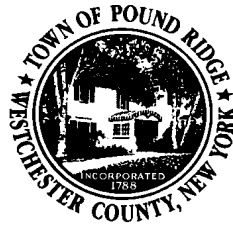


Town of Pound Ridge

Diane Briganti, Assessor

Tel.: 914-764-5511

Fax: 914-764-0102



MEMORANDUM

**TO: KEVIN HANSAN, SUPERVISOR
AND THE TOWN BOARD**

FROM: DIANE BRIGANTI, ASSESSOR

DATE: FEBRUARY 7, 2023

**SUBJECT: EXEMPTIONS 467 & 459C FOLLOW UP;
EXEMPTION 466a, REVISIONS TO 466d VOLUNTEER
FIREFIGHTER AND AMBULANCE WORKER;
REQUEST FOR PUBLIC HEARINGS AND RESOLUTIONS;**

Follow up on December 6, 2022 presentation of changes to RP466 and 459C, respectively Senior Exemption and Persons with Disabilities Exemption; Request for Public Hearing to be scheduled for February 14, 2023 and Final Resolution submitted prior to cut off date of March 1, 2023.

Additionally, I have supplied 3 printing companies and bids to handle the mandatory town wide mailing to homeowners to disseminate information on the Senior Exemption. In order to have a March 1st mailing with Exemption Applications due by May 1, 2023 , an additional message will be printed on the April 1st town/county tax bill, a decision is needed on which printing company to use.

Revised Volunteer Firefighter and Ambulance Worker Exemption from 466d to 466a. See attached State Law. Each municipality has 3 years to vote on this, we currently have the older version of the law and changes need to be voted on. Voting on this now would enable some volunteers who would now qualify to apply and receive the exemption on the 2024 tax bills. Therefore: Request for Public Hearing to be scheduled for February 14, 2023 and Final Resolution submitted prior to cut off date of March 1, 2023.

AN ACT to amend the real property tax law, in relation to providing all local governments with the option to provide a property tax exemption to volunteer firefighters and volunteer ambulance workers; and to repeal various provisions of the real property tax law relating thereto

Became a law December 9, 2022, with the approval of the Governor.
Passed by a majority vote, three-fifths being present.

The People of the State of New York, represented in Senate and Assembly, do enact as follows:

Section 1. The real property tax law is amended by adding a new section 466-a to read as follows:

§ 466-a. Volunteer firefighters and volunteer ambulance workers. 1. Real property owned by an enrolled member of an incorporated volunteer fire company, fire department or incorporated voluntary ambulance service or such enrolled member and spouse residing in any county shall be exempt from taxation to the extent of up to ten percent of the assessed value of such property for city, village, town, part town, special district, school district, fire district or county purposes, exclusive of special assessments, provided that the governing body of a city, village, town, school district, fire district or county, after a public hearing, adopts a local law, ordinance or resolution providing therefor.

2. Such exemption shall not be granted to an enrolled member of an incorporated volunteer fire company, fire department or incorporated voluntary ambulance service residing in such county unless:

(a) the applicant resides in the city, town or village which is served by such incorporated volunteer fire company or fire department or incorporated voluntary ambulance service;

(b) the property is the primary residence of the applicant;

(c) the property is used exclusively for residential purposes; provided however, that in the event any portion of such property is not used exclusively for the applicant's residence but is used for other purposes, such portion shall be subject to taxation and the remaining portion only shall be entitled to the exemption provided by this section; and

(d) the applicant has been certified by the authority having jurisdiction for the incorporated volunteer fire company, fire department, or voluntary ambulance service as an enrolled member of such incorporated volunteer fire company, fire department, or voluntary ambulance service, as determined by the governing body of a city, village, town, school district, fire district or county; provided, however, that such governing body shall establish a minimum service requirement for each applicant between two years of service and five years of service. It shall be the duty and responsibility of the governing body of each municipality, school district and/or fire district which adopts a local law, ordinance

EXPLANATION--Matter in italics is new; matter in brackets [-] is old law to be omitted.

or resolution pursuant to this section to determine the procedure for certification.

3. Any enrolled member of an incorporated volunteer fire company, fire department or incorporated voluntary ambulance service who accrues more than twenty years of active service and is so certified by the authority having jurisdiction for the incorporated volunteer fire company, fire department or incorporated voluntary ambulance service, shall be granted the ten percent exemption as authorized by this section for the remainder of his or her life as long as his or her primary residence is located within such county provided that the governing body of a city, village, town, school district, fire district or county, after a public hearing, adopts a local law, ordinance or resolution providing therefor.

4. Un-remarried spouses of volunteer firefighters or volunteer ambulance workers killed in the line of duty. Any local law or ordinance adopted pursuant to this section may be separately amended, or a local law, ordinance or resolution may be separately adopted to continue an exemption or reinstate a pre-existing exemption claimed under such statutes by an enrolled member of an incorporated volunteer fire company, fire department, or incorporated voluntary ambulance service, to such deceased enrolled member's un-remarried spouse if such member is killed in the line of duty; provided, however, that:

(a) such un-remarried spouse is certified by the authority having jurisdiction for the incorporated volunteer fire company, fire department or incorporated voluntary ambulance service as an un-remarried spouse of an enrolled member of such incorporated volunteer fire company, fire department or incorporated voluntary ambulance service who was killed in the line of duty; and

(b) such deceased volunteer had been an enrolled member for at least five years; and

(c) such deceased volunteer had been receiving the exemption prior to his or her death.

5. Un-remarried spouses of deceased volunteer firefighters or volunteer ambulance workers. Any local law or ordinance adopted pursuant to this section may be separately amended, or a local law, ordinance or resolution may be separately adopted to continue an exemption or reinstate a pre-existing exemption to an un-remarried spouse of a deceased enrolled member of an incorporated volunteer fire company, fire department, or incorporated voluntary ambulance service; provided, however, that:

(a) such un-remarried spouse is certified by the authority having jurisdiction for the incorporated volunteer fire company, fire department or incorporated voluntary ambulance service as an un-remarried spouse of a deceased enrolled member of such incorporated volunteer fire company, fire department or incorporated voluntary ambulance service; and

(b) such deceased volunteer had been an enrolled member for at least twenty years; and

(c) such deceased volunteer and un-remarried spouse had been receiving the exemption for such property prior to the death of such volunteer.

6. Application for such exemption shall be filed with the assessor or other agency, department or office designated by the municipality, school district and/or fire district offering such exemption on or before the taxable status date on a form as prescribed by the commissioner.

7. No applicant who is a volunteer firefighter or volunteer ambulance worker who by reason of such status is receiving any benefit under the

provisions of this article on the effective date of this section shall suffer any diminution of such benefit because of the provisions of this section.

8. Any city, village, town, school district, fire district or county that currently, through local law, ordinance or resolution, provides an exemption from taxation for an enrolled member of an incorporated volunteer fire company, fire department or incorporated voluntary ambulance service, such enrolled member and spouse, or an un-remarried spouse shall be authorized to continue to provide such exemption, provided however, such city, village, town, school district, fire district or county shall adopt a local law, ordinance or resolution to conform to the provisions of this section no later than three years after the effective date of this section.

9. Notice to affected municipalities. On or before December thirty-first, two thousand twenty-two, it shall be the duty of the commissioner or her or his designees to notify or cause to be notified, in a manner prescribed by the commissioner, the chief executive officer of each and any municipality in which former sections four hundred sixty-six-a, four hundred sixty-six-b, four hundred sixty-six-c, four hundred sixty-six-d, four hundred sixty-six-f, four hundred sixty-six-g, four hundred sixty-six-h, four hundred sixty-six-i, four hundred sixty-six-j, and four hundred sixty-six-k of the real property tax law apply, of the provisions of the chapter of the laws of two thousand twenty-two that added this section.

§ 2. Sections 466-a as added by chapter 617 of the laws of 1999, 466-b, 466-c, 466-d, 466-e, 466-f, 466-g, 466-h, 466-i, 466-j and 466-k of the real property tax law are REPEALED.

§ 3. This act shall take effect immediately; provided, however, that section two of this act shall take effect three years after the effective date of this act.

The Legislature of the STATE OF NEW YORK ss:

Pursuant to the authority vested in us by section 70-b of the Public Officers Law, we hereby jointly certify that this slip copy of this session law was printed under our direction and, in accordance with such section, is entitled to be read into evidence.

ANDREA STEWART-COUSINS
Temporary President of the Senate

CARL E. HEASTIE
Speaker of the Assembly



December 15, 2022

Taxing jurisdictions that offer property tax exemptions to volunteer firefighters and ambulance workers must transition to a newly authorized statewide exemption within three years.

As the Chief Executive Officer of a taxing jurisdiction that may be offering a property tax exemption to volunteer firefighters and ambulance workers, you should be aware that recently enacted legislation, Chapter 670 of the Laws of 2022, has changed the applicable law and may require action on the part of your jurisdiction.

Generally speaking, the new law gives municipalities, school districts and fire districts throughout the State the option to provide a property tax exemption of up to 10% to volunteer firefighters and ambulance workers. Any such exemption would be valid only on property used exclusively for residential purposes. If a portion of a volunteer's property is used for other purposes, the exemption would be prorated accordingly. In order to be eligible for this partial exemption, volunteer firefighters and ambulance workers must live in the community served by their volunteer organization and meet a minimum service requirement of between two and five years, as set by the respective taxing jurisdiction. Additionally, at local option, a lifetime exemption may be provided to volunteers with at least 20 years of service as long as they maintain their primary residence in the county they have served. Taxing jurisdictions may also allow unremarried surviving spouses of eligible volunteers to retain the exemption.

The specific terms of the new exemption are set forth in new § 466-a of the Real Property Tax Law as enacted by Chapter 670 of the Laws of 2022, a copy of which is attached for your convenience.

It is important to note that, if your taxing jurisdiction has been offering a similar exemption for volunteer firefighters and ambulance workers under one of the pre-existing statutes (*i.e.*, current RPTL § 466-a through § 466-k), it must adopt a local law, ordinance or resolution to conform to the new Statewide exemption statute no later than December 9, 2025 (*i.e.*, three years from the effective date of Chapter 670; see subdivision 8 of the newly-enacted § 466-a). On that date, all of the "old" exemption statutes will be repealed.

We encourage you to discuss the implications of this new law with your municipal attorney.

Cc: Assessor, County Director of Real Property Tax Services

Enc: Real Property Tax Law § 466-a

ROSS MAILING SERVICES INC.

106 South Central Avenue
 Elmsford, NY 10523
 914-592-5656 (phone)
 914-592-6404 (fax)

Estimate

DATE	ESTIMATE NO.
1/19/2023	1699

NAME / ADDRESS
TOWN OF POUND RIDGE

PROJECT

DESCRIPTION	QTY	COST	TOTAL
MAILING HANDLED RE 4 X 6 POST CARD	1,932	0.07764	150.00
COMPUTER AND SET UP		75.00	75.00
PRINTING 4 X 6 UNCOATED BLACK AND WHITE CARD	2,000	0.085	170.00
POSTAGE ESTIMATE PRE SORT FIRST CLASS		660.00	660.00
SET UP ART WORK		60.00	60.00
		TOTAL	\$1,115.00



Date: February 3, 2023

Estimate Prepared for: **Diane Briganti**
Town of Pound Ridge

From: Paul Cherico

✉ pcherico@gmprt.com
 ☎ (914) 939-0571 x 458
 🔍 www.gmprt.com

This is an estimate of cost based on the information you have provided to GMP. GMP reserves the right to revise this estimate upon receipt of your file if your art differs significantly from the original specifications. Valid 45 days from above date.

