

MINUTES OF THE JANUARY 2, 2014 MEETING OF THE TOWN BOARD OF THE TOWN OF POUND RIDGE HELD AT THE TOWN HOUSE, 179 WESTCHESTER AVENUE, POUND RIDGE, N.Y., COMMENCING AT 8:00 P.M.

PRESENT: SUPERVISOR RICHARD LYMAN; COUNCILMAN MEMBERS: DANIEL PASCHKES, ALISON BOAK AND BONNIE SCHWARTZ

**CALL REGULAR MEETING TO ORDER:** Supervisor Lyman called the meeting to order at 8:00 p.m.

**CALL FOR EXECUTIVE SESSION:** None

**ANNOUNCEMENTS:**

- **Hearing Loop was installed on Thursday, 12/19/13 in the Town House Court Room/Meeting Room by the Lions Club.**
- **Supervisor Lyman announced that the Code Red System is up and running for emergency announcements.**

**MINUTES:** Acknowledge/correct/accept minutes of the Town Board Meeting held on Thursday December 12, 2013.

**Board Action:** Motion by Councilman Paschkes, seconded by Councilwoman Boak, all voting aye to accept the minutes of the Town Board meeting held on Thursday, December 12, 2013.

**PUBLIC HEARINGS:** None

**NEW BUSINESS:**

**FINANCIAL MATTERS:**

**ADJOURN REGULAR MEETING:**

There being no New Business for tonight, the regular meeting adjourned at 8:05 p.m.

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

**Board Action:** Motion by Councilwoman Boak, seconded by Councilman Paschkes, all voting aye to convene the Organizational meeting.

**SUPERVISOR'S APPOINTMENTS:**

**RESOLUTION #: 1-14**

**Board Action:** Motion by Councilman Paschkes, seconded by Councilwoman Schwartz, all voting aye on the following Supervisor's Appointments:

**Deputy Supervisor – Jon Powers**  
**Confidential Secretary to the Supervisor – Marianne S. Vitelli**  
**Director of Finance – Steve Conti**  
**OEM Executive Director – Gary Warshauer**

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**Special Advisors to the Supervisor and Town Board:**

**RESOLUTION #: 2-14**

**Board Action:** Motion by Councilwoman Boak, seconded by Councilwoman Schwartz, 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 DEP Representative – Jon Powers**  
**Airspace Alliance Representative- Jon Powers**  
**Environmental Initiatives and Comprehensive Plan Advisor – Bill Harding**  
**Westchester County Septic Committee Representative – Dick Lyman**  
**Sustainable Westchester – John Maddocks**  
**Wireless Telecommunications Advisor – Michael Juchem**

**Town Board Liaisons:**

**RESOLUTION #: 3 -14**

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

**Audit Bills – Bonnie Schwartz**  
**Business District – Dick Lyman**  
**Conservation Board - Ali Boak**  
**OEM- Jon Powers**  
**Drug Abuse Prevention Council – Bonnie Schwartz**  
**Highway & Maintenance Departments – Dick Lyman**  
**Housing Board – Dick Lyman**  
**Landmarks & Historic Districts Commission – Bonnie Schwartz**  
**Open Space Acquisitions Committee – Dan Paschkes**  
**Planning Board – Alison Boak**  
**Police Department – Richard Lyman**  
**Recreation Commission – Dan Paschkes**  
**Energy Action Committee – Jon Powers**  
**Water Control Commission – Dan Paschkes**  
**Zoning Board of Appeals – Bonnie Schwartz**

**Ad Hoc Committees:**

**RESOLUTION #: 4 -13**

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**Board Action:** Motion by Councilman Paschkes, seconded by Councilwoman Schwartz, all voting aye to approve the following Ad-Hoc Committees and their members:

- Employee Handbook Committee:** **Joanne Pace, David Ryan, Jon Powers, Dick Lyman and Steve Conti.**
- Safety Committee:** **Harvey Dann- Chairman, Dick Lyman, David Ryan, Dave Goldberg, Vinny Duffield, Ray Andretta, Jim Perry, Steve Conti, Joanne Pace, Marianne S. Vitelli, Eileen Hogan, Spain Agency.**
- Airspace Committee:** **Heather Wolf- Chairwoman, Alison Boak, Alan Mantel, Howard Newman, Maryam Newman, Ellen Ivens and Jon Powers.**
- Deer Management Committee:** **Jon Powers- Chairman, David Ryan, Bill Harding, Gail Jankus, Rob Powell, Mark Weckel (Mianus River Gorge), Steve Stamos (Stamford Water Company) and Dan “The Deer Man” Aitchison (Westchester County).**
- Traffic Safety Committee:** **Jon Powers - Chairman, David Ryan, Vincent Duffield, Fred Albano, Peter Clough, Billy Fortin, Louis Fusco, James Best and Richard Lyman, ex-officio.**
- Parking District Owners Advisory Committee:** **Fred Albano – Chair, Bill Fortin, Frank Salvi, Joe DiPietro, Richard Lyman – ex-officio.**

