

MINUTES OF THE JANUARY 2, 2024 MEETING OF THE TOWN BOARD OF THE TOWN OF POUND RIDGE HELD AT 179 WESTCHESTER AVENUE, POUND RIDGE, NEW YORK, AND VIA ZOOM VIDEOCONFERENCE, COMMENCING AT 7:30 PM

PRESENT: SUPERVISOR KEVIN HANSAN
COUNCILPERSON ALISON BOAK (via Zoom videoconference)
COUNCILPERSON DIANE BRIGGS
COUNCILPERSON DANIEL PASCHKES
COUNCILPERSON NAMASHA SCHELLING

ALSO

PRESENT: TOWN ATTORNEY WILLIAM HARRINGTON
TOWN CLERK ERIN TROSTLE (via Zoom videoconference)

I. CALL TO ORDER OF REGULAR MEETING: Supervisor Hansan called the meeting to order at 7:31 pm.

II. CALL FOR EXECUTIVE SESSION

Board Action: Motion by Councilperson Paschkes, seconded by Councilperson Briggs, all voting aye to call for an executive session on at 7:00 pm on Tuesday, January 9, 2024.

III. ANNOUNCEMENTS

- Supervisor Hansan welcomed Councilperson Schelling to her first Town Board meeting and congratulated her on her recent election.
- Supervisor Hansan thanked Les Maron for his years of service as Deputy Supervisor and noted that Diane Briggs has agreed to serve in that role going forward.
- The Pound Ridge Land Conservancy is hosting a volunteer work session at the Armstrong Preserve beginning at 10:00 am on Saturday, January 6.
- The Pound Ridge Library will be hosting a performance by the Kenyon College jazz acappella group Take Five at 7:00 pm on Monday, January 8.
- The Westchester County Mobile Shredder is scheduled to be at the Town Park for a public shredding event from 10:00 am to 1:00 pm on Wednesday, January 10. [Note: The shredding event was postponed to January 11 due to weather.]

IV. MINUTES

Board Action: Motion by Councilperson Boak, seconded by Councilperson Briggs, all voting aye to approve the minutes of the December 5, December 9, and December 12, 2023 Town Board meetings as amended.

V. NEW BUSINESS

A. Boards and Commissions – Appointments and reappointments

RESOLUTION 01-24

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

RESOLVED, that the Town Board hereby reappoints Patricia Mulligan to a five-year term on the Board of Assessment Review; AND BE IT FURTHER

RESOLVED, that the Town Board hereby reappoints Scott Grummon, Jim Glascott, Catherine Marino, Sallie Stelter, and Mark Rosenbloom to one-year terms on that board; AND BE IT FURTHER

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

RESOLVED, that the Town Board hereby reappoints Marie Moreno to a two-year term on the Housing Board; AND BE IT FURTHER

RESOLVED, that the Town Board hereby reappoints Jill Delaney, Craig Padawer, and Cahal Whelan to three-year terms on the Landmarks and Historic District Commission; AND BE IT FURTHER

RESOLVED, that the Town Board hereby reappoints Rob Knorr to a seven-year term on the Planning Board; AND BE IT FURTHER

RESOLVED, that the Town Board hereby reappoints Rich Wetchler to a seven-year term on the Recreation Commission; AND BE IT FURTHER

RESOLVED, that the Town Board hereby reappoints Betsey Miller to a five-year term on the Water Control Commission; AND BE IT FURTHER

RESOLVED, that the Town Board hereby reappoints Tom Smith to a five-year term on the Zoning Board of Appeals.

B. Supervisor's Office – Adopt procedure for appointments to boards and commissions

RESOLUTION 02-24

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

RESOLVED, that the Town Board hereby adopts the following procedure for the appointment of board and commission members:

1. Authority

In accordance with state law, the Town Board has the authority to appoint members and officers of boards, commissions, and committees and to make other citizen appointments for terms prescribed by applicable law.

