

MINUTES OF THE ORGANIZATIONAL MEETING OF THE TOWN BOARD OF THE TOWN OF POUND RIDGE, HELD ON JANUARY 6, 2011 AT THE TOWN HOUSE, 179 WESTCHESTER AVENUE, POUND RIDGE, N.Y., COMMENCING AT 8:00 P.M.

PRESENT: SUPERVISOR GARY D. WARSHAUER; COUNCIL MEMBERS: DANIEL PASCHKES, RICHARD LYMAN, PETER FALCO AND PAUL McCONVILLE

ALSO PRESENT: TOWN ATTORNEY JAMES J. SULLIVAN, ESQ.
DEPUTY TOWN SUPERVISOR JONATHAN POWERS
TOWN CLERK JOANNE PACE

CALL TO ORDER: Supervisor Warshauer called the meeting to order at 8 p.m.

CALL FOR EXECUTIVE SESSION: None

ANNOUNCEMENTS:

The continuation of the Public Hearing on the T-Mobile Application for a cell tower at the Ambulance Corps property in Scotts Corners will be held on Thursday, January 13, 2011, 7:00 p.m., at Conant Hall.

Supervisor Warshauer extended on behalf of the Town Board and all of our residents a very Happy 100th Birthday to resident and former Landmarks & Historic District Commission member Mary Moat.

MINUTES: Acknowledge/correct/accept minutes of Town Board Work Session of November 24, 2010 and Executive Session on November 24, 2010 and Town Board meeting on December 2, 2010.

RESOLUTION #: 1-11

Board Action: Motion by Councilman Lyman, seconded by Councilman McConville, all voting aye on the following:

RESOLVED, that the Town Board hereby accepts the minutes of the Town Board Work Session of November 24, 2010 and Executive Session on November 24, 2010. The Town Board meeting of December 2, 2010 will be accepted at the next Town Board meeting.

PUBLIC HEARINGS:

- **Continuation of Public Hearing to consider amendments to Chapter 39 of the Town Code: Animal: Control of Dogs.**

Board Action: Motion by Councilman Lyman, seconded by Councilman Falco, all voting aye to open the continuation of the Public Hearing to consider amendments to Chapter 39 of the Town Code: Animal: Control of Dogs.

At the last meeting on the Control of Dogs, there were two items that were being considered. The first was in Section 39-5. B. (1) adding a leash law in Pound Ridge that currently does not exist. The suggestion was "It shall be unlawful for any owner of or any person harboring any dog in the Town of Pound Ridge to allow such dog to:

MINUTES OF THE MEETING OF THE TOWN BOARD
TOWN OF POUND RIDGE
POUND RIDGE, NY
JANUARY 06, 2011

- (1) "Be off the premises owned or leased by the owner or harbinger of said dog unless said dog is held on a physical leash-restraint and under control by a responsible person."

One resident has some concerns about the way this law is amended. He is an owner of three dogs and if he has them out behind their invisible fence and they chase an animal out of the fenced area, they would be fined because they are out without a leash. He disagrees with the fine schedule.

Councilman Paschkes stated that it should be noted that the existing statute already contains prohibitions against dogs that chase or menace people.

Jim Downes, Fox Run Road, spoke against any amendments to the existing dog law. Many people feel that we are being over-regulated these days. When it comes to passing statutes to amend laws, we should really look to see if it is in the best interest of the people. We already have a statute in place that prohibits certain kinds of conduct. There has been one complaint filed against them, however, Mr. Downes believes he has his dog under control at all times. A leash law would prohibit them taking the dog off their property for a walk without a leash. There haven't been enough complaints to warrant these amendments. He wants to know who proposed these amendments and what due diligence has been done and how many studies have been done because of this. He is not talking about dangerous dogs. This would infringe upon the rights of people to have a gentle dog walking about in their own neighborhoods.

Marty Kremer, Pine Drive, said that the Town Board has not explained thoroughly why these amendments are necessary. Supervisor Warshauer said that Chief David Ryan and Dog Control Officer Joan Dooley will address this but the issue relates to the fact that there are some incidents where the dogs are not under control and people have been injured and feel they have been accosted by a dog.

Another resident stated that sometimes dogs on leashes are more aggressive than those off leash. Common sense and courtesy should prevail.

Supervisor Warshauer asked the audience who was for the amendments and who was against the amendments and the majority were against the amendments to the Dog Control Law.

