

MINUTES OF THE ORGANIZATIONAL MEETING OF THE TOWN BOARD OF THE TOWN OF POUND RIDGE, HELD ON JANUARY 7, 2010 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
DEPUTY TOWN CLERK, CAROLE WOLLENWEBER

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

CALL FOR EXECUTIVE SESSION: None

ANNOUNCEMENTS:

Supervisor's Forum will be held this Saturday, January 9, 2010 to discuss goals for 2010 from 10:00 a.m. – 11:30 a.m. On a sad note, Supervisor Warshauer reported the passing of former Police Chief Sam Bobletz. He was a fixture of the Town for many years. A continuation of the Public Hearing on Workplace Violence Prevention Program and Policy will take place on January 14, 2010. The policy is posted on the Town's website for anyone who would like to read it. The Town Board received a memo from the Recreation Commission regarding the safety of the bike path particularly at the intersection of Fancher Road. Supervisor Warshauer is happy to announce that the Highway Department has added boulders at that location to slow down pedestrians as a warning of the intersection.

Acknowledge/correct/accept minutes of Town Board Work Session of December 23, 2009 and the Executive Session on December 23, 2009.

RESOLUTION #: 1-10

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 December 23, 2009 with the minor change recommended by Counsel clarifying the language in the special time reporting *for those in the Retirement System* and the Executive Session on December 23, 2009.

Some discussion took place by Councilman Paschkes regarding the guidelines for the resolution that will be adopted in June 2010.

CALL TO ORDER: ORGANIZATIONAL MEETING-Opened at 8:05 p.m.

SUPERVISOR'S APPOINTMENTS:

RESOLUTION #: 2-10

Board Action: Motion by Councilman Paschkes, seconded by Councilman Falco, 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: Jon Powers
Highway Administrator: Richard Lyman

Special Advisors to the Supervisor and the Town Board

RESOLUTION #: 3-10

Board Action: Motion by Councilman McConville, seconded by Councilman Lyman, 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
Comprehensive Plan Coordinator: Bill Harding
Westchester County Septic Committee: Dick Lyman

Appointment of Town Board Liaisons to Boards and Commissions:

RESOLUTION #: 4-10

Board Action: Motion by Councilman Lyman, 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

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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: Gary Warshauer
Water Control Commission: Dan Paschkes
Zoning Board of Appeals: Paul McConville

Ad Hoc Committees:

RESOLUTION #: 5-10

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

Cable Franchise Committee: Dan Paschkes, Gary Warshauer and Jim Sullivan

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, Carol Cioppa, Clay Fowler, Gail Jankus, Josina Vandermaas, Larry Brotmann, Peter Kennedy, Richard Mendez, Jon Powers and Tom Smith

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Town Board Appointments:

RESOLUTION #: 6-10

Board Action: Motion by Councilman McConville, seconded by Councilman Lyman, 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: Vince Manna

Registrar of Vital Statistics: Joanne Pace & Deputy Carole Wollenweber

Office Manager: Joanne Pace

Deputy Receiver of Taxes: Lorraine Sannicandro

Dog Control Officer: Joan Dooley

Court Officer: John Segnit

IT Manager: Steve Conti

APPOINTMENTS TO BOARDS AND COMMISSIONS

RESOLUTION 7-10

Board Action: Motion by Councilman Falco, 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 Re-appoint Victor Jacoby, Chair and Stuart Dweck to a 5 year term (2014). (Board Members/Terms are: Conal Larkin 10; Vic Jacoby 11; Ja Lee Kao 12; Charlie Tomaselli 13; Stuart Dweck 14)

Board Of Ethics Re-appoint John Freund as Chairman and each member to a new 2 year term. (Board Members/Terms are: John Freund 11; Bruce Heerd 11; Betty Goodman 11; Jim Downs 11; Jim Sullivan ex-officio)

Conservation Board Re-appoint Gail Jankus, Chair AND Rob Powell, Gail Jankus, Tom Smith, Leah Benincasa, Carol Sherwood, and Michael Reed to 2 year terms 2011 AND Cynthia Rigas to fill Vince Manna's unexpired term 2010. (Board Members/Terms are: Richard Mendes 10; Cynthia Rigas 10; Billy Schelling 10; Rob Powell 11; Gail Jankus 11; Tom Smith 11; Leah Benincasa 11; Carol Sherwood 11; Michael Reed 11)