2. Appointment Process

a. Advertisement

The Town Board shall authorize the Supervisor or their designee to advertise any vacancy or expiring term of any board, commission, or citizen appointment to solicit applications or letters of intent for such positions.

b. Applications

Applications or letters of intent shall be directed to the Supervisor, who shall ensure that they are compiled and that copies are distributed to members of the Town Board and to the chair of the board, commission, or committee to which each application pertains.

c. Review Process

The chair of the board, commission, or committee to which the application pertains, the Town Board liaison to that board, commission, or committee and any other Town Board member who chooses to participate will conduct interviews and present their recommendation to the Town Board as a whole. The Town Board will review each recommendation and will have the option either to accept the recommendation or to reject it and conduct additional interviews.

d. Notification

The Supervisor or their designee shall promptly notify each appointee by letter. Such letter shall specify the expiration date of the appointment, any oath or training requirements, and any honorarium to be paid.

3. Oath of Office

Appointees required by Section 25 of NYS Town Law to take an oath of office, including but not limited to members of the Planning Board, Water Control Board, Zoning Board of Appeals, and Board of Assessment Review, shall do so within thirty days of their appointment, and other appointees are encouraged to do so as well.

4. Code of Ethics

All appointees are subject to and shall adhere to the Code of Ethics and the Personnel Manual adopted by the Town Board.

C. Finance Department – Adopt credit card policy

RESOLUTION 03-24

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

RESOLVED, that the Town Board hereby adopts the following credit card policy:

Policy Statement

The Town Board of the Town of Pound Ridge has authorized application for and use of credit cards by designated Town of Pound Ridge Elected Officials and/or employees for the sole use and benefit of the Town of Pound Ridge. The purpose of the credit cards is to streamline and simplify the purchasing and payment process for certain transactions and to reduce the paperwork of procurement procedures. Any and all purchases made with a credit card issued for the Town of Pound Ridge must be made in accordance with the policies and procedures contained herein. Failure of an employee or Elected Official to adhere to the requirements and restrictions of this policy will result in appropriate disciplinary or remedial action.

Usage

The credit card may be utilized to make purchases up to the amount authorized for expenditures without prior Town Board approval in accordance with the Town Purchasing Policy. If the credit card is being utilized to make a purchase over the authorized amount, the Town Supervisor must receive Town Board approval to utilize the credit card to

complete the purchase. Under no circumstances will purchases be permitted which would exceed the limit imposed by the credit card issuer.

Authorized Users

Credit cards will be issued in the name of the individual to whom they are assigned. Credit cards have been assigned solely to the Town Supervisor and authorized users each with individual accounts with a credit limit of \$10,000. No other individuals are authorized to use these credit card accounts. The Town Supervisor will evaluate existing authorized accounts and reauthorize accounts annually. Additional credit card accounts may be established exclusively upon authorization by the Town Supervisor.

Limits and Restrictions

The credit card shall not be utilized for cash advances, items for personal use, amusement or entertainment services, alcoholic beverages, or any product, service, or fee that would not be authorized pursuant to the purchasing policies adopted by the Town of Pound Ridge. A card holder who makes unauthorized purchases will be liable for and must pay the Town the total dollar amount of such unauthorized purchases, plus any finance charges or administrative fees charged by the Bank or card company in connection with the misuse. Appropriate administrative or judicial actions will be taken by the Town to recoup such costs, if necessary.

Security

Card holders are responsible for safeguarding the card while in their possession.

Lost or Stolen Cards

Lost or stolen cards shall be reported to the issuing agency and Town Supervisor immediately upon discovery of the loss or theft.

Receipt Retention / Purchase Verification

All authorized users must obtain receipts for any and all purchases made with the Town credit card and provide copies of such receipts to the Finance Department. No purchase shall be made unless an itemized receipt is obtainable to verify the type of purchase made and the costs associated with the purchase. If the information shown on a receipt is unclear about the specific business purpose of the purchase, the card holder must document that purpose on the receipt.

Billing Statements

The Finance Department will reconcile the receipts with the monthly billing statement for each account. Any discrepancies shall be reported to the Town Supervisor for review and resolution. Discrepancies and their resolution will be noted on the billing statement for further review when submitted to the Town Board.

Bill Payment

Upon reconciliation of monthly billing statements, the Finance Department will attach the statement and corresponding receipts to a prepared voucher for Town Board review and approval. This process will take place at the next scheduled Town Board meeting. All balances shall be paid in full by the Town on or before the date due. At no time shall the Town of Pound Ridge incur finance charges as a result of failure to pay a credit card bill in a timely manner.

Card Holder Separation

Upon separation of a card holder from Town service, the Finance Department will ensure that the account in that person's name is cancelled and that the card is destroyed.

D. Landmarks & Historic District Commission – Accept resignation of Town Historian

RESOLUTION 04-24

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 Town Historian Edward Condon.

VI. ADJOURNMENT OF REGULAR MEETING: There being no further business to come before the Board, Supervisor Hansan adjourned the meeting at 7:45 pm.

VII. CALL TO ORDER OF ORGANIZATIONAL MEETING:

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

RESOLUTION 05-24

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

RESOLVED, that the Town Board hereby accepts the appointments as specified below:

A. Special Advisors to the Supervisor

Deputy Supervisor: Diane Briggs
Chief of Staff to the Supervisor: Nicole Engel
Director of Finance: Steven Conti
OEM Executive Director: David Dow
OEM Deputy Director: Kevin Hansan

B. Special Advisors to the Supervisor and the Town Board

Bedford Central School District: Kevin Hansan
East of Hudson Watershed: Kevin Hansan
Environmental Initiatives Advisors: Elyse Arnow; Bill Harding
Fire District: Kevin Hansan
Insurance: Harvey Dann
Pound Ridge Library District Board of Trustees: Kevin Hansan
New Dawn: Alison Boak
Sustainable Westchester: Dan Paschkes
Water Wastewater: Alison Boak
Westchester County Shared Services: Erin Trostle
Westchester County EMS: Tom Mulcahy
Wireless Communication: Diane Briggs

C. Town Board Liaisons to Boards and Commissions

Audit of Claims: Namasha Schelling
Board of Assessment Review: Alison Boak
Board of Ethics: Kevin Hansan

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Comprehensive Plan: Kevin Hansan
Conservation Board: Dan Paschkes
Drug Abuse Prevention Council/THRIVE: Diane Briggs
Economic Development Committee (dormant): Diane Briggs
Energy Action Committee: Dan Paschkes
Highway and Maintenance Departments: Diane Briggs
Housing Board (dormant): Dan Paschkes
Human Rights Advisory Committee: Namasha Schelling
Landmarks and Historic Districts Commission: Namasha Schelling
Old Pound Road Committee: Alison Boak
Open Space Acquisitions Committee: Dan Paschkes
Planning Board: Namasha Schelling
Police Department: Kevin Hansan
Recreation Commission: Diane Briggs
Water Wastewater Task Force: Alison Boak
Water Control Commission: Dan Paschkes
Zoning Board of Appeals: Diane Briggs

D. Town Board Appointments

RESOLUTION 06-24

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

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

Town Attorney: William P. Harrington, Esq
Deputy Town Attorney: John Loveless, Esq
Town Historian: [TBD]
Town Engineer: Pitingaro & Doetsch
Human Resources: Public Sector HR Consultants
Animal Control Officer: Joan Dooley
IT Manager: Steven Conti
Cemetery Commissioner: Vinnie Duffield
Highway Superintendent: Vinnie Duffield
ADA Parking Issuance Agent: Erin Trostle
Benefits Administrator: Steven Conti

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Records Access Officers: Erin Trostle; Tom Mulcahy (Police Department Records)
Registrar of Vital Statistics: Erin Trostle
Reception Administrator: Erin Trostle
NYS Grants Gateway Administrator: Christeen Dür

E. Chairs of Boards, Commissions, and Committees

RESOLUTION 07-24

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:

Board of Assessment Review: Robert Benjamin
Board of Ethics: Scott Grumman
Comprehensive Plan: Elyse Arnow
Conservation Board: Melinda Avellino
Deer Management: Tom Mulcahy
Drug Abuse Prevention Council/THRIVE: [TBD]
Economic Development Committee (dormant): Diane Briggs
Energy Action Committee: Gayle Reichler
Human Rights Advisory Committee: Sharbari Bose Kamat
Housing Board (dormant): Melinda Avellino
Landmarks and Historic District Commission: Edward Forbes
Old Pound Road Committee: Joseph Virgilio
Open Space Acquisitions Committee: Elyse Arnow
Parking District Commission: Fred Albano
Planning Board: Michele Rudolph
Recreation Commission: Rich Wetchler
Safety Committee: Harvey Dann
Slade Preserve: Steven Conti
Water Control Commission: Bill Bedford
Water Wastewater Task Force: Alison Boak
Zoning Board of Appeals: Tom Smith