Joan Dooley, Dog Control Officer, said that she understands that those with dogs like to freely walk their neighborhood with their dogs off leash but she mentioned that there are people who are afraid of dogs or just don't like dogs and would like the freedom to walk the same roads without having dogs approach them or intimidate them. The majority of people who have their dogs off leash are not in control of their dogs. There is no adequate definition of voice control that makes things cut and dry.

It was mentioned that some other Towns have dog parks where the dogs can run freely, we don't have that in Pound Ridge.

Page No. 3
MINUTES OF THE MEETING OF THE TOWN BOARD
TOWN OF POUND RIDGE
POUND RIDGE, NY
JANUARY 06, 2011

Councilman McConville said that he would like to hear from Chief Ryan and hear what he has to say about the need for these amendments and what the effect would be.

Chief Ryan said that 95% of the times, appearance tickets are not issued with dog complaints. The officers try to mediate all dog cases. They come up with a solution that works. He doesn't feel that a leash law is necessary, but in public places they should be leashed. The Town Park requires dogs to be leashed and at all public gatherings. He respects all opinions. He feels that there are a lot of ways to satisfy both sides. The Town can create zones-parks and preserves where you can have dogs run freely. The Town Park needs to have dogs on leash and high pedestrian traffic areas need dogs on leash. The larger fines are good to keep in the amended law to deter repeated violations. Chief Ryan suggested forming a committee to come up with a solution to satisfy everyone. They should maintain our freedom and try to find a right balance.

Josina van der Maas, So. Bedford Road, explained that she is allergic to dog's saliva and wants there to be a dog leash law to prevent an incident if she is walking.

Councilman McConville strongly dislikes committees but agrees with Chief Ryan.

Jim Downes said that a committee is not necessary. He feels it should be tabled and have someone do some due diligence or a study and keep a record of complaints.

Councilman Paschkes said that most cases have been mediated to solve the problems under the existing ordinance.

Gail Wildman, Beech Hill Lane, spoke again about the harassment she has been dealing with for over a year as she walks her neighborhood. There is a dog that constantly approaches her and growls at her. She is petrified by the dog and wants a leash law.

The other problem or proposed amendment is 39-5 B. (2). Habitual Barking. It is hard to put an exact limitation of time but it must be dealt with. This will be discussed with the committee.

Councilman Falco said that the issue is trying to find language which gives the Dog Control Officer and the Chief the authority to do something about a complaint. The language should enable the appropriate action and penalties but not hurt everyone.

Councilman Paschkes remarked that you can't legislate tolerance but this is legislating intolerance.

Councilman Lyman said that the legislation conjures the cartoon image of a dog officer in uniform with a net rounding up strays and taking them to the pound. The real problem today is societal, where a lack of respect for the rights of others is lacking. The proposed changes are tools for proper enforcement when it applies. And while this particular language may need modification, it allows the Dog Control Officer and the Police to do their job.

MINUTES OF THE MEETING OF THE TOWN BOARD
TOWN OF POUND RIDGE
POUND RIDGE, NY
JANUARY 06, 2011

RESOLUTION #: 2 -11

Board Action: Motion by Councilman McConville, seconded by Councilman Lyman, all voting aye on the following:

RESOLVED, that the Town Board hereby sets up an Ad-Hoc Committee to take into account the discussion we had tonight to consider amendments to Chapter 39 of the Town Code: Animal: Control of Dogs with Deputy Supervisor Jon Powers as Chair of the Committee and make recommendations for the revisions to the Control of Dogs ordinance.

There will be representation from both sides of this issue and it will be a balanced committee. Councilman Paschkes feels strongly about being a part of this committee and his recommendations are welcomed.

RESOLUTION #: 3-11

Board Action: Motion by Councilman Paschkes, seconded by Councilman Falco, all voting aye on the following:

RESOLVED, that the Town Board will continue the Public Hearing to consider amendments to Chapter 39 of the Town Code: Animal: Control of Dogs on Thursday, March 10, 2011.

NEW BUSINESS:

- **Conservation Board Request to sponsor a Pound Ridge Youth, age 12-14, to attend the NYSDEC Education Summer Camp, cost \$350.**

RESOLUTION #: 4-11

Board Action: Motion by Councilman Paschkes, seconded by Councilman McConville, all voting aye on the following:

RESOLVED, that the Town Board hereby authorizes sponsorship of a Pound Ridge youth for attendance at the New York State Department of Environmental Conservation Environment Education Summer Camp for one week at the cost of \$350.00 pursuant to memo dated December 16, 2010.

