

# Town of Pound Ridge Police Department

Tel.: 914-764-4206  
Fax: 914-764-0847

*David M. Ryan*  
*Chief of Police*



## **Promotions for open Sergeant and Patrol Lieutenant Positions**

**Patrol Lieutenant:** Sgt Robert Chiappone

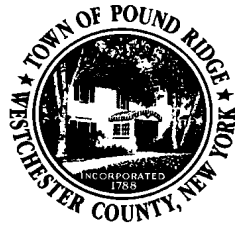
Sgt Chiappone served as a Sergeant with New Castle Police from 2011 until his retirement. We recognized his abilities as a supervisor when we promoted him to Sergeant in January of 2021 with the untimely resignation/retirement of Sgt Michael Armistead. Rob has done an excellent job in his capacity as Sergeant over the past year and half. Rob possesses both the organizational skills and interpersonal skills to be very successful as the new Patrol Lieutenant for the Department. I also see him working very well with Lt Kieran Murray. Based on his years of experience and his work product over his 9 years with the Pound Ridge Police Department, I fully support and endorse Sgt Chiappone's promotion to Lieutenant. Since Rob is retired, his salary is currently capped at \$35,000 which translates to being scheduled for 652 hours for the year (6.5 shifts/month).

**Sergeant:** PO Timothy Carroll

For the Sergeant's position, a canvas was put out to all officers with at least 3 years of service in the Department. Lt Murray and I interviewed all candidates who expressed interest and based on the interview, past performance, experience, and input from the Sergeants, we make the following recommendation of PO Tim Carroll for the position of Sergeant. Tim worked as a Sergeant with the Town of Greenburgh PD for 10 years prior to joining us in Pound Ridge. He was responsible for their Records Management system, IT department, FOIL requests. He has excellent interpersonal skills, report writing and is very meticulous. With the untimely departure of Sgt Armistead, Tim took over as our TAC and Information Security Officer with NYSDCJS and Ejustice system. He also had the self-initiative to assist with reviewing the Department Policy manual and gave great feedback to myself and Chief Ryan based on his experiences with Greenburgh. Besides all his previous experience and being excellent fit for the position, Tim is the only candidate that has attended Sergeant School. Tim is also retired and subject to the \$35,000 salary cap which translate to being scheduled for 751 hours for the year (7.8 shifts/month).

# Town of Pound Ridge

Diane Briganti, Assessor



Tel.: 914-764-5511  
Fax: 914-764-0102

## MEMORANDUM

**TO: KEVIN HANSAN, SUPERVISOR  
TOWN BOARD MEMBERS**

**FROM: DIANE BRIGANTI, ASSESSOR**

**DATE: JULY 25, 2022**

**SUBJECT: AUTHORIZATION TO ATTEND ANNUAL NYS ASSESSOR'S  
ASSOCIATION SEMINAR ON ASSESSMENT ADMINISTRATION CONFERENCE**

Authorization is requested for the Assessor, Diane Briganti, to attend the Annual NYS Assessor's Association Seminar on Assessment Administration Conference in Lake George, NY Sunday September 18th, 2022 to September 22<sup>nd</sup>, 2022.

Expenses for lodging and meals, registration and travel are not expected to exceed \$1,300 and has been previously submitted in the 2022 budget.

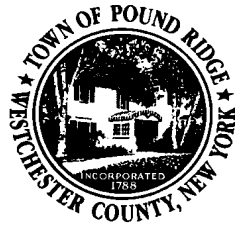
A portion of registration may be reimbursable through NYS.

I have included prepaid invoices for registration purposes, which are cancellable up to 72 hours in advance of the start date.

