

**MINUTES OF THE JANUARY 5, 2021 MEETING OF THE TOWN BOARD OF  
THE TOWN OF POUND RIDGE HELD VIA ZOOM VIDEOCONFERENCE,  
COMMENCING AT 8:00 PM**

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

ALSO

PRESENT: TOWN ATTORNEY WILLIAM HARRINGTON  
DEPUTY SUPERVISOR LES MARON  
TOWN CLERK ERIN TROSTLE

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

**CALL FOR EXECUTIVE SESSION:**

**Board Action:** Motion by Councilperson Paschkes, seconded by Councilperson Boak, all voting aye, to hold an executive session to address a personnel matter involving a town employee at 7:00 pm on January 12, 2021.

**ANNOUNCEMENTS:**

- The number of active COVID-19 cases in Pound Ridge has increased dramatically. Residents should assume that anyone they meet in public is positive and should behave accordingly.
- New York State controls distribution of the COVID-19 vaccine. Neither the county nor the town has jurisdiction. Vaccine information is available on the state website.
- Councilperson Paschkes noted that he had received the first dose of the vaccine because he is an EMT. He said that the only side effect he experienced was slight soreness at the injection site.
- United Westchester, a coalition of local, county, and state officials, recently released its post-storm analysis of the response to Tropical Storm Isaias. Supervisor Hansan's subcommittee reviewed NYSEG's performance. The report will be posted to the town's website. It is currently viewable at <https://nyassembly.gov/mem/Amy-Paulin/story/94811>.

**MINUTES:**

**Board Action:** Motion by Councilperson Boak, seconded by Councilperson Briggs, all voting aye, to accept the minutes of the Town Board meeting of December 8, 2020.

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**NEW BUSINESS:**

**Supervisor: Approve resolution recognizing the celebration of Juneteenth**

**RESOLUTION 01-21**

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

WHEREAS Juneteenth is the commemoration of the ending of slavery in the United States; and

WHEREAS it is a celebration of when Major General Gordon Granger from the Union marched to Texas with thousands of federal troops to announce that all slaves were freed; and

WHEREAS the Town recognizes and celebrates the cultural and historical significance of this holiday; and

WHEREAS Governor Cuomo signed legislation S.8598/A.10628 designating the 19th day of June, known as Juneteenth, as an official public holiday in New York State; NOW THEREFORE BE IT

RESOLVED, that the Town of Pound Ridge hereby recognizes Juneteenth as an official town holiday.

**Town Board**

- **Approve New Hire**

**RESOLUTION 02-21**

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

RESOLVED, that the Town Board hereby appoints Christeen Dür to the position of Planning and Water Control Administrator.

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- **Appoint Zoning Administrator**

**RESOLUTION 03-21**

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

RESOLVED, that the Town Board hereby appoints Nicole Engel to the position of Zoning Administrator.

**Boards and Commissions**

- **Board of Ethics**

**RESOLUTION 04-21**

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

RESOLVED, that the Town Board hereby accepts the resignation of Robert Feuerstein from the Board of Ethics.

- **Conservation Board**

**RESOLUTION 05-21**

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

RESOLVED, that the Town Board hereby appoints Allison O'Rourke to the Conservation Board, for a term expiring in 2022.

- **Housing Board**

**RESOLUTION 06-21**

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

RESOLVED, that the Town Board hereby accepts the resignation of Betsy Von Seggern from the Housing Board.

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**RESOLUTION 07-21**

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

RESOLVED, that the Town Board hereby appoints Sharbari Bose Kamat to the Housing Board, for a term expiring in 2022.

- **Open Space Committee**

**RESOLUTION 08-21**

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

RESOLVED, that the Town Board hereby accepts the resignation of Tom Andersen from the Open Space Committee.

**RESOLUTION 09-21**

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

RESOLVED, that the Town Board hereby accepts the resignation of Jim Glascott from the Open Space Committee.

- **Planning Board**

**RESOLUTION 10-21**

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

RESOLVED, that the Town Board hereby accepts the resignation of Clay Fowler from the Planning Board.

**RESOLUTION 11-21**

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

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RESOLVED, that the Town Board hereby accepts the resignation of Sam Mlynar from the Planning Board.

**RESOLUTION 12-21**

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

RESOLVED, that the Town Board hereby appoints Rob Knorr to the Planning Boards for a term expiring in 2023.

**RESOLUTION 13-21**

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

RESOLVED, that the Town Board hereby appoints Rebecca Wing to the Planning Board for a term expiring in 2026.

- **Recreation**

**RESOLUTION 14-21**

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

RESOLVED, that the Town Board hereby accepts the resignation of Lincoln Cleveland from the Recreation Commission.

- **Zoning Board of Appeals**

**RESOLUTION 15-21**

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

RESOLVED, that the Town Board hereby accepts the resignation of Robert Knorr from the Zoning Board of Appeals.

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**ADJOURNMENT OF REGULAR MEETING:**

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

**CALL TO ORDER OF ORGANIZATIONAL MEETING:**

Supervisor Hansan called the meeting to order at 8:37 pm.

**SUPERVISOR'S APPOINTMENTS:**

<b>Deputy Supervisor:</b>	Les Maron
<b>Chief of Staff to the Supervisor:</b>	Nicole Engel
<b>Director of Finance:</b>	Steven Conti
<b>OEM Executive Director:</b>	Kevin Hansan
<b>OEM Deputy Director:</b>	Gary Warshauer

- **Special Advisors to the Supervisor and the Town Board**

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

- **Appointment of Town Board Liaisons to Boards, Commissions, and Departments**

Audit Bills: Carla Brand  
Board of Assessment Review: N/A  
Board of Ethics: N/A

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- **Appointment of Town Board Liaisons to Boards, Commissions, and Departments (continued)**

Conservation Board: Carla Brand  
Criminal Justice Reform and Reinvention Committee: Alison Boak, Dave Ryan  
Drug Abuse Prevention Council: Les Maron  
Economic Development Committee: Diane Briggs  
Energy Action Committee: Carla Brand  
Highway Department: Alison Boak  
Housing Board: Alison Boak  
Landmarks & Historic Districts Commission: Dan Paschkes  
Old Pound Road Committee: Carla Brand  
Open Space Acquisitions Committee: Dan Paschkes  
Planning Board: Carla Brand  
Police Department: Kevin Hansan  
Recreation Commission and Maintenance Department: Diane Briggs  
Water Control Commission: Les Maron  
Zoning Board of Appeals: Dan Paschkes

**TOWN BOARD APPOINTMENTS:**

<b>Town Attorney:</b>	William P. Harrington, Esq.
<b>Deputy Town Attorney:</b>	John Loveless, Esq.
<b>Town Historian:</b>	Edward Condon
<b>Registrar of Vital Statistics:</b>	Erin Trostle
<b>Sub-Registrar of Vital Statistics:</b>	Robert Sour
<b>Office Manager:</b>	Steve Conti
<b>Animal Control Officer:</b>	Joan Dooley
<b>IT Manager:</b>	Steve Conti
<b>Cemetery Commissioner:</b>	Vinnie Duffield

- **Appointment of Chairs to Boards and Commissions**

Board of Assessment Review: Robert Benjamin  
Board of Ethics: TBD  
Conservation Board: Ellen Grogan (chair), Bob Siegel (vice chair)  
Drug Abuse Prevention Council: Barbara Carbone  
Economic Development Committee: Diane Briggs  
Energy Action Committee: Michele Rudolph  
Housing Board: Toni Nagel Smith and Melinda Avellino  
Landmarks & Historic District Commission: Carol Cioppa

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- **Appointment of Chairs to Boards and Commissions (continued)**

Open Space Acquisitions Committee: Elyse Arnow

Planning Board: Michele Rudolph

Recreation Commission: Rich Wetchler

Water Control Commission: Bill Bedford

Zoning Board of Appeals: Tom Smith

- **Ad Hoc Committees**

**Comprehensive Plan Committee**

Michelle Argila, Elyse Arnow (Chair), Joshua Arnow, Lindsay Avellino, Melinda Avellino, Peter Avellino, Bill Bedford, Alison Boak, Carla Brand, Diane Briggs, Ed Condon, Ashia Sheikh Dearwester, Dave Goldberg, Kevin Hansan, Ellen Ivens, Gail Jankus, Sharbari Bose Kamat, Andy Karpowich, Pete Marchetti, Les Maron, Richard Mendes, Craig Padawer, Dan Paschkes, Amla Mariya Rosberg, Dave Ryan, Bob Siegel, Carrie Sears, Dave Serrano, Namasha Schelling, Jessica Smith, Lisa Smith, Lou Spadafora, Marc Weisenfreund

**Criminal Justice Reform Committee**

Wilbur Aldridge, Tina August, Todd Baremore, Alison Boak, Carla Brand, Ted Childs, Burton Geyer, Arthur Del Negro Jr., Daphne Everett, Amy Fishkin, Alana Fitz, Bill Harrington, Russell Hernandez, Steve Kim, Frank Luis, Will Malpica, Kristin Raniola, Namasha Schelling, Marisa Moran Sullivan, Marteen Terry, Judy Troilo

**Deer Management Committee**

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

**Economic Development Committee**

Diane Briggs (Chair), Mary Anne Condon, Jill Faber, Susan Grissom, Chris Hayes, Marianne Hoffman, Gayle Martin, Jesse Waxman, Rebecca Wing

**Old Pound Road Committee**

Carla Brand, Dave Goldberg, Tina August, Mark Gjelaaj, Alexander Goldfarb, Andy Karpowich, Max Mosolino, Rob Rauch, Cheryl Schacht, Joe Virgilio, Rich Wetchler

**Parking District Owners Advisory Committee**

Fred Albano (chair), Joe DiPietro, Bill Fortin, Kevin Hansan, Frank Salvi



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- **Ad Hoc Committees (continued)**

- Safety Committee**

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

- Slade Preserve**

- Steve Conti, Kevin Hansan (chair), William Harrington, Jonah Maddock, Ernest Marshall

- Water Wastewater Task Force**

- James Best, Alison Boak (co-chair), David Dow, Ted Dowey, Stacy French, Ellen Ivens (co-chair), Max Mosolino, William Harrington (Ex-Officio), Peter Vogel

**POLICIES AND PROCEDURES**

**a. Payments in Advance of Audit**

The Supervisor is authorized to pay telephone, utility, fuel oil, credit card, Memorial Day expenses, 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, 179 Westchester Avenue, and posted publicly.

Town Board meetings will be livestreamed when such meetings take place, and shall be recorded and available for future viewing, accessible by a link on the Town's website. Written minutes of Town Board meeting shall be prepared by the Town Clerk. Verbatim transcription and/or written statements will be included in the minutes when so requested.

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

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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 p.m. at the Town House unless otherwise posted publicly.

Along with meetings of the Town Board (including Work Sessions), meetings of the Planning Board, Water Control Commission, and Zoning Board of Appeals, along with such other boards, commissions, and committees as the Town Board may determine, will be streamed online.

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, Roberts Rules of Order must be followed.

**c. Agenda Policy**

The Town Board agendas will be closed at 4:00 pm the Thursday before the meeting and the agendas will be available by the end of business on the Thursday before the meeting on the Town's website.

**d. Chief Administrative Officer and Chief Fiscal Officer**

The Supervisor will 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 detailed by New York State Town Law and as the Town Board shall from time to time assign.

**e. Procurement Procedures for 2021**

Section 104-b of the General Municipal Law (GML) 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. The Town of Pound Ridge does hereby adopt the following procurement policies and procedures, which are and shall remain in full compliance with the 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, 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 canvas of other Town departments and past history to determine the likely yearly value of the commodity to be acquired. The information

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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 greater than \$20,000 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.

- Purchases less than \$20,000 but greater than \$3,000 require that the Purchaser prepare a written Request for Proposals (RFP) and request quotes from at least three (3) vendors.
- Purchases less than \$3,000 but greater than \$1,000 require an oral RFP and requests for quotes from at least two (2) vendors.
- Purchases less than \$1,000 but greater than \$50 are left to the discretion of the Purchaser after obtaining at least two (2) published price quotes, which may be from a catalogue or internet advertisement.
- Purchases less than \$50 are left to the discretion of the Purchaser.

All estimated Public Works contracts in the following amounts shall be subject to the following requirements.

- Contracts less than \$35,000 but greater than \$10,000 requires a written RFP and requests for proposals from at least three (3) contractors.
- Contracts less than \$10,000 but greater than \$3,000 requires a written RFP and requests for proposals from at least two (2) contractors.
- Contracts less than \$3,000 are 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 quotes have been requested and the written quotes offered.

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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 \$3,000
  - State, county or other municipality requirements contract (“State Contract”)
- Guideline 6a** Purchases from State Contract shall require a Request for Quotes, as well as written quotes from at least two (2) other vendors to confirm that the State Contract amount is the lowest price available.

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**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 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.

**f. Appointment of Marriage Officers**

The following are appointed as the Town's Marriage Officers for the year 2021: Town Clerk Erin Trostle, Town Attorney William P. Harrington Esq., Supervisor Kevin Hansan, Councilperson Alison Boak, Councilperson Carla Brand, Councilperson Diane Briggs, Councilperson Daniel Paschkes, Receiver of Taxes Debbie Damascus.

**g. Mileage Reimbursement**

Town of Pound Ridge shall pay a reimbursement rate of 0.56 cents per mile (established by the Internal Revenue Service for 2021) for Employees, Town Board members, and other Town officials for mileage incurred in the use of personal automobiles on Town business; however, all employees should use a Town vehicle when on Town business and only be entitled to the above reimbursement rate if a Town vehicle is not available, as confirmed by the Office Manager.

**h. Official Newspaper**

The Town Board hereby designates The Record-Review as the Official Newspaper of the Town of Pound Ridge. Bid notices will be published in the official newspaper and posted on the Town's website and published in a second publication as necessary.

**i. Bank Depository**

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 (hereafter "Bank") are hereby designated as depositories of the Town of Pound Ridge ("TOPR"), and each of them hereby is authorized to deposit any of the funds of

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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 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

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

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.

**j. Annual Update Document of Supervisor to State Comptroller**

Pursuant to Article III, Section 29, subsection 10a of the New York State Town Law, the Supervisor 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.

**k. Investment Policy**

The investment policy of the Town, originally adopted January 6, 1987, as amended in April 1993 and January 2002, is hereby continued, and the Town's investments are reviewed periodically with the following objectives:

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- To comply with all applicable federal, state, and other legal requirements.
- To adequately safeguard principal.
- To provide sufficient liquidity to meet all operating requirements.
- To obtain a reasonable rate of return

**l. Indemnification of Town Officers**

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, is hereby continued. The scope of said indemnification shall be as broad and as comprehensive as may be permitted by applicable law.

**m. Regulation on Reporting for Elected or Appointed Town Officials**

The Town Board hereby acknowledges 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 at 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.

**n. Supervisor's Authorization to Execute Agreements and Pay Contractual Obligations**

- **Association of Towns** **\$1,350.00**  
The Town Board designates Councilmember Alison Boak 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 2021 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**

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- **Independent Auditor: \$39,500.00**  
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.
- **Network Support Services: \$15,177.50**  
The firm of Sullivan Data Management is hereby reappointed as the Town's computer network support and strategic planning firm for 2021, and the Supervisor be authorized to sign an agreement for said services.
- **July 4 Celebration: \$12,500.00**  
Zambelli Fireworks International is hired to provide the fireworks for our 2021 July 4<sup>th</sup> celebration at a cost of \$12,500.00.
- **Tax Map Maintenance: \$6,375.00**  
Cartographic Associates, Inc. (CAI) is hired for 2021 to provide standard updates and maintenance of our Tax Maps, and the Supervisor is authorized to sign an 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 2021 budget:

<b>Westchester EMS</b>	<b>\$135,096.00</b>
<i>For advanced life support services</i>	
<b>ASCAP License</b>	<b>\$348.00</b>
<i>To play music in the Town Park</i>	
<b>Drug Abuse Prevention Council</b>	<b>\$13,000.00</b>
<b>New Dawn</b>	<b>\$175,000.00</b>
<i>Approved subject to anticipated renewal of the relevant grant(s)</i>	
<b>North East Westchester Special Recreation</b>	<b>\$6,650.00</b>
<i>Program for the disabled</i>	
<b>South Salem Animal Hospital</b>	<b>as needed</b>



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**o. 2021 HOLIDAY SCHEDULES**

**2021 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
Juneteenth	Christmas Day (observed 12/24)
Independence Day (observed 7/5)	New Year's Day 2022
Labor Day	(observed 12/31)

Additionally, staff may be permitted a ½ day on the following days at the discretion of the Supervisor:

July 2 (last business day before Independence Day observance)  
November 24 (day before Thanksgiving)  
December 30 (day before New Year's Eve)

**2021 Highway Holiday Schedule**

(As shown in Highway 2021 Contract)

**2021 Police Department Holiday Schedule (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
Juneteenth	Christmas Day
Fireworks Day (7/3)	
Independence Day (7/5)	

**p. Personnel Policies Handbook**

The Town Board hereby adopts the Personnel Policies Handbook of the Town of Pound Ridge dated March 1, 2010 and last amended January 20, 2016.

**q. Salary Ratification and Authorization to Pay**

The salaries are set forth on the Salary Ratification List and Authorization to Pay Report, dated January 1, 2021, be and are hereby ratified and the Supervisor is hereby authorized to pay said salaries.

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**RESOLUTION 16-21**

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

RESOLVED, that the Town Board hereby adopts the foregoing policies and procedures.

**ADJOURNMENT OF ORGANIZATIONAL MEETING:** There being no further business to come before the Board, Supervisor Hansan adjourned the meeting at 9:18 pm.

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

Erin Trostle

Dated at Pound Ridge, New York

January 11, 2021