Customer P/O #:	
GMP Estimate #:	JB0223 221
Description Components:	Senior Exemption Mailer
Quantity:	1,932
Page Count:	
Sizes Flat ~ Finished:	4" x 6"
Printing:	1/1 - K/K with variable name imprint
Proofs:	show pdfs
Stock:	100# uncoated cover
Artwork:	files supplied
Finishing:	trim & box for delivery
Mailing & Fulfillment:	Yes - please see below for additional information/pricing
Shipping Included:	No
Price:	\$410.00

FTP Upload: <https://gmprt.kiteworks.com>

Fulfillment Options:

United States Postal Charges Must Be Paid In Full Prior To Mailing

Fulfillment Operations:	download & convert, ciss, presort, ink-jet and mail (postage charges are separate)
Price:	included above
Estimated Postage for First Class:	\$ 736.00
Estimated Postage for Standard:	\$ 695.00

Thank you for the opportunity to estimate this project. Please call if you have any questions or need further information.

Sincerely,

410
695
1105

Reply back to this email if you want to proceed, or if you have any questions.

Pricing is below.

Dan

Dan Orcutt — Director of Business Development
716-445-7558
dan.orcutt@absmail.com

Applied Business Systems, Inc.

Direct Mail — Forms Management — Printing -Database Asset Management - Promotional Products
585-343-0962 | 800-447-7717 | www.absmail.com

2nd Notice Pricing Structure
Applied Business Systems

Postage money needed up front, you will be sent a postage funds request

COUNTYWIDE SOLUTIONS

PRICING:

\$0.49— includes postage

Setup charges are additional**.

1932 # of households
✓ .49

947 + 330 setup =
\$ 1,297

STAND ALONE TOWNS AND VILLAGES

PRICING:

\$0.49— includes postage

Setup charges are additional**.

**Set up charges for standalone entities Property Count (200 class parcels)

Less than 5000	\$350.00
5001 to 7499	\$250.00
7500+	\$200.00

-----Original Message-----

From: Applied Business Systems <website@appliedbusinesssystems.com>

Sent: Friday, January 13, 2023 4:20 PM

To: Jason DiSalvo <jason.disalvo@absmail.com>; Dan Orcutt <dan.orcutt@absmail.com>; Steve Samis <steve.samis@absmail.com>; Connie DiSalvo <connie.disalvo@absmail.com>; Customer Service <cs@absmail.com>

Subject: Applied Business Systems "Second Notice NEW Customer"

From: Diane Briganti <dbriganti@townofpoundridge.com>

Subject: [your-subject]

Second Notice Pricing Request:

Name: Diane Briganti

Email: dbriganti@townofpoundridge.com

Phone: 914-764-3980

Address: 179 westchester ave



TO: Kevin Hansan, Town Supervisor & the Town Board

FROM: Christeen CB Dür
Grants Coordinator

DATE: January 31, 2023

SUBJECT: SEQR Resolution for the ADA Exterior Entrance to the Court
Room

Please approve the attached resolution classifying construction of an ADA Exterior Entrance to the Court Room Project as a Type II Action pursuant to SEQRA Section 617.5 Subdivision C.

This approval is necessary in order to obtain grant funds from DASNY for the project. I will be submitting grant documents including this resolution and the following Short Environmental Assessment Form to DASNY by February 11, 2023.

Thank you. Christeen

RESOLUTION NO _ OF 2023

RESOLUTION CLASSIFYING CONSTRUCTION OF AN ADA EXTERIOR ENTRANCE TO COURT ROOM PROJECT AS A TYPE II ACTION PURSUANT TO STATE ENVIRONMENTAL QUALITY REVIEW ACT (SEQRA) SECTION 617.5 SUBDIVISION C

TOWN BOARD OF THE TOWN OF POUND RIDGE

WHEREAS, the Town of Pound Ridge proposes to construct an ADA exterior entrance to the court room at the existing Town of Pound Ridge Town House; and

WHEREAS, Title 6 of the New York Code of Rules and Regulations (6 NYCRR) Section 617.5 under the State Environmental Quality Review Act (SEQRA) provides that certain actions identified in subdivision (c) of that section are not subject to environmental review under the Environmental Conservation Law; and

WHEREAS, the “construction or expansion of a primary or accessory/appurtenant nonresidential structure or facility involving less than 4,000 square feet of gross floor area and not involving a change in zoning or a use variance and consistent with local land use controls” is identified in 617.5(c)(9) and is therefore not subject to environmental review under the Environmental Conservation Law; and

WHEREAS, the construction of an ADA exterior entrance to the court room at the Town of Pound Ridge Town House consists of the expansion of a nonresidential structure involving less than 4,000 square feet of gross floor area not involving a change in zoning or a use variance and consistent with local land use controls;

NOW, THEREFORE, BE IT:

RESOLVED that the Town of Pound Ridge hereby determines that the construction of an ADA exterior entrance to the court room at the Town House is a Type II action in accordance with 6 NYCRR Section 617.5(c)(9) and is therefore not subject to further review under 6 NYCRR Part 617.

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

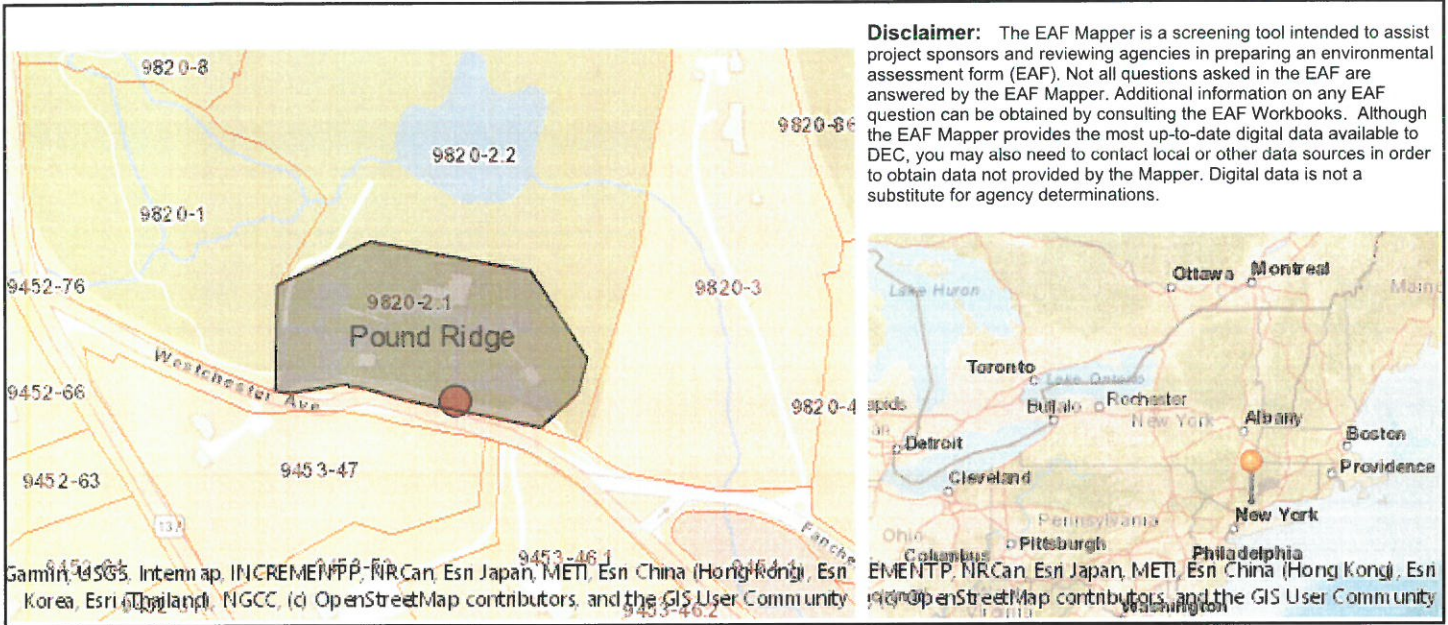
Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 – Project and Sponsor Information			
Name of Action or Project: Construction of an ADA Exterior Entrance to Court Room			
Project Location (describe, and attach a location map): 179 Westchester Avenue, Pound Ridge, NY 10576 (Block 9820 Lot 2.1)			
Brief Description of Proposed Action: The project will involve the construction of an ADA-accessible entrance to the court room at the existing Town of Pound Ridge Town House building, located at 179 Westchester Avenue in the Town of Pound Ridge, Westchester County, New York.			
Name of Applicant or Sponsor: Town of Pound Ridge		Telephone: 914.764.3982 E-Mail: cdur@townofpoundridge.com	
Address: 179 Westchester Avenue			
City/PO: Pound Ridge		State: NY	Zip Code: 10576
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval: DASNY - Grant Funding Building Department - Building Permits			YES <input checked="" type="checkbox"/>
3. a. Total acreage of the site of the proposed action? _____ 4.047 acres b. Total acreage to be physically disturbed? _____ 0.09 acres c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ 58.25 acres			
4. Check all land uses that occur on, are adjoining or near the proposed action:			
5. <input type="checkbox"/> Urban <input checked="" type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify): <input type="checkbox"/> Parkland			

	NO	YES	N/A
5. Is the proposed action, a. A permitted use under the zoning regulations? b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? Name: Watershed Properties, Reason: Exceptional or unique character, Agency: Westchester County, Date: 1-31- If Yes, identify: <u>90</u>	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ N/A	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ N/A	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places? b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____	NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

<p>14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:</p> <p><input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input checked="" type="checkbox"/> Early mid-successional</p> <p><input checked="" type="checkbox"/> Wetland <input type="checkbox"/> Urban <input checked="" type="checkbox"/> Suburban</p>		
<p>15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?</p> <p>Bog Turtle</p>	NO	YES
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>16. Is the project site located in the 100-year flood plan?</p>	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>17. Will the proposed action create storm water discharge, either from point or non-point sources?</p> <p>If Yes,</p> <p style="margin-left: 40px;">a. Will storm water discharges flow to adjacent properties?</p> <p style="margin-left: 40px;">b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?</p> <p>If Yes, briefly describe:</p> <p>_____</p> <p>Any runoff from any new impervious surfaces will be de minimis and will discharge to the existing storm drain in the parking lot.</p> <p>_____</p>	NO	YES
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)?</p> <p>If Yes, explain the purpose and size of the impoundment: _____</p> <p>_____</p>	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?</p> <p>If Yes, describe: _____</p> <p>_____</p>	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?</p> <p>If Yes, describe: _____</p> <p>_____</p>	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</p> <p>Applicant/sponsor/name: <u>Town of Pound Ridge</u> Date: <u>1/31/23</u></p> <p>Signature: _____ Title: <u>Grants Coordinator</u></p>		



Part 1 / Question 7 [Critical Environmental Area]	Yes
Part 1 / Question 7 [Critical Environmental Area - Identify]	Name:Watershed Properties, Reason:Exceptional or unique character, Agency:Westchester County, Date:1-31-90
Part 1 / Question 12a [National or State Register of Historic Places or State Eligible Sites]	No
Part 1 / Question 12b [Archeological Sites]	Yes
Part 1 / Question 13a [Wetlands or Other Regulated Waterbodies]	Yes - Digital mapping information on local and federal wetlands and waterbodies is known to be incomplete. Refer to EAF Workbook.
Part 1 / Question 15 [Threatened or Endangered Animal]	Yes
Part 1 / Question 15 [Threatened or Endangered Animal - Name]	Bog Turtle
Part 1 / Question 16 [100 Year Flood Plain]	No
Part 1 / Question 20 [Remediation Site]	No

MEMORANDUM

To: Town Board
From: Erin Trostle
Date: January 25, 2023
Re: Cemetery Plot Sale

Please approve the sale of Plot 246 in Section 3 (two gravesites) at a price of \$2,000.00 to former Pound Ridge resident ray Solomon, of 5 Renaissance Square, Apt 18A, White Plains, NY 10601.

