

Town of Pound Ridge

Kevin C. Hansan
Supervisor

Les Maron
Deputy Supervisor

Nicole Engel
Chief of Staff



Tel.: 914-764-5511
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Town Council
Alison Boak
Carla Brand
Diane Briggs
Daniel S. Paschkes

TOWN BOARD MEETING

Meeting Date: Tuesday, January 4, 2022
Meeting Time: 8:00pm
Zoom Link: <https://us02web.zoom.us/j/88343517528>
Dial In: 929-205-6099
Meeting ID: 883 4351 7528

Location: Town House
179 Westchester Avenue
Pound Ridge, New York 10576

1. **CALL REGULAR MEETING TO ORDER**
2. **CALL FOR EXECUTIVE SESSION**
3. **ANNOUNCEMENTS**
4. **MINUTES - Approve minutes of Town Board meeting on December 14, 2021**
5. **NEW BUSINESS**
 - A. **Finance Department**
 - **Resolution to allow Town Clerk to collect payments for licenses and other fees by credit card**
 - B. **Boards, Commissions and Committee New Appointments and Reappointments**
 - **Board of Assessment Review – Reappoint Robert Benjamin for a 5-year term**
 - **Board of Ethics - Reappoint Jim Glascott, Scott Grummon, Catherine Marino, Sallie Stelter, and Mark Rosenbloom for a 1-year term**
 - **Conservation Board - Reappoint Anthony Girardi, Andrew Karpowich, Richard Mendes, and Marilyn Shapiro for a 2-year term**
 - **Drug Abuse Prevention Council - Reappoint Laurie Fancher and Roberta Markowitz for a 2-year term**
 - **Landmarks and Historic District Commission - Appoint Edward Forbes for a 3-year term as Chair**

- **Recreation Commission - Reappoint Colette Dow for a 7-year term**
- **Water Control Commission - Reappoint Bill Bedford for a 5-year term**
- **Zoning Board of Appeals - Reappoint Larry Brotmann for a 5-year term**

C. Human Rights Advisory Committee

- **Appoint new members Sharbari Bose Kamat for a 3-year term as Chair, Colette Dow for a 2-year term, Pastor Steve Kim for a 2-year term, Alison Munsch for a 3-year term, Martin Rosen for a 1-year term, Namasha Schelling for a 3-year term**

D. Receiver of Taxes

- **Approve refunds for duplicate and overpayments**

6. FINANCIAL MATTERS

7. ADJOURN REGULAR MEETING

8. CALL TO ORDER ORGANIZATIONAL MEETING

A. Supervisor's Appointments

Deputy Supervisor: Les Maron

Chief of Staff to the Supervisor: Nicole Engel

Director of Finance: Steven Conti

OEM Director: Dave Ryan

OEM Deputy Director: Kevin Hansan

B. Special Advisors to the Supervisor and 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 Board: Kevin Hansan

New Dawn: Alison Boak

Sustainable Westchester: Carla Brand

Water Wastewater: Alison Boak

Westchester County Shared Services: Erin Trostle

WEMS: Dave Ryan

Wireless Communication: Diane Briggs

C. Appointment of Town Board Liaisons to Boards, Commissions and Committees

Board of Assessment Review: Les Maron

Board of Ethics: Les Maron

Comprehensive Plan: Kevin Hansan

Conservation Board: Carla Brand

Drug Abuse Prevention Council: Les Maron

Economic Development Committee: Diane Briggs
Energy Action Committee: Carla Brand
Housing Board: Dan Paschkes
Human Rights Advisory Committee: Alison Boak
Landmarks & Historic Districts Commission: Dan Paschkes
Old Pound Road Committee: Carla Brand
Open Space Acquisitions Committee: Dan Paschkes
Planning Board: Carla Brand
Recreation Commission: Diane Briggs
Water Wastewater Task Force: Alison Boak
Water Control Commission: Les Maron
Zoning Board of Appeals: Dan Paschkes

D. Town Board Appointments

Town Attorney: William P. Harrington, Esq.
Deputy Town Attorney: John Loveless, Esq.
Town Historian: Edward Condon
Registrar of Vital Statistics: Erin Trostle
Sub-Registrar of Vital Statistics: Robert Sour
Office Manager: TBD
Animal Control Officer: Joan Dooley
IT Manager: Steve Conti
Cemetery Commissioner: Vinnie Duffield
ADA Parking Issuance Agent: Erin Trostle
NYS Grant Gateway Administrator: Christeen Dur
Highway Superintendent: Vinnie Duffield
Town Engineer: Jason Pitingaro