F. Ad Hoc Committees

RESOLUTION 08-24

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

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

1. Comprehensive Plan Committee

Elyse Arnow, Joshua Arnow, Melinda Avellino, Peter Avellino, Bill Bedford, Alison Boak, Carla Brand, Diane Briggs, Jennifer Coulter, Ed Condon, Pamela Corey, Colette Dow, Kevin Hansan, Ellen Ivens, Sharbari Bose Kamat, Andrew Karpowich, Rob Knorr, Marie Moreno, Tom Mulcahy, Craig Padawer, Dan Paschkes, Gayle Reichler, Michele Rudolph, Andrea Russo, Namasha Schelling, Lisa Smith, and Deb Tepper

2. Human Rights Advisory Committee

Colette Dow, Sharbari Bose Kamat, and Alison Munsch

3. Deer Management Committee

Dan Atchison (Westchester County), John Baker, Bill Harding, Gail Jankus, Chris Nagy (Mianus River Gorge), Tom Mulcahy, and Steve Stamos (Aquarion)

4. Economic Development Committee (dormant)

5. Old Pound Road Committee

Tina August, Sonia Bain, 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, Kevin Hansan, Jonah Maddock, Jim Perry, Tom Mulcahy, Jim Perry, Andrea Russo, Erin Trostle, Spain Agency, and Worker's Comp Alliance

8. Slade Preserve

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

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9. Water Wastewater Task Force

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

G. POLICIES AND PROCEDURES

RESOLUTION 09-24

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

RESOLVED, that the Town Board hereby adopts the following policies and procedures:

1. Payments in Advance of Audit

The Supervisor is authorized to pay telephone, utility, fuel oil, and postage bills in advance of audit.

2. Authorization to Receive Payments by Credit Card

The Receiver of Taxes, Building Department, Recreation Department, Town Court, and Town Clerk are authorized to receive payments by credit card.

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 third Tuesday evening of the month commencing at 7:30 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.

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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 7:30 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, 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 that day.

5. Chief Administrative Officer – Chief Fiscal Officer

The Supervisor is 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 to those offices.

6. 2024 Procurement Policy

Guideline 1

Every prospective purchase of goods or services shall be evaluated to determine the applicability of General Municipal Law §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.

Guideline 2

All purchases of supplies or equipment greater than \$20,000.00 or public

works contracts greater than \$35,000.00, shall be formally bid pursuant to GML §103.

Guideline 3

All estimated purchases of supplies or equipment estimated at less than \$20,000.00 are subject to the following requirements:

- Purchases estimated at \$5,000.00 to \$19,999.00 require a written Request for Proposal (RFP) and requests for quotes from at least three (3) vendors.
- Purchases estimated at \$2,500.00 to \$4,999.00 require verbal or Internet quotes from at least two (2) vendors.
- Purchases estimated at \$2,499.00 or less require the approval of the department head or Town Supervisor.
- Purchasing decisions, in accordance with these guidelines, are the responsibility of each department head. Any expenditure in excess of \$2,499.00 requires advance approval by the Town Board.

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

- Contracts estimated at \$20,000.00 to \$34,999.00 require a written RFP and at least three (3) requests for quotes from contractors.
- Contracts estimated at \$10,000.00 to \$19,999.00 require a written RFP and at least two (2) requests for quotes from contractors.
- Contracts estimated at \$3,000.00 to \$9,999.00 require approval of the Town Supervisor.
- Contracts estimated at \$2,999 or less require the approval of the department head or Town Supervisor.

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 by whom written quotes have been offered.

All information gathered in complying with these requirements shall be attached and submitted with a payment voucher and procurement cover sheet, when required, to the Town Clerk and subsequently the Finance Department and shall be filed with the Town Clerk.

Guideline 4

The town will consider the overall combination of price, quality, and other elements that are optimal to its needs. 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 other than to the lowest bidder.

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 situations
- Goods purchased from the agencies for the disabled
- Goods purchased from correctional facilities
- Goods purchased from another governmental agency
- Goods purchased at auction

State, county, or other municipality requirements contract (“State Contract”) purchases require quotes from at least two (2) other vendors to confirm that the State Contract amount is the lowest price available.

Guideline 7.

Recognizing the responsibility of local governments to take effective measures to reduce or limit the environmental impacts of their operations and to conserve resources, the Town of Pound Ridge adopts the following:

- a. Priority shall be given to products and services that 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. Priority shall be given to products and services that incorporate products that are made from sustainable materials and/or that contain a significant level of recycled or reprocessed material and that are manufactured locally and/or that are packaged to reduce transportation costs and/or that are certified by the Forest Stewardship Council.
- c. Priority shall be given to products that are minimally packaged using recycled, recyclable, or biodegradable packaging materials.
- d. Priority shall be given to products that reduce impacts on the environment during manufacture, use, or disposal.
- e. Priority shall be given to products and services that reduce or eliminate health risks to employees and/or citizens in their manufacture, use, or disposal. In particular, products that contain chlorine or PVC and/or that 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 services 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 that are not available at a reasonable price in a reasonable period of time.

Guideline 8

The procurement 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

RESOLUTION 10-24

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 appoints the following marriage officers for 2022: Town Clerk Erin Trostle, Town Justice Matthew Brotmann, Town Justice Renée Motola, Town Attorney William P. Harrington, Esq, Supervisor Kevin Hansan, Councilperson Alison Boak, Councilperson Namasha Schelling, Councilperson Diane Briggs, and Councilperson Daniel Paschkes.

G. Mileage Reimbursement

RESOLUTION 11-24

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

RESOLVED, that the Town Board hereby adopts the reimbursement rate of \$0.67 per mile (established by the Internal Revenue Service for 2023) for employees, Town Board members, and other town officials for mileage incurred in the use of a personal automobile on town business.

H. Official Newspaper

RESOLUTION 12-24

Board Action: Motion by Councilperson Paschkes, seconded by Councilperson Briggs, 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; AND BE IT FURTHER

RESOLVED, that bid notices will be posted on the Town's website and published in the official newspaper and, as necessary, in a second publication.

I. Bank Depository

RESOLUTION 13-24

Board Action: Motion by Councilperson Paschkes, seconded by Councilperson Briggs, 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

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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 the TOPR by Supervisor Kevin Hansan, or Deputy Supervisor Diane Briggs, 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

RESOLVED, that the Supervisor Kevin Hansan, Deputy Supervisor Diane Briggs 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

RESOLUTION 14-24

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.

K. Investment Policy

RESOLUTION 15-24

Board Action: Motion by Councilperson Paschkes, seconded by Councilperson Briggs, 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

L. Indemnification of Town Officers

RESOLUTION 16-24

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

M. Standard Workday Reporting for Elected or Appointed Town Officials

RESOLUTION 17-24

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

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

RESOLUTION 18-24

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:

- 1. Association of Towns: \$1,350.00**
Councilperson Briggs 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 2024, 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; and in her absence, Supervisor Hansan is designated as the alternate delegate.
- 2. Network Support Services: \$16,000.00**
The firm of Logically is reappointed as the Town's computer network support and strategic planning firm for 2024, and the Supervisor is authorized to sign an agreement for said services.
- 3. July 4 Celebration: \$19,250.00**
Zambelli Fireworks International is hired to provide the fireworks for the town's 2024 July Fourth celebration.
- 4. Tax Map Maintenance: \$7,850.00**
Cartographic Associates, Inc. (CAI) is appointed for 2024, to continue to provide standard updates and maintenance of the town's tax maps, and the Supervisor is authorized to sign an agreement for said services.
- 5. Agencies:**

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POUND RIDGE, NY
January 2, 2024

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 2024 budget:

- a. Westchester EMS (ALS services): \$181,588.00
- b. Drug Abuse Prevention Council/THRIVE: \$13,000.00
- c. North East Westchester Special Recreation (program for the disabled): \$6,650.00
- d. South Salem Animal Hospital: impoundment fees of \$65.00/night and emergency treatment costs of up to \$200.00 per animal.

O. Personnel Policies Handbook

RESOLUTION 19-24

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

RESOLVED, that the Town Board hereby adopts the Personnel Policies Handbook of the Town of Pound Ridge, dated December 13, 2022.

P. Salary Ratification and Authorization to Pay

RESOLUTION 20-24

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

RESOLVED, that the salaries set forth on the Salary Ratification List and Authorization to Pay Report dated January 2, 2024 are hereby ratified, and 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 8:16 pm.

Erin Trostle, Town Clerk
Dated at Pound Ridge, New York
January 9, 2024