MEMORANDUM

To: Town Board
Cc: Chris Hayes
From: Erin Trostle
Date: January 30, 2023
Re: Pound Ridge Tennis Club special use permit application

Please review the attached special use permit application from the Pound Ridge Tennis Club, which is seeking to increase its membership from 150 to 200. It is my understanding that over the years, the number of single memberships has increased, and the number of family memberships has decreased. Thus, the proposed change would not significantly increase the total number of individuals using the facility beyond what has already been approved.

TOWN OF POUND RIDGE - SPECIAL USE PERMIT APPLICATION

Date of application 1/29/23

TO: TOWN BOARD - TOWN OF POUND RIDGE

APPLICATION IS HEREBY MADE to the Town Board for the issuance of a Special Use Permit pursuant to Chapter 113, Article VIII of the Zoning Code of the Town of Pound Ridge, entitled Special Permit Standards, for the following:

Increase membership from 150
to 200 members

APPLICANT NAME: Pound Ridge Tennis Club
ADDRESS: 2 Major Lockwood

BUSINESS TELEPHONE NO: _____

Check one: Owner Lessee Agent

Town Tax Map Property Location: Section _____ Block 9816 Lot No. 100

If map, survey or a plan is required, please attach to this application, as required by VIII, Section 113-8.3

With respect to the Special Use Permit described and requested on Page 2, attached, please respond to the following:

1. If you are a lessee, has property owner been apprised of your request? If so, attach the property owner's letter of approval to this application.

2. Will use be seasonal? Yes ___ No
If yes, what months? _____ What hours of the day? _____

3. Will equipment or furniture or materials of any kind, not normal to present operation, be required? Yes ___ No

4. Will the location and size of the use, nature and intensity of the operation involved, be in harmony with the district in which it is located? Yes No ___
(Article VIII, Section 113-8.2.1)

5. Will there be a noise or light factor that may impact neighboring properties: Yes ___ No (Article VIII, Section 113-8.2.3)

6. If the operation is located in a Planned Business District, will existing parking be adequate? Yes ___ No N/A

Special Use Application for Pound Ridge Tennis Club



Applicant's Signature

If the Town requires engineer, planning consultants or other professional assistance in reviewing this Special Use Permit application, applicant may be required to establish an escrow fee fund to pay the cost of such experts.

For the Town Board:

1. Referred to Planning Board on _____

2. Public Hearing scheduled for _____

3. Escrow Deposit of \$ _____ posted _____

Town Board Approval _____ Date: _____ Expiration Date: _____

CONDITIONS:

PERMIT NUMBER: _____

MEMORANDUM

To: Town Board
From: Erin Trostle
Cc: James Best
Date: February 2, 2023
Re: Approval to purchase ADA-compliant door and opener and
Approval for change order for door-related construction

I am writing regarding two outstanding items that need to be addressed so that we can proceed with construction of the ADA-compliant courtroom entrance: 1) purchase of the door and opener and 2) a change order that would include the cost of door installation in the construction costs.

Local architect James Best, who is donating his services, requested four quotes for an ADA-compliant door and opener to be installed in the courtroom (please see backup). For purchases greater than \$5,000.00 and less than \$20,000.00, the procurement policy requires only that we ask for three quotes. I respectfully request that you authorize the purchase of these items from Ring's End at a total cost of \$8,736.00.

The bid for construction work required to remove the existing window was awarded to Mosolino Building and Development at the November 10, 2022 Town Board meeting. That quote did not include door installation since there was a chance that the vendor for the door would also install it. I respectfully request that you approve a change order to the Mosolino construction bid in the amount of \$550.00 to reflect the cost of door installation. Please note that this is significantly less than the installation quote provided by Hudson Valley Door & Hardware.

ADA-compliant courtroom entrance: Summary of door/opener and installation quotes

Vendor	Door	Closer	Installation	Total	Comments
Canaan	included	included	n/a	\$8,736.00	wrong type of strike bar
Ring's End	included	included	n/a	\$8,736.00	
Interstate	included	n/a	n/a	\$7,144.99	central wooden cross-piece on door inconsistent with existing window design
Hudson Valley	included, but wrong type	included	\$1,560.00	\$7,932.67	wrong type of door (six-panel metal door, not glass)
Mosolino	n/a	n/a	included	\$550.00	already awarded construction bid; change order only

UNIT SUMMARY

The following is a schedule of the windows and doors for this project. For additional unit details, please see Line Item Quotes.

Additional charges, tax or Terms and Conditions may apply. Detail pricing is per unit.

NUMBER OF LINES: 2	TOTAL UNIT QTY: 2	EXT NET PRICE: USD	19,641.00
--------------------	-------------------	--------------------	-----------

LINE	MARK UNIT	PRODUCT LINE	ITEM	NET PRICE	QTY	EXTENDED NET PRICE
1		Ultimate Wood	Commercial Door RO 40" X 84"	10,905.00	1	10,905.00
2		Ultimate Wood	Commercial Door CN 3070 RO 39 5/32" X 85 9/16"	8,736.00	1	8,736.00

Ring's End 1

OMS Ver. 0004.00.00 (Current)
Product availability and pricing subject to change.

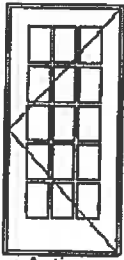
BEST
New Project 1
Quote Number: JQQTR1Z

LINE ITEM QUOTES

The following is a schedule of the windows and doors for this project. For additional unit details, please see Line Item Quotes. Additional charges, tax or Terms and Conditions may apply. Detail pricing is per unit.

Line #1	Mark Unit:	Net Price:	10,905.00
Qty: 1		Ext. Net Price:	USD 10,905.00

MARVIN®



Active

As Viewed From The Secured Side

RO 40" X 84"

Primed Pine Exterior	58.50
Primed Pine Interior	58.50
Back Prime	43.50
Ultimate Wood Commercial Door - X Left Hand Reverse	5,258.25
Rough Opening 40" X 84"	
Primed Pine Sash Exterior	
Primed Pine Sash Interior	
IG	
Tempered Low E2 w/Argon	
Black Perimeter and Spacer Bar	
7/8" SDL - With Spacer Bar - Black	776.25
Rectangular - Special Cut 3W5H	
Primed Pine Ext - Primed Pine Int	
Beveled Interior Glazing Profile	
Satin Chrome (US26D) Rim Device 98L Lever 996L-R ***Supplier Ship	3,856.50
Separate	
***Supplier Ship Separate	
Aluminum (689) Closer ***Supplier Ship Separate	741.00
Satin Chrome (US26D) Ball Bearing Hinges-Brass	
Dark Bronze 1/2 Saddle - Pemko 253X4DFG 7 1/8"	90.00
Dark Bronze Sweep/Panel Drip	
Black Weather Strip	21.75
4 13/16" Jamb	
Exterior Casing - None	25.50
Loose Installation Brackets	26.25
***Note: Field sizing required for Rim Device.	
***Note: The selected door sill is not designed or intended to manage air or water infiltration.	
***Note: Jamb depth is being changed to 4 13/16". Ultimate Wood doors or transoms with no casing require a minimum jamb depth of 4 13/16".	
***Note: Unit Availability and Price is Subject to Change	

Line #2	Mark Unit:	Net Price:	8,736.00
Qty: 1		Ext. Net Price:	USD 8,736.00

MARVIN®



Active

As Viewed From The Secured Side

OMS Ver. 0004.00.00 (Current)

Primed Pine Exterior	58.50
Primed Pine Interior	58.50
Back Prime	43.50
Ultimate Wood Commercial Door - X Left Hand Reverse	3,436.50
CN 3070	
Rough Opening 39 5/32" X 85 9/16"	
Primed Pine Sash Exterior	
Primed Pine Sash Interior	
IG	
Tempered Low E2 w/Argon	
Black Perimeter and Spacer Bar	
7/8" SDL - With Spacer Bar - Black	776.25
Rectangular - Special Cut 3W5H	
Primed Pine Ext - Primed Pine Int	
Beveled Interior Glazing Profile	
Satin Chrome (US26D) Rim Device 98L Lever 996L-R ***Supplier Ship	3,532.50
Separate	
***Supplier Ship Separate	
Aluminum (689) Closer ***Supplier Ship Separate	741.00

\$4373.25

Ring's End 2

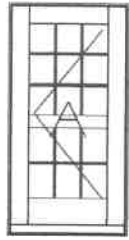
CN 3070
RO 39 5/32" X 85 9/16"

Satin Chrome (US26D) Ball Bearing Hinges-Brass	
Dark Bronze 1/2 Saddle - Pemko 253X4DFG 7 1/8"	66.75
Dark Bronze Sweep/Panel Drip	
Black Weather Strip	21.75
4 13/16" Jamb	
Exterior Casing - None	25.50
Loose Installation Brackets	26.25
*** Note: The selected door sill is not designed or intended to manage air or water infiltration.	
*** Note: Jamb depth is being changed to 4 13/16". Ultimate Wood doors or transoms with no casing require a minimum jamb depth of 4 13/16".	
*** Note: Unit Availability and Price is Subject to Change	

4362.75

Project Subtotal Net Price: USD	19,641.00
8.375% Sales Tax: USD	1,644.93
Project Total Net Price: USD	21,285.93