- **Accept Resignation of Assistant Court Clerk**

RESOLUTION #: 5-11

Board Action: Motion by Councilman Paschkes, seconded by Councilman McConville, all voting aye on the following:

RESOLVED, that the Town Board hereby accepts the resignation of Assistant Court Clerk Cindy Burchetta-Smith effective January 7, 2011.

DEC Payment –

Jon Powers, Deputy Supervisor, is requesting authorization to pay up to \$5,000 to Woodard and Curran to assist the Town with a DEC audit of our MS4 requirements.

RESOLUTION #: 6-11

Board Action: Motion by Councilman Falco, seconded by Councilman Paschkes, all voting aye on the following:

RESOLVED, that the Town Board hereby authorizes the payment of up to \$5,000 to Woodard and Curran to assist the Town with a DEC audit of our MS4 requirements subject to a written estimate from Woodard and Curran.

ADJOURN REGULAR MEETING:

Board Action: Motion by Councilman Paschkes, seconded by Councilman Lyman, all voting aye to adjourn the regular meeting of the Town Board at 10 p.m.

CALL TO ORDER: ORGANIZATIONAL MEETING-Opened at 10:00 p.m.

SUPERVISOR'S APPOINTMENTS:

RESOLUTION #: 7-11

Board Action: Motion by Councilman Falco, seconded by Councilman Paschkes, all voting aye on the following:

RESOLVED, that the Town Board hereby approves the following Supervisor's appointments:

Deputy Supervisor: Jonathan Powers

Confidential Secretary to the Supervisor: Marianne S. Vitelli
Director of Finance: Steven Conti
OEM Executive Director: Jonathan Powers

Special Advisors to the Supervisor and the Town Board

RESOLUTION #: 8-11

Board Action: Motion by Councilman Paschkes, seconded by Councilman McConville, all voting aye on the following:

RESOLVED, that the Town Board hereby approves the following Special Advisors to the Supervisor and Town Board:

Insurance: Harvey Dann
Croton Watershed & NYC Dept. of Environmental Protection Representative: Jon Powers
Air Space Alliance Representative: Jon Powers
Environmental Initiatives Advisor: Bill Harding
Westchester County Septic Committee: Dick Lyman
Northern Westchester Energy Action Coalition: John Maddocks

Appointment of Town Board Liaisons to Boards and Commissions:

RESOLUTION #: 9-11

Board Action: Motion by Councilman McConville, seconded by Councilman Paschkes, all voting aye to approve the following appointments:

Town Board Liaisons:

Audit Bills: Peter Falco
Business District: Dick Lyman
Conservation Board: Paul McConville
Drug Abuse Prevention Council: Gary Warshauer
Highway Department: Dick Lyman
Housing Board: Paul McConville
Landmarks & Historic Districts Commission: Peter Falco
Office of Emergency Management: Dick Lyman
Open Space Acquisitions Committee: Dan Paschkes
Planning Board: Paul McConville
Police Department: Gary Warshauer
Recreation Commission: Dan Paschkes

Sustainability Task Force: Jon Powers
Water Control Commission: Dan Paschkes
Zoning Board of Appeals: Paul McConville

Ad Hoc Committees:

RESOLUTION #: 10 -11

Board Action: Motion by Councilman Lyman, seconded by Councilman McConville, all voting aye to approve the following Ad-Hoc Committees and their members:

Employee Handbook Revisions Committee: Joanne Pace, David Ryan, Jon Powers, Dick Lyman and Steve Conti

Safety Committee: Harvey Dann, Chairman, Dick Lyman, Dave Ryan, David Goldberg, Vinnie Duffield, Ray Andretta, Jim Perry, Steve Conti, Joanne Pace, Marianne Vitelli, Tom Sternberg and Ruth Desimone (SKCG Group)

Biotic Corridor Committee: Jon Powers, Gail Jankus, Bill Harding, Dick Lyman and Gary Warshauer

Community Center Construction Committee: John Ritzcovan, Chairperson, Dick Lyman, Dan Paschkes, Elizabeth Harrington, Van Muller, John Maddocks, Max Musalino and Robert Lichtenberger

Airspace Committee: Heather Wolf-Chairperson, Alison Boak, Alan Mantel, Howard Newman, Maryam Newman and Ellen Ivens

Sustainability Task Force: John Maddocks, Chairperson, Clay Fowler, Gail Jankus, Josina Vandermaas, Larry Brotmann, Peter Kennedy, Richard Mendes, Tom Smith, Michele Rudolph and Joe Tripodi

Deer Management Committee: David Ryan, Jon Powers, Bill Harding and Gail Jankus

Wireless Telecommunications Advisory Committee: members to be appointed at a future meeting.

