

**MINUTES OF THE MARCH 2, 2021 MEETING OF THE TOWN BOARD OF  
THE TOWN OF POUND RIDGE HELD VIA ZOOM VIDEOCONFERENCE,  
COMMENCING AT 8:00 PM**

**PRESENT: SUPERVISOR KEVIN HANSAN  
COUNCILPERSON ALISON BOAK  
COUNCILPERSON CARLA BRAND  
COUNCILPERSON DIANE BRIGGS  
COUNCILPERSON DANIEL PASCHKES**

**ALSO**

**PRESENT: DEPUTY SUPERVISOR LES MARON  
TOWN ATTORNEY WILLIAM HARRINGTON  
TOWN CLERK ERIN TROSTLE**

**CALL TO ORDER:** Supervisor Hansan called the meeting to order at 8:07 pm.

**CALL FOR EXECUTIVE SESSION:**

**Board Action:** Motion by Councilperson Boak, seconded by Councilperson Briggs, all voting aye, to call for an executive session at 6:00 pm on March 9, 2021.

**ANNOUNCEMENT:**

- After a slight increase in the number of COVID-19 cases, we have begun to see a decrease again. Vaccines are being administered to many of our seniors through Northern Westchester Hospital.

**MINUTES:**

**Board Action:** Motion by Councilperson Paschkes seconded by Councilperson Briggs, all voting aye, to accept the minutes of the February 9, 2021 Town Board meeting as amended.

**NEW BUSINESS**

**A. Police Department**

**RESOLUTION 43-21**

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

RESOLVED, that the Town Board hereby approves the purchase of a controlled access video system for the Police Department from Mutual Security Services at a cost of \$15,549 and also approves the transfer of the amount required for the

purchase from contingency to the Police Department budget line.

**B. Town Clerk – Pound Ridge Partnership**

- **Food Truck Fridays and More**

**RESOLUTION 44-21**

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

RESOLVED, that the Town Board hereby approves a Special Use Permit application from the Pound Ridge Partnership for Food Truck Fridays from 5:00 pm to 9:00 pm on May 21, June 11, July 23, August 20, and September 10, 2021, provided that the Partnership

- (1) provides documentation of all food trucks' Westchester County Health Department permits and (if applicable) New York State Liquor Authority licenses;
- (2) provides proof of insurance naming the town as an additional insured;
- (3) consults with the Pound Ridge Police Department regarding traffic control; and
- (4) complies with any applicable New York State COVID-19 guidelines.

- **Food Truck Friday Banner**

Councilperson Boak noted that she and James Best are working on a policy for the banner holders on the new light posts, which could eliminate across-the-street banners. The Partnership should be aware that the new policy could impact their request.

**RESOLUTION 45-21**

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

RESOLVED, that the Town Board hereby approves a request by the Pound Ridge Partnership to hang a banner in the Business District one week prior to each Food Truck Friday event, provided that no policy is introduced that would prohibit banners.

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- **Pound Ridge Pride Day**

**RESOLUTION 46-21**

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

RESOLVED, that the Town Board hereby approves a Special Event Permit application from the Pound Ridge Partnership for Pound Ridge Pride Day, from 11:00 am to 4:00 pm on June 6, 2021 (rain date: June 13, 2021), provided that the Partnership

- (1) secures permission from owners of any property to be beautified;
- (2) provides copies of any relevant Westchester County Health Department permits and (if applicable) New York State Liquor Authority licenses;
- (3) provides proof of insurance naming the town as an additional insured;
- (4) consults with the Pound Ridge Police Department regarding traffic control;
- (5) ends amplified music at the conclusion of the Battle of the Bands; and
- (6) complies with any applicable New York State COVID-19 guidelines.

- **Pound Ridge Pride Day Banner**

**RESOLUTION 47-21**

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

RESOLVED, that the Town Board hereby approves a request by the Pound Ridge Partnership to hang a banner promoting Pound Ridge Pride Day in the Business District on or around May 21, 2021, to be removed on June 7, 2021.