LINE	LOCATION SIZE INFO	BOOK CODE DESCRIPTION	NET UNIT PRICE	QTY	EXTENDED PRICE
Line 2	RO Size : 44 3/4 X 86 13/16	<p>COSWTC3670 (Outside Casing Size: 44 X 86 1/16) Epic Clad Outswing One Panel Door Asmbld Actual Frame Size: 44 -in X 86 1/16 -in Brilliant White Frame-AAMA 2605 Finish, Brilliant White Sash-AAMA 2605 , Extruded Clad Pnl, 1-3/4" Thick Pnl, Auralast Pine Primed Interior, Folding Nail Flange Standard DripCap, 4 9/16 Jamb Width. 5/4 Right Von Duprin99-Exit Device (1 per active panel), Rhodes Lvr w/Escutcheon & Lock Cylinder, Cylinder Rim Satin, Includ Hdw, w/Closer(s), Powder Coat Aluminum, w/Donjo Interior Kickplate, Stainless Stl, Stn Nkl BB Hinge Hndcap Sill , 11" Btm/Crftsmn Opt 1 Horz Lk Rails, 38 5/8 Top Lck Rail Ht (Ctr of rail) Glass: Glass in All Sections, w/Sweep & Kerf 6-5/8" Stile, 4-5/8" Lock Rail, Ins Wet Int Glz SunStable Temp Neat Black Spacer, Argon Filled, Traditional Glz Bd, Brilliant White , 7/8 Putty SDL Putty Int BAR, Lt Brz Shadow Bar Colonial (Even Rect Lites) 3 W 3 W 3 H 2 H (15 Rect Lts) ,Product Warranty Covers Accidental* Glass Breakage *Refer to the JELD-WEN warranty for additional information,, Doors w/Handicap Sills Not Rated for Water Infiltration. (1/8 / 1/8), PEV 2022.4.0.4001/PDV 6.860 (10/06/22)PW</p>	\$7,144.99	1	\$7,144.99



Viewed from Exterior. Scale: 1/2" =1'

Hudson Valley
operator only

Weinstein & Holtzman of Hudson Valley, LLC dba
HUDSON VALLEY DOOR & HARDWARE, LLC

DATE: 1/20/2023

PROPOSAL _____

PAYMENT TERMS: _____

35 Van Wyck Lane - Wappinger Falls, NY 12590 Ph# 845-849-3567 Fax# 845-849-3566

PROPOSAL

BID TO: TOWN OF POUND RIDGE

PROJECT _____

TOWN HALL MEETING ROOM ADA DOOR

ATTN: JAMES BEST

DWG NO: _____

		SCOPE OF WORK	UNIT	EXTENSION
1	EA	CROSS BAR EXIT DEVICE WITH NIGHT LATCH		
1	EA	ELECTRIC STRIKE		
1	EA	ADA OPERATOR		
1	EA	BOLLARD FOR PUSH BUTTON		
1	EA	WIRELESS PUSH BUTON ACTUATORS		
1	EA	KICK PLATE 630		
1	EA	MATERIAL	\$6,372.67	\$6,372.67
1	EA	LABOR TO INSTALL HARDWARE	\$1,560.00	\$1,560.00
		HINGES, WEATHERSTRIP AND THRESHOLD BY OTHERS		54812.67
		120V REQUIRED FOR OPERATOR - BY OTHERS		
		ALT DEDUCT FOR PUSH BAR STYLE EXIT DEVICE-\$918.00		
			SUBTOTAL	\$7,932.67
			TAX	\$0.00
			GRAND TOTAL	\$7,932.67

- All payments are net, no retention is allowed
- Exclude overtime deliveries, glass and glazing
- Exclude application of hardware & hollow metal to existing conditions
- Exclude application and coordination of hardware to doors and frames
- Hollow metal deliveries are curbside only
- Exclude drilling and tapping for pivots and surface applied hardware
- All keying to be done in our shop unless otherwise stated, keying by others is

PREPARED BY: KEVIN CONNERS

PLEASE SIGN AND DATE THIS PROPOSAL AS ACKNOWLEDGMENT OF YOUR ACCEPTANCE OF THE TERMS HEREOF:

SIGNED: _____ TITLE: _____ DATE: _____

**MINUTES OF THE MEETING OF THE TOWN BOARD
TOWN OF POUND RIDGE
POUND RIDGE, NY
NOVEMBER 10, 2022**

C. Town Clerk

1. Approval to purchase laptop for LGRMIF grant project

RESOLUTION 185-22

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

RESOLVED, that the Town Board hereby authorizes the Town Clerk to purchase a laptop computer to be used in conjunction with the large-format scanner funded by a 2022-23 LGRMIF grant at a cost not to exceed \$3,500.00.

2. Approval to award contract for construction of walkway and construction exclusive of door installation and electrical work

RESOLUTION 186-22

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

RESOLVED, that the Town Board hereby awards Duque's Construction the contract for the construction of a walkway between the parking lot and the proposed accessible courtroom entrance at a cost of \$5,800.00, AND BE IT FURTHER

RESOLVED, that the Town Board hereby awards Mosolino Building and Development the contract to perform construction work associated with the accessible courtroom entrance, exclusive of electrical work and door installation, at a cost of \$4,480.00.

D. Recreation Department – Approve refund

RESOLUTION 187-22

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

RESOLVED, that the Town Board hereby authorizes the refund of a flag football registration fee in the amount of \$250.00 to Roxanne Williams.

VII. FINANCIAL MATTERS – Pay bills

RESOLUTION 188-22

Board Action: Motion by Councilperson Paschkes, seconded by Councilperson Briggs, the motion passing 3-0 with Councilperson Brand abstaining, on the following:

Erin Trostle

From: James Best <james@jamesbestarchitecture.com>
Sent: Thursday, February 2, 2023 12:46 PM.
To: Christeen Dur
Cc: Erin Trostle
Subject: Re: Town of Pound Ridge ADA door estimates

Categories: Red Category

Hi Christeen:

I received a price of \$550 to install the door. From Mosolino Development.

That may complete the total cost for the ADA door project.

James

James T. Best
914.764.8889
Email: james@jamesbestarchitecture.com
www.jamesbestarchitecture.com

IMPORTANT: This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender and delete it from your system.

From: Christeen Dur <cdur@townofpoundridge.com>
Sent: Wednesday, February 1, 2023 4:22 PM
To: James Best <james@jamesbestarchitecture.com>
Cc: Erin Trostle <townclerk@townofpoundridge.com>
Subject: RE: Town of Pound Ridge ADA door estimates

I appreciate it. thank you! Police Dept too then!

From: James Best <james@jamesbestarchitecture.com>
Sent: Wednesday, February 1, 2023 4:21 PM
To: Christeen Dur <cdur@townofpoundridge.com>
Cc: Erin Trostle <townclerk@townofpoundridge.com>
Subject: Re: Town of Pound Ridge ADA door estimates

I'm getting a price to install the door. Then I think we will have everything.

James T. Best

MEMORANDUM

To: Town Board
Cc: Tanja Vogel, Melissa Kamen, James Best
From: Erin Trostle
Date: February 2, 2023
Re: Food Truck Fridays Special Event Permit

Please review the attached special use permit application from the Pound Ridge Partnership for Food Truck Fridays, tentatively scheduled for 5:00 pm to 9:00 pm on each of the following dates:

May 19, 2023
June 16, 2023
July 21, 2023
August 18, 2023
September 15, 2023

The event will be run as in years past. If it expands beyond the Barnwell Center to the Village Green, applicant will consult in advance with the Police Department and the Economic Development Committee. All food trucks must pass a Building Department inspection before the start of the event.

SPECIAL EVENT PERMIT APPLICATION SUMMARY – 2023 Food Truck Fridays

APPROVAL	DEPARTMENT/ORGANIZATION	CONDITIONS/COMMENTS
Conditional	Police Department	<ul style="list-style-type: none"> Applicant must consult with Police Department in advance if the event will be expanded to the Village Green.
Conditional	Building Department	<ul style="list-style-type: none"> All food trucks must pass inspection before the event.
Conditional	Town Clerk	<ul style="list-style-type: none"> Applicant must consult with Economic Development Committee in advance if the event will be expanded to the Village Green.



SPECIAL EVENT APPLICATION REVIEW

2/2/23

EVENT: Food Truck Fridays DATE: 2-2-23

I have reviewed the Special Event Permit Application for the event indicated above.

SIGNATURE:  NAME: James Perry

DEPARTMENT:

- POLICE DEPARTMENT BUILDING DEPARTMENT FIRE DEPARTMENT
 MAINTENANCE DEPARTMENT RECREATION DEPARTMENT EMERGENCY SERVICES
 HIGHWAY DEPARTMENT OTHER (PLEASE SPECIFY): _____

APPROVAL/CONDITIONS:

- APPROVED DISAPPROVED
 APPROVED SUBJECT TO THE FOLLOWING CONDITIONS:

All Food trucks must be inspected before appearing at the events

FOR TOWN DEPARTMENTS ONLY:

STAFFING NEEDED: _____	STAFFING COST: \$ _____
EQUIPMENT NEEDED: _____	EQUIPMENT COST: \$ _____
OTHER COST ITEMS: _____	OTHER COST: \$ _____
	TOTAL COST: \$ _____

Please return completed review forms to the Town Clerk (townclerk@townofpoundridge.com).



SPECIAL EVENT APPLICATION REVIEW

EVENT: Food Truck Fridays 5/19,6/16,7/21,8/18,9/15 DATE: 1/31/23

I have reviewed the Special Event Permit Application for the event indicated above.

SIGNATURE:  NAME: Chief Thomas Mulcahy

DEPARTMENT:

- POLICE DEPARTMENT BUILDING DEPARTMENT FIRE DEPARTMENT
 MAINTENANCE DEPARTMENT RECREATION DEPARTMENT EMERGENCY SERVICES
 HIGHWAY DEPARTMENT OTHER (PLEASE SPECIFY): _____

APPROVAL/CONDITIONS:

- APPROVED DISAPPROVED

- APPROVED SUBJECT TO THE FOLLOWING CONDITIONS:

Based on previous years' events, three officers have been assigned to these details and budgeted for.
Police Dept will assist with setting up of signage for restricted parking areas for Market and Hamachi.
If the new park area is used for the event, this may facilitate the need to move an officer from Market Parking Area to crosswalk by DiNardo's. If this becomes the case, additional parking volunteers would be needed to Monitor parking by restricted areas. If additional officers are needed for event as a result of this, they are not Budgeted for. These items were discussed with Tanya and the hope is that 2 locations will distribute the Crowd better and not increase attendance – this will be evaluated this year if it occurs.

FOR TOWN DEPARTMENTS ONLY:

STAFFING NEEDED:	<u>3 officers budgeted</u>	STAFFING COST:	<u>\$ 837.54 /day</u>
EQUIPMENT NEEDED:	_____	EQUIPMENT COST:	<u>\$ 0</u>
OTHER COST ITEMS:	_____	OTHER COST:	<u>\$ 0</u>
		TOTAL COST:	<u>\$ 4,187.70</u>

Please return completed review forms to the Town Clerk (townclerk@townofpoundridge.com).



SPECIAL EVENT PERMIT APPLICATION

Pursuant to Section 91 of the Town Code, a Special Event Permit is required for any sale, festival, or other special event that is conducted on Town property; that exceeds the building envelopes in the Business District; or that significantly impacts available public parking, vehicular or pedestrian traffic, or access to public roads.

However, please note that events in the Town Park or at Conant Hall consistent with the designated purpose of those facilities require only a Recreation Department activity permit or a rental agreement, respectively.

Special Event Permit applications and supporting materials must be submitted to the Town Clerk a minimum of sixty days before the event. After reviewing the application, the Town Clerk presents it to the Town Board for approval, which may be subject to conditions that must be met before a permit can be issued. A permit must be issued before the start of the event.

Please direct questions to the Town Clerk (townclerk@townofpoundridge.com; 914-764-5549).

