

Kevin C. Hansan
Supervisor

Nicole Engel
Chief of Staff



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Town Council
Alison Boak
Diane Briggs, Deputy Supervisor
Daniel S. Paschkes
Namasha Schelling

Town Board Meeting

Meeting Date: Tuesday, January 2, 2024

Meeting Time: 7:30 pm

Zoom Link: <https://us02web.zoom.us/j/89043944168>

Dial-In Number: 929-205-6099

Meeting ID: 890 4394 4168

- 1. CALL REGULAR MEETING TO ORDER**
- 2. CALL FOR EXECUTIVE SESSION**
- 3. ANNOUNCEMENTS**
- 4. MINUTES**
- 5. NEW BUSINESS**

Boards, Commissions, & Committees: New Appointments & Reappointments

- Board of Assessment Review: reappoint Patricia Mulligan for a 5-year term
- Board of Ethics: appoint Scott Grumman as Chair, reappoint Jim Glascott, 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
- Housing Board: reappoint Marie Moreno for a 2-year term
- Landmarks Commission: reappoint Jill Delaney, Craig Padawer, and Cahal Whelan for a 3-year term
- Planning Board: reappoint Rob Knorr for a 7-year term
- Recreation Commission: reappoint Rich Wetchler for a 7-year term
- Water Control Commission: reappoint Betsey Miller for a 5-year term
- Zoning Board of Appeals: reappoint Tom Smith as Chair for a 5-year term

Supervisor's Office

- Accept new procedure to hire Boards, Commissions, & Committees members

Finance Department

- Adopt Credit Card Policy

Landmarks & Historic District Commission

- Accept resignation of Town Historian Edward Condon

6. FINANCIAL MATTERS

7. ADJOURN REGULAR MEETING

8. CALL TO ORDER ORGANIZATIONAL MEETING

A. Supervisor's Appointments

Deputy Supervisor: Diane Briggs

Chief of Staff to Supervisor: Nicole Engel

Director of Finance: Steve Conti

OEM Director: David Dow

OEM Deputy Director: Kevin Hansan

B. Special Advisors to Supervisor & 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

Library Board: Kevin Hansan

New Dawn: Alison Boak

Sustainable Westchester: Dan Paschkes

Water Wastewater: Alison Boak

Westchester County Shared Services: Erin Trostle

WEMS: Tom Mulcahy

Wireless Communications: Diane Briggs

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

Audit Bills: Namasha Schelling

Board of Assessment Review: Alison Boak

Board of Ethics: Kevin Hansan

Comprehensive Plan: Kevin Hansan

Conservation Board: Dan Paschkes

Drug Abuse Prevention Council: Diane Briggs

Economic Development Committee: Diane Briggs - Dormant

Energy Action Committee: Dan Paschkes

Highway and Maintenance: Diane Briggs
Housing Board: Dan Paschkes - Dormant
Human Rights Advisory Committee: Namasha Schelling
Landmarks & Historical District 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

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 LLC
Animal Control Officer: Joan Dooley
IT Manager: Steve Conti
Cemetery Commissioner: Vinnie Duffield
Highway Superintendent: Vinnie Duffield
ADA Parking Issuance Agent: Erin Trostle
Benefits Admin.: Steve Conti
FOIL Officers: Erin Trostle, Tom Mulcahy (Police Records)
Registrar of Vital Statistics: Erin Trostle
Reception Admin: Erin Trostle
NYS Grant Gateway Admin.: Christeen Dur

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

Board of Assessment Review: Robert Benjamin
Board of Ethics: Scott Grummon
Comprehensive Plan: Elyse Arnow
Conservation Board: Melinda Avellino
Deer Management: Tom Mulcahy
Drug Abuse Prevention Council: TBD
Economic Development Committee: Diane Briggs - Dormant
Energy Action Committee: Gayle Reichler

Human Rights Advisory Committee: Sharbari Bose Kamat
Housing Board: Melinda Avellino - Dormant
Landmarks & Historic District Commission: Edward Forbes
Old Pound Road: Joe Virgilio
Open Space Acquisitions Committee: Elyse Arnow
Parking District: Fred Albano
Planning Board: Michele Rudolph
Recreation Commission: Rich Wetchler
Safety Committee: Harvey Dann
Slade Preserve: Steve Conti
Water Control Commission: Bill Bedford
Water Wastewater Task Force: Alison Boak
Zoning Board of Appeals: Tom Smith

F. Ad Hoc Committees

Comprehensive Plan Committee

Chair 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

Human Rights Advisory Committee

Colette Dow, Sharbari Bose Kamat, and Alison Munch

Deer Management Committee

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

Economic Development Committee - Dormant

Old Pound Road Committee

Tina August, Sonia Bain, Alexander Goldfarb, Kevin Hansan, Andy Karpowich, Max Mosolino, Rob Rauch, Joe Virgilio, and Rich Wetchler

Parking District Owners Advisory Committee

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

Safety Committee

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

Slade Preserve

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

Water Wastewater Task Force

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

G. Policies & Procedures

A. Payments in Advance of Audit

Supervisor is authorized to pay telephone, utility, fuel, oil, 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 payment by credit cards.

C. Meeting Dates & 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, NY, 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 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, Zoning Board of Appeals, and Water Control Commission, along with other such boards, commission, and committees as the Town Board may determine, will be streamed on line 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 on Friday before the meeting and posted to the Town's website that day.

E. Chief Administrative Officer – Chief Fiscal Officer

The Supervisor will be and is hereby designated as 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 2024

Guideline 1:

Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML §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 (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.

Guideline 3:

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

- Purchases estimated from \$5,000 to \$19,999 require a written Request for Proposal (RFP) or written quotes from at least 3 vendors.
- Purchases estimated from \$2,500 to \$4,999 require verbal or Internet quotes from at least 2 vendors.
- Purchases estimated at \$2,499 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 must have advance approval of the Town Board.

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

- Contracts estimated from \$20,000 to \$34,999 require a written RFP or at least 3 quotes from contractors.
- Contracts estimated from \$10,000 to \$19,999 require a written RFP or at least 2 quotes from contractors.

- Contracts estimated from \$ 3,000 to \$ 9,999 require approval of the Town Supervisor.
- Contracts estimated at \$2,999 or less require 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.

Guideline 4:

The Town will consider the overall combination of price, quality and other elements that are optimal to the needs of the Town. 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 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 situation
- Goods purchased from the agencies for the disabled
- Goods purchased from correctional facilities
- Goods purchased from another governmental agency
- Goods purchased at auction

Guideline 6a:

State, County, or other Municipality Requirements Contract (“State Contract”)
Purchases from State Contract require quotes from at least 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 conserve resources, the Town of Pound Ridge adopts the following:

- a. 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. 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 Forrest Stewardship Council.
- c. Priority shall be given to products which 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.

G. Appointment of Marriage Officers

That the following be appointed as the Town's Marriage Officers for 2024: Town Clerk Erin Trostle, Town Justice Matthew Brotmann and Town Justice Renee Motola, Town Attorney William Harrington, Esq., Supervisor Kevin Hansan, Councilmembers Alison Boak, Namasha Schelling, Diane Briggs, and Dan Paschkes.

H. Mileage Reimbursement

That the Town of Pound Ridge pay the reimbursement rate of \$0.67 cents per mile (established by the IRS for 2024) 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 Diane Briggs, 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 Diane Briggs or Director of Finance, Steve 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 (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 acknowledges that for new terms beginning on or after August 12, 2009, all elected or appointed Town Officials that are in the New York State Retirement System shall be required to keep records of their time for a three-month period within 150 days of the beginning of the calendar year after their election or appointment, in accordance with the requirements outlined by New York State, and, the first Town Board Meeting in June, as resolution establishing a standard workday 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 Diane Briggs 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 2024 and to cast the vote of the Town, pursuant to Section 6, Article III of the Constitution of By-Laws of said Association. Kevin Hansan will be the alternate. The cost of her attending will be as budgeted.

b. Network Support Services: \$16,000.00

The firm of Logically be and is hereby reappointed as the Town's computer network support and strategic planning firm for 2024, and the Supervisor be authorized to sign an agreement for said services.

c. July 4 Celebration: \$19,250.00

Zambelli Fireworks International is hired to provide the fireworks by our 2024 July 4 celebration.

d. Tax Map Maintenance: \$7,850.00

Cartographic Associates, Inc. (CAI) be continued for 2024, to provide standard updates and maintenance of our Tax Maps, and the Supervisor be authorized to sign an agreement for said services.

e. 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 2024 budget:

- Westchester EMS (ALS Services) - \$181,588.00
- Drug Abuse Prevention Council - \$13,000.00
- North East Westchester Special Recreation (Program for Disabled) - \$6,650.00
- South Salem Animal Hospital – impoundment fees of \$65.00/night and emergency treatment costs of up to \$200.00/animal

P. Personnel Policies Handbook

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

Q. Salary Ratification and Authorization to Pay

The salaries set forth on the Salary Ratification List and Authorization to Pay Report, dated January 1, 2024, be and are hereby ratified and the Supervisor be and is hereby authorized to pay said salaries.

9. ADJOURN ORGANIZATIONAL MEETING