- **Eco-Chic Evening**

**RESOLUTION 48-21**

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

RESOLVED, that the Town Board hereby approves a Special Event Permit application from the Pound Ridge Partnership for the Eco-Chic Evening on September 18, 2021, provided that the Partnership

- (1) provides a letter of authorization from the property owner or lessee;
- (2) provides proof of insurance, including liability for serving alcohol, naming the town as an additional insured;
- (3) provides Westchester County health department permits or licenses and (if applicable) New York State Liquor Authority licenses for any vendors serving food or beverages at the event;
- (4) provides sanitary facilities sufficient for the anticipated number of attendees;
- (5) consults with the Pound Ridge Police Department regarding traffic control and a parking plan;
- (6) ensures that any tent, stage, or other temporary structure is permitted and approved by the Building Department no less than twenty-four hours before the event;
- (7) provides a basic electrical plan to be approved by the Building Department no less than twenty-four hours before the event;
- (8) passes a fire safety inspection by the Building Department no less than twenty-four hours before the event; and
- (9) complies with any applicable New York State COVID-19 guidelines.

• **Harvest Festival**

**RESOLUTION 49-21**

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

RESOLVED, that the Town Board hereby approves a Special Event Permit from the Pound Ridge Partnership for its annual Harvest Festival, to be held from 12:00 to 6:30 pm in the Town Park on October 2, 2021, provided that the Partnership

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- (1) provides crowd managers as required by law;
- (2) ensures that any tents, stages, or other structures are permitted and approved by the Building Department;
- (3) consults with the Recreation Supervisor regarding event layout and weather-related issues;
- (4) provides documentation of county health department permits and (if applicable) state liquor authority permits;
- (5) provides proof of insurance, including coverage for serving alcohol, naming the town as an additional insured; and
- (6) ensures that any applicable New York State COVID-19 guidelines are observed.

- **Use of Town Facilities for Harvest Festival**

**RESOLUTION 50-21**

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

RESOLVED, that the Town Board approves the use of town facilities, including the use of the Town House parking lot, for the Pound Ridge Partnership's Harvest Festival.

- **Harvest Festival Banner**

**RESOLUTION 51-21**

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

RESOLVED, that the Town Board hereby grants permission to the Pound Ridge Partnership to hang a banner promoting the Harvest Festival in the Business District beginning September 2, 2021.

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- **Food Truck Operating Permits**

Supervisor Hansan noted that there is no need to set a fee for a food truck operating permit to be issued by the town; although food trucks are subject to fire safety inspections by the Building Department, Westchester County will issue these permits.

- **Amendment to amount authorized for Westchester EMS**

**RESOLUTION 52-21**

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

RESOLVED, that the Supervisor be authorized to pay a total of \$142,675 to Westchester EMS for advanced life support services in 2021.

- **Permission to Solicit Highway Bids**

**RESOLUTION 53-21**

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

RESOLVED, that the Town Clerk is authorized to solicit bids for Highway Department materials for 2021.

- **Sale of Cemetery Plot**

**RESOLUTION 54-21**

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

RESOLVED, that the Town Board hereby authorizes the sale of Plot 331 in Section 3 (2 gravesites) to John and Jennifer Katritos of 37 Knapp Road, Pound Ridge, at a price of \$2,000.00.

**C. The Invasives Project**

**RESOLUTION 55-21**

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

RESOLVED, that the Town Board hereby authorizes the use of manual and herbicidal control for sapphireberry in Sachs Park and the Lawther Preserve.

**D. Receiver of Taxes**

**RESOLUTION 56-21**

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

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

<u>Block/Lot</u>	<u>Name</u>	<u>Amount</u>	<u>Reason</u>
9317-76.17	Offerman	\$11,248.33	duplicate payment
9452-127	Gross	\$5,210.03	duplicate payment
9820-23.7	Agoglia	\$236.13	penalty error

**E. Water Control Commission – Approval for Bond Release**

**RESOLUTION 57-21**

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

RESOLVED, that the Town Board hereby authorizes release of Water Control Commission bond #2004-16 in the amount of \$1,000.00.

**F. Water Wastewater Task Force**

- **Approval to Release RFP**

**RESOLUTION 58-21**

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

RESOLVED, that the Town Board authorizes the Water Wastewater Task Force to release a Request for Proposals for next-phase engineering services.

- **Approval of proposal for additional well monitoring at 7 Old Pound Road**

**RESOLUTION 59-21**

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

RESOLVED, that the Town Board hereby approves the proposal submitted by AC&S Excavating for additional well monitoring at 7 Old Pound Road at a cost not to exceed \$3,000.00.

**ADJOURNMENT:** There being no further business to come before the Board, Supervisor Hansan adjourned the meeting at 9:18 pm.

Erin Trostle, Town Clerk  
Dated at Pound Ridge, New York  
April 5, 2021