INSTRUCTIONS FOR APPLICANTS

1. Complete as much of the **Special Event Permit Application** form as you can. There may be some details that will not be available when you submit your application.
2. Prepare a **Site Plan**. You may choose to include parking and traffic information on the site plan or to provide a separate **Traffic/Parking Plan**.
3. Complete the **Weather Plan**.
4. If your event will include vendors, complete the **Vendor List** form. If you don't have complete information on all vendors, provide the information you do have.
5. Send the application and other documents to departmental and other reviewers, along with the **Special Event Application Review** form. The form lists town departments and others who may need to review your application. If you aren't sure who should review your application, please call or email the Town Clerk. Reviewers can return the completed forms to you or send them directly to the Town Clerk.
6. Submit your application and supporting documents to the Town Clerk.
7. Attend the Town Board meeting when your application is being considered.

8. If the application is approved, you will receive an application approval form that will list any conditions that need to be met before the permit can be issued.
9. If approval is conditional, provide documentations that the conditions have been met in order to receive a permit.

APPLICANT INFORMATION

The **applicant** is the individual, group, or entity organizing the event. Examples of applicant **type** include nonprofit organization, town board or commission, school club, etc.

Applicant name:	Pound Ridge Partnership
Applicant type:	non profit
Address:	P.O. Box 402 Pound Ridge NY 10576
Mailing address:	Same as above
Phone number:	(914) 420-1673
Email address:	mstkamen2@gmail.com

EVENT INFORMATION

In addition to indicating event **type** (eg, street fair, festival, road race, parade, concert, etc.), please provide a detailed event description. Examples of event **purpose** include fundraising, promoting awareness, providing education, building community spirit, promoting local businesses, etc. **If the event is a fundraiser, the purpose should include information about how the resulting funds will be used.** Identify all locations where event activity will take place, including parking.

Event name:	Food Truck Fridays
Event type: Purpose	Building community spirit - raise awareness of business district
Description:	Food trucks and live music in town
Purpose: Event type:	Street fair / food event

(adopted 04.12.2022)

8/18, 9/15

Event date:	5/19, 6/16, 7/21	Alternate date:	N/A
-------------	------------------	-----------------	-----

Event start time:	5 pm	Event end time:	9 pm
Setup start time:	3:30 pm	Setup end time:	5 pm
Takedown start:	9:00 pm	Takedown end:	10:00 pm

Location(s): Barnwell Center 56 Westchester Ave Pound Ridge NY

On private property? Yes No

Parking location(s): At Barnwell, in town

On private property? Yes No Both

Road closure(s) requested: None

Closure times requested:

Admission fee? Yes No

Parking fee? Yes No

VENDORS/LICENSES

If the answer to any of the questions below is yes, you must also complete the *Vendor/License Information Form*. If you are unable to complete the form at the time application is submitted, please note that a complete form will be required before the permit can be granted.

Will the event include food and/or beverage vendors?

Yes No 7-8 Number, if any

Will any food or beverages be served without charge in conjunction with the event?

Yes No

Will the event include non-food vendors?

Yes No Number, if any

Will the event include alcoholic beverage vendors?

Yes No Number, if any

Will any alcohol be served without charge in conjunction with the event?

Yes No

Will the event include gambling of any kind?

Yes No

CONTACTS

Primary contact name: Melissa Kamen

Cell phone number: (914) 420-1673 Email address: mskamen2@gmail.com

Event day contact name: Melissa Kamen

Cell phone number: (914) 420-1673 Email address: mskamen2@gmail.com

Weather contact name: Melissa Kamen & James Best (914) 391-8162

Cell phone number: (914) 420-1673 Email address: mskamen2@gmail.com
jbest@poundridgepartnership.com

LOGISTICS

CROWD MANAGEMENT

Anticipated attendance: 1500 - 2000 over 4 hours

Describe crowd control plan: Crowd stays at 56 Westchester Ave or Market at Round Ridge Square

Describe perimeter control plan: Police control pedestrians crossing the street

Emergency services be present? Yes No

Will event be ADA compliant? Yes No

VOLUNTEERS

Indicate number of volunteers: 15 + or -

Describe role(s) of volunteers: Set up tables/chairs, break down tables + chairs
Supervise trucks and music setup + break down
Garbage can setup + break down. Pick up trash at sites

SANITATION/GARBAGE

Portable toilets provided? Yes No

If so, how many? 2

Garbage/recycling bins provided? Yes No

Describe garbage/recycling plan: Town maintenance picks it up + brings it to the dump

NEIGHBORHOOD IMPACT/NOTIFICATION

Will there be noise impacts? Yes No

If so, will there be amplified music? Yes No

Will there be light impacts? Yes No

Have neighbors been notified? Yes No PRBA notified

STRUCTURES/SAFETY

Tents or canopies? Yes No

If yes, please describe: 2-10x10 tents to cover Partnership table + sponsor

Stage or other structures? Yes No

If yes, please describe:

Fireworks or open flame? Yes No

If yes, please describe:

UTILITIES

Water access needed? Yes No

If yes, please describe: _____

Electricity needed? Yes No

If yes, please describe: _____

WiFi access needed? Yes No

If yes, indicate number of users: _____

PROMOTION

Banner permission requested? Yes No

If so, indicate location and dates: *over Westchester Ave in town ^{before} and dates of events*

Other signage? Yes No *(Week of)*

If so, please describe: *Lawn signs, picket up day after*

TOWN RESOURCES

Town bus needed? Yes No

If so, please indicate time period: _____

Barricades or cones needed? Yes No

If so, please specify: *Parking spots in front of Market Square*

Other town-owned property needed? Yes No

If so, please specify: *May apply for ^{village green} new town park, not yet*

OUTSIDE RESOURCES

Outside bus transportation? Yes No

If so, please describe: _____

Outside parking assistance?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If so, please describe:		
Other outside resources?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If so, please describe:		

SUPPORTING DOCUMENTS

Please indicate which supporting documents you are providing, including review forms being submitted directly by the reviewers.

MAPS/PLANS				
<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	Event map (may incorporate parking/traffic plan)
<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	Parking/traffic plan (may be separate from event map)
<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	Weather plan
<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	Vendor List (and applicable licenses or permits) <i>will book vendors after approval (food trucks)</i>

REVIEW FORMS				
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Police Department review form
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Highway Department review form
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Maintenance Department review form
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Building Department review form
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Recreation Department review form
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Fire Department review form
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	EMS review form
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Other review form

LEGAL DOCUMENTS				
<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	Insurance certificate(s) <i>will have after trucks are booked</i>
<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	Indemnity agreement(s)

<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	Permits/Licenses (other than for vendors) <i>Will have after-tricks one booked</i>
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	OTHER (specify):

DEPOSITS/FEES

Damage deposit paid (indicate amount):			
Waiver requested:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Application fee paid (indicate amount):			
Waiver requested:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

ENDORSEMENT

I certify that I have reviewed all application materials and that the information contained therein is, to the best of my knowledge, accurate and truthful.

I understand that Town Board approval of my application does not constitute a permit; that if the application is approved, I must meet any and all conditions specified by the Town Board before a permit can be issued; and furthermore, that under no circumstances may the event take place unless and until a permit has been issued.

<i>Tanja Vogel</i> (signature)		<i>1/30/23</i> (date)
Tanja Vogel (printed name)		



SPECIAL EVENT SITE PLAN

EVENT

Food truck Fridays and more

DATE:

May 19, June 16, July 21, Aug. 18, Sept 15

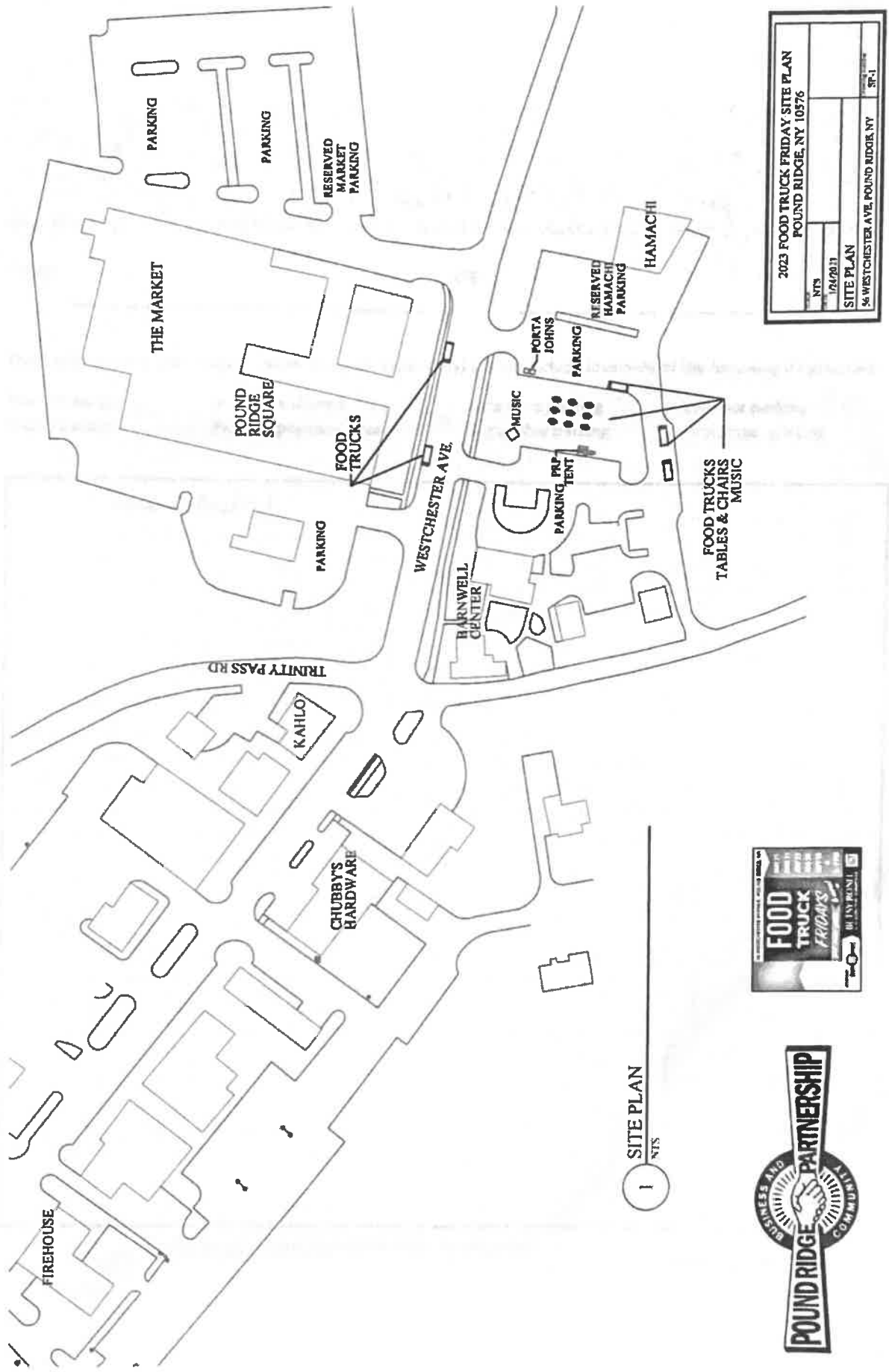
The site plan (sketch below or attach separately) should include locations of the following if applicable:

Stages/tents	Portable toilets	Attendee parking*	Parking payment area*
Power/water sources	Accessible toilets	Accessible parking*	Bus routes/stops*
Vendors/Rides	Medical aid locations	Vendor parking*	Road closures*
Alcohol sales/service	Entrances/exits	Volunteer parking*	Traffic patterns*
Admission sales area	Pedestrian pathways		

*may be indicated on a separate traffic/parking plan

see attached

(adopted 04.12.2022)



2023 FOOD TRUCK FRIDAY SITE PLAN	
POUND RIDGE, NY 10576	
NTS	1/24/2011
SITE PLAN	
1/4 WESTCHESTER AVE. POUND RIDGE, NY	
SP-1	

Dates 2023 May 19, June 16, July 21, August 18, Sept. 15



SPECIAL EVENT TRAFFIC/PARKING PLAN

EVENT

DATE:

The traffic/parking plan (sketch below or attach separately) should include locations of the following if applicable:

Road closures

Bus routes/stops

Attendee parking

Vendor parking

Traffic patterns

Parking payment area

Accessible parking

Volunteer parking

See attached

(adopted 04.12.2022)



SPECIAL EVENT VENDOR LIST

EVENT : Food Truck Fridays and more DATE: 5/19, 6/16, 7/21, 8/18, 9/15
with provide after approval of dates

Number of food/beverage vendors:

Please provide name, address, and phone number for each vendor, and attach a copy of each vendor's foodservice permit.