**TOWN BOARD APPOINTMENTS:**

**RESOLUTION #: 5-14**

**Board Action:** Motion by Councilwoman Boak seconded by Councilwoman Schwartz all voting aye on the following:

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

**Town Attorney – William Harrington**  
**Deputy Town Attorney**  
**Town Historian – Steve O’Brien**  
**Registrar of Vital Statistics -Joanne Pace & Carole Wollenweber**

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Office Manager – **Joanne Pace**  
Deputy Receiver of Taxes - **Lorraine Sannicandro**  
Dog Control Officer – **Joan Dooley**  
IT Manager – **Steve Conti**  
Cemetery Commissioner – **Ray Andretta**

**APPOINTMENTS TO BOARDS & COMMISSIONS**

**RESOLUTION #: 6-14**

**Board Action:** Motion by Councilwoman Boak, seconded by Councilwoman Schwartz, all voting aye on the following:

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

**Board Of Assessment Review (5 Year Terms): Re-appoint Ja Lee Kao, Chair and** (Stuart Dweck 14, Konstantin Braun 15, **Vic Jacoby 16** **Vacancy 16**, Ja Lee Kao 17 and Charlie Tomaselli 18)

**Board Of Ethics (1 Year Terms): Re-appoint John Freund as Chairman and** (**John Freund 14; Betty Goodman 14; Jim Downs 14; Vacancy 14; Jim Sullivan** **William Harrington ex-officio**)

**Conservation Board (2 Year Terms): Re-appoint Gail Jankus, Chair AND** (Richard Mendes 14; Alan Melting 14; **Vincent Duffield 14** **Vacancy 14**; **Gail Jankus 15; Ellen Ivens 15; Leah Benincasa 15; Carol Sherwood 15; Carrie Sears 15**)

**Drug Abuse Prevention Council (2 Year Terms): Re-appoint Wendy Cummings AND Barbara Carbone as Co-Chairwomen and** (Wendy Cummings 14; Lisa Gerard 14; **Barbara Carbone 15; Judy Ford 15; Debbie Sears 15**)

**Energy Action Committee (7 Year Terms): John Maddocks- Chairman,** Clay Fowler, Gail Jankus, Josina Vandermaas, Larry Brotmann, Peter Kennedy, Richard Mendes, Tom Smith, Michelle Rudolph, Joe Tripodi and Jon Powers.

**Housing Board (7 year Terms): Re-appoint Josina van der Maas as Chairwomen AND** (Kitty Wynkoop 14; Carol Powers 15; Jerry Bisceglia 16; Mary LaTronica 17; Suzy Beatty 18; Josina van der Maas 19; **Ken Olsen 20**)

**Landmarks & Historic District Commission (2 year Terms): Carol Cioppa - re-appointing as Chairwoman.** (Colin Brooks 14; Timothy Hall 14; Deborah Sherman 14; Britt Cameron 14 **Gerald Gamer** **Vacancy 14**; **Carol Cioppa 15; Laurence Marner 15; Deborah Benjamin 15; Steve O'Brien Vice Chair, Town Historian, Jacalyn Raguso (secretary)**)

**Open Space Acquisitions Committee (1 Year Terms): Re-appoint Tom Anderson chairman AND** (**Tom Anderson; John Bria; Vic Jacoby** **Vacancy**; **Gail Jankus**; **Rob Powell** **Vacancy**; **Cynthia Rigas** ; **Vacancy**; **Laurie Sturz; Thomas Zeirk**)

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**Planning Board (7 Year Terms): Re-appoint Clay Fowler Chairman and** (Steven Kushner 14; Brian Kanner 15; Sam Mlynar 16; Michelle Rudolph 17; John Bria 18; Clay Fowler 19; **Judy Kennedy 20**)

**Recreation Commission (7 Year Terms): Re-appoint John Ritzcovan chairman and** (Jason Weisberg 14; Mia Sgaglio 15; ~~Gene Mauro~~ 16; Van Muller 17; Michael Reilly 18; John Ritzcovan 19; **Erin Regan 20**), Richard Wetchler, Colette Dow

