

MINUTES OF THE JANUARY 16, 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
COUNCILPERSON DIANE BRIGGS
COUNCILPERSON DANIEL PASCHKES
COUNCILPERSON NAMASHA SCHELLING (via Zoom videoconference)

ALSO

PRESENT: TOWN ATTORNEY WILLIAM HARRINGTON
TOWN CLERK ERIN TROSTLE

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 Briggs, seconded by Councilperson Paschkes, all voting aye, to call for an executive session on at 7:30 pm on Tuesday, January 23, 2024.

Board Action: Motion by Councilperson Paschkes, seconded by Councilperson Briggs, all voting aye, to amend the prior motion by calling for the aforementioned executive session to be rescheduled for 7:30 pm on Tuesday, January 30, 2024.

III. ANNOUNCEMENTS

- Sadly, long-time Pound Ridge resident S. Lawrence (“Larry”) Brotmann, the father of Town Justice Matt Brotmann, passed away on Monday, January 15. Larry served the town in many ways, including as a member of the Zoning Board of Appeals, the Energy Action Committee, and the historical society. A memorial gathering will be held on Sunday, January 21, from 1:00 pm to 4:00 pm.
- January is human trafficking awareness month. You are invited to the Kitchen Table on Sunday, January 21 at 3:00 pm to learn more about this topic. Speakers will include Councilperson Boak and former Police Chief David Ryan.

IV. MINUTES

Board Action: Motion by Councilperson Briggs, seconded by Councilperson Paschkes, all voting aye to approve the minutes of the January 2, 2024 Town Board meeting.

V. NEW BUSINESS

- A. Town Attorney – Cannabis update**

Town Attorney Harrington indicated that the town is simultaneously seeking to determine whether legislative action might offer the town a second opportunity to opt out of cannabis-related retail businesses and working toward amending the zoning code to regulate the operation of such businesses.

Town officials met with State Senator Shelley Mayer and Assembly Member Chris Burdick regarding the legislative approach, which would first require the Town Board to adopt a resolution expressing support for such an approach so that a bill could then be introduced at the state level. The Town Board could then adopt a resolution specifically referencing the bill. State Senator Mayer and Assembly Member Burdick are reviewing the town's draft resolution so that it can be considered, as amended if at all, at the first February 6 Town Board meeting.

Town Attorney Harrington also noted that a draft zoning amendment was shared publicly in December and indicated that a revised draft should be ready for discussion at the February 6 meeting. Town officials have held discussions with representatives of the Cannabis Control Board, who reaffirmed the town's authority to regulate the time, place, and manner of dispensary operations and indicated that no permits would be issued by the state while the moratorium on development in the business district remains in effect.

B. Finance – Review of audit results

Director of Finance Steven Conti introduced Robert Daniele and Lawrence Feldman, of PKF O'Connor Davies, who presented the results of the 2021 audit. Mr. Daniele indicated that the audit team is on track to begin work on the 2022 audit shortly and to get back on schedule soon. He also said that O'Connor Davies issued an unmodified or "clean" opinion for 2021.

Mr. Daniele pointed out that General Fund revenues exceeded expenditures during 2021 by approximately \$577,000. Mr. Feldman provided a detailed comparison of budgeted and actual revenues for the 2021 General Fund and also discussed revenue trends related to Covid during 2019–2021. He then discussed budgeted and actual expenditures and discussed expenditure trends during the same period. The unassigned fund balance was just over \$759,000, or approximately 10.6% of the adopted budget, at year end.

Mr. Daniele noted that expenses exceeded revenues for the Highway Fund by approximately \$180,000, and Mr. Feldman again provided a detailed comparison of budgeted and actual amounts for revenues and expenditures.

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After summarizing debt service requirements, Mr. Daniele noted that the town has held budget increases under the 2% tax cap for over five years and successfully navigated challenges associated with the pandemic. Budgetary goals going forward will include monitoring the Highway Fund, though the shortfall will be corrected when state NYSDOT Consolidated Local Street and Highway Improvement Program (CHIPS) funding is received, and aiming for modest growth in the unrestricted fund balance, which should not exceed 15% of budgeted annual expenditures.

C. Supervisor’s Office – Authorization to sign agreement

RESOLUTION 21-24

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

RESOLVED, that the Town Board hereby authorizes the Supervisor to sign the 2024 agreement among Bedford, Lewisboro, and Pound Ridge to fund a drug abuse prevention council AND BE IT FURTHER

RESOLVED, that the expenditure of \$13,000 to fund the program be approved as budgeted.

D. Receiver of Taxes – Approval for refunds

RESOLUTION 22-24

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

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

<u>Payee</u>	<u>Parcel</u>	<u>Amount</u>	<u>Reason</u>
Corelogic	9618-15.2	\$5,756.01	duplicate payment
Corelogic	10263-44	\$6,656.25	duplicate payment
Lionheart Building LLC	9456-6	\$0.01	overpayment
Timothy Paterson	9455-14	\$0.56	overpayment

E. Recreation Department

1. Approval for refund

RESOLUTION 23-24

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

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RESOLVED, that the Town Board hereby authorizes the refund of a \$500.00 Conant Hall security deposit to Adam Schulman for a rental that occurred on August 5, 2023.

2. Authorization to waive Conant Hall deposit and fee

RESOLUTION 24-24

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

RESOLVED, that the Town Board hereby waives the damage deposit and rental fee for the memorial gathering for Lawrence Brotmann to be held on January 21, 2023.

F. Town Clerk

1. Request to amend plumbing services bid award

RESOLUTION 25-24

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

RESOLVED, that the Town Board hereby authorizes the Town Clerk to re-bid the plumbing services contract through the end of 2024.

2. Request to amend flower basket bid award

RESOLUTION 26-24

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

RESOLVED, that the Town Board hereby approves an increase in the amount of the flower basket bid award to Valley View Nursery from \$3,329.00 to \$4,049.

G. Planning Board – Approval for return of unused escrow

RESOLUTION 27-24

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

RESOLVED, that the Town Board hereby approves the return of an unused Planning Board escrow in the amount of \$2,222.50 to Samuel Spiegel, of 128 Old Stone Hill Road.

H. Comprehensive Plan – Approval for Hardesty & Hanover proposal

Comprehensive Plan Committee Chair Elyse Arnow described progress made to date by the eight working groups of the committee and presented a proposal from Hardesty & Hanover to provide structural support as well as research and analysis. Councilman Paschkes noted that any agreement with Hardesty & Hanover should specify an hourly rate and indicate proposed billing frequency. The matter was tabled, to be revisited at the February 6, 2024 meeting.

I. Conservation Board – Approval to hang banners

RESOLUTION 28-24

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

RESOLVED, that the Town Board hereby approves the Conservation Board's request to hang streetlight banners for the Repair Café in the business district from March 11 through March 15, 2024, subject to the approval of the Building Inspector.

J. Water/Wastewater Task Force – Approval for income study

RESOLUTION 29-24

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

RESOLVED, that the Town Board hereby approves the expenditure of \$5,990 for G&G to conduct an income study in the Scotts Corners business district.

K. Liaison Reports

Councilperson Briggs said that the Recreation Department is gearing up for a busy summer camp season and that there are many summer job opportunities for young people.

Councilperson Boak said that the remaining work on the engineering study for the Water Wastewater Task Force will be completed soon.

Councilperson Paschkes reported that the Conservation Board is making plans for its annual amphibian migration event.

VI. Financial Matters – Pay bills

RESOLUTION 30-24

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

RESOLVED, that the Town Board hereby authorizes the Supervisor to pay the following claims as described in Abstract 01-2024:

Fund	Claim Numbers	Total Amount
General Fund	A00001–A00084 A00089 A00099–A00102	\$142,325.18
Highway Fund	D00001–D00005 D00007–D00019	\$75,837.13
Trusts & Agency	AT00001–AT00008	\$7,312.50

AND BE IT FURTHER RESOLVED, that the following advance-of-audit payments listed in Abstract 01-2024 are hereby allowed:

Fund	Claim Numbers	Total Amount
General Fund	A00085–A00088 A00090–A00098	\$25,534.95
Highway Fund	D00020–D00021	\$984.77

- I. **ADJOURNMENT:** There being no further business to come before the Board, Supervisor Hansan adjourned the meeting at 9:00 pm.

- II. **RECONVENE AS PARKING DISTRICT COMMISSION:** Supervisor Hansan called the meeting to order at 9:00 pm.

RESOLUTION 31-24

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

RESOLVED, that the Town Board hereby authorizes the Supervisor to pay the following claim as described in Abstract 01-2024:

Fund	Claim Number	Total Amount
Parking District	ST00001	\$856.25

AND BE IT FURTHER RESOLVED, that the following advance-of-audit claims listed in Abstract 01-2024 are hereby allowed:

Fund	Claim Numbers	Total Amount
Parking District	ST00002–ST00005	\$1,096.39

III. ADJOURNMENT: There being no further business to come before the Board, Supervisor Hansan adjourned the meeting at 9:02 pm.

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