Number of non-food vendors:

Please provide name, address, and phone number for each vendor.

Number of alcoholic beverage vendors/servers:

Please provide name, address, and phone number for each vendor/server, and attach a copy of each vendor/server's alcohol license.

(adopted 04.12.2022)



SPECIAL EVENT WEATHER PLAN

EVENT : Food Truck Fridays DATE: 1/30/23

WEATHER CONTACT: JAMES BEST CELL 914-391-8182
TANJA VOGEL PHONE 914-629-4381
MELISSA KAMEN 914-420-1673

Please describe your weather plan, indicating how decisions regarding event postponement and cancellation will be made and how you will respond if sudden severe weather conditions develop while the event is in progress.

Note that the weather contact person must be on site throughout the event, and also that it is the responsibility of the event organizer to communicate postponements or cancellations to the public.

EVENT POSTPONEMENT / CANCELLATION WILL BE MADE
BY 3PM DAY OF EVENT AND COMMUNICATED
VIA EMAIL, SOCIAL MEDIA, WORD OF MOUTH

SUDDEN / SEVERE WEATHER CONDITIONS DEVELOPED
DURING EVENT - SAFE PLACES ARE VEHICLES AND
COVER AT MARKET SQUARE. TENTS FOR RAIN W/ NO
THUNDER / LIGHTNING.

From: [Sonia Mercado-Jimenez](#)
To: [Kevin Hansan](#)
Cc: [Nicole Engel](#); [Sonia Mercado-Jimenez](#); [Hon Matthew E. Brotmann](#); [Renee Motola](#); [Steve Conti](#); [Annie Burnham](#)
Subject: Part-timer for Court
Date: Thursday, January 26, 2023 10:31:52 AM

Kevin,

The Court will be using Shirley Benavides, Court Clerk for Sleepy Hollow to enter all the tickets that are backlogged from the Pound Ridge Police Department. Judge Motola and Judge Brotmann are in agreement in hiring Shirley Benavides. It is not necessary for her to take the Court Clerk training because she has completed that for Sleepy Hollow. The Court has the funds in the budget to cover this work which should take two months. There are close to 300 tickets that must be entered manually into the Courtroom Program.

Thank you,

Sonia Mercado-Jimenez

Town of Pound Ridge



To: Town Board

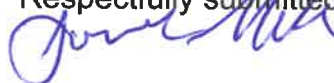
From: Jonah Maddock

Date: January 31, 2023

Re: Request to Repair and upgrade the park pump house

The pump house at the Town Park is nearing the end of its life. The expected life is between 15 and 20 years and we are at 18 years. Valves need replacement and there are other components that need addressing. American Pump Service has given us 3 options., My recommendation is for us to have a discussion about option #1 and #3

Respectfully submitted



Jonah Maddock
Head of Maintenance

American Pump Service
 100 Dugway Dr
 Pawling, NY 12564 US
 (845) 430-8132
 americanpumpny@gmail.com

Estimate

OPTION 1

ADDRESS
Town Of Pound Ridge 179 Westchester Ave Pound Ridge, NY 10576

ESTIMATE #	DATE
1819	01/09/2023

ACTIVITY	QTY	RATE	AMOUNT
2 CSSR-FV	2	4,250.00	8,500.00
2 " Clack Seprate Source Regen valve			
All necessary parts	1	750.00	750.00T
All necessary parts and material			
LABOR	8	165.00	1,320.00T
Labor			

Estimate to replace water filtration control valves at the town park. The current valves are now obsolete. This estimate is for control valves only.

SUBTOTAL	10,570.00
TAX (8.25%)	170.78
TOTAL	\$10,740.78

Accepted By

Accepted Date

American Pump Service
 100 Dugway Dr
 Pawling, NY 12564 US
 (845) 430-8132
 americanpumpny@gmail.com

Estimate

OPTION 2

ADDRESS
Town Of Pound Ridge 179 Westchester Ave Pound Ridge, NY 10576

ESTIMATE #	DATE
1820	01/09/2023

ACTIVITY	QTY	RATE	AMOUNT
2 CSSR-FV 2 " Clack Seprate Source Regen valve	2	4,250.00	8,500.00
KLIRM Katalox Iron Media per bag	40	248.47	9,938.80
1/2Gravel 1/2 cube of gravel	10	22.00	220.00T
All necessary parts All necessary parts and material	1	750.00	750.00T
LABOR Labor	32	165.00	5,280.00T

Estimate to replace existing water filtration control valves and replace the mineral inside the iron tanks. The current filtration tanks have a greensand material inside to remove the iron. The greensand material requires potassium permanganate to clean the mineral in regeneration cycle which was never used. These units were installed about 20 years ago. To replace the mineral we would need to cut holes in the ceiling to allow an extractor into the tank to take the old mineral out. The curling would need to be patched up by a carpenter after the job has been completed. We are proposing to install a Katalox iron removal media that does not need the potassium permanganate.

SUBTOTAL	24,688.80
TAX (8.25%)	515.63
TOTAL	\$25,204.43

Accepted By

Accepted Date

American Pump Service
 100 Dugway Dr
 Pawling, NY 12564 US
 (845) 430-8132
 americanpumpny@gmail.com

Estimate

option 3

ADDRESS
Town Of Pound Ridge 179 Westchester Ave Pound Ridge, NY 10576

ESTIMATE #	DATE
1821	01/09/2023

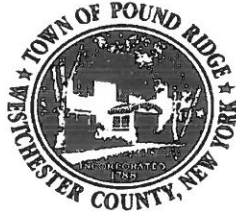
ACTIVITY	QTY	RATE	AMOUNT
2 CSSR-FV 2 " Clack Seprate Source Regen valve	2	4,250.00	8,500.00
36 FT 36" Filtration Tank	2	5,245.00	10,490.00
KLIRM Katalox Iron Media per bag	40	248.47	9,938.80
1/2Gravel 1/2 cube of gravel	10	22.00	220.00T
All necessary parts All necessary parts and material	1	750.00	750.00T
LABOR Labor	32	165.00	5,280.00T

Estimate to replace the water filtration control valves, tanks, and media. This will not require cutting a hole in the ceiling. This will also have the Katalox material for the removal of iron.

SUBTOTAL	35,178.80
TAX (8.25%)	515.63
TOTAL	\$35,694.43

Accepted By

Accepted Date



TO: Kevin Hansan, Town Supervisor & the Town Board

FROM: Christeen CB Dür
Planning Board Administrator

DATE: January 31, 2023

SUBJECT: Pace Land Use In-House Training

Please authorize payment of \$3,000 to Pace University School of Law for Jessica Bacher from PACE's Land Use Law Center who will be providing a 4-hour training session for Planning and Zoning Board members to be held at the Town House on Tuesday, February 28, 2023.

This is a budgeted item that will be applied to Planning and the Zoning Boards.

Training Proposal Attached.

Thank you. Christeen

LAND USE LAW CENTER
PACE UNIVERSITY SCHOOL OF LAW
WHITE PLAINS  NEW YORK

JESSICA BACHER
T: 914.422.4103
F: 914.422.4011
E: JBACHER@LAW.PACE.EDU

LAND USE LAW CENTER
PACE UNIVERSITY SCHOOL OF LAW
78 NORTH BROADWAY
WHITE PLAINS, NY 10603

Town of Pound Ridge: Four-Hour Land Use Board Training Program

Training Proposal

This proposal outlines a four-hour land use training program designed to meet the needs of the planning staff and board members of the Town of Pound Ridge. The program will be held on Tuesday, February 28, 2023. Jessica Bacher and Tiffany Zezula will perform the instruction and preparation.

The training program is designed to meet the needs of its participants by focusing on both foundational and cutting edge information related to the Town's priority land use issues. The session will review land use board member roles and responsibilities, the land use system, comprehensive planning, and identified zoning tools and techniques, including affordable housing, dispensaries, and rental properties. Land Use Board members will receive training certificates for completion of the four-hour program.

Total \$3,000.00

Land Use Law Center

Founded in 1993, the Land Use Law Center is dedicated to the development of sustainable communities while operating a well-established training and technical guidance practice nationally.

Our Center offers expertise in training, skilled facilitation, legal guidance, and adult education. The Center has worked closely with a number of state agencies, municipal officials, not-for-profits in conducting training to educate them on a variety of sustainable development and land use topics.



TO: Kevin Hansan, Town Supervisor and the Town Board

FROM: Christeen CB Dür, Planning Board Administrator
cdur@townofpoundridge.com

DATE: February 1, 2023

SUBJECT: Cell Tower Modification Application for Approval

The following application has been approved by the Planning Board based on the reports done by Doug Fishman, our Town's cell tower consultant.

1. T-Mobile Modifications, 29 Adams Lane

The application file and reports are on file in the Building Department.

Please update the Special Use Permits upon the Town Board's approval and give the permits to the Building Department for their files.

Thank you. Christeen

December 27, 2022

Honorable Chairman Rudolph
and Members of the Planning Board
Town of Pound Ridge
179 Westchester Avenue
Pound Ridge, New York 10576

SUBJECT: SUPPLEMENTAL RF ENGINEERING EVALUATION OF PROPOSED T-MOBILE MODIFICATIONS TO THE WIRELESS SERVICES FACILITY AT 29 ADAMS LANE IN POUND RIDGE, NY

Honorable Chairman Rudolph and Members of the Board:

This purpose of this report is to provide the Town Board with a summary of my review of the supplemental documents received related to the Tilson Technology Management Application on behalf of T-Mobile to modify the existing wireless services facility located at 29 Adams Lane in Pound Ridge. The documents received and reviewed in preparation for this supplemental report included:

1. Tilson Cover Page (November 10, 2022)
2. Antenna Site FCC RF Compliance Assessment and Report (November 1, 2022)

This report will focus on evaluating and verifying that the changes and additions specified in my previous report (September 24, 2022) have been completed.