TOWN BOARD APPOINTMENTS:

RESOLUTION #: 11-11

Board Action: Motion by Councilman McConville, seconded by Councilman Falco, all voting aye on the following:

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

Town Attorney: James J. Sullivan, Esq.
Deputy Town Attorney: William P. Harrington, Jr., Esq.
Town Historian: Steve O'Brien
Registrar of Vital Statistics: Joanne Pace & Deputy Carole Wollenweber
Office Manager: Joanne Pace
Deputy Receiver of Taxes: Lorraine Sannicandro
Dog Control Officer: Joan Dooley
IT Manager: Steve Conti

APPOINTMENTS TO BOARDS AND COMMISSIONS

RESOLUTION 12-11

Board Action: Motion by Councilman Lyman, seconded by Councilman McConville, all voting aye on the following:

RESOLVED, that the Town Board hereby authorizes the following appointments to Boards and Commissions:

Board of Assessment Review Appoint Ja Lee Kao, Chair and 5th member needed to a 5 year term (2015). (Board Members/Terms are: (Vic Jacoby 11; Ja Lee Kao 12; Charlie Tomaselli 13; Stuart Dweck 14, new member 15)

Board of Ethics Re-appoint John Freund as Chairman and 5th member needed to a new 1 year term. (Board Members/Terms are: John Freund 11; Betty Goodman 11; Jim Downes 11; new member 11; Jim Sullivan ex-officio)

Conservation Board Re-appoint Gail Jankus, Chair AND Richard Mendes, Cynthia Rigas, and Alan Melting to 2 year terms 2012 AND Carrie Sears to fill Michael Reed's unexpired term 2011. (Board Members/Terms are: Richard Mendes 12; Cynthia Rigas 12; Rob Powell 11; Gail Jankus 11; Tom Smith 11; Leah Benincasa 11; Carol Sherwood 11)

Drug Abuse Prevention Council Re-appoint Wendy Cummings AND Barbara Carbone as Co-Chairwomen and Wendy Cummings and Lisa Gerard to 2 year terms 2012. (Board Members/Terms are: Wendy Cummings 12; Lisa Gerard 12; Barbara Carbone 11; Judy Ford 12; Debbie Sears 12)

Housing Board: Re-appoint Josina van der Maas Chairwoman AND Mary LaTronica to a 7 year term to 2017. (Board Members/Terms are: Mary LaTronica 17; Suzy Beatty 11; Josina van der Maas 12; Ken Olsen 13;), Kitty Wynkoop 14; Carol Powers 15; Jerry Bisceglia 16)

Landmarks & Historic District Commission Acknowledge that Carol Cioppa has been re-appointed Chairwomen. (Board Members/Terms are: Carol Cioppa 11; Laurence Marner 11; Deborah Benjamin 11; Faith Glassman 12; Timothy Hall 12; vacancy 12; Gerald Gamer 12; Steve O'Brien Vice Chair, Town Historian)

Open Space Acquisitions Committee Re-appoint Tom Anderson chairman, with 1 vacancy to be filled. (Board Members/Terms are: Tom Anderson; John Bria; Vic Jacoby; Gail Jankus; Rob Powell; Cynthia Rigas; Laurie Sturz; Thomas Zeirk)

Planning Board Re-appoint Clay Fowler Chairman and Andrew Brodnick to a 7 year term to 2017. (Board Members/Terms are: Andrew Brodnick 17; John Bria 11; Clay Fowler 12; Judy Kennedy 13; Steven Kushner 14; Peter Efremenko 15; Sam Mlynar 16)

Recreation Commission Re-appoint John Ritzcovan chairman and Van Muller to a 7 year term to 2017. (Board Members/Terms are: Van Muller 17; Elizabeth Harrington 11; John Ritzcovan 12; Jennifer Eisman 13; Rich Gill 14; Mia Sgaglio 15; Gene Mauro 16)

Water Control Commission Re-appoint Bill Bedford chairman and Peter Kennedy to a 5 year term to 2015. (Board Members/Terms are: Peter Kennedy 15; Bill Bedford 11; Daniel Desio 12; Peter Senatore 13; Betsy Miller 14)

Zoning Board of Appeals Re-appoint Les Maron chairman and Murray Levy to a 5 year term to 2015. (Board Members/Terms are: Murray Levy 15; Larry Brotman 11; Les Maron 12; Tom Smith 13; David Grub 14)

POLICIES AND PROCEDURES:

1. PAYMENTS IN ADVANCE OF AUDIT:

RESOLUTION #: 13-11

Board Action: Motion by Councilman McConville, seconded by Councilman Lyman, all voting aye on the following:

RESOLVED, that the Supervisor be and is hereby authorized to pay telephone, utility, fuel oil, credit card, fireworks day, memorial day and postage bills in advance of audit.