E. Appointment of Chairpersons to Boards, Commissions, and Committees

Board of Assessment Review: Robert Benjamin
Board of Ethics: Jim Glascott
Conservation Board: Ellen Grogan (Chair) and Bob Siegel (Vice-Chair)
Drug Abuse Prevention Council: Barbara Carbone
Economic Development Committee: Diane Briggs, Rebecca Wing (Vice-Chair)
Energy Action Committee: John Grogan and Gayle Mazlish (Co-Chairs)
Human Rights Advisory Committee: Sharbari Bose Kamat
Housing Board: Melinda Avellino and Sharbari Bose Kamat (Co-Chairs)
Landmarks & Historic District Commission: Edward Forbes
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

E. Ad Hoc Committees

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

Human Rights Advisory Committee

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

Deer Management Committee

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

Economic Development Committee

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

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

Parking District Owners Advisory Committee

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

Safety Committee

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

Slade Preserve

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

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

F. Policies and Procedures

a. Payments in Advance of Audit

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

b. Authorization to Receive Payments by Credit Card

Receiver of Taxes, Building Department, Recreation Department, Town Courts, and Town Clerk is hereby authorized to receive payments by credit card.

c. 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 p.m. at the Town House, 179 Westchester Avenue, Pound Ridge, New York 10576 and posted publicly.

Town Board meetings will be live streamed 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 Thursday of each month, commencing at 7:00 p.m. 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 Town Law, including §63. In addition, in a public hearing proceeding, Roberts Rules of Order must be followed.

d. 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.

e. 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.

f. Procurement Procedures for 2022

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; and that the Town of Pound Ridge does hereby adopt the following procurement policies and procedures which are and shall remain in full compliance with the 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 that commodity to be acquired. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity.

Guideline 2

All purchases of (a) supplies or equipment 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:**

- Less than \$20,000 but greater than \$5,000 require the preparation by the Purchaser of a written Request for Proposal (RFP) and request quotes from at least 3 vendors.
- Less than \$5,000 but greater than \$1,000 require an oral RFP and request quotes from at least 2 vendors.
- Less than \$1,000 but greater than \$100 is left to the discretion of the Purchaser after obtaining at least 2 published price quotes, which may be from a catalogue or internet advertisement.
- Less than \$100 is left to the discretion of the Purchaser.

All estimated Public Works contracts of:

- Less than \$35,000 but greater than \$15,000 requires a written RFP and request proposals from at least 3 contractors.
- Less than \$15,000 but greater than \$3,000 requires a written RFP and request proposals from at least 2 contractors.
- Less than \$3,000 is left to the discretion of the Purchaser.

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

All information gathered in complying with the procedures of this Guideline shall be preserved and filed with the Town Clerk along with the documentation supporting the subsequent purchase or public works contract.

Guideline 4

The lowest responsible proposal or quote shall be awarded the purchase or contract unless the Purchaser prepares a written justification providing reasons why it is in the best interest of the Town and its taxpayers to make an award to other than the low bidder.

If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.

Guideline 5

A good faith effort shall be made to obtain the required number of proposals or quotations. If the Purchaser is unable to obtain the required number of proposals or quotations, the Purchaser shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

Guideline 6

Except when directed by the Town Board, no solicitation of written proposals or quotations shall be required under the following circumstances:

- Acquisition of professional services
- Emergencies
- Sole source situation
- Goods purchased from the agencies for the blind or severely handicapped
- Goods purchased from correctional facilities
- Goods purchased from another governmental agency
- Goods purchased at auction
- Goods purchased for less than \$100
- Public works contracts for less than \$5000
- State, County, or other Municipality Requirements Contract (“State Contract”)

Guideline 6a

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.

Guideline 7

All purchases of goods in excess of \$1000 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

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:

- A. Energy Use: 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.
- B. Sustainability of Materials: 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.
- C. Packaging: Priority shall be given to products which are minimally packaged using recycled, recyclable, or biodegradable packaging materials.
- D. Environmental Impacts: Priority shall be given to products which reduce impacts on the environment during manufacture, use or disposal.
- E. Health Impacts: 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.
- F. 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.
- G. 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.