A. Tilson Cover Page (September 1, 2022)

The Tilson cover page addresses the two open issues from my previous report. For the first item, *Clarify T-Mobile's intent to provide B41 service, and how that will or will not be done*, the Applicant's responded as follows:

Air6449 is an active antenna, it has band 41 radios integrated into antenna. So, T-Mobile will provide B41 services through AIR6449.

This explanation makes sense to me, assuming that they mean the Air6419, which is what is specified in the CDs and reflected in the FCC analysis.

B. Antenna Site FCC RF Compliance Assessment and Report (November 1, 2022)

This report has accurate parameters only for the T-Mobile transmitters, but assumptions are made (per the report) for the "unknown antennas" for the other antennas on the pole, including the public safety antennas on the monopole (Westchester County and Town of Pound Ridge). The evaluation shows that the overall calculated exposure meets the FCC Emissions Requirements – just over 8% of the exposure limitations for the General Public.

This analysis is acceptable and meets all FCC requirements.

**RF ENGINEERING EVALUATION OF PROPOSED T-MOBILE MODIFICATIONS TO
THE WIRELESS SERVICES FACILITY AT 29 ADAMS LANE IN POUND RIDGE, NY**

The Tilson / T-Mobile submission now appears to be complete and acceptable from an RF Engineering standpoint.

Please feel free to reach out to me with any questions or comments.

Sincerely,



Douglas Fishman
RF Engineering Consultant
(201) 218-6848

Memo

To: Kevin Hansan Town Supervisor & Town Board Members
From: Drifa Segal
Date: 1/11/2023
Re: Authorization To Attend Association Of Towns 2023 Annual Meeting & Training School

Authorization is requested for the Receiver of Taxes, Drifa Segal, to attend the 2023 Association of Towns Annual Meeting & Training School from Sunday February 19th through Wednesday February 22, 2023 in NYC. Expenses for lodging, registration, meals and travel are expected to be approximately \$1400. This is a budgeted item.

Thank you.

Drifa Segal

Receiver of Taxes – Pound Ridge

Memo

To: Town Board
From: Drifa Segal
Date: 2/2/2023
Re: REFUND

Please authorize the Finance Director to refund the duplicate and overpayments on the second installment of the 2022-23 School bills. See attached claim forms and documentation.

Duplicate payment refund:

9031-162 to Robert Shapiro	\$8301.00
----------------------------	-----------

Overpayment refund:

9317-85 to Ruediger Albers	\$130.05
9031-21 Huguette Sinis	\$32.34

CLAIM

TOWN OF POUND RIDGE
POUND RIDGE NY 10576



PURCHASE ORDER NO.:

DATE: 2/1/2023

**CLAIMANT'S
 NAME
 AND
 ADDRESS**

Robert Shapiro
 414 Long Ridge Rd
 Pound Ridge NY 10576

Bill 161 - 9031-162

VENDOR #:

APPROPRIATION	AMOUNT	VOUCHER #
	\$8,301.00	
TOTAL	\$8,301.00	

DATES	DESCRIPTION OF MATERIALS OR SERVICES	QUANTITY	UNIT PRICE	AMOUNT
2/1/2023	Duplicate Payment of 2022-23 School tax - 2nd install	1	\$8,301.00	\$8,301.00
	* Please see attached documentation			
	PLEASE INCLUDE COPY OF CLAIM FORM WITH REFUND CHECK			
			TOTAL	\$8,301.00

I, _____, certify that the above account in the amount of _____ is true and correct; that the items, services, and disbursements charged were rendered to or for the town on the dates stated; that no part has been paid or satisfied; that taxes, from which the municipality is exempt, are not included; and that the amount claimed is actually due.

_____ date

_____ signature

_____ title

SPACE BELOW FOR TOWN USE

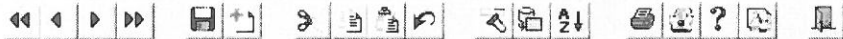
DEPARTMENT APPROVAL

The above services or materials were rendered or furnished to the town on the dates stated and the charges are correct.

2-1-23 _____
 date authorized official

APPROVAL FOR PAYMENT

This claim is approved and ordered paid from the appropriations indicated above.



Header | Ledger | Attachments | Exemptions | Memo | Owner History | Payor History | User Def | History

Bill No: 2022 02 161 District: 554600 Parcel ID: 9031-162.- Bank Code:
 Owner: SHAPIRO ROBERT L Location: 414 LONG RIDGE RD
 SHAPIRO JACQUELINE Acct No: 02

View: Detail Penalty Date: 02/01/2023 Show Adjust

Inst	Due Date	Purpose Desc	Type	Trans Date	Amount N	
1	09/30/2022	BEDFORD CENTRAL	CHG	08/25/2022	8,301.01	Adj
1	09/30/2022	BEDFORD CENTRAL	PAYMT	09/20/2022	-8,301.01	Adj
2	01/31/2023	BEDFORD CENTRAL	CHG	08/25/2022	8,301.00	Adj
2	01/31/2023	BEDFORD CENTRAL	PAYMT	01/18/2023	-8,301.00	Adj
2	01/31/2023	OVRPY	PAYMT	01/19/2023	-8,301.00	Adj
						Adj
						Adj
						Adj
						Adj
						Adj
						Adj
						Adj
						Adj

Batch No:	XJAN1923S
Rec/Ref No:	170127
Check/Ref No:	
Post Tr No:	327308
Post Tr Seq:	1
Due Date Tot:	-8,301.00
Inst Total:	-8,301.00
Trans No:	263560
Trans Seq:	1

Bill Total: -8,301.00

Sort By: Ascending Suppress Zero Balance Due Dates Search - Select -

BANK PAID ON 1/18/23
 RESIDENT PAID AGAIN VIA Xpresspay 1/19/23
 REFUND RESIDENT

CLAIM

TOWN OF POUND RIDGE
POUND RIDGE NY 10576



PURCHASE ORDER NO.:

DATE: 2/1/2023

**CLAIMANT'S
 NAME
 AND
 ADDRESS**

Ruediger Albers
 78 So Bedford Rd
 Pound Ridge NY 10576

Bill 429 - 9317-85

VENDOR #:

APPROPRIATION	AMOUNT	VOUCHER #
	\$130.05	
TOTAL	\$130.05	

DATES	DESCRIPTION OF MATERIALS OR SERVICES	QUANTITY	UNIT PRICE	AMOUNT
2/1/2023	Overpayment of 2022-23 School tax - 2nd install	1	\$130.05	\$130.05
	* Please see attached documentation			
	PLEASE INCLUDE COPY OF CLAIM FORM WITH REFUND CHECK			
			TOTAL	\$130.05

I, _____, certify that the above account in the amount of _____ is true and correct; that the items, services, and disbursements charged were rendered to or for the town on the dates stated; that no part has been paid or satisfied; that taxes, from which the municipality is exempt, are not included; and that the amount claimed is actually due.

_____ date _____ signature _____ title

SPACE BELOW FOR TOWN USE

DEPARTMENT APPROVAL

The above services or materials were rendered or furnished to the town on the dates stated and the charges are correct.

2.1.23 _____
 date authorized official

APPROVAL FOR PAYMENT

This claim is approved and ordered paid from the appropriations indicated above.



Header | Ledger | Attachments | Exemptions | Memo | Owner History | Payor History | User Def | History |

Bill No: 2022 02 429 District: 554600 Parcel ID: 9317-85.- Bank Code:
 Owner: ALBERS RUEDIGER Location: 78 SO BEDFORD RD
 TUCKER-ALBERS MAGOLNIA Acct No: 04

View: Penalty Date:

Inst	Due Date	Purpose Desc	Type	Trans Date	Amount N	
1	09/30/2022	BEDFORD CENTRAL	CHG	08/25/2022	12,669.96	Adj
1	09/30/2022	BEDFORD CENTRAL	PAYMT	09/26/2022	-12,669.96	Adj
2	01/31/2023	BEDFORD CENTRAL	CHG	08/25/2022	12,669.95	Adj
2	01/31/2023	BEDFORD CENTRAL	PAYMT	01/04/2023	-12,669.95	Adj
2	01/31/2023	OVRPY	PAYMT	01/04/2023	-130.05	Adj
						Adj
						Adj
						Adj
						Adj
						Adj
						Adj
						Adj
						Adj

Batch No:	M010423A
Rec/Ref No:	169196
Check/Ref No:	144402320
Post Tr No:	325354
Post Tr Seq:	4
Due Date Tot:	-130.05
Inst Total:	-130.05
Trans No:	262620
Trans Seq:	1

Bill Total: -130.05

Sort By: Suppress Zero Balance Due Dates

RESIDENT OVERPAID

CLAIM

TOWN OF POUND RIDGE
POUND RIDGE NY 10576



PURCHASE ORDER NO.:

DATE: 2/2/2023

**CLAIMANT'S
 NAME
 AND
 ADDRESS**

Huguette Sinis
 6 White Birch Rd
 Pound Ridge NY 10576

Seq 09 Bill 1 - 9031-21

VENDOR #:

APPROPRIATION	AMOUNT	VOUCHER #
	\$32.34	
TOTAL	\$32.34	

DATES	DESCRIPTION OF MATERIALS OR SERVICES	QUANTITY	UNIT PRICE	AMOUNT
2/2/2023	Overpayment 2021 Seq 09 Bill #1	1	\$32.34	\$32.34
	* Please see attached documentation			
	PLEASE INCLUDE COPY OF CLAIM FORM WITH REFUND CHECK			
			TOTAL	\$32.34

I, _____, certify that the above account in the amount of _____ is true and correct; that the items, services, and disbursements charged were rendered to or for the town on the dates stated; that no part has been paid or satisfied; that taxes, from which the municipality is exempt, are not included; and that the amount claimed is actually due.

_____ date _____ signature _____ title

SPACE BELOW FOR TOWN USE

DEPARTMENT APPROVAL

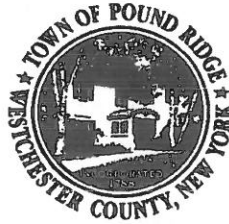
The above services or materials were rendered or furnished to the town on the dates stated and the charges are correct.

2.2.23 _____
 date authorized official

APPROVAL FOR PAYMENT

This claim is approved and ordered paid from the appropriations indicated above.

Town of Pound Ridge



To: Town Board
From: David Goldberg
Date: January 23, 2023
Re: Summer Staff Pay Rates

I respectfully request authorization to pay the Pool and Day Camp Staff at the rates listed below, these are budgeted rates.

