

MINUTES OF THE JULY 11, 2023 MEETING OF THE TOWN BOARD OF THE TOWN OF POUND RIDGE HELD AT THE TOWN HOUSE, 179 WESTCHESTER AVENUE, POUND RIDGE, NEW YORK, AND 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
TOWN CLERK ERIN TROSTLE

NOT

PRESENT: DEPUTY SUPERVISOR LES MARON

I. CALL TO ORDER OF REGULAR MEETING

Supervisor Hansan called the meeting to order at 8:01 pm.

II. ANNOUNCEMENTS

- Congratulations to the Conservation Board, which celebrates its fiftieth anniversary this month with an exhibit that will be on display in the Schaffner room of the Pound Ridge Library through September 9. The exhibit features examples of the natural beauty of Pound Ridge and a timeline of Conservation Board milestones.
- This Saturday, July 15, from 4:00 to 8:00 pm, the Market at Pound Ridge Square will host a seventieth anniversary celebration, to include an all-you-can-eat BBQ, live music, lawn games, and raffles. The suggested donation is \$10 per person, with no charge for children under 10. All proceeds will benefit St. Jude's Children's Research Hospital.
- Food Truck Friday returns on Friday, October 21, from 5:00 to 9:00 pm, with live music by Wheelhouse.
- The Pound Ridge Business Association's first annual Sidewalk Sale runs from Friday, July 21 through Sunday, July 23.

III. NEW BUSINESS

A. Finance

1. 2020 Audited Financial Statements

Supervisor Hansan summarized events that made 2020 an unusual year. Due to the pandemic, the town was forced to operate with reduced staff on site and to implement remote work strategies. As revenues dropped, the town cut expenses but managed to avoid furloughing staff as many other towns did. Despite pandemic-related challenges, the town continued to operate the pool and camp when many other municipalities

**MINUTES OF THE MEETING OF THE TOWN BOARD
TOWN OF POUND RIDGE
POUND RIDGE, NEW YORK
JULY 11, 2023**

canceled all recreation programs. The town also purchased of the 7 Old Pound Road property and completed the TEP project, Pound Ridge's largest-ever capital improvement project, which included the installation of traffic-calming measures, new sidewalks, and new streetlights in the Scotts Corners business district.

Robert Daniele and Lawrence Feldman of PKF O'Connor Davies presented the audited financial statements. Members of the public were offered the opportunity to ask questions.

Leah Benincasa, of 11 Southeastern Farm Road, asked whether funds for open space acquisitions are kept in a segregated account and what the current total amount of those funds is. The Open Space Acquisition Fund, which is now approximately \$4.5 million, is a restricted portion of the general fund.

John McCown, of 25 Miller Road, expressed concern regarding liquidity and also asked why the liability resulting from the settlement of tax litigation in a subsequent year was not reflected in the 2020 financial statements. Todd Sullivan, of 36 Scofield Road, asked why the auditors were not made aware of information regarding the settlement. Mr. Feldman indicated that including that liability in the general fund would distort the town's position.

Calli Hayes, of 4 Brook Farm Circle, asked when residents can expect to see updated financial statements. Supervisor Hansan indicated that budgets through 2023 are posted to the website and that actual revenues and expenditures have remained close to budgeted numbers. Councilperson Paschkes noted that following appropriate procedures to ensure accuracy takes time.

Mr. McCown also asked when, specifically, the 2021 audit would be completed. Mr. Feldman said that the auditors would begin work in September and would likely finish in October.

Jody Sullivan, of 74 West Lane, stated that the audits have never been this late in the past, and Supervisor Hansan reiterated the point that many things about the year 2020 were unprecedented, including the completion of the town's largest-ever capital improvement project in the business district. He also said that recordkeeping related to higher levels of grant funding and significant private donations resulted in a heavier workload in the Finance Department, which until recently, consisted of only one person. Supervisor Hansan went on to say that the board should have secured support staff for the Finance Department sooner, and Councilperson Briggs emphasized that the board is not happy about the lateness of the audits.

**MINUTES OF THE MEETING OF THE TOWN BOARD
TOWN OF POUND RIDGE
POUND RIDGE, NEW YORK
JULY 11, 2023**

Alex Goldfarb, of 21 Patterson Road, noted that liquidity has been declining and draws on bond funding have increased since 2016 and asked the auditors if they could provide any indication regarding whether this trend continued through 2021 and 2022. Mr. Daniele explained that projects such as TEP require the town to expend funds first before seeking reimbursement, and that financials through 2020 reflect only the expenditures and not the reimbursements. Councilperson Paschkes explained that the assertion that the town has a liquidity problem reflects a misunderstanding of the financial statements.

[Note: The Town Board voted to accept the auditors' report later in the meeting.]

2. Approvals for expenditures

RESOLUTION 173-23

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

RESOLVED, that the Town Board hereby approves the expenditure of an additional \$69.25 beyond the amount of \$7,914.50 originally approved for road race supplies and lifeguard uniforms; AND BE IT FURTHER

RESOLVED, that the Town Board hereby approves the expenditure of \$115.00 for shipping costs associated with the business district flower baskets.