**Water Control Commission (5 Year Terms): Re-appoint Bill Bedford chairman and** (Betsy Miller 14; Peter Kennedy 15; Bill Bedford 16; Daniel Desio 17; **Peter Senatore 18**)

**Zoning Board of Appeals (5 Year Terms): Re-appoint Les Maron chairman and** (David Grub 14; Larry Brotman 16; Les Maron 17; **Tom Smith 18**), Ann Marie Fusco 15

#### **POLICIES AND PROCEDURES:**

#### **PAYMENTS IN ADVANCE OF AUDIT:**

#### **RESOLUTION #: 7-14**

**Board Action:** Motion by Councilman Paschkes, seconded by Councilwoman Schwartz, 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.

#### **MEETING DATES AND PROCEDURES:**

#### **RESOLUTION #: 8 -14**

**Board Action:** Motion by Councilwoman Boak, seconded by Councilman Paschkes, 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 Thursday evening of each month, commencing at 8:00pm**, at the Town House (unless designated otherwise by a vote of the Town Board), AND BE IT

FURTHER RESOLVED, that these meetings will 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

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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 regular meeting minutes will be approved by the Board at the work session and the work session minutes will be approved at the regular meeting, AND BE IT

FURTHER RESOLVED, that Work Sessions of the Town Board of the Town of Pound Ridge will be held on the first Thursday of each month, commencing at **7pm**, at the Town House (unless designated otherwise by a vote of the Town Board); **July & August - Second Thursday ONLY, AND BE IT**

FURTHER RESOLVED, that the Supervisors Forums will be held on **Saturday mornings** at 10:00am, at the Town House (unless designated otherwise by the Supervisor): **once on a quarterly basis (at a minimum)**, AND BE IT

FURTHER RESOLVED, that other work sessions and executive sessions of the Town Board will be scheduled by the Supervisor, as necessary, and confirmed by a town board vote, AND BE IT

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

**AGENDA POLICY**

**RESOLUTION #: 9-14**

**Board Action**, Motion by Councilman Paschkes, seconded by Councilwoman Schwartz, all voting aye on the following:

RESOLVED, that the agendas are to be fixed by the Supervisor. The agendas will be closed at 4:30pm the Friday before the meeting and the agendas will be available by the end of business on the Monday before the 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 #: 10-14**

**Board Action**: Motion by Councilwoman Boak, seconded by Councilwoman Schwartz, 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.

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**PROCUREMENT PROCEDURES**

**RESOLUTION #: 11-14**

**Board Action:** Motion by Councilman Paschkes, seconded by Councilwoman Boak, all voting aye to adopt the “Procurement Procedures for 2014” 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 (GML) 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 \$20,000 in the Fiscal Year, or (b) Public Works Contracts over \$35,000, shall be formally bid pursuant to GML, Section 103.

**Guideline 3** All estimated purchases of:

- Less than \$20,000 but greater than \$3,000 require a written Request for Proposal (RFP) and written or 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 \$35,000 but greater than \$10,000 requires a written RFP and written or faxed proposals from 3 contractors.

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- Less than \$10,000 but greater than \$3,000.00 requires 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 judgment 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:

- Acquisition of professional services
- Emergencies
- Sole source situation
- Goods purchased from the agencies for the blind or severely handicapped
- Goods purchased from correctional facilities
- Goods purchased from another governmental agency
- Goods purchased at auction
- Goods purchased for less than \$50
- 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. Said documentation must include the New Procurement Cover Sheet.

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**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 #: 12-14**

**Board Action:** Motion by Councilwoman Schwartz, seconded by Councilwoman Boak all voting aye on the following:

RESOLVED, that the following be appointed as the Town's Marriage Officers for the year **2014: Town Clerk Joanne Pace, Town Attorney William Harrington Esq., Supervisor Richard Lyman, Councilman Paschkes, Councilwoman Alison Boak and Councilwoman Bonnie Schwartz.**

**MILEAGE REIMBURSEMENT**

**RESOLUTION #: 13 -14**

**Board Action:** Motion by Councilwoman Boak, seconded by Councilwoman Schwartz, all voting aye on the following:

RESOLVED, that the Town of Pound Ridge pay the reimbursement rate, **56.0 cents per mile** (established by the IRS for **2014**) for Employees, Town Board and other Town Officials, for mileage incurred in the use of one's personal automobile on Town business, AND BE IT

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 #: 14 -14**

**Board Action:** Motion by Councilman Paschkes, seconded by Councilwoman Schwartz, all voting aye on the following:

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RESOLVED, that **The Record Review** be and is hereby designated as the Official Newspaper of the Town of Pound Ridge. And that Bid Notices will be published in the Official Newspaper, posted on the Town's Web Site and a second publication as necessary.