2. MEETING DATES AND PROCEDURES:

RESOLUTION #: 14-11

Board Action: Motion by Councilman Lyman, seconded by Councilman McConville, all voting aye on the following:

RESOLVED, that the regular meetings of the Town Board of the Town of Pound Ridge will be held on the first and second Thursdays of each month, commencing at 8:00 p.m., at the Town House (unless designated otherwise by a vote of the Town Board), AND, BE IT

FURTHER RESOLVED, that the meetings be taped and the tapes kept for three years from the meeting date; that the tape recordings, the Town Clerk's notes and any notes taken by a Board member, be paraphrased to the extent that paraphrasing is necessary for clarity, in the written minutes prepared in the Town Clerk's office. Verbatim transcription, and/or written statements will be included in the minutes when so requested, AND, BE IT

FURTHER RESOLVED, that the minutes will be posted on the Town's web site within one week of their approval by the Town Board and that the first meeting of each month's minutes will be approved by the Board at the second monthly meeting and the second meeting of each month's minutes will be approved at the work session and that the work session minutes will be approved at the first meeting of each month, AND, BE IT

FURTHER RESOLVED, that regular Work Sessions of the Board will be held the **fourth** Wednesday of every other month, commencing at 8:00 a.m. at the Town House (unless designated otherwise by a vote of the Town Board), AND, BE IT

FURTHER RESOLVED, that the Supervisor's Forums will be held the 1st Saturday of each month from 10:00 a.m. – 11:30 a.m., at the Town House (unless designated otherwise by the Supervisor), AND, BE IT

FURTHER RESOLVED, that other work sessions of the Town Board will be scheduled as necessary, by a vote at one of the regularly scheduled public meetings or work sessions, AND, BE IT

FURTHER RESOLVED, that the Supervisor's Forums will be held on following Saturday mornings from 10:00 a.m. – 11:30 a.m., at the Town House (unless designated otherwise by the Supervisor) February 1st, March 5th, April 9th, May 7th, June 4th, October 1st, November 12th and December 3rd AND, BE IT

FURTHER RESOLVED, that the New York State Town Law §63 shall mandate the procedure followed at all meetings of the Pound Ridge Town Board. In addition, in a public hearing proceeding, Roberts Rules of Order must be followed.

3. **AGENDA POLICY**

RESOLUTION #: 15-11

Board Action: Motion by Councilman McConville, seconded by Councilman Lyman, all voting aye on the following:

RESOLVED, that the agendas are fixed by the Supervisor. The agendas for the regular meetings and work sessions will be closed at 4:30 p.m. the Friday before the meeting and the agendas will be distributed by the end of business on Monday before the regular meetings. All agendas will be published on the town's web site, and distributed by e-mail to the Town's Official Newspaper and those who request to be on our distribution list.

CHIEF ADMINISTRATIVE OFFICER – CHIEF FISCAL OFFICER

RESOLUTION #: 16 -11

Board Action: Motion by Councilman Paschkes, seconded by Councilman McConville, all voting aye on the following:

RESOLVED, that the Supervisor be and is hereby 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 the Town Board shall from time to time assign to those offices.

PROCUREMENT PROCEDURES FOR 2011:

RESOLUTION #: 17 -11

Board Action: Motion by Councilman Paschkes, seconded by Councilman Lyman, all voting aye to adopt the "Procurement Procedures for 2011" as distributed:

WHEREAS, Section 104.B of the General Municipal Law requires every town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of GML, Section 103, or any other law; and

WHEREAS, comments have been solicited from those officers of the Town involved with procurement, Now, Therefore, Be It

RESOLVED, that the Town of Pound Ridge does hereby adopt the following procurement policies and procedures which are and shall remain in full compliance with the General Municipal Law and the Comptroller regulations for the State of New York.

Guideline 1. Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML, Section 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 that 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 (a) supplies or equipment which will exceed \$10,000 in the Fiscal Year, or (b) public works contracts over \$20,000 shall be formally bid pursuant to GML, Section 103.

Guideline 3. All estimated purchases of:

. Less than \$10,000 but greater than \$3,000 require a written Request for a Proposal (RFP) and written/fax quotes from 3 vendors.

. Less than \$3,000 but greater than \$1,000 require an oral RFP and written or fax quotes from 2 vendors.

