

**MINUTES OF THE JUNE 17, 2025 MEETING OF THE TOWN BOARD OF THE TOWN OF POUND RIDGE HELD AT 179 WESTCHESTER AVENUE, POUND RIDGE, NEW YORK, AND VIA ZOOM VIDEOCONFERENCE, COMMENCING AT 7:30 PM**

PRESENT: SUPERVISOR KEVIN HANSAN  
DEPUTY SUPERVISOR/COUNCILPERSON DIANE BRIGGS  
COUNCILPERSON ALISON BOAK  
COUNCILPERSON NAMASHA SCHELLING  
COUNCILPERSON DANIEL PASCHKES (via Zoom videoconference)

ALSO

PRESENT: TOWN ATTORNEY WILLIAM HARRINGTON  
TOWN CLERK ERIN TROSTLE

**I. CALL TO ORDER OF REGULAR MEETING**

Supervisor Hansan called the meeting to order at 7:36 pm.

**II. EXECUTIVE SESSION**

There will be an executive session at 6:30 pm on Tuesday, July 1, 2025.

**III. ANNOUNCEMENTS**

- The second Food Truck Friday of the season is scheduled for this Friday, June 20 from 5:00 to 9:00 pm.
- The town's annual July 4 fireworks celebration will be held on Saturday, June 28 at the Town Park. Parking passes are required; they are available at the Police Department.
- The Rec Department's annual 5K Road Race will also take place on June 28, starting at 9:00 am at Pound Ridge Elementary School. Registration is online via Community Pass.
- The Rec Department will also host an end-of-school bash on Wednesday, June 25, from 5:00 pm to 7:00 pm.
- The annual Senior Picnic and Barbecue will be held on Thursday, June 26, from 11:30 am to 2:00 pm in the courtyard at the Market Square. Please RSVP by June 18. More volunteers are still needed.

**IV. MINUTES**

**Board Action:** Motion by Councilperson Boak, seconded by Councilperson Schelling, all voting aye, to approve the minutes of the May 20, 2025 and June 3, 2025 Town Board meetings.

**V. PUBLIC COMMENT I**

Resident John McCown, of 25 Miller Road, spoke about differences between reports related to water infrastructure in the business districts.

Resident Katherine Biagiarelli, of 315 Salem Road, commented on maintenance issues at Conant Hall.

**VI. PUBLIC HEARING – Proposed Police Department policy on immigration enforcement and discrimination**

Supervisor Hansan explained that the proposed policy documents procedures that have been in place for many years and that the purpose of codifying the procedures is to encourage individuals who may have been victims of a crime to feel safe regardless of their immigration status when contacting the Police Department.

Councilperson Schelling thanked Police Chief Thomas Mulcahy for writing the proposed policy.

**Board Action:** Motion by Councilperson Boak, seconded by Councilperson Paschkes, all voting aye, to open the public hearing.

Chief Mulcahy explained that the policy is intended to remove barriers that might prevent people from approaching the Police Department. There is nothing new in the policy, and everything in it follows state law.

Resident Judy Ostrow, of 367 Long Ridge Road, asked how she could get a copy of the policy and was provided with one so that she could review it.

Resident Joe Simonetti, of 26 Bob Hill Road, stated that the country is better off with than without the estimated eleven million immigrants who are undocumented.

Resident Adam Dorn, of 5 South Bedford Road, noted that many of us descend from recent immigrants and expressed concern for people who live and work in Pound Ridge who may be targeted by the federal government.

Resident Alex Mouraviskiy, of 8 Upper Shad Road, said that the law must apply equally to everyone regardless of status. He thanked Chief Mulcahy for documenting departmental policy, and said that without such written policies, we risk descending into lawlessness.

Resident Wendy Reingold, of 52 West Lane, described how Neighbors Link in Mount Kisco promotes the integration of immigrants into the community and encouraged anyone who might be interested to consider volunteering for that organization.

Resident Jessica Watts, of 42 Shad Road West, said thanked the Town Board and Chief Mulcahy for working to implement a policy that is reassuring to her young son.

Having reviewed the policy, Ms. Ostrow stated that federal authorities in unmarked vehicles have removed people from other communities and said she would like to know what can be done to prevent such things from happening in Pound Ridge.

**Board Action:** Motion by Councilperson Boak, seconded by Councilperson Schelling, all voting aye, to close the public hearing.

Councilperson Paschkes suggested that the second paragraph of the policy should include the phrase “and to not dissuade individuals from calling for emergency services when needed” and that the word “matter” in the final paragraph should be “matters.”

#### **RESOLUTION 150-25**

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

RESOLVED, that the Town Board hereby approves the following Police Department policy, as amended:

#### **General Order 76 Immigration Status**

##### **I. PURPOSE AND SCOPE**

To establish procedures to be followed by Sworn Members when encountering a person who actually has or is suspected to have entered or remained in the United States unlawfully.

To encourage crime reporting and cooperation in the investigation of criminal activity and to not dissuade individuals from calling for emergency services when needed, all individuals, regardless of their immigration status, must feel secure that in contacting or being addressed by members of the Pound Ridge Police Department will not lead to an immigration inquiry and/or deportation.