**BANK DEPOSITORY**

**RESOLUTION #: 15 -14**

**Board Action:** Motion by Councilwoman Boak, seconded by Councilwoman Schwartz, all voting aye on the following:

RESOLVED, that TD Bank, the Bank of America, **Key Bank**, JPMorgan 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 Richard Lyman**, or Deputy Supervisor Jon 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, Richard Lyman**, Deputy Supervisor, Jonathan Powers or Director of Finance, Steve Conti, are hereby authorized on behalf of TOPR to invest funds and transact business with the designated depositories and to sign the paperwork necessary (signature cards, resolutions, security and custody agreements, etc.) to maintain all TOPR accounts.

**ANNUAL UPDATE DOCUMENT OF SUPERVISOR TO STATE COMPTROLLER**

**RESOLUTION #: 16 -14**

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**Board Action:** Motion by Councilman Paschkes, seconded by Councilwoman Schwartz, 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 #: 17 -14**

**Board Action:** Motion by Councilwoman Boak, seconded by Councilwoman Schwartz, all voting aye on the following:

RESOLVED, that the investment policy of the Town of Pound Ridge, 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, AND
4. To obtain a reasonable rate of return

### **INDEMNIFICATION OF TOWN OFFICERS**

#### **RESOLUTION #: 18 -14**

**Board Action:** Motion by Councilwoman Schwartz, seconded by Councilman Paschkes, 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.

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**REGULATION ON REPORTING FOR ELECTED OR APPOINTED TOWN OFFICIALS**

**RESOLUTION #: 19 -14**

**Board Action:** Motion by Councilwoman Boak, seconded by Councilwoman Schwartz, all voting aye on the following:

RESOLVED, that for new terms beginning on or after August 12<sup>th</sup> 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 January, a resolution establishing a standard work day for each such elected or appointed town official shall be adopted or recertified.

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

**ASSOCIATION OF TOWNS**

**RESOLUTION #: 20-14**

**Board Action:** Motion by Councilwoman Schwartz, seconded by Councilwoman Boak, the Board polled and motion passing 3-0 with Councilman Paschkes abstaining on the following:

RESOLVED, that the Town of Pound Ridge continue its membership in the Association of Towns of the State of New York for the **year 2014** 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 authorize **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 2014** and to cast the vote of the Town, pursuant to Section 6, Article III of the Constitution of By-Laws of said Association. The cost of his attending will be as budgeted.

**WESTCHESTER PUTNAM ASSOCIATION of TOWN SUPERVISOR'S, WESTCHESTER MUNICIPAL OFFICIALS ASSOCIATION and WESTCHESTER MUNICIPAL PLANNING FEDERATION**

**RESOLUTION #: 21-14**

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**Board Action:** Motion by Councilman Paschkes, seconded by Councilwoman Schwartz, 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, AND BE IT**

FURTHER RESOLVED, that the Town of Pound Ridge continue its membership in the Westchester Municipal Planning Federation and the Supervisor be authorized to pay the annual membership dues of **\$75.**

### **INDEPENDENT AUDITOR**

**RESOLUTION #: 22 -14**

**Board Action:** Motion by Councilwoman Schwartz, seconded by Councilman Paschkes, 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 the Annual Report, and that the agreement, dated May 15, 2013, covers services for years ending 2013 thru 2017, with payments as follows: \$32,100 in 2013, \$32,100 in 2014, \$32,100 in 2015, \$33,200 in 2016 and 34,300 in 2017.

### **NETWORK SUPPORT SERVICES**

**RESOLUTION #: 23 -14**

**Board Action:** Motion by Councilwoman Boak, seconded by Councilwoman Schwartz, 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 **2014**, and the Supervisor be authorized to sign their agreement for said services at a cost of **\$12,560.**

### **JULY 4<sup>th</sup> FIREWORKS**

**RESOLUTION #: 24 -14**

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**Board Action:** Motion by Councilman Paschkes, seconded by Councilwoman Schwartz, all voting aye on the following:

RESOLVED , that Zambelli Fireworks International be and is hereby hired to provide the fireworks for our **2014 July 4<sup>th</sup>** celebration and the Supervisor be authorized sign their agreement for said services at a cost of **\$7,500. (Saturday July 5<sup>th</sup> with rain date of Sunday, July 6<sup>th</sup>)**