Drug Abuse Prevention Council Re-appoint Wendy Cummings chair AND Barbara Carbone, Judy Ford and Debbie Sears to 2 year terms 2012. (Board Members/Terms are: Wendy Cummings10; Lisa Gerard 10; Barbara Carbone 12; Judy Ford 12; Debbie Sears 12)

Housing Board: Re-appoint Josina van der Maas Chairperson AND Jerry Bisceglia to a 7 year term to 2016. (Board Members/Terms are: Mary LaTronica 10; Suzy Beatty 11; Josina van der Maas 12; Ken Olsen 13;), Kitty Wynkoop 14; Carol Powers 15; Jerry Bisceglia 16)

Landmarks & Historic District Commission Re-appoint Faith Glassman, Quincy Stuart, Mary Moat, Gerald Gamer to 3 year terms to 2012; Acknowledge that Carol Cioppa has been re-appointed Chairperson And appoint Vince Manna Vice Chairman and Town Historian. (Board Members/Terms are: Carol Cioppa 11; Laurence Marnier 11; Deborah Benjamin 11; Faith Glassman 12; Quincy Stuart 12; Mary Moat 12; Gerald Gamer 12; Vince Manna Vice Chair, Town Historian)

Open Space Acquisitions Committee Re-appoint Tom Anderson chairman and all members for 2009, 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 Sam Mlynar to a 7 year term to 2016. (Board Members/Terms are: Andrew Brodnick 10; 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 Gene Mauro to a 7 year term to 2016. (Board Members/Terms are: Van Muller 10; 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 Betsy Miller to a 5 year term to 2014. (Board Members/Terms are: Peter Kennedy 10; Bill Bedford 11; Daniel Desio 12; Peter Senatore 13; Betsy Miller 14)

Zoning Board of Appeals Re-appoint Les Maron chairman and David Grub to a 5 year term to 2014. (Board Members/Terms are: Murray Levy 10; Larry Brotman 11; Les Maron 12; Hilary Kao 13; David Grub 14)

POLICIES AND PROCEDURES:

1. PAYMENTS IN ADVANCE OF AUDIT:

RESOLUTION #: 8-10

Board Action: Motion by Councilman Lyman, seconded by Councilman McConville, 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 #: 9-10

Board Action: Motion by Councilman Paschkes, seconded by Councilman Lyman, 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 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 #: 10-10

Board Action: Motion by Councilman Paschkes, 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 #: 11-10

Board Action: Motion by Councilman Lyman, seconded by Councilman Paschkes, 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 2009:

RESOLUTION #: 12-10

Board Action: Motion by Councilman Lyman, seconded by Councilman McConville, all voting aye to adopt the "Procurement Procedures for 2010" 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.

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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 or from State Contract;
- g. Goods purchased at auction;
- h. Goods purchased for less than \$50;
- i. Public works contracts for less than \$3000.

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 #: 13-10

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

RESOLVED, that the following be appointed as the Town's Marriage Officers for the year 2010: 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 #: 14-10

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, \$0.50 cents per mile (established by the Internal Revenue Service for 2010) for Employees, Town Board, other Town officials, for mileage incurred in the use of one's personal automobile on Town business.

OFFICIAL NEWSPAPER:

RESOLUTION #: 15-10

Board Action: Motion by Councilman Paschkes, seconded by Councilman McConville 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.

ASSOCIATION OF TOWNS:

RESOLUTION #: 16-10

Board Action: Motion by Councilman McConville, seconded by Councilman Lyman, the Board polled and motion passing 4-0 with Councilman Paschkes abstaining 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 2010 and the Supervisor be and is hereby authorized to pay the annual membership dues of \$1,350, 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 2010 (at a cost not to exceed \$650) 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 #: 17-10

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.

BANK DEPOSITORY:

RESOLUTION #: 18-10

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 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.

INDEPENDENT AUDITOR

RESOLUTION #: 19-10

Board Action: Motion by Councilman Lyman, 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. And further that a transfer of \$1,000 be made from contingency (A1990.400) to the auditor line (A1324.100) to cover this expense.

NETWORK SUPPORT SERVICES:

RESOLUTION #: 20-10

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 2010, and the Supervisor be authorized to sign their agreement for said services at a cost of \$11,100.

JULY 4TH CELEBRATION:

RESOLUTION #: 21-10

Board Action: Motion by Councilman Lyman, 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 2010 celebration and the Supervisor be authorized to sign their agreement for said services at a cost of \$10,000 (Saturday, July 3rd with rain date of Sunday, July 4th).