## II. POLICY

It is the policy of the Town of Pound Ridge Police Department that Sworn Members shall not engage in enforcement activities solely for the purpose of enforcing federal immigration law nor detain persons based solely upon suspicion that such persons have entered or remained in the United States unlawfully.

## III. PROCEDURE

### General:

1. Department members will provide police services to all persons in the Town of Pound Ridge, regardless of their citizenship status.
2. ***Except as otherwise provided herein***, Sworn Members shall not stop, question, interrogate, investigate, or arrest an individual based solely on any of the following:

- a. Actual or suspected immigration or citizen status; or
- b. A civil immigration warrant, administrative warrant, or an immigration detainer (collectively, Immigration Detainers") in the individual's name, including those identified in the National Crime Information Center (NCIC) database.

***NOTE: Immigration Detainers are not criminal warrants issued by a judge and may not provide sufficient basis to detain an individual or to prolong the detention of an individual detained for other reasons.***

2. Sworn Members shall not inquire about the immigration status of an individual, including a crime victim, a witness, or a person who calls or approaches them or any other Sworn Members seeking assistance, unless necessary to investigate criminal activity by that individual.
3. Unless acting pursuant to a legitimate law enforcement purpose that is unrelated to the enforcement of a civil immigration law, no department member shall assist with or permit U.S. Immigration and Customs Enforcement (ICE) agent's access to a person being detained by, or in custody of, the Department or a Department member.
5. In the absence of a judicial warrant, Pound Ridge Police Department may in its discretion notify federal immigration

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- authorities in advance of an individual's release from custody, without extending their detention, if:
- a. There is probable cause to believe that the individual has illegally re-entered the country after a previous removal or return as defined by 8 USC §1326, and
  - b. The individual has been convicted of a specifically enumerated set of serious crimes under the New York Penal Law (eg: Class A felony, Attempt of a Class A felony, Class B felony, etc) or
  - c. A federal crime or crime under the law of another state that would constitute a predicate felony conviction, as defined under the New York Penal Law, for any of the preceding felonies; or
  - d. There is probable cause to believe that the individual has or is engaged in terrorist activity
6. The Pound Ridge Police shall limit the information collected from individuals concerning immigration or citizenship status to that necessary to perform agency duties and shall prohibit the use or disclosure of such information in any manner that violates federal, state, or local law.
7. Any denial of a request from ICE for assistance in matters that are based solely on the enforcement of a civil immigration law and have no other legitimate law enforcement purpose will be documented in the Department's Records Management System

**VII. NEW BUSINESS**

**A. Supervisor**

Supervisor Hansan explained that the Assessor's term expires in September of 2025.

Resident Nick Cianciola, Sr., of 29 Autumn Ridge Road, objected to the idea of seeking additional candidates for the office of Assessor.

Resident Deborah Damascus, of 118 Brook Farm Road East, spoke in support of the current Assessor and expressed the view that the culture of the Town House has changed in a negative way.

**1. Advertisement for additional qualified Assessor candidates**

**RESOLUTION 151-25**

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

RESOLVED, that the Town Board hereby approves the advertisement for additional qualified candidates to be considered for the six-year Assessor term commencing October 1, 2025.

**2. Promotion of Rosemarie d’Arcy to the title of Senior Office Assistant (Office Manager)**

**RESOLUTION 152-25**

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

RESOLVED, that the Town Board hereby promotes Rosemarie d’Arcy to the title of Senior Office Assistant (Office Manager) in the Building Department at her current salary, effective June 18, 2025.

**3. CREST grant funding for bus purchase**

**RESOLUTION 153-25**

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

WHEREAS the Town of Pound Ridge, New York (hereinafter the "Town") has established the public benefit of purchasing a replacement for the existing Community Bus (hereinafter the "Project"); AND

WHEREAS the Town plans to undertake the Project due to the fact that the existing Community Bus is nearing the end of its useful life; AND

WHEREAS the Project will enable the Town provide transportation for senior programs and other town and community events that support arts, cultural, educational, recreational, economic development, and other purposes related to the improvement of the Town; AND

WHEREAS the Project has been reviewed by the Recreation Commission of the Town of Pound Ridge and the Town Board of the Town of Pound Ridge, and both support the Project as currently planned; AND

WHEREAS the total cost of the Project is estimated at \$122,000; AND

WHEREAS the Town has the opportunity to apply for and receive grant funds from the Dormitory Authority of the State of New York (DASNY) via the New York State Legislature in an amount up to \$122,000 to cover the Project cost; NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of the Town of Pound Ridge hereby authorizes the Town Supervisor to request that Assembly Member Chris Burdick and Senator Shelley Mayer each nominate the Town for DASNY funding for half of the total Project cost and to sign and submit all associated paperwork required.

#### **4. Proclamation to recognize Eagle Scout Ryan Decker**

##### **RESOLUTION 154-25**

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

RESOLVED, that the Town Board hereby authorizes the Supervisor to create and sign a proclamation recognizing Ryan Decker for achieving the rank of Eagle Scout.