Thank you  
Diane

# Town of Pound Ridge

Diane Briganti, Assessor



Tel.: 914-764-5511  
Fax: 914-764-0102

## MEMORANDUM

**TO: KEVIN HANSAN, SUPERVISOR  
TOWN BOARD MEMBERS**

**FROM: DIANE BRIGANTI, ASSESSOR**

**DATE: JULY 25, 2022**

**SUBJECT: REQUESTED APPROVAL OF ADVANCE REGISTRATION AND  
PAYMENT/SUBJECT TO APPROVAL OF TRIP**

**2022 NYSAA Fall Conference - \$200 Registration Fee – Prepaid/Town credit card**

**2022 NYSAA Lodging/meals – 852.60 (tax exempt) - Prepaid/Town credit card**

**Subject to approval of trip**

**Thank you  
Diane**



**TO:** Kevin Hansan, Town Supervisor, and the Town Board

**FROM:** Christeen CB Dür, Administrator, Grants, PB and WCC  
cdur@townofpoundridge.com

**DATE:** August 1, 2022

**SUBJECT:** Cell Tower Modification Application Referral from the Planning Board

Please find attached the final report for DISH's modification application for 89 Westchester Avenue. This application has been approved by the Planning Board based on the report done by Mr. Doug Fishman, our Town's cell tower consultant. The application and the report are on file in the Building Department.

Please update the Special Use Permit upon the Town Board's approval and give the permit to the Building Department for their files. The applicant knows to contact Erin Trostle, Town Clerk to receive a copy of the Special Use Permit.

Thank you. Christeen

June 24, 2022

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

**SUBJECT: SECOND SUPPLEMENTAL RF ENGINEERING EVALUATION OF  
PROPOSED DISH INSTALLATION OF WIRELESS SERVICES  
FACILITY AT 89 WESTCHESTER AVE 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 document received related to the DISH's Application to add equipment and antennas to the existing wireless services facility located at 89 Westchester Avenue in Pound Ridge. The supplemental document received and reviewed in preparation for this report is:

- Pinnacle Telecom Group Antenna Site FCC RF Compliance Assessment and Report for Municipal Submission (June 8, 2022)

My review of the supplemental report is provided below.

1. Technical Parameters

- a. DISH Parameters – The parameters for the DISH transmitters/antennas used are consistent with those provided in the Construction Drawings (*Tower Engineering Construction Drawings (October 17, 2021)*) with the exception of the antenna model. The report utilizes CommScope antennas, while the CDs reflect JMA antennas. Antenna parameters are similar enough to each other that I do not believe there will be a significant difference in the resulting analysis.
- b. Parameters of other occupants – Transmit parameters of the other occupants of the tree pole were estimated, and not based on actual transmit power levels or antenna types. Antenna elevations appear to be modeled correctly and consistently with the elevation drawing provided in the Construction Drawings. Estimated parameters (antenna gains, power levels) appear to be reasonable based on industry practices.
- c. Frequency Bands – The study includes all of the DISH frequency bands detailed in their previous submittals (600 MHz, 2000 MHz and 2100 MHz). They also appear to have captured the correct frequency bands for the other wireless carriers and public safety licensees.
- d. Antenna Downtilt – Two percent electrical downtilt of any of the antennas was assumed in the RF-EME analysis. In reality, many of the wireless carrier antennas can, and are, downtilted either electronically or mechanically to improve coverage on the ground level, some at more than 2 percent.

2. Calculations – The RF Exposure calculations were done in accordance with the FCC OET Bulletin 65, which is the standard for performing such analyses.

**SECOND SUPPLEMENTAL RF ENGINEERING EVALUATION OF PROPOSED DISH  
INSTALLATION OF WIRELESS SERVICES FACILITY AT 89 WESTCHESTER AVE  
IN POUND RIDGE, NY**

3. RF Exposure Results – The analysis performed shows that the monopole emissions, including all occupants, do not exceed 10.2% of the maximum permissible exposure level at ground level, as defined in OET Bulletin 65 – well within the acceptable range. They also did a 3-dimensional analysis around the DISH antennas, which shows that the area of potential excessive exposure is well above the roof level of the Lions Ambulance Corps.