**Tax Map Maintenance**

**RESOLUTION #: 25 -14**

**Board Action:** Motion by Councilwoman Boak, seconded by Councilwoman Schwartz, all voting aye on the following:

RESOLVED, that the services of MRB Group be continued for **2014**, to provide standard updates and maintenance of our Tax Maps, and the Supervisor be authorized to sign their agreement for said services at a cost of **\$6,200.**

**AGENCIES:**

**RESOLUTION #: 26 -14**

**Board Action:** Motion by Councilman Paschkes, seconded by Councilwoman Boak, all voting aye on the following:

RESOLVED, that the Supervisor be and is hereby authorized to execute agreements with the following agencies, with the corrected name for the Victims of Domestic Violence to be Putnam/Northern Westchester Shelter for Victims of Domestic Violence, for providing services to Pound Ridge residents at the approved denomination of funds as set forth in the **2014** budget:

<b>Advance Life Support System</b>	<b>\$116,744.00</b>
<b>North East Westchester Special Recreation (Program for Disabled)</b>	<b>\$ 6,558.00</b>
<b>Putnam/Northern Westchester Shelter for Victims of Domestic Violence</b>	<b>\$ 500.00</b>
<b>Drug Abuse Prevention Council</b>	<b>\$ 13,000.00</b>
<b>South Salem Animal Hospital</b>	<b>\$ As Needed</b>

**HOLIDAY SCHEDULE – GENERAL STAFF:**

**RESOLUTION #: 27-14**

MINUTES OF THE JANUARY 2, 2014 MEETING OF THE TOWN BOARD OF THE TOWN OF POUND RIDGE HELD AT THE TOWN HOUSE, 179 WESTCHESTER AVENUE, POUND RIDGE, N.Y., COMMENCING AT 8:00 P.M.

**Board Action:** Motion by Councilwoman Schwartz, seconded by Councilwoman Boak, all voting aye on the following:

RESOLVED, that the Town Board hereby approves the following calendar of holidays for the General Staff:

<b>New Year's Day</b>	<b>Columbus Day</b>
<b>Martin Luther King, Jr. Birthday</b>	<b>Election Day</b>
<b>President's Day</b>	<b>Veterans Day</b>
<b>Memorial Day</b>	<b>Thanksgiving Day</b>
<b>Independence Day</b>	<b>Day after Thanksgiving Day</b>
<b>Labor Day</b>	<b>Christmas Day</b>

The Town Board will discuss the possibility of giving the day after Christmas Day to the staff because Christmas Day falls on a Thursday, at a Work Session.

**If any of the above holidays falls on a weekend, the holiday will be observed in accordance with the designation of New York State for State Employees.**

**HIGHWAY DEPARTMENT HOLIDAY SCHEDULE** – (As shown in Highway 2014 Contract)

**POLICE DEPARTMENT (including Secretarial Staff)**

**RESOLUTION #: 28-14**

**Board Action:** Motion by Councilwoman Boak, seconded by Councilwoman Schwartz, all voting aye on the following:

RESOLVED, that the Town Board hereby approves the following calendar of holidays for the Police Department:

<b>New Year's Day</b>	<b>Labor Day</b>
<b>Martin Luther King, Jr. Birthday</b>	<b>Columbus Day</b>
<b>President's Day</b>	<b>Veterans Day</b>
<b>Memorial Day</b>	<b>Thanksgiving Day</b>
<b>Fireworks Day</b>	<b>Christmas Day</b>
<b>Independence Day</b>	

**PERSONNEL POLICIES HANDBOOK**

**RESOLUTION #: 29-14**

**Board Action:** Motion by Councilwoman Boak, seconded by Councilwoman Schwartz, all voting aye on the following:

MINUTES OF THE JANUARY 2, 2014 MEETING OF THE TOWN BOARD OF THE TOWN OF POUND RIDGE HELD AT THE TOWN HOUSE, 179 WESTCHESTER AVENUE, POUND RIDGE, N.Y., COMMENCING AT 8:00 P.M.

RESOLVED, that the Town Board hereby adopts the Personnel Policies Handbook of the Town of Pound Ridge, dated March 1, 2010, amended January 6, 2011, **last amended December 12, 2013.**

**SALARY RATIFICATION AND AUTHORIZATION TO PAY.**

There was an error noted in the Salary Ratification list for 2014. It will be corrected and ratified at the January 9, 2014 Town Board meeting.

**ADJOURN ORGANIZATION MEETING**

**Board Action:** Motion by Councilman Paschkes, seconded by Councilwoman Schwartz, all voting aye to adjourn the 2014 Organizational Meeting at 8:50 p.m.

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