ANNUAL UPDATE DOCUMENT OF SUPERVISOR TO STATE COMPTROLLER

RESOLUTION #: 22-10

Board Action: Motion by Councilman McConville, seconded by Councilman Falco, 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 #: 23-10

Board Action: Motion by Councilman Paschkes, seconded by Councilman McConville, 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 #: 24-10

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 #: 25-10

Board Action: Motion by Councilman McConville, seconded by Councilman Falco, 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.

Some discussion took place regarding the new legislation requiring the time sheets for the newly elected and appointed officials.

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

RESOLUTION #: 26-10

Board Action: Motion by Councilman McConville, seconded by Councilman Falco, 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 2010 budget:

Advance Life Support System	\$101,920.00
District Nursing Assn. of No. Westchester - not to exceed	2,000.00
KDG Pound Ridge LLC for use of Shopping Center for Toddler Arts for Utilities Cost Only	
MRB Group, Tax Map Maintenance	3,700.00
North East Westchester Special Recreation (Program for Disabled)	5,903.00
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
S.P.C.A. of Northern Westchester, Inc.	2,286.90

HOLIDAY SCHEDULE – 2010 – GENERAL STAFF AND POLICE DEPARTMENT

RESOLUTION 27-10

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

RESOLVED, that the following 13 day 2010 and 1 day 2010 Holiday Schedule be and is hereby adopted for the General Staff:

New Year's Day	Friday, January 1, 2010
Martin Luther King, Jr. Birthday	Monday, January 18, 2010
President's Day	Monday, February 15, 2010
Memorial Day	Monday, May 31, 2010

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Independence Day (observed)	Monday, July 5, 2010
Labor Day	Monday, September 6, 2010
Columbus Day	Monday, October 11, 2010
Election Day	Tuesday, November 2, 2010
Veterans Day	Thursday, November 11, 2010
Thanksgiving Day	Thursday, November 25, 2010
Day after Thanksgiving Day	Friday, November 26, 2010
Christmas Day (observed)	Friday, December 24, 2010
New Year's Day (observed)	Friday, December 31, 2010

2010 HIGHWAY DEPARTMENT HOLIDAY SCHEDULE – (As shown in Highway 2010 Contract)

2010 POLICE DEPARTMENT (including Secretarial Staff) as follows:

RESOLUTION 28-10

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

RESOLVED, that the following 10 day 2010 and 1 day 2011 Holiday Schedule be and is hereby adopted for the Police Department, including police administrative personnel:

New Year's Day	Friday, January 1, 2010
Martin Luther King, Jr. Birthday	Monday, January 18, 2010
President's Day	Monday, February 15, 2010
Memorial Day	Monday, May 31, 2010
Independence/Fireworks Day	Saturday, July 3, 2010 (Rain Date Sunday July 4, 2010)
Labor Day	Monday, September 6, 2010
Columbus Day	Monday, October 11, 2010
Veterans Day	Wednesday, November 11, 2010
Thanksgiving Day	Thursday, November 25, 2010
Christmas Day	Saturday, December 25, 2010
New Year's Day	Saturday, January 1, 2011

PERSONNEL POLICIES HANDBOOK-

RESOLUTION 29-10

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

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RESOLVED, that the Town Board hereby re-adopts the current Personnel Policies Handbook of the Town of Pound Ridge for 2010, with the understanding that the committee has prepared and presented revisions to the handbook to the Town Board for consideration and it is expected that a new handbook will be adopted during the first quarter of 2010.

SALARY RATIFICATION AND AUTHORIZATION TO PAY:

RESOLUTION 30-10

Board Action: Motion by Councilman Lyman, 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 07, 2010, be and are hereby ratified and the Supervisor be and is hereby authorized to pay said salaries with the amendment placing Jonathan Powers as Executive Assistant to the Supervisor with an annual salary of \$8,560.00.

Councilman Paschkes initiated discussion regarding the hourly rate for the Highway Administrator, but was satisfied when reminded that it was discussed during the budget process and that is only being charged on a limited basis during unusual circumstances during the winter.

ADJOURN ORGANIZATION MEETING

RESOLUTION #31-10

Board Action: Motion by Councilman McConville, seconded by Councilman Paschkes, all voting aye to adjourn the Organization Meeting at 9:25 p.m.

Joanne Pace
Dated at Pound Ridge, New York
January 12, 2010