Although there are some inaccuracies in the analysis (wrong antenna type, small downtilts), I do not believe that rerunning the analysis with these parameters corrected will result in a significant increase in the exposure levels – certainly not significant enough to approach the exposure limitations. I am comfortable approving this application as it currently stands. However, if the Board wishes, they are certainly justified to request a revision of the analysis.

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

Sincerely,



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Douglas Fishman  
RF Engineering Consultant  
(201) 218-6848

# CAPITAL PROJECT DESCRIPTION FORM

(Please type or print clearly)

**Legally Incorporated Name, Address and Telephone Number of Grant Recipient:**

**Name:** TOWN OF POUND RIDGE

**Mailing Address:** 179 WESTCHESTER AVENUE, POUND RIDGE, NY 1057 6

**Phone Number:** ( 914 ) 764-5511

**Tax Identification #:** 13-6007323  
*(Federal Employer ID# or 501(c) #)*

**Name of Project Director:** SUPERVISOR KEVIN HANSAN

**Email Address for Project Director:** SUPERVISOR@TOWNOFPOUNDRIDGE.COM

**Purpose of Project:**

Funds will be used to IMPROVEMENTS TO TOWN PARK INCLUDING FEASIBILITY STUDY FOR A  
NEW COMMUNITY CENTER FOR PUBLIC LIBRARY, RECREATION CENTER, OFFICE OF EMERGENCY  
MANAGEMENT, INDOOR/OUTDOOR POOL, SENIOR PROGRAMS AND OTHER FACILITIES; WIFI FOR  
THE TOWN PARK; ADDITIONAL FREE-STANDING SHELTERS FROM INCLEMENT WEATHER; AND  
HANDICAPPED ACCESSIBLE PLATFORM FOR SPECTATORS FOR BASEBALL FIELD

**Capital Funding Recommendation:** \$ 125,000.00

**Date:** 07/21/22

**Sponsoring Member of Assembly:** *Chris Burdick*

**TOWN OF POUND RIDGE**

**Resolution in SUPPORT OF Assembly Bill A-9079/Senate Bill S8378  
Amending Environmental Conservation Law by Adding New Section 24-0513,  
Local Freshwater Wetlands Pesticide Prohibition**

**WHEREAS**, New York State Assembly Bill A-9079 sponsored by Assemblymember Chris Burdick and by State Senator Peter Harckham in the State Senate seeks to amend the Environmental Conservation Law to restore certain home rule rights to local governments; and

**WHEREAS**, the legislation states as follows:

A local government that has implemented a freshwater wetlands protection law or ordinance in accordance with section 24-0501 of this title may adopt a local law or ordinance to prohibit the application of pesticides to wetlands it regulates; provided, however, that any such law or ordinance shall not prohibit pesticide applications for the control of invasive species identified pursuant to title 17 of article 9 of this chapter, pests of significant public health importance, noxious weeds designated by the department as injurious to ecosystem health, or for the protection of critical native plant species. Any local law or ordinance adopted pursuant to this section shall take effect on the first day of January after it shall have been adopted, and

**WHEREAS**, wetlands protection is critical to the Town of Pound Ridge to protect drinking water and to provide flood plains protection.

**Now THEREFORE, BE IT RESOLVED BY the Town of Pound Ridge**

1. That the Town Board does hereby support Bill Number A9079/S8378
2. The Town Board urges Governor Kathy Hochul to sign this critical legislation.
3. That a copy of this resolution be sent to the Office of the Governor, Senator Harckham, Assemblymember Burdick, Senate Majority Leader Andrea Stewart Cousins, Assembly Speaker Carl Heastie, County Executive George Latimer, Sustainable Westchester and the Westchester Municipal Officials Association.