. Less than \$1,000 but greater than \$50 is left to the discretion of the purchaser after obtaining (2) advertised price quotes which may be from a catalogue or internet advertisement.

. Less than \$50 is left to the discretion of the purchaser.

All estimated public works contracts of:

. Less than \$20,000 but greater than \$10,000 require a written RFP and written or faxed proposals from 3 contractors.

. Less than \$10,000 but greater than \$3,000 require a written RFP and written or faxed proposals from 2 contractors.

. Less than \$3,000 is left to the discretion of the purchaser.

Any written RFP shall describe the desired goods, quantity and the particulars of delivery. The purchaser shall compile a list of all vendors from whom written or faxed or oral quotes have been requested and the written, faxed, or oral quotes offered.

All information gathered in complying with the procedures of this Guideline shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract, with the Town Clerk.

Guideline 4. 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 low bidder. If a bidder is not deemed responsible, facts supporting that judgement shall also be documented and filed with the record supporting the procurement.

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:

- a. Acquisition of professional services;
- b. Emergencies;
- c. Sole source situation;
- d. Goods purchased from the agencies for the blind or severely handicapped;
- e. Goods purchased from correctional facilities;
- f. Goods purchased from another governmental agency;
- g. Goods purchased at auction;
- h. Goods purchased for less than \$50;
- i. Public works contracts for less than \$3000.

Guideline 6a Purchases from State Contract shall require an oral RFP and written or fax quotes from 2 other vendors, to confirm that the State Contract amount is the lowest price.

Guideline 7. All purchases of goods in excess of \$300 made on behalf of the Town of Pound Ridge must be supported by a formal purchase order, which must be attached to the claim form with appropriate documentation.

Guideline 8. Purchasing decisions, in accordance with these guidelines, are the responsibility of each department head. Any expenditure in excess of \$1000 must have advance approval of the Town Board.

Guideline 9. This policy shall be reviewed annually by the Town Board at its organizational meeting or as soon thereafter as is reasonably practical.

APPOINTMENT OF MARRIAGE OFFICERS:

RESOLUTION #: 18 -11

Board Action: Motion by Councilman McConville, seconded by Councilman Falco, all voting aye on the following:

RESOLVED, that the following be appointed as the Town's Marriage Officers for the year 2011: Town Clerk Joanne Pace, Deputy Town Clerk Carole Wollenweber, Town Attorney James J. Sullivan, Esq., Town Board Member Daniel Paschkes and Supervisor Gary Warshauer.

MILEAGE REIMBURSEMENT:

RESOLUTION #: 19-11

Board Action: Motion by Councilman McConville, seconded by Councilman Paschkes, all voting aye on the following:

RESOLVED, that the Town of Pound Ridge pay the reimbursement rate, \$0.51 cents per mile (established by the Internal Revenue Service for 2011) for Employees, Town Board, other Town officials, for mileage incurred in the use of one's personal automobile on Town business, AND

FURTHER RESOLVED, that all employees will use the Town vehicle when on Town Business and only be entitled to the above reimbursement rate if the Town vehicle is not available, to be confirmed by the Office Manager.

OFFICIAL NEWSPAPER:

RESOLUTION #: 20-11

Board Action: Motion by Councilman Paschkes, seconded by Councilman Falco, all voting aye on the following:

WHEREAS, the matter of the designation of an official newspaper of the Town of Pound Ridge has been brought before the Town Board, Now, Therefore, Be It

RESOLVED, that The Record Review be and is hereby designated as the official Newspaper of the Town of Pound Ridge. Bid notices will also be published on the Town's Web Site and in the Journal News.

BANK DEPOSITORY:

RESOLUTION #: 21 -11

Board Action: Motion by Councilman McConville, seconded by Councilman Lyman, all voting aye on the following:

RESOLVED, that the TD Bank, the Bank of America, Merrill Lynch, JP Morgan Chase Bank and any other commercial banking institution authorized to do business in the State of New York 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, Be It

FURTHER 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 TOPR by Supervisor Gary Warshauer, or Deputy Supervisor Jonathan Powers, signing; and, Be It

FURTHER RESOLVED, that 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, Be It

FURTHER RESOLVED, that the Supervisor, Gary Warshauer, Deputy Supervisor, Jonathan Powers 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 existing accounts.

ANNUAL UPDATE DOCUMENT OF SUPERVISOR TO STATE COMPTROLLER

RESOLUTION #: 22-11

Board Action: Motion by Councilman Paschkes, seconded by Councilman McConville, all voting aye on the following:

RESOLVED, that pursuant to Article III, Section 29 subsection 10a of the Town Law, the Supervisor be and is hereby authorized to file with the Town Clerk within sixty (60) 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; and, Be It

FURTHER RESOLVED, that said report shall become a part of the minutes of the Town Board meeting following the Clerk's receipt of said report.

