect from registered owners of such bonds any charges for mailing, shipping and insuring bonds transferred or exchanged by the fiscal agent, and, accordingly, pursuant to paragraph c of Section 70.00 of the Local Finance Law, no such charges shall be so collected by the fiscal agent. Such bonds shall contain substantially the recital of validity clause provided for in Section 52.00 of the Local Finance Law and shall otherwise be in such form and contain such recitals in addition to those required by Section 52.00 of the Local Finance Law, as the Supervisor shall determine.

Section 9. This resolution shall constitute a statement of official intent for purposes of Treasury Regulations Section 1.150 - 2. Other than as specified in this resolution, no monies are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside with respect to the permanent funding of the object or purpose described herein.

Section 10. The validity of such bonds and bond anticipation notes may be contested only if:

- (1) Such obligations are authorized for an object or purpose for which said Town is not authorized to expend money, or
- (2) The provisions of law which should be complied with at the date of publication of this resolution are not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of such publication, or
- (3) Such obligations are authorized in violation of the provisions of the Constitution.

Section 11. This resolution, when it takes effect, shall be published in summary in *The Record Review*, the official newspaper, together with a notice

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of the Town Clerk in substantially the form provided in Section 81.00 of the Local Finance Law.

Section 12. This resolution is adopted subject to permissive referendum.

- (3) A RESOLUTION AUTHORIZING THE ISSUANCE OF \$50,000 BONDS OF THE TOWN OF POUND RIDGE, WESTCHESTER COUNTY, NEW YORK, TO PAY THE COST OF THE ACQUISITION OF A REPLACEMENT POLICE VEHICLE, IN AND FOR SAID TOWN.

WHEREAS, all conditions precedent to the financing of the capital purposes hereinafter described, including compliance with the provisions of the State Environmental Quality Review Act to the extent required, have been performed; and

WHEREAS, it is now desired to authorize the financing of such capital purposes; NOW, THEREFORE, BE IT

RESOLVED, by the Town Board of the Town of Pound Ridge, Westchester County, New York, as follows:

Section 1. For paying the cost of the acquisition of a police vehicle, to replace a vehicle which has been in service for one year or more, a specific object or purpose with an estimated maximum cost of \$50,000, in and for the Town of Pound Ridge, Westchester County, New York, including incidental expenses in connection therewith, there are hereby authorized to be issued \$50,000 bonds of said Town pursuant to the provisions of the Local Finance Law.

Section 2. It is hereby determined that the plan for the financing thereof is by the issuance of the \$50,000 bonds of said Town authorized to be issued pursuant to this bond resolution.

Section 3. It is hereby determined that the period of probable usefulness of the aforesaid specific object or purpose is three years, pursuant to subdivision seventy-seven of paragraph a of Section 11.00 of the Local Finance Law. It is hereby further determined that the maximum maturity of the bonds authorized will not exceed five years.

Section 4. Subject to the provisions of the Local Finance Law, the power to authorize the issuance of and to sell bond anticipation notes in anticipation of the issuance and sale of the bonds herein authorized, including renewals of such notes, is hereby delegated to the Supervisor, the chief fiscal officer. Such notes shall be of such terms, form and contents, and shall be sold in such manner, as may be prescribed by said Supervisor, consistent with the provisions of the Local Finance Law.

Section 5. The faith and credit of said Town of Pound Ridge, Westchester County, New York, are hereby irrevocably pledged to the payment of the principal of and interest on such bonds as the same respectively become due and payable. An annual appropriation shall be made in each year sufficient to pay the principal of and interest on such bonds becoming due and payable in such year. To the extent such appropriation is not made from other sources, there shall annually be levied on all the taxable real property of said Town a tax

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sufficient to pay the principal of and interest on such obligations as the same become due and payable.

Section 6. Such bonds shall be in fully registered form and shall be signed in the name of the Town of Pound Ridge, Westchester County, New York, by the manual or facsimile signature of the Supervisor and a facsimile of its corporate seal shall be imprinted or impressed thereon and may be attested by the manual or facsimile signature of the Town Clerk.

Section 7. The powers and duties of advertising such bonds for sale, conducting the sale and awarding the bonds, are hereby delegated to the Supervisor, who shall advertise such bonds for sale, conduct the sale, and award the bonds in such manner as the Supervisor shall deem best for the interests of the Town; provided, however, that in the exercise of these delegated powers, the Supervisor shall comply fully with the provisions of the Local Finance Law and any order or rule of the State Comptroller applicable to the sale of municipal bonds. The receipt of the Supervisor shall be a full acquittance to the purchaser of such bonds, who shall not be obliged to see to the application of the purchase money.

