

**MINUTES OF THE DECEMBER 8, 2020 MEETING OF THE TOWN BOARD OF
THE TOWN OF POUND RIDGE HELD VIA VIDEOCONFERENCE,
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 8:06 pm.

EXECUTIVE SESSION: An Executive Session is scheduled for Thursday, December 10, 2020 at 7:00 pm.

ANNOUNCEMENTS:

- The number of active Covid-19 cases is spiking and now significantly exceeds the number of cases in the spring, but Pound Ridge's numbers remain far below those in other Westchester towns.
- The incidence of mental health issues is on the rise due to the pandemic, and residents are reminded to watch for signs of distress among family, friends, and neighbors and to utilize the many community resources that are available if necessary.
- Thank you to the many volunteers who contribute their time and effort to our boards and commissions; these volunteers are a vital part of our town government.
- Residents are encouraged to continue to shop locally, especially through the remainder of the holiday season.
- In this season of giving, please consider supporting our first responders: the Pound Ridge Volunteer Ambulance Corps, the Pound Ridge Fire Department, and the Police Benevolent Association.

MINUTES:

Board Action: Motion by Councilperson Paschkes, seconded by Councilperson Boak, all voting aye, to approve the minutes of the December 1, 2020 Town Board meeting.

**MINUTES OF THE MEETING OF THE TOWN BOARD
TOWN OF POUND RIDGE
POUND RIDGE, NY
December 8, 2020**

PUBLIC HEARING: 2021 Town and Parking District Budgets

Board Action: Motion by Councilperson Boak, seconded by Councilperson Brand, all voting aye to open the public hearing on the 2021 Town and Parking District budgets.

Director of Finance Steve Conti presented an overview of the 2021 preliminary budget, which proposes a levy that is \$131,178.00 under the tax cap. The preliminary budget proposes an appropriations increase of \$82,006.00 (0.92%) and anticipates a revenue decrease of \$78,000.00 (2.55%), resulting in a tax rate increase of \$1.98%.

Planned capital projects will be financed during 2021, but these items will not impact the 2021 budget. These items include pool repairs, Town House upgrades, water/wastewater expenses, and expenses associated with projects at 7 Old Pound Road and 77 Westchester Avenue.

Councilperson Paschkes pointed out that even with a budgeted allocation of \$300,000, the fund balance remains healthy. Director of Finance Conti noted that savings realized during 2020 were added to the fund balance, so the 2021 allocation derives largely from the 2020 surplus. The total fund balance is approximately \$1 million.

Supervisor Hansan added that the Board took a very conservative approach during 2020 due to Covid-related revenue uncertainty. Efforts to minimize spending included delaying new hires and consolidating roles. Luckily, sales tax revenue did not drop as much as had been anticipated.

Resident John McCown asked whether audited financial statements are available. Councilperson Paschkes noted that the tentative budget is posted to the website. Director of Finance Conti said that a draft version of the audited financial statements for 2019 is available. Mr. McCown also asked whether actual expenses for 2020 would be available, and Director of Finance Conti indicated that he can provide those numbers for 2019 and 2020.

Mr. McCown asked what the \$150,000.00 amount allocated to contingency in 2020 was spent on, what drove the proposed \$30,000.00 increase in contingency for 2020, and whether there are guidelines for when contingency funds can be used. Director of Finance responded that contingency funds are reserved for unexpected emergency costs; 2020 examples include Covid-related unemployment expenses and well and pool repairs. Councilperson Paschkes explained that any expense that is deemed likely would be included in a specific budget line. Mr. McCown asked whether there are funds in non-contingency line items that could be allocated to professional costs associated with a

**MINUTES OF THE MEETING OF THE TOWN BOARD
TOWN OF POUND RIDGE
POUND RIDGE, NY
December 8, 2020**

possible reassessment. Supervisor Hansan said that such costs could be paid out of contingency, and Director of Finance Conti indicated that there are no barriers to spending contingency funds in that way. Mr. McCown asked whether audited financial statements might be posted online, and Director of Finance Conti responded that that can be done and also noted that those statements are public documents and that they are available from the Town Clerk's office.

Board Action: Motion by Councilperson Paschkes, seconded by Councilperson Briggs, all voting aye to close the public hearing on the 2021 Town and Parking District budgets.

RESOLUTION: #204-20

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

RESOLVED, that the Board hereby approves the proposed 2021 Town and Parking District budgets.

NEW BUSINESS:

A. Economic Development Committee: Approval to change terms of service

RESOLUTION: #205-20

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

RESOLVED, that the Board hereby approves changing the term for members of the Economic Development Committee from five years to three years.

B. Highway Department: Approval for vehicle purchase

Highway Superintendent Vinnie Duffield explained that he would like to use excess funds not spent on salt and sand to purchase a pickup truck with a plow attachment.

RESOLUTION: #206-20

**MINUTES OF THE MEETING OF THE TOWN BOARD
TOWN OF POUND RIDGE
POUND RIDGE, NY
December 8, 2020**

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

RESOLVED, that the Board hereby authorizes an amount not to exceed \$50,000.00 for the purchase of a pickup truck with a plow attachment, subject to Highway Superintendent Duffield's providing a written quote from the vendor pursuant to the state bid.

C. Housing Board: Approval to add a member

After some discussion, it was determined that the Housing Board will not add an additional member at this time.

D. Town Clerk:

- **Approval for sale of cemetery plots**

RESOLUTION: #207-20

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

RESOLVED, that the Board hereby authorizes the sale of Plot 401 in Section 3 (two gravesites) to Marc de la Bruyère and Stacy Schiff, of 323 Stone Hill Road, Pound Ridge, at a price of \$2,000.00.

- **Approval to award fuel oil bid**

RESOLUTION: #208-20

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

RESOLVED, that the Board hereby awards the 2021-2020 fuel oil services contract to Marshall Oil Company to provide #2 fuel oil at a rate of \$0.07 per gallon above the low New York Harbor barge reseller's price and to service boilers at a rate of \$100.00 each and hot water heaters at a rate of \$50.00 each.

**MINUTES OF THE MEETING OF THE TOWN BOARD
TOWN OF POUND RIDGE
POUND RIDGE, NY
December 8, 2020**

- **Approval for appointment of Deputy Town Clerk**

RESOLUTION: #209-20

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

RESOLVED, that the Board hereby approves the appointment of Robert Sour as Deputy Town Clerk in a half-time position at a rate of \$25.00 per hour, effective January 1, 2021.

- **Approval for Special Use Permit Application**

RESOLUTION: #210-20

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

RESOLVED, that the Board hereby authorizes a Special Use Permit for the Friends of Pound Ridge to install a temporary ice skating rink at 77 Westchester Avenue, provided that the site is properly cleared and prepared, and contingent on approval by Building Inspector Jim Perry.

E. Liaison Reports

Councilperson Boak noted that there would be a final site visit by Milone & McBroom in the next two weeks so that New York State can approve the completion of the Transportation Enhancement Project (TEP).

Councilperson Brand said that the Old Pound Committee had its inaugural meeting. Two high school students proposed a greenway to extend the recreation path and connect to nature trails.

Councilperson Boak reported that the Criminal Justice Reform Committee has completed a number of meetings with members of the public and is conducting a survey to gather

**MINUTES OF THE MEETING OF THE TOWN BOARD
TOWN OF POUND RIDGE
POUND RIDGE, NY
December 8, 2020**

additional public input. A meeting with committees from other towns will be scheduled soon.

FINANCIAL MATTERS: Pay Bills

RESOLUTION: #211-20

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

RESOLVED, that the Supervisor is hereby authorized to pay the claims listed below.

Fund	Claims	Total Amount
General Fund	20201185-20201186 20201188-20201201 20201203-20201207 20201210 20201212-20201213 20201215-20201226 20201229-20201234 20201236-20201249 20201252-20201261 20201263-20201264 20201287-20201321	\$61,985.58
Capital Fund	20201208	\$53,000.00
Highway Fund	20201235 20201251 20201265-20201266 20201268-20201286	\$601,129.16
Trust & Agency Fund	20201214 20201227-20201228 20201250	\$107,816.41

**MINUTES OF THE MEETING OF THE TOWN BOARD
TOWN OF POUND RIDGE
POUND RIDGE, NY
December 8, 2020**

ADJOURNMENT: There being no further business to come before the Board, Supervisor Hansan adjourned the meeting at 9:16 pm.

RECONVENE AS PARKING DISTRICT: Supervisor Hansan called the meeting to order at 9:16 pm.

Pay Bills:

RESOLUTION: #212-20

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

RESOLVED, that the Supervisor is hereby authorized to pay the claims listed below.

Fund	Claims	Total Amount
Parking District Fund	20201187 20201209 20201262 20201267	\$6,501.21

ADJOURNMENT: There being no further business to come before the Board, Supervisor Hansan adjourned the meeting at 9:17 pm.

Erin Trostle, Town Clerk
Dated at Pound Ridge, New York
January 2, 2021