Guideline 10

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

G. Appointment of Marriage Officers

That the following be appointed as the Town's 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.

H. Mileage Reimbursement

That the Town of Pound Ridge pay the reimbursement rate 0.585 cents per mile (established by the Internal Revenue Service for 2022) for Employees, Town Board, other Town officials, for mileage incurred in the use of one's personal automobile on Town business.

I. Official Newspaper

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

J. 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 (“Bank”) be and are hereby designated as a depository of the Town of Pound Ridge (“TOPR”), and each of them hereby is authorized to deposit any of the funds of TOPR in their Bank, either at its head office or at any of its branches, and to waive presentment, demand protest, and notice of protest, or dishonor of any check, notes, bill, draft, or other instrument deposited with the Bank by TOPR; and 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.

K. 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 be and is hereby authorized to file with the Town Clerk within ninety (90) days after the close of the fiscal year, a copy of the report to the State Comptroller required by Section 30 of the General Municipal Law, and pursuant to Section 27 of the Town Law, the Town Clerk shall publish a notice in the official newspaper that such report is on file in the Town Clerk’s office and available for public inspection and copying. That report shall become a part of the minutes of the Town Board meeting following the Clerk’s receipt of said report.

L. Investment Policy

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

- 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.

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

N. Regulation on Reporting for Elected or Appointed Town Officials

The Town Board hereby acknowledge that for new terms beginning on or after August 12, 2009, all elected or appointed Town Officials that are in the New York State Retirement System shall be required to keep records of their time for a three-month period within 150 days of the beginning of the calendar year after their election or appointment, in accordance with the requirements outlined by New York State, and, 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.

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

a. Association of Towns: \$1,350.00

The Town Board authorizes Councilmember Alison Boak to be designated as the Town's official delegate to attend the business session of the Association of Towns of the State of New York meeting, to be held in February 2022 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.

b. Westchester Putnam Association of Town Supervisors: \$275.00

c. Westchester Municipal Officials Association: \$875.00

d. 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.

e. Network Support Services: \$15,177.50

The firm of Sullivan Data Management be and is hereby reappointed as the Town's computer network support and strategic planning firm for 2022, and the Supervisor be authorized to sign an agreement for said services.

f. July 4 Celebration: \$12,500.00

Zambelli Fireworks International is hired to provide the fireworks for our 2022 July 4th celebration,

g. Tax Map Maintenance: \$6,375.00

Cartographic Associates, Inc. (CAI) be continued for 2022, to provide standard updates and maintenance of our Tax Maps, and the Supervisor be authorized to sign an agreement for said services.

h. 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 2022 budget:

- Westchester EMS (ALS Services) - \$145,925.00
- ASCAP license - to play music in the park - \$348.00
- Drug Abuse Prevention Council - \$13,000.00
- North East Westchester Special Recreation (Program for Disabled) - \$6,650.00
- South Salem Animal Hospital - as needed

P. 2022 Holiday Schedule for General Staff – on date or observed date as defined by payroll calendar

New Year’s Day	Columbus Day
Martin Luther King, Jr. Birthday	Election Day
President’s Day	Veterans Day
Memorial Day	Thanksgiving and day after
Juneteenth	Christmas Day
Independence Day	
Labor Day	

Staff may be permitted a ½ day on the following days with Supervisor discretion:

- Day before Independence Day observed
- Day before Thanksgiving observed
- Day before Christmas observed
- Day before New Year’s observed

Q. 2022 Highway Holiday Schedule

(As shown in Highway 2022 Contract)

R. 2022 Police Department Holiday Schedule

FURTHER RESOLVED, that the following 12-day 2022 Holiday Schedule be and is hereby adopted for the Police Department, including police administrative personnel:

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
Town Fireworks Day	
Independence Day	

S. Personnel Policies Handbook

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

T. Salary Ratification and Authorization to Pay

The salaries are set forth on the Salary Ratification List and Authorization to Pay Report, dated January 1, 2022, be and are hereby ratified and the Supervisor be and is hereby authorized to pay said salaries.

9. ADJOURN ORGANIZATIONAL MEETING