A7140.102 2023 Day Camp Staff Salary Ranges

Day Camp Directors	\$42,703.00
Arts/Crafts/sports Directors	\$3,300 – \$4,824
Medical Director	\$4,000.00 - \$6,500
Head Counselors	\$2,610 - \$3,654
Counselors	\$2,610 - \$3,132
Musical Entertainers	\$300 - \$900
Specialists	\$40 - \$50 per hour

		<u>2022</u>
Day Camp Co-Director	Jeff Nurenberg	\$11,100
Day Camp Ass't Director	Victor Velez	\$7,450
Day Camp Ass't. Director	Michael Heron	\$4,600
Day Camp Ass't Director	Jackie Grasso	\$5,350
Day Camp Ass't Director	Michael Norelli	\$5,150
Camp Nurse	?	\$6,000
Tot camp Director	Lena Nurenberg	\$3,500

A7180.102

2023 Salaried Pool Staff

Pool Manager	\$8,000 – \$18,000
Assistant Pool Manager	\$5,000.00 - \$7,000
Head Swim/Dive Coach	\$8,000.00 - \$9,000.00
Asst. Coaches	\$2,500.00 - \$3,500.00

A7180.103

2023 Pool Staff Hourly Rates

Head Lifeguard	\$16.00 - \$20.00
WSI and 3 yrs experience	\$16.00 - \$20.00
Lifeguards and Instructors	\$15.00 - \$18.00
Gate Attendants	\$12.00 - \$15.00

Respectfully submitted



David Goldberg

Superintendent of Recreation & Parks

Town of Pound Ridge



To: Town Board

From: David Goldberg

Date: January 24, 2023

Re: Request to purchase new folding machine

I respectfully request authorization to purchase a new Martin Yale folding machine. The current one we have is breaking down and needs to be fixed often. Our cost of the machine from Staples is \$1,105.25.

Respectfully submitted

David Goldberg

Superintendent of Recreation & Parks

Highlights [View full product details](#)

- Automatic letter folder provides automatic feeding, folding, and stacking documents
- Dimensions: 13.2"H x 21"W x 15.5"L
- Weight: 40 lbs.

\$1,139.99 - 1105.25


1 each

Delivered FREE tomorrow

to Bedford, NY ▼

≡ *Next-Day eligible* Order within 0 hrs 27 mins

Ship to store

Compare  [Add to list](#)

Pay in 4 interest-free payments of \$285.00 with **PayPal** | [Learn more](#)

Consider this similar product



Martin Yale Heavy-Duty AutoFolder, Hands-Free, 53#, 42" x 12" x 17" (1217A)

4.5 

\$2,052.59

[Add to cart](#)

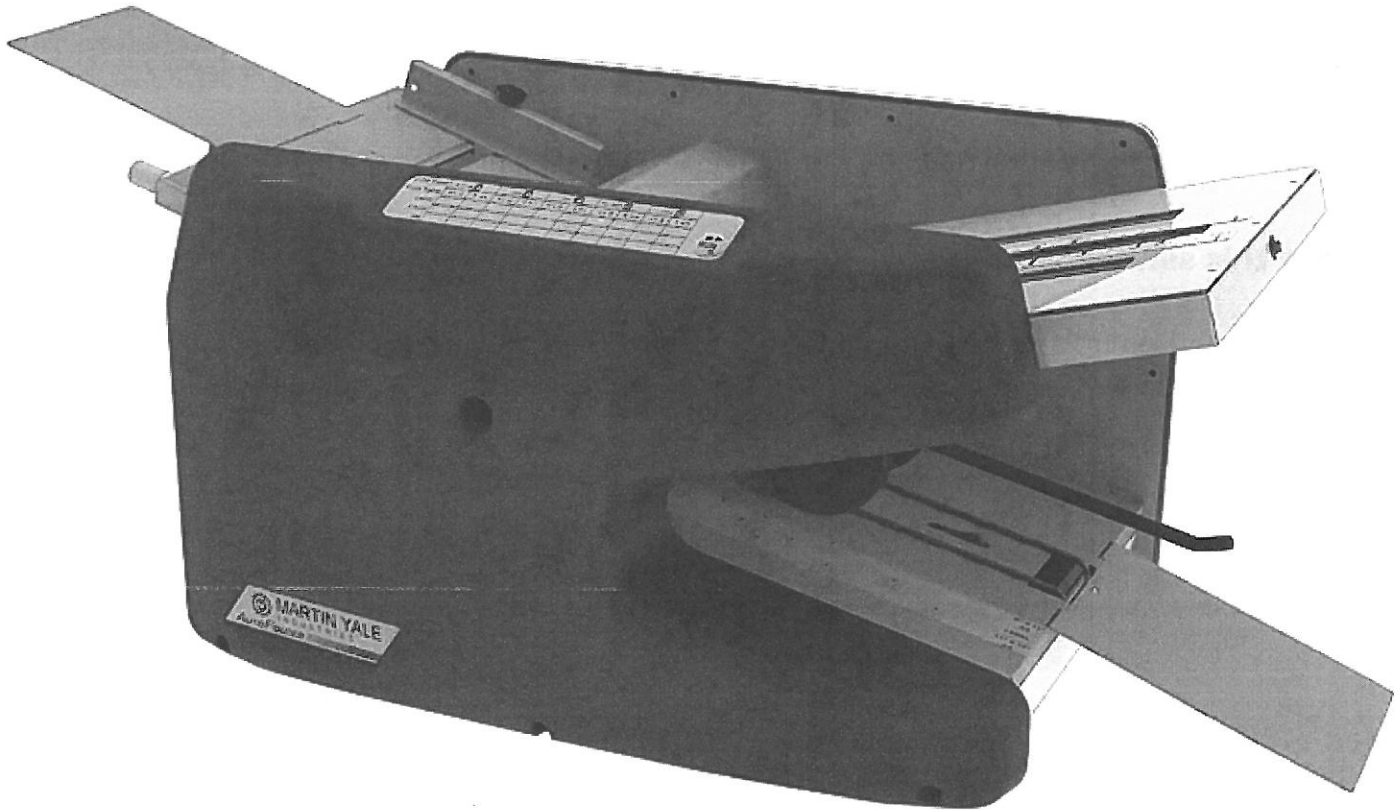
Customers bought together

[Home](#) > [Shipping, Packing & Mailing Supplies](#) > [Mailing Supplies](#) > [More from Martin Yale Paper Folding Machines & Joggers](#)

Martin Yale Ease-of-Use 1611 Automatic Letter Folder, 150 Sheets

Item #: 868098 | Model #: 1611

3.5 ★★☆☆☆ [2 Reviews](#) | [Ask a question](#) | [Share](#) | [Free Returns](#)



Highlights [View full product details](#)

Town of Pound Ridge

Tel.: 914-764-5511

Fax: 914-764-0102



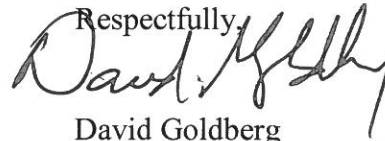
Memo to: Town Board

From: David Goldberg

Date: February 2, 2023

Re: State Conference

The New York State Recreation and Park Society annual conference is slated for April 23rd – 25th in Monticello NY and I am requesting permission to attend for myself, Melissa and out new hire. The cost of the program is \$350.00 each and the room cost is \$159 per night and we would need to be there for 2 nights per person. The total cost to attend would be \$2,004.00 plus \$300 for meals outside the program as all meals are not covered in the program. There is money set aside in my budget to cover this.

Respectfully,


David Goldberg
Superintendent of Recreation & Parks

From: [Nicole Engel](#)
To: [Nicole Engel](#)
Subject: FW: Request to collect seeds on Town property
Date: Wednesday, January 11, 2023 9:51:34 AM

From: Ellen Grogan <elgrogan@gmail.com>
Sent: Wednesday, January 11, 2023 9:38 AM
To: Nicole Engel <chiefofstaff@townofpoundridge.com>
Cc: Emily Rauch <emilyrauch@hotmail.com>
Subject: Fwd: Request to collect seeds on Town property

Nicole,

Emily Rauch is asking for permission to collect native wildflower seeds on Town-owned property. Kevin said it needs to be approved by the whole TB (see his message below). Can you please add it to the February agenda.

The seeds will be part of a region-wide seedbank with the goal of preserving our native flora. It's a worthy project that the Conservation Board supports. Some others of us in Pound Ridge are involved.

Thanks,
Ellen

To: Town Board
From: Bob Siegel
Re: Status of CEC Grants
Date: February 6, 2023

In advance of tomorrow's Town Board meeting, set forth below is a synopsis regarding the status of Clean Energy Community (CEC) grants recently received by the Town.

Pound Ridge is a CEC and recently received \$15,000 in grants from NYSERDA subject to application submission and approval. A \$5,000 grant was received by the Town for its completion of a Community Campaign for Clean Heating, and a \$10,000 grant was received by the Town for completing a sufficient number of "high impact" CEC items, including the installation of LED street lights and a Level II EV charging station in the business district. There is no matching component for the \$15,000 in grant money being awarded to the Town. The application for the \$5,000 grant is due February 27th; the application for the \$10,000 grant is due March 1st. However, since we believe it to be beneficial for the Town to combine these grants and use both for energy efficiency upgrades to the Town House, we are of the opinion that the applications should be submitted simultaneously on or before February 27th.

The Town House clearly needs an energy efficiency upgrade, whether pertaining to attic insulation, the Town House's envelope, its windows or heating system. For the Town to use the grant dollars for energy upgrades to the Town House, the Town first must have an ASHRAE Level II energy audit undertaken. NYSERDA has contracted with L&S Services, an energy services vendor, to perform Level II energy audits for the CEC program. The Level II energy audit will include a complete walk through of the Town House; the interviewing of staff; collecting equipment operational data; collecting utility bill data for analysis; the preparing of an energy study report to be circulated to elected officials and staff; and the conducting of a debriefing with Town officials to review the findings and recommendations set forth in the completed energy study report. The cost of the ASHRAE Level II energy audit is based on the number of full-time employees working in the building being audited: for ten or fewer employees the cost is \$3,400; for 11-50 employees the cost is \$4,600; and for buildings with

more than 50 employees the cost is \$6,800. Therefore, we believe the cost to the Town for the Level II energy audit will be \$4,600. However, since the cost of the Level II energy audit will be paid directly out of the grant money being awarded, this will not constitute an upfront cost to the Town.

The \$5,000 grant will be paid to the Town by check. The application for this grant is *de minimis*, simply requiring the providing of a brief synopsis regarding the clean energy project the Town wishes to undertake. The application for the \$10,000 grant is more extensive, and for building upgrades will require a Statement of Work for the building upgrade(s) to be undertaken as a result of the Level II energy audit's findings.

The ultimate cost of energy upgrades to the Town House probably will exceed the \$10,400 to be received from NYSERDA (which is the amount remaining after subtracting the \$4,600 audit cost from the \$15,000 in grant money). The Town only will be required to use the amount of grant money it receives on the Town House energy efficiency upgrade. However, since NYSERDA ultimately will want the energy upgrade to result in documented energy savings, it probably is best for the Town to undertake a project, such as attic insulation, where the cost probably will fall within the grant amount received.

I plan to share with the Town Board draft applications for both grants prior to the next Town Board meeting.

From: [Nicole Engel](#)
To: [Nicole Engel](#)
Subject: FW: Waste Water Task Force Resignation
Date: Monday, January 30, 2023 9:44:03 AM

Kevin.

Thank you for the opportunity to serve as co-chair of the Waste Water Task Force. The project is in very good engineering hands at this point and close to the next important phase involving funding, district formation, etc. The Task Force members are an exceptional group of highly skilled and dedicated residents who it has been an absolute pleasure to work with and learn from. I am handing in my resignation as co-chair and would like to step back by the end of this month. If you and the Town Board agree, I would like to continue as a Task Force member.

Regards,
Ellen

Ellen Ivens

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