INVESTMENT POLICY:

RESOLUTION #: 23-11

Board Action: Motion by Councilman McConville, seconded by Councilman Paschkes, all voting aye on the following:

RESOLVED, that 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:

1. To comply with all applicable federal, state and other legal requirements.
2. To adequately safeguard principal
3. To provide sufficient liquidity to meet all operating requirements
4. To obtain a reasonable rate of return

INDEMNIFICATION OF TOWN OFFICERS:

RESOLUTION #: 24 -11

Board Action: Motion by Councilman Paschkes, seconded by Councilman McConville, all voting aye on the following:

RESOLVED, that 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.

REGULATION ON REPORTING FOR ELECTED OR APPOINTED TOWN OFFICIALS

RESOLUTION #: 25-11

Board Action: Motion by Councilman McConville, seconded by Councilman Lyman, all voting aye on the following:

RESOLVED, that the Town Board hereby acknowledge that for new terms beginning on or after August 12th 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 BE IT

FURTHER RESOLVED, that at the first Town Board Meeting in June, a resolution establishing a standard work day for each such elected or appointed town official shall be adopted.

SUPERVISOR'S AUTHORIZATION TO EXECUTE AGREEMENTS AND PAY CONTRACTUAL OBLIGATIONS:

ASSOCIATION OF TOWNS:

RESOLUTION #: 26-11

Board Action: Motion by Councilman Lyman, seconded by Councilman McConville, all voting aye on the following:

RESOLVED, that the Town Board of the Town of Pound Ridge continue its membership in the Association of Towns of the State of New York for the year 2011 and the Supervisor be and is hereby authorized to pay the annual membership dues of \$1,200.00, AND, BE IT

FURTHER RESOLVED, that the Town Board hereby authorizes Councilman Paschkes 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 2011 and to cast the vote of the Town, pursuant to Section 6, Article III of the Constitution of By-Laws of said Association.

WESTCHESTER PUTNAM SUPERVISORS' ASSOCIATION AND WESTCHESTER MUNICIPAL OFFICIALS ASSOCIATION

RESOLUTION #: 27 -11

Board Action: Motion by Councilman McConville, seconded by Councilman Paschkes, all voting aye on the following:

RESOLVED, that the Town of Pound Ridge continue its membership in the Westchester Putnam Supervisors' Association and the Supervisor be and is hereby authorized to pay the annual membership dues of \$180, and Be It

FURTHER RESOLVED, that the Town of Pound Ridge continue its membership in the Westchester Municipal Officials Association and the Supervisor be authorized to pay the annual membership dues of \$750.

INDEPENDENT AUDITOR

RESOLUTION #: 28 -11

Board Action: Motion by Councilman Paschkes, seconded by Councilman McConville, all voting aye on the following:

RESOLVED, that the firm of O'Connor Davies Munns & Dobbins, LLP, be and is hereby reappointed as the Town's independent auditors with the purpose of preparing and filing of the Annual Report, and that the agreement, dated October 22, 2008, covers services for years ending 2008 through 2012, with payments as follows: \$28,000 in 2009, \$29,000 in 2010, \$30,000 in 2011, \$31,000 in 2012 and \$32,000 in 2013.

NETWORK SUPPORT SERVICES:

RESOLUTION #: 29 -11

Board Action: Motion by Councilman McConville, seconded by Councilman Lyman, all voting aye on the following:

RESOLVED, that the firm of Sullivan Data Management be and is hereby reappointed as the Town's computer network support and strategic planning firm for 2011, and the Supervisor be authorized to sign their agreement for said services at a cost of \$11,100.

CLEANING SERVICES

RESOLUTION#: 30 -11

Board Action: Motion by Councilman Lyman, seconded by Councilman Falco, all voting aye on the following:

MINUTES OF THE MEETING OF THE TOWN BOARD
TOWN OF POUND RIDGE
POUND RIDGE, NY
JANUARY 06, 2011

RESOLVED, that Fullerton Service Industries, Inc., be and is hereby hired, pursuant to the procurement procedures outlined herein, to provide cleaning services of Town Facilities for 2011, and the Supervisor be authorized to sign their agreement for said services at monthly costs of \$950 for Town House, \$425 for the police Station, \$205 for the Highway Department and a per cleaning cost of \$45 for Conant Hall.