**DATED:** July 5, 2022

Pound Ridge, New York

\_\_\_\_\_  
Kevin Hansan, Town Supervisor



**Town Clerk's Office**

**MEMORANDUM**

**To:** Town Board  
**From:** Erin Trostle  
**Date:** August 4, 2022  
**Re:** Cemetery Plot Sale

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Please approve the sale of Plot 203-A in Section 3 (one gravesite) to Pound Ridge resident Mark Kesten, of 41 Old Mill River Road, at a price of \$1,000.00.

**MEMORANDUM**

**To:** Town Board  
**From:** Erin Trostle  
**Date:** August 4, 2022  
**Re:** PRBA Special Event Permit Application

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The Pound Ridge Business Association has submitted the attached Special Event Permit application forms. Also attached is a list of Police Department concerns regarding parking and traffic prepared by Lieutenant Mulcahy.

Please note that there will be no tents larger than 10'x10' and no stage, and there will be a total of three portable toilets, one of which will be accessible. Also note that the PRBA is requesting town assistance with garbage, as well as use of the town bus (with driver).

I would like to ask that approval of the application include the conditions that PRBA provide 2) copies of relevant licenses or permits for food and beverage vendors and 2) proof of insurance naming the town as an additional insured.

# Town of Pound Ridge Police Department

Tel.: 914-764-4206  
Fax: 914-764-0847

*David M. Ryan  
Chief of Police*



## PRBA Artisan & Vintage Flea 9/5/2022

I have been part of many discussions along with Chief Ryan on the topic of Closing and Detouring Traffic on Westchester Ave in Scotts Corners. I concur with Chief Ryan's assessment of detouring traffic off main road and thru parking lots as less than ideal and a safety concern. I witnessed too many close calls with pedestrians and cars detouring thru the parking lots during Harvest Festival when it was held down there. This was one of the reasons why the Harvest Festival was moved to the Town Park. Granted this is a different type of event but we have suggested in the past that this event can be held without the need to close Westchester Ave like it was when Joan Silbersher held these events. As Chief Ryan suggested in the past, the booths can be spread out over the whole business district and utilizing grassy area down between Key Bank and Hamchi, the parking area in front of the Dentist and along side Avalon, and sidewalks in front of the business that are closed for the Holiday. We can also cone off the parking spaces in that area to allow even more space. We can also move around the Food Trucks and open more sidewalk areas in front of Albanos. One can be moved to block driveway between Firehouse and 123 Dough and another can be parked in spot in front of the Market Square or in a Parking spot by Lion's Park. In looking at the site plan we are closing Westchester Ave for 9 hours for 20 booths to be set up in the roadway.

Besides Safety, we are a small Police Department which is primarily staffed by retired Law Enforcement Officers who a subject to a \$35K cap on their earnings so every special detail is one less patrol shift covered. The personnel coverage for the event doubles due to roadway being closed and fact that road is being closed for 9 hrs on a Holiday results in 10 hours of overtime for each officer. All these events add up and our Officers have families that have Summer plans as well. The final say is with the Board and we will make necessary adjustments. I do however make the request that permits like this are filed and discussed prior to at least 90 days from event like the Harvest Festival has done. By doing this we can have a finalized permit to present to Board prior to 60 days out. We are currently compiling September's schedule and post it by August 1<sup>st</sup> so any later becomes problematic.

In reviewing this preliminary permit application a few issues have come up that need further clarification and expansion regardless if roadway is closed or not. They are as follows:

# Town of Pound Ridge Police Department

Tel.: 914-764-4206

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*David M. Ryan*  
*Chief of Police*

## **Parking:**

1. More Detail on parking plan. If areas are going to be designated no event parking. We will lend you Food Truck Friday signs if similar arrangements are being used. Parking at Townhouse if utilizing grass field behind– more volunteers would be needed.
2. Permission from all property owners (Market Square, Barnell, and Artie Clark) in regards to parking areas and any conditions in regards to permitted parking areas.
3. Overflow denoted as Town Park (under Locations) and Town House on site plