

MINUTES OF THE JANUARY 4, 2022 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 CARLA BRAND
COUNCILPERSON ALISON BOAK
COUNCILPERSON DIANE BRIGGS
COUNCILPERSON DANIEL PASCHKES

ALSO

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

I. CALL TO ORDER OF REGULAR MEETING: Supervisor Hansan called the meeting to order at 8:09 pm.

II. CALL FOR EXECUTIVE SESSION:

There is an Executive Session scheduled for 7:00 pm on Thursday, January 6, 2022, to discuss a personnel matter.

III. ANNOUNCEMENTS:

- COVID-19 infection rates have increased dramatically. The town received only a 270 test kits from the county. All were distributed to our first responders. We did receive 2,500 KN-95 masks, and they are being distributed to residents at the Town House. We hope to see infection rates decline later this month.
- Drifa Segal is our new Receiver of Taxes as of January 1, 2022.

IV. MINUTES:

Board Action: Motion by Councilperson Briggs, seconded by Councilperson Boak, all voting aye, to accept the minutes of the Town Board meeting of December 14, 2022.

V. NEW BUSINESS:

A. Finance – Authorization for Town Clerk to collect payments by credit card.

RESOLUTION 01-22

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

RESOLVED, that the Town Board hereby authorizes the Town Clerk to collect payments for licenses and other fees by credit card, as well as convenience fees for the use of credit cards.

B. Boards, Commissions, and Committees: New appointments and reappointments

RESOLUTION 02-22

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

RESOLVED, that the Town Board hereby appoints Robert Benjamin for a five-year term on the Board of Assessment Review; AND BE IT FURTHER

RESOLVED, that the Town Board hereby reappoints James Glascott, Scott Grummon, Catherine Marino, Sallie Stelter, and Mark Rosenbloom for a one-year term on the Board of Ethics; AND BE IT FURTHER

RESOLVED, that the Town Board hereby reappoints Anthony Girardi, Andrew Karpowich, Richard Mendes, and Marilyn Shapiro for a two-year term on the Conservation Board; AND BE IT FURTHER

RESOLVED, that the Town Board hereby reappoints Laurie Fancher and Roberta Markowitz each to a two-year term on the Drug Abuse Prevention Council, AND BE IT FURTHER

RESOLVED, that the Town Board hereby appoints Edward Forbes for a three-year term on the Landmarks and Historic District Commission; AND BE IT FURTHER

RESOLVED, that the Town Board hereby reappoints Colette Dow for a seven-year term on the Recreation Commission; AND BE IT FURTHER

RESOLVED, that the Town Board hereby reappoints Bill Bedford for a five year term on the Water Control Commission; AND BE IT FURTHER

RESOLVED, that the Town Board hereby reappoints Lawrence Brotmann for a five-year term on the Zoning Board of Appeals.

C. Human Rights Advisory Committee – Appoint new members

RESOLUTION 03-22

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

RESOLVED, that the Town Board hereby appoints the following new members to the Human Rights Advisory Committee: Sharbari Bose Kamat, for a three-year term; Colette Dow, for a two-year term; Pastor Steve Kim, for a two-year term; Alison Munsch, for a three-year term; Martin Rosen, for a one-year term; and Namasha Schelling, for a three-year term.

D. Receiver of Taxes – Approve refunds

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RESOLUTION 04-22

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

RESOLVED, that the Town Board hereby approves the following refunds:

<u>Block/Lot</u>	<u>Amount</u>	<u>Reason</u>
9822-14	\$5,156.60	duplicate payment
NYSEG	\$2,870.35	overpayment
9821-2 and 9821-3	\$474.25	overpayment
Lien #3 2020	\$493.42	overpayment

VI. ADJOURNMENT OF REGULAR MEETING: There being no further business to come before the Board, Supervisor Hansan adjourned the meeting at 8:21 pm.

VII. CALL TO ORDER OF ORGANIZATIONAL MEETING:

Board Action: Motion by Councilperson Paschkes, seconded by Councilperson Briggs, all voting aye to open the organizational meeting.

A. Supervisor's Appointments

1. Deputy Supervisor: Les Maron
2. Chief of Staff to the Supervisor: Nicole Engel
3. Director of Finance: Steven Conti
4. OEM Executive Director: David Ryan
5. OEM Deputy Director: Kevin Hansan

B. Special Advisors to the Supervisor and the Town Board

RESOLUTION 05-22

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

RESOLVED, that the Town Board hereby appoints special advisors to the Supervisor and the Town Board as listed below:

1. Bedford Central School District: Kevin Hansan
2. East of Hudson Watershed: Les Maron
3. Environmental Initiatives Advisors: Elyse Arnow, Bill Harding
4. Fire District: Kevin Hansan
5. Insurance: Harvey Dann

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6. Library Board: Kevin Hansan
7. New Dawn: Alison Boak
8. Sustainable Westchester: Carla Brand
9. Water Wastewater: Alison Boak
10. Westchester County Shared Services: Erin Trostle
11. WEMS: David Ryan
12. Wireless Communication: Diane Briggs

C. Town Board Liaisons to Boards and Commissions

RESOLUTION 06-22

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

RESOLVED, that the Town Board hereby appoints Town Board Liaisons to boards and commissions as listed below:

1. Board of Assessment Review: Les Maron
2. Board of Ethics: Les Maron
3. Comprehensive Plan: Kevin Hansan
4. Conservation Board: Carla Brand
5. Drug Abuse Prevention Council: Les Maron
6. Economic Development Committee: Diane Briggs
7. Energy Action Committee: Carla Brand
8. Housing Board: Dan Paschkes
9. Human Rights Advisory Committee: Alison Boak
10. Landmarks and Historic Districts Commission: Dan Paschkes
11. Old Pound Road Committee: Carla Brand
12. Open Space Acquisitions Committee: Dan Paschkes
13. Planning Board: Carla Brand
14. Recreation Commission: Diane Briggs
15. Water Wastewater Task Force: Alison Boak
16. Water Control Commission: Les Maron
17. Zoning Board of Appeals: Dan Paschkes

D. Town Board Appointments

RESOLUTION 07-22

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

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RESOLVED, that the Town Board hereby makes the appointments listed below:

1. Town Attorney: William P. Harrington, Esq
2. Deputy Town Attorney: John Loveless, Esq
3. Town Historian: Edward Condon
4. Registrar of Vital Statistics: Erin Trostle
5. Sub-Registrar of Vital Statistics: Robert Sour
6. Office Manager: TBD
7. Animal Control Officer: Joan Dooley
8. IT Manager: Steven Conti
9. Cemetery Commissioner: Vinnie Duffield
10. ADA Parking Issuance Agent: Erin Trostle
11. NYS Grant Gateway Administrator: Christeen Dür
12. Highway Superintendent: Vinnie Duffield
13. Town Engineer: Jason Pitingaro

E. Chairs of Boards, Commissions, and Committees

RESOLUTION 08-22

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

RESOLVED, that the Town Board hereby appoints the following chairs of boards, commissions, and committees:

1. Board of Assessment Review: Robert Benjamin
2. Board of Ethics: Jim Glascott
3. Conservation Board: Ellen Grogan (Chair) and Bob Siegel (Vice Chair)
4. Drug Abuse Prevention Council: Barbara Carbone
5. Economic Development Committee: Diane Briggs, Rebecca Wing (Vice Chair)
6. Energy Action Committee: John Grogan and Gayle Mazlish (Co-Chairs)
7. Human Rights Advisory Committee: Sharbari Bose Kamat
8. Housing Board: Melinda Avellino and Sharbari Bose Kamat (Co-Chairs)
9. Landmarks & Historic District Commission: Edward Forbes
10. Open Space Acquisitions Committee: Elyse Arnow
11. Planning Board: Michele Rudolph
12. Recreation Commission: Rich Wetchler
13. Water Control Commission: Bill Bedford
14. Zoning Board of Appeals: Tom Smith

Ad Hoc Committees

RESOLUTION 09-22

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

RESOLVED, that the Town Board hereby accepts the ad hoc committees listed below:

1. Comprehensive Plan Committee

Elyse Arnow, Josh 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, Rob Knorr, Marie Moreno, Craig Padawer, Dan Paschkes, Betsy Ronel, Amla Mariya Rosberg, Dave Ryan, Bob Siegel, Carrie Sears, Namasha Schelling, Lisa Smith, and Rich Wetchler

2. Human Rights Advisory Committee

Sharbari Bose Kamat, Colette Dow, Pastor Steve Kim, Alison Munsch, Martin Rosen, and Namasha Schelling

3. Deer Management Committee

Dan Atchison (Westchester County), John Baker, Bill Harding, Gail Jankus, Chris Nagy (Mianus River Gorge), David Ryan, Carrie Sears, and Steve Stamos (Aquarion)

4. Economic Development Committee

Ric Apter, Diane Briggs, Mary Anne Condon, Peter Kraft, Previn Raheja, Betsy Ronel, Jesse Waxman, and Rebecca Wing

5. Old Pound Road Committee

Tina August, Sonia Bain, Carla Brand, Dave Goldberg, Alexander Goldfarb, Andy Karpowich, Max Mosolino, Rob Rauch, Joe Virgilio, and Rich Wetchler

6. Parking District Owners Advisory Committee

Fred Albano, Joe DiPietro, Billy Fortin, Kevin Hansan, and Frank Salvi

7. Safety Committee

Steven Conti, Harvey Dann, Vinnie Duffield, David Goldberg, Kevin Hansan, Jonah Maddock, Jim Perry, Dave Ryan, Erin Trostle, Spain Agency, and Worker's Comp Alliance

8. Slade Preserve

Steven Conti, Kevin Hansan, Bill Harrington, Jonah Maddock, and Ernest Marshall

9. Water Wastewater Task Force

James Best, Alison Boak, David Dow, Ted Dowey, Stacy French, Bill Harrington, Ellen Ivens, Max Mosolino, Phil Sears, and Peter Vogel

G. POLICIES AND PROCEDURES

1. Payments in Advance of Audit

RESOLUTION 10-22

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

RESOLVED, that the Town Board hereby authorizes the Supervisor to pay telephone, utility, fuel oil, credit card, Memorial Day, fireworks, and postage bills in advance of audit.

2. Authorization to Receive Payments by Credit Card

RESOLUTION 11-22

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

RESOLVED, that the Town Board hereby authorizes the Receiver of Taxes, Building Department, Recreation Department, Town Court, and Town Clerk to receive payments by credit card.

RESOLUTION 12-22

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

RESOLVED, that the Town Board hereby adopts the meeting dates and procedures below; AND BE IT FURTHER

RESOLVED, that the Town Board hereby adopts the agenda policy below; AND BE IT FURTHER

RESOLVED, that the Town Board hereby designates the Supervisor as Chief Administrative Officer and Chief Fiscal Officer of the town, with responsibilities as defined below.

3. 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, Pound Ridge, New York 10576 unless otherwise 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 the Town Board meeting shall be prepared by the Town Clerk.

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.

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 otherwise posted publicly.

Meetings of the Town Board (including Work Sessions), 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 as well.

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

4. Agenda Policy

The Town Board agendas will be closed at noon the Friday before the meeting and posted to the Town's website by 4:00 pm that day.

5. Chief Administrative Officer – 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 the Town Board shall from time to time assign to those offices.

6. Procurement Procedures for 2022

RESOLUTION 13-22

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

RESOLVED, that in accordance with General Municipal Law (GML) §104-b, the Town Board hereby adopts the procurement policies and procedures for the procurement of goods and services not subject to the bidding requirements of GML §103, or any other law, as listed below, which are and shall remain in full compliance with the GML and the regulations of the New York State Comptroller.

- a. 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 canvass of other Town departments and past history to determine the likely yearly value of the 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.
- b. All purchases of (1) supplies or equipment greater than \$20,000.00, or (2) Public Works contracts over \$35,000.00, shall be formally bid pursuant to GML §103.
- c. All purchases of supplies or equipment estimated at less than \$20,000.00 are subject to the following requirements:
 - Purchases less than \$20,000.00 but greater than \$5,000.00 require the preparation by the Purchaser of a written Request for Proposal (RFP) and requests for quotes from at least 3 vendors.
 - Purchases less than \$5,000.00 but greater than \$1,000.00 require an oral RFP and requests for quotes from at least 2 vendors.
 - Purchases less than \$1,000.00 but greater than \$100.00 are left to the discretion of the Purchaser after obtaining at least 2 published price quotes, which may be from a catalogue or internet advertisement.
 - Purchases less than \$100.00 are left to the discretion of the Purchaser.

All estimated public works contracts less than \$35,000.00 are subject to the following requirements:

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- Contracts less than \$35,000.00 but greater than \$15,000.00 require a written RFP and requests for proposals from at least 3 contractors.
- Contracts less than \$15,000.00 but greater than \$3,000.00 require a written RFP and requests for proposals from at least 2 contractors.
- Contracts less than \$3,000.00 are left to the discretion of the Purchaser.

Any written RFP shall describe the desired goods, quantity, and particulars of delivery. The Purchaser shall compile a list of all vendors from whom written quotes have been requested and the written quotes offered.

All information gathered in complying with these requirements shall be preserved and filed with the Town Clerk, along with the documentation supporting the subsequent purchase or public works contract.

- d. 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.
- e. 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.
- f. 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

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- Goods purchased at auction
 - Goods purchased for less than \$100.00
 - Public works contracts for less than \$5,000.00
 - State, County, or other Municipality Requirements Contract (“State Contract”)
- g.** Purchases from State Contract shall require a Request for Quotes and written quotes from at least 2 other vendors, to confirm that the State Contract amount is the lowest price available.
- h.** All purchases of goods in excess of \$1,000.00 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.
- i.** 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.
- j.** Recognizing the responsibility of local governments to take effective measures to reduce or limit the environmental impacts of their operations and conserve resources, the Town of Pound Ridge adopts the following:
- (1)** Priority shall be given to products and services which consume the least amount of energy in their manufacture, use and disposal. Where possible, Energy Star qualification and/or an equivalent elevated measure of efficiency should be a minimum requirement in any energy consuming equipment, device, vehicle, or appliance purchase.
 - (2)** Priority shall be given to products and services which incorporate products which are made from sustainable materials, and/or contain a significant level of recycled or reprocessed material and which are manufactured locally, and/or which are packaged to reduce transportation costs and/or which are certified by the Forrest Stewardship Council.
 - (3)** Priority shall be given to products which are minimally packaged using recycled, recyclable, or biodegradable packaging materials.
 - (4)** Priority shall be given to products which reduce impacts on the environment during manufacture, use or disposal.

- (5) Priority shall be given to products and services which reduce or eliminate health risks to employees and/or citizens in their manufacture, use or disposal. In particular, products that contain Chlorine, PVC, and/or emit unhealthy levels of chemical emissions during use should be avoided.
- (6) Bid documents and requests for proposals shall be drafted to encourage environmentally preferable purchases and service by incorporating bidding specifications that procure goods and services with a reduced environmental impact where appropriate.
- (7) Nothing in this policy shall be construed as requiring the procurement of products or services that do not perform adequately for the intended use or not available at a reasonable price in a reasonable period of time.

- k. The procurement policy shall be reviewed annually by the Town Board at its organizational meeting or as soon thereafter as is reasonably practical.

H. Appointment of Marriage Officers

RESOLUTION 14-22

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

RESOLVED, that the Town Board hereby appoints the following marriage officers for 2022: Town Clerk Erin Trostle, Town Attorney William P. Harrington, Esq, Supervisor Kevin Hansan, Councilwoman Alison Boak, Councilwoman Carla Brand, Councilwoman Diane Briggs, Councilman Daniel Paschkes.

I. Mileage Reimbursement

RESOLUTION 15-22

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

RESOLVED, that the Town Board hereby adopts the reimbursement rate 0.585 cents per mile (established by the Internal Revenue Service for 2022) for town employees, Town Board members, and other town officials, for mileage incurred in the use of a personal automobile for town business purposes.

J. Official Newspaper

RESOLUTION 16-22

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

RESOLVED, that the Town Board designates the Record-Review as the official newspaper of the Town of Pound Ridge.

K. Bank Depository

RESOLUTION 17-22

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

RESOLVED, that the Town Board hereby designates TD Bank, Key Bank, JP Morgan Chase Bank and any other commercial banking institution authorized to do business in the State of New York ("Bank") as a depository of the Town of Pound Ridge ("TOPR"), and hereby authorizes each to deposit any of the funds of TOPR in its Bank, either at the 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 charge 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

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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.

L. Annual Update Document of Supervisor to State Comptroller

RESOLUTION 18-22

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

RESOLVED, that pursuant to Town Law §29, the Town Board hereby authorizes the Supervisor to file with the Town Clerk within ninety days after the close of the fiscal year, a copy of the report to the State Comptroller required by General Municipal Law §30; AND BE IT FURTHER

RESOLVED, that pursuant to Town Law §27, 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; AND BE IT FURTHER

RESOLVED that the report shall become a part of the minutes of the Town Board meeting following the Town Clerk's receipt of said report.

M. Investment Policy

RESOLUTION 19-22

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

RESOLVED, that the investment policy of the town, originally adopted January 6, 1987 and amended in April 1993 and in January 2002, be and is hereby continued; AND BE IT FURTHER

RESOLVED, that the town's investments shall be reviewed periodically with the following objectives:

- 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

N. Indemnification of Town Officers

RESOLUTION 20-22

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

RESOLVED, that the indemnification of town officials and employees adopted in September 1989 and January 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; AND BE IT FURTHER

RESOLVED, that the scope of said indemnification shall be as broad and as comprehensive as may be permitted by applicable law.

O. Standard Workday Reporting for Elected or Appointed Town Officials

RESOLUTION 21-22

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

RESOLVED, that the Town Board hereby acknowledges that for new terms beginning on or after August 12, 2009, all elected or appointed town officials enrolled 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 a resolution establishing a standard work day for each elected or appointed town official shall be adopted or recertified at the first Town Board meeting in June.

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

RESOLUTION 22-22

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

RESOLVED, that the Supervisor is hereby authorized to execute agreements and pay contractual obligations as specified below:

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- 1. Association of Towns: \$1,350.00**
Councilperson Alison Boak is designated as the Town's official delegate to attend the business session of the annual meeting of the Association of Towns of the State of New York, to be held in February 2022, with the cost of her attendance to be as budgeted, and to cast the vote of the town, pursuant to Section 6, Article III of the constitution of by-laws of said association
- 2. Westchester Putnam Association of Town Supervisors: \$275.00**
- 3. Westchester Municipal Officials Association: \$875.00**
- 4. 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.
- 6. Network Support Services: \$15,177.50**
The firm of Sullivan Data Management is reappointed as the Town's computer network support and strategic planning firm for 2022.
- 6. July 4 Celebration: \$12,500.00**
Zambelli Fireworks International is hired to provide the fireworks for the town's 2022 July Fourth celebration
- 7. Tax Map Maintenance: \$6,375.00**
Cartographic Associates, Inc. (CAI) is appointed for 2022, to continue to provide standard updates and maintenance of the town's tax maps.
- 8. Agencies:**
 - a. Westchester EMS (ALS Services): \$145,925.00
 - b. ASCAP license: \$348.00
 - c. Drug Abuse Prevention Council: \$13,000.00
 - d. North East Westchester Special Recreation: \$6,650.00
 - e. South Salem Animal Hospital: as needed

Q. 2022 Holiday Schedule for General Staff

RESOLUTION 23-22

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

RESOLVED, that the following schedule will be adopted for the general staff, with holidays observed on the actual date or on the observed date as defined by the payroll calendar:

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New Year's Day	Labor Day
Martin Luther King, Jr Day	Columbus Day
Presidents' Day	Election Day
Memorial Day	Veterans Day
Juneteenth	Thanksgiving Day and the following day
Independence Day	Christmas Day

AND BE IT FURTHER RESOLVED, that staff may be permitted a half day on the following days at the discretion of the Supervisor:

- Day before Independence Day (or day before observance)
- Day before Thanksgiving Day
- Day before Christmas Day (or day before observance)
- Day before New Year's Day (or day before observance)

R. 2022 Highway Holiday Schedule (as shown in 2022 Highway Contract)

RESOLUTION 24-22

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

RESOLVED, that the 2022 holiday schedule for the Highway Department shall be as defined in the 2022 Highway Department contract; AND BE IT FURTHER

RESOLVED, that the 2022 holiday schedule for the Police Department, including police administrative personnel, shall be as defined below:

S. 2022 Police Department Holiday Schedule

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Columbus Day
President's Day	Veterans Day
Memorial Day	Thanksgiving Day
Juneteenth	Christmas Day
Town Fireworks Day	Independence Day

T. Personnel Policies Handbook

RESOLUTION 25-22

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Board Action: Motion by Councilperson Briggs, seconded by Councilperson Brand, 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.

U. Salary Ratification and Authorization to Pay

RESOLUTION 26-22

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

RESOLVED, that the salaries set forth on the Salary Ratification List and Authorization to Pay Report dated January 1, 2022 are hereby ratified; AND BE IT FURTHER

RESOLVED, that the Supervisor is hereby authorized to pay said salaries.

VIII. ADJOURNMENT OF ORGANIZATIONAL MEETING: There being no further business to come before the Board, Supervisor Hansan adjourned the meeting at 9:00 pm.

Erin Trostle, Town Clerk
Dated at Pound Ridge, New York
January 10, 2022