Section 8. All other matters relating to such bonds shall be determined by the Supervisor, including determining whether to issue such bonds having substantially level or declining annual debt service and all matters related thereto, prescribing whether manual or facsimile signatures shall appear on said bonds, prescribing the method for the recording of ownership of said bonds, appointing the fiscal agent or agents for said bonds, providing for the printing and delivery of said bonds (and if said bonds are to be executed in the name of the Town by the facsimile signature of its Supervisor, providing for the manual countersignature of a fiscal agent or of a designated official of the Town), the date, denominations, maturities and interest payment dates, place or places of payment, and also including the consolidation with other issues. It is hereby determined that it is to the financial advantage of the Town not to impose and collect from registered owners of such bonds any charges for mailing, shipping and insuring bonds transferred or exchanged by the fiscal agent, and, accordingly, pursuant to paragraph c of Section 70.00 of the Local Finance Law, no such charges shall be so collected by the fiscal agent. Such bonds shall contain substantially the recital of validity clause provided for in Section 52.00 of the Local Finance Law and shall otherwise be in such form and contain such recitals in addition to those required by Section 52.00 of the Local Finance Law, as the Supervisor shall determine.

Section 9. This resolution shall constitute a statement of official intent for purposes of Treasury Regulations Section 1.150 - 2. Other than as specified in this resolution, no monies are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside with respect to the permanent funding of the object or purpose described herein.

Section 10. The validity of such bonds and bond anticipation notes may be contested only if:

- (1) Such obligations are authorized for an object or purpose for which said Town is not authorized to expend money, or
- (2) The provisions of law which should be complied with at the date of publication of this resolution are not substantially complied with,

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and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of such publication, or

- (3) Such obligations are authorized in violation of the provisions of the Constitution.

Section 11. This resolution, which takes effect immediately, shall be published in summary in *The Record Review*, the official newspaper, together with a notice of the Town Clerk in substantially the form provided in Section 81.00 of the Local Finance Law.

RESOLUTION: #75-20

Board Action: Motion by Councilperson Briggs, seconded by Councilperson Paschkes, all voting aye, to adopt the foregoing resolutions authorizing the issuance of bonds totaling \$1,650,000.00.

- **Adopt Sexual Harassment Policy**

Steven Conti requested that the Board adopt a Policy against Discrimination and Harassment as recommended by NYMIR for compliance with state law.

RESOLUTION: #76-20

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

RESOLVED, that the Town Board hereby authorizes the adoption of the Town of Pound Ridge Policy against Discrimination and Harassment as part of the 2016 Personnel Handbook to supersede the current policy.

- **Approve 2019 Budget Transfers**

RESOLUTION: #77-20

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

RESOLVED, that Director of Finance Steven Conti is hereby authorized to make the following interfund transfers totaling \$215,100.00:

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<u>Department</u>	<u>Budget Line</u>	<u>Transfer In</u>	<u>Transfer Out</u>
Justice Court	Reimbursement	\$600.00	
Supervisor	Reimbursement	\$700.00	
Auditor	Expenses	\$4,500.00	
Tax Receiver	Software	\$3,500.00	
Assessor	Professional Services	\$4,700.00	
Town Clerk	Town Clerk	\$400.00	
Maintenance	Expenses	\$18,000.00	
Maintenance	Professional Services	\$4,200.00	
Maintenance	Uniforms	\$400.00	
Shared Services	Computer Consultant	\$5,400.00	
Shared Services	Software		\$23,000.00
Municipal Association	Conference	\$3,600.00	
OEM	Equipment (Grant)	\$17,000.00	
OEM	Telephone	\$2,500.00	
Communications	Expenses	\$6,600.00	
Communications	Repairs	\$300.00	
Police	Chief	\$100.00	
Police	Hourly	\$7,400.00	
Police	Overtime	\$23,000.00	
Police	Expenses	\$100.00	
Police	Telephone	\$1,800.00	
Police	Repairs	\$3,000.00	
Police	Software	\$11,000.00	
Police	Computer Maintenance		\$30,000.00
Safety Inspections	Wages	\$2,000.00	
Safety Inspections	Asst Build Insp	\$4,300.00	
Safety Inspections	Fire Inspector		\$24,000.00
Highway Admin	Clerical	\$300.00	
Highway Admin	Expenses	\$800.00	
Highway Garage	Fuel	\$1,600.00	
Highway Garage	Repairs	\$2,600.00	
Street Lighting	Electric	\$1,500.00	
Park Maintenance	Hourly	\$6,500.00	
Park Maintenance	Maintenance	\$3,000.00	
Recreation	Expenses	\$6,300.00	

