



## TOWN OF POUND RIDGE

### New Boards, Commissions, & Committees Rules of Procedure

RESOLVED, that the Town Board hereby adopts the procedure for appointments to Boards, Commissions, and Committees of the Town of Pound Ridge as specified below:

#### 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 Personnel Manual adopted by the Town Board.

**Town of Pound Ridge  
Credit Card Policy  
Adopted 01/02/2024**

**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.



**From:** [Nicole Engel](#)  
**To:** [Nicole Engel](#)  
**Cc:** [Nicole Engel](#)  
**Subject:** FW: Town Historian  
**Date:** Friday, December 22, 2023 12:09:29 PM

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**From:** Edward Condon <[edwardcondon@gmail.com](mailto:edwardcondon@gmail.com)>  
**Date:** December 22, 2023 at 11:49:09 AM EST  
**To:** Kevin Hansan <[supervisor@townofpoundridge.com](mailto:supervisor@townofpoundridge.com)>  
**Subject: Town Historian**

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Kevin,

I will be resigning as Town Historian effective the end of this month, The time has come for the next generation of memory keepers to preserve our past and ensure that the contributions of those who came before us are not forgotten.

It has been my great privilege to serve the community I love and I would like to express my thanks to you and the members of the town board for providing me with the opportunity to do so. Your support of the Landmarks Commission and Historical Society has been critical for the success of their mission.

Best wishes for a great 2024 in the special place we all call home.

Ed Condon