JULY 4TH CELEBRATION:

RESOLUTION #: 31-11

Board Action: Motion by Councilman McConville, seconded by Councilman Paschkes, all voting aye on the following:

RESOLVED, that Garden State Fireworks Inc. be and is hereby hired to provide the fireworks for our 2011 celebration and the Supervisor be authorized to sign their agreement for said services at a cost of \$7,500 (Saturday, July 2nd with rain date of Sunday, July 3rd).

AGENCIES:

RESOLUTION #: 32-11

Board Action: Motion by Councilman McConville, seconded by Councilman Paschkes, all voting aye on the following:

RESOLVED, that the Supervisor be and 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 2011 budget:

Advance Life Support System	\$97,195.00
MRB Group, Tax Map Maintenance	4,620.00
North East Westchester Special Recreation (Program for Disabled)	5,971.00
Northern Westchester Counseling Center	4,000.00
Northern Westchester Shelter for Victims of Domestic Violence	500.00
Westchester Hospice	500.00
Drug Abuse Prevention Council	13,000.00

HOLIDAY SCHEDULE – 2011 – GENERAL STAFF AND POLICE DEPARTMENT

RESOLUTION #: 33-11

Board Action: Motion by Councilman Lyman, seconded by Councilman McConville, all voting aye on the following:

MINUTES OF THE MEETING OF THE TOWN BOARD
TOWN OF POUND RIDGE
POUND RIDGE, NY
JANUARY 06, 2011

RESOLVED, that the following 11 day 2011 Holiday Schedule be and is hereby adopted for the General Staff:

Martin Luther King, Jr. Birthday	Monday, January 17, 2011
President's Day	Monday, February 21, 2011
Memorial Day	Monday, May 30, 2011
Independence Day	Monday, July 4, 2011
Labor Day	Monday, September 5, 2011
Columbus Day	Monday, October 10, 2011
Election Day	Tuesday, November 8, 2011
Veterans Day	Thursday, November 11, 2011
Thanksgiving Day	Thursday, November 24, 2011
Day after Thanksgiving Day	Friday, November 25, 2011
Christmas Day (observed)	Monday, December 26, 2011

2011 HIGHWAY DEPARTMENT HOLIDAY SCHEDULE – (As shown in Highway 2011 Contract)

2011 POLICE DEPARTMENT (including Secretarial Staff) as follows:

RESOLUTION #: 34-11

Board Action: Motion by Councilman Paschkes, seconded by Councilman Lyman, all voting aye on the following:

RESOLVED, that the following 10 day 2011 Holiday Schedule be and is hereby adopted for the Police Department, including police administrative personnel:

Martin Luther King, Jr. Birthday	Monday, January 17, 2011
President's Day	Monday, February 21, 2011
Memorial Day	Monday, May 30, 2011
Fireworks Day	Saturday, July 2, 2011 (Rain Date Sunday July 3, 2011)
Independence Day	Monday, July 4, 2011
Labor Day	Monday, September 5, 2011
Columbus Day	Monday, October 10, 2011
Veterans Day	Thursday, November 11, 2011
Thanksgiving Day	Thursday, November 24, 2011
Christmas Day	Monday, December 26, 2011

PERSONNEL POLICIES HANDBOOK-

RESOLUTION #: 35-11

MINUTES OF THE MEETING OF THE TOWN BOARD
TOWN OF POUND RIDGE
POUND RIDGE, NY
JANUARY 06, 2011

Board Action: Motion by Councilman McConville, seconded by Councilman Lyman, all voting aye on the following:

RESOLVED, that the Town Board hereby adopts the current Personnel Policies Handbook of the Town of Pound Ridge for 2011 with the following addition in Section IX G. Sick Leave: to clarify that if someone qualifies for short term disability after 7 days of sick time, the seven consecutive sick days prior to going on short term disability will not be counted against the employee's sick days.

SALARY RATIFICATION AND AUTHORIZATION TO PAY:

RESOLUTION #: 36-11

Board Action: Motion by Councilman Paschkes, seconded by Councilman McConville, all voting aye on the following:

RESOLVED, that the salaries as hereinafter set forth on the Salary Ratification List and Authorization to Pay Report, dated January 06, 2011, be and are hereby ratified and the Supervisor be and is hereby authorized to pay said salaries.

ADJOURN ORGANIZATION MEETING

Board Action: Motion by Councilman Paschkes seconded by Councilman McConville, all voting aye to adjourn the Organization Meeting at 10:10 p.m.

Joanne Pace
Dated at Pound Ridge, New York
January 10, 2011