#### **B. Finance Department**

##### **1. Workers' Comp renewal**

##### **RESOLUTION 155-25**

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

RESOLVED, that the Town Board hereby approves the renewal of the town's workers' compensation funding contribution to the Comp Alliance at an annual rate of \$105,980 for the two-year period from July 1, 2025 through June 30, 2027.

##### **2. Budget transfers**

##### **RESOLUTION 156-25**

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

RESOLVED, that the Town Board hereby approves the following budget transfers:

<u>Budget line</u>	<u>Department</u>	<u>Account</u>	<u>Transfer to</u>	<u>Transfer from</u>
001.1310.0103	Finance	Wages	\$25,000.00	
001.1320.0410	Auditor	Professional Services	\$20,000.00	

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001.1310.0102	Finance	Accountant		\$45,000.00
001.6772.0410	Programs - Disabled	N.E.W	\$60.00	
001.7180.0402	Pool	Telephone	\$500.00	
001.7450.0400	Museum	Expenses	\$700.00	
001.3020.0400	Communications	Expenses	\$3,000.00	
001.1990.0400	Contingency	Expenses		<u>\$4,260.00</u>
		Totals:	\$49,260.00	\$49,260.00

**C. Highway Department – Sale of surplus equipment**

**RESOLUTION 157-25**

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

RESOLVED, that the Town Board hereby authorizes the Highway Superintendent to sell the following surplus equipment through Auctions International: five parts trucks, one water pump, one trailer, and two police vehicles.

**D. Town Clerk**

**1. Temporary scanning clerk**

**RESOLUTION 158-25**

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

RESOLVED, that the Town Board hereby authorizes a transfer of \$7,000.00 from contingency to budget line 001.1410.0103, AND BE IT FURTHER

RESOLVED, that the Town Board approves the hiring of a temporary scanning clerk to work in the Town Clerk's office for up to ten weeks at a rate of \$20.00/hour.

**2. Cemetery plot sale**

**RESOLUTION 159-25**

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

RESOLVED, that the Town Board hereby authorizes the sale of Plot #399-B in Section 3 of the Pound Ridge Cemetery to former residents Robert and Barbara Carroll, now of 4313 Raccoon Key Court, Johns Island, SC 29544, at a price of \$1,000.



**E. Open Space Acquisition Committee – Appointment of Justin Pogrob**

**RESOLUTION 160-25**

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

RESOLVED, that the Town Board hereby appoints Justin Pogrob as a member of the Open Space Acquisition Committee through 2025.

**VIII. PUBLIC COMMENT II**

Resident John Nathan, of 155 Upper Shad Road, asked for Deborah Damascus's name and was assured that it would be recorded in the minutes.

**IX. FINANCIAL MATTERS – Payment of bills**

**RESOLUTION 161-25**

**Board Action:** Motion by Councilperson Paschkes, seconded by Councilperson Briggs, the motion passing 4–0 with Councilperson Schelling abstaining, on the following:

RESOLVED, that the Town Board hereby authorizes the Supervisor to pay the following claims as detailed in Abstract 12-2024:

Fund	Claim Numbers	Total Amount
General Fund	A00523–A00580	\$194,682.36
Highway Fund	D00123–D00136	\$18,943.59

AND BE IT FURTHER RESOLVED, that the following advance-of-audit payments listed in Abstract 12-2024 are hereby allowed:

Fund	Claim Numbers	Total Amount
General Fund	A00581–A00586	\$14,520.26

**X. ADJOURNMENT:** There being no further business to come before the Town Board, Supervisor Hansan adjourned the meeting at 8:35 pm.

**XI. RECONVENE AS PARKING DISTRICT COMMISSION:** Supervisor Hansan called the meeting to order at 8:35 pm.

**A. Highway Department – Cost estimates for repaving parking lots**

Highway Superintendent Vinnie Duffield presented estimates prepared by the Town Engineer for the repaving of the north and south parking lots in Scotts Corners. There was consensus that the north parking lot (behind Albano's), which needs more work, should be repaved first. Repaving of the south lot (behind the firehouse) should not be done until after construction associated with the firehouse expansion project is complete.

**RESOLUTION 162-25**

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

RESOLVED, that the Town Board hereby authorizes the Highway Superintendent to solicit bids for repaving of the north parking lot in the business district.

**B. Financial Matters – Payment of bills**

**RESOLUTION 163-24**

**Board Action:** Motion by Councilperson Boak, seconded by Councilperson Briggs, the motion passing 4-0 with Councilperson Schelling abstaining, on the following:

RESOLVED, that the Town Board hereby authorizes the Supervisor to pay the following claims as described in Abstract 12-2024:

Fund	Claim Number	Total Amount
Parking District	ST00014–ST00016	\$11,310.75

AND BE IT FURTHER RESOLVED, that the following advance-of-audit claims listed in Abstract 12-2024 are hereby allowed:

Fund	Claim Numbers	Total Amount
Parking District	ST00017–ST00020	\$2,563.31

**XII. ADJOURNMENT:** There being no further business to come before the Parking District Commission, Supervisor Hansan adjourned the meeting at 8:42 pm.

Erin Trostle, Town Clerk  
Dated at Pound Ridge, New York  
June 27, 2025