(continued)

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Department	Budget Line	Transfer In	Transfer Out
Pool	Salaried	\$1,500.00	
Pool	Expenses	\$5,400.00	
Museum	Electric	\$100.00	
Celebrations	Expenses	\$1,400.00	
Senior Programs	Expenses	\$3,000.00	
Planning	Salary	\$1,700.00	
Environmental	Professional Services	\$2,500.00	
Conservation	Expenses	\$4,200.00	
Recycling	Expenses	\$2,100.00	
Contingency			\$96,600.00
Machinery	Overtime	\$6,400.00	
Brush & Weeds	Overtime	\$21,700.00	
Brush & Weeds	Uniforms	\$200.00	
Snow	Overtime	\$13,200.00	
Brush & Weeds	Wages		\$36,000.00
Machinery	Equipment		\$5,500.00
Totals		\$215,100.00	\$215,100.00

C. Planning – Approval to hire and advertise for intern

RESOLUTION: #78-20

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

RESOLVED, that Karen Taft is hereby authorized to hire an intern to assist in the Planning Department, as well as in other Town House departments as needed, from May to August 2020, for three days a week at a salary of \$15/hour, AND BE IT

FURTHER RESOLVED, that she is hereby authorized to advertise this position on the website and in the official newspaper.

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D. Police – Authorization to attend conference

RESOLUTION: #79-20

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

RESOLVED, that Police Chief David Ryan is hereby authorized to attend the End Violence Against Women International Police Conference, to be held April 13-16, 2020, in Washington, DC, and to be reimbursed up to \$1600 for registration fees and lodging costs.

E. Recreation – Approval to refund deposits

RESOLUTION: #80-20

Patty Marino requested authorization to refund the following Conant Hall Deposits:

Bedford Pound Ridge Baseball Association	\$500.00
Stephen Dion	\$500.00

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

RESOLVED, that the Recreation Department is hereby authorized to issue refunds as specified above.

F. Supervisor – Reinstate Jonah Maddock as General Foreman for TEP

RESOLUTION: #81-20

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

RESOLVED, that Jonah Maddock is hereby appointed General Foreman for the Transportation Enhancement Project (TEP) through December 31, 2020.

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[Town Clerk note: Town Board approval is sufficient for a 90-day temporary appointment, but Westchester County Civil Service will need to approve an extension beyond the initial 90-day period.]

G. Town Clerk

- **Authorization to send out bid notices**

RESOLUTION: #82-20

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

RESOLVED, that the Town Clerk is hereby authorized to send bid notices for Scotts Corners annual maintenance.

Councilperson Boak pointed out that future bid specifications may need to include watering of flowers in baskets attached to new streetlights being installed as part of TEP. Supervisor Hansan indicated that Jonah Maddock can perform that task this year if necessary.

- **Approval to adopt Schedule MU-1**

The Town Clerk has been unable to locate documentation of prior adoption of Records Retention and Disposition Schedule MU-1. Although the schedule was likely adopted previously, she asks that the Town Board do so again to ensure the Town's eligibility for New York State Archives grants and the legality of records disposition.

RESOLUTION: #83-20

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

RESOLVED, that the Town Board hereby adopts Records Retention and Disposition Schedule MU-1, issued pursuant to Article 57-A of the Arts & Cultural Affairs Law, and containing legal minimum retention periods for local government records, for use by all officers in legally disposing of valueless record listed therein; AND BE IT

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FURTHER RESOLVED, that in accordance with Article 57-A:

- (a) Only those records will be disposed of that are described in Records Retention and Disposition Schedule MU-1 after they have met the minimum retention periods described therein;
- (b) Only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

H. Water/Wastewater Task Force

Subsequent to Town Board approval to extend the agreement for testing at the possible Old Pound Road site at the March 3, 2020 Town Board meeting, the Water/Wastewater Task Force is requesting authorization for engineering work at that location.

RESOLUTION: #84-20

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

RESOLVED, that the Water/Wastewater Task Force is hereby authorized to engage Lombardo Associates to conduct engineering studies at a possible Old Pound Road site at a cost of up to \$10,000.00.

I. Conservation Board – Request funding for bags for town-wide cleanup

On behalf of the Conservation Board, Ellen Grogan and Carrie Sears requested funding for the purchase of bags for the town-wide cleanup discussed earlier in the meeting.

RESOLUTION: #85-20

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

RESOLVED, that the Town Board hereby authorizes the transfer of up to \$300.00 from Contingency to the Conservation Board for the purchase of bags to be distributed to residents wishing to participate in the town-wide cleanup.

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J. Liaison Reports

- **Office of Emergency Management**
Chief of Staff Nicole Engel reported that the Office of Emergency Management will conduct a Police Drill from 8:00am to 11:00am on Thursday, March 12 at the Town Park, the Ward Pound Ridge Reservation, and the Pound Ridge Market Square.
- **Economic Development Committee**
Councilperson Briggs reported that the Economic Development Committee is creating a toolkit to assist people who would like to launch new businesses in Pound Ridge.
- **Census 2020**
Councilperson Briggs noted that a timeline is posted to the Census 2020 website (www.census.gov) and emphasized the importance of responding to the Census 2020 questionnaire online or by telephone in order to avoid home visits by census workers. She also reported that employment opportunities are still available on the Census 2020 website.
- **Landmarks and Historic District Commission**
Councilperson Paschkes reported that members of the Landmarks and Historic District Commission responded favorably to the news that the Town Board has granted them an annual stipend.
- **Energy Action Committee**
Councilperson Brand reported that the Energy Action Committee continues to work on charging stations.
- **Conservation Board**
The Repair Café is scheduled for March 14, and the Conservation Board will be presenting other initiatives to the Town Board in April.
- **Transportation Enhancement Project (TEP)**
With construction scheduled to begin again on March 16, weekly TEP updates will also resume.
- **Recreation Commission**

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Pool draining will begin this week so that repairs can be done. The basketball court fence is also being repaired.

- **Ambulance Corps**
Councilperson Paschkes reported that the Ambulance Corps is prepared to respond to challenges associated with COVID-19. Deputy Supervisor Maron added that the Ambulance Corps will send two representatives to an informational Q&A at Northern Westchester Hospital.
- **Water Control Commission**
Deputy Supervisor Maron reported that he had some concern about a recent Water Control Commission meeting and that Deputy Town Attorney John Loveless will follow up on those concerns.
- **Bedford Central School District (BCSD)**
Supervisor Hansan noted that BCSD Superintendent Christopher Manno has resigned for health reasons. Recent shared services discussions have included mention of NYPA opportunities; BCSD has expressed interest.

FINANCIAL MATTERS: Pay Bills

RESOLUTION: #86-20

Board Action: Motion by Councilperson Paschkes, seconded by Councilperson Briggs, the motion passing 4-0 with Councilperson Brand abstaining, on the following:

RESOLVED, that the Supervisor is hereby authorized to pay the following bills:

Fund	Claim Numbers	Total Amount
General Fund	20200003-20200022 20200024-20200045 20200047-20200051 20200053-20200064 20200066 20200068-20200076 20200085-20200097 20200100 20200103-20200108	\$160,85.60

**MINUTES OF THE MEETING OF THE TOWN BOARD
TOWN OF POUND RIDGE
POUND RIDGE, NY
March 10, 2020**

Highway Fund	20200046 20200065 20200068 20200079-20200084 20200098-20200099 20200101-20200102	\$28,996.79
Trusts & Agency	20200023 20200052 20200109 20200110	\$2,940

ADJOURNMENT: There being no further business to come before the Board, Supervisor Hansan adjourned the meeting at 8:43pm.

RECONVENE AS PARKING BOARD: Supervisor Hansan called the meeting to order at 8:44pm.

PAY BILLS:

RESOLUTION: #87-20

Board Action: Motion by Councilperson Briggs, seconded by Councilperson Paschkes, the motion passing 4-0 with Councilperson Brand abstaining:

RESOLVED, that the Supervisor is hereby authorized to pay the following bills:

Parking District	--	\$0
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ADJOURNMENT: There being no further business to come before the Board, Supervisor Hansan adjourned the meeting at 8:45pm.

Erin Trostle, Town Clerk
Dated at Pound Ridge, New York
March 25, 2020