B. Personnel

1. Hiring of Audrey Wilson

RESOLUTION 174-23

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

RESOLVED, that the Town Board hereby ratifies the decision made in executive session to hire Audrey Wilson as a part-time assistant court clerk at a salary of \$30.00/hour for up to 17.5 hours per week for up to twelve weeks, to be funded from the Justice Court's hourly clerical budget line.

2. Appointment of Annie Burnham

RESOLUTION 175-23

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

**MINUTES OF THE MEETING OF THE TOWN BOARD
TOWN OF POUND RIDGE
POUND RIDGE, NEW YORK
JULY 11, 2023**

RESOLVED, that the Town Board hereby appoints Annie Burnham to the position of Intermediate Account Clerk effective immediately.

C. Town Board – Accept sculpture donation

Councilperson Briggs described a generous offer from residents to donate a kinetic sculpture to the town. As a result of conversations about the gift, it has become apparent that the town needs to define a process for accepting donations of public art. Councilperson Briggs indicated that in the meantime a decision regarding this gift needs to be tabled.

D. Town Clerk

1. Approval for proposed venue rental procedure

RESOLUTION 176-23

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

RESOLVED, that the Town Board hereby authorizes the Town Clerk to collect venue rental fees and security deposits.

2. Approval for cemetery plot sale

RESOLUTION 177-23

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

RESOLVED, that the Town Board hereby authorizes the sale of Plots 376 and 377-B in Section 3 (a total of three gravesites) to Donato and Denise Fraioli, of 71 Old Mill River Road, Pound Ridge, at a price of \$3,000.00.

3. Approval for Special Event Permit modification – Trivia Night

RESOLUTION 178-23

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

RESOLVED, that the Town Board hereby approves a modification of the Special Event Permit previously granted for July 2, 2023, such that the event is rescheduled for July 13, 2023, with a rain date of July 27.

**MINUTES OF THE MEETING OF THE TOWN BOARD
TOWN OF POUND RIDGE
POUND RIDGE, NEW YORK
JULY 11, 2023**

4. Approval for Special Event Permit modification – Summer Concert Series

RESOLUTION 179-23

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

RESOLVED, that the Town Board hereby authorizes a modification to the special event permit previously granted for the Pound Ridge Partnership's Summer Concert Series to include a fourth concert from 5:00 pm to 6:00 pm on August 20, 2023, with a rain date of August 27, 2023.

5. Approval for Special Event Permit – Artisan and Vintage Flea

RESOLUTION 180-23

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

RESOLVED, that the Town Board hereby approves a special event permit for the Pound Ridge Business Association's annual Artisan and Vintage Flea Market, to be held in the business district on Labor Day (Monday, September 4, 2023) from 10:00 am to 4:00 pm.

6. Approval for Special Event Permit – Popup Waterpark

RESOLUTION 181-23

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

RESOLVED, that the Town Board hereby approves a special event permit for the Friends of Pound Ridge for its Popup Waterpark, to be held at the Pound Ridge Town Park from 11:00 am to 3:00 pm on Sunday, August 27, 2023, with a rain date of September 3, 2023.

E. Open Space Acquisition Committee – Call for public hearing

Board Action: Motion by Councilperson Paschkes, seconded by Councilperson Brand, all voting aye to call for a public hearing at 7:00 pm on August 1, 2023.

F. Recreation Department – Approval for refund

RESOLUTION 182-23

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

**MINUTES OF THE MEETING OF THE TOWN BOARD
TOWN OF POUND RIDGE
POUND RIDGE, NEW YORK
JULY 11, 2023**

RESOLVED, that the Town Board hereby approves the refund of a security deposit for Conant Hall in the amount of \$700.00 to Marianne Hoffman Robb.

G. Board of Assessment Review – Appointment of Peter Marchetti

RESOLUTION 183-23

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

RESOLVED, that the Town Board hereby appoints Peter Marchetti to the Board of Assessment Review.

H. Finance – Acceptance of Auditors’ Report

RESOLUTION 184-23

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

RESOLVED, that the Town Board hereby accepts the audited financial statements for the year ending December 31, 2020.

IV. Financial Matters – Pay bills

RESOLUTION 185-23

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

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

Fund	Claim Numbers	Total Amount
General Fund	521–617	\$188,554.90
Highway Fund	108–128	\$230,020.46
Trust & Agency	45–47	\$8,422.50

V. ADJOURNMENT: There being no further business to come before the Board, Supervisor Hansan adjourned the meeting at 9:44 pm.

**MINUTES OF THE MEETING OF THE TOWN BOARD
TOWN OF POUND RIDGE
POUND RIDGE, NEW YORK
JULY 11, 2023**

VI. RECONVENE AS PARKING DISTRICT COMMISSION: Supervisor Hansan called the meeting to order at 9:44 pm.

RESOLUTION 186-23

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

RESOLVED, that the Town Board hereby authorizes the Supervisor to pay the following claims:

Fund	Claim Number	Total Amount
Parking District	3-4	\$11,775.00

VII. ADJOURNMENT: There being no further business to come before the Board, Supervisor Hansan adjourned the meeting at 9:44 pm.

Erin Trostle, Town Clerk
Dated at Pound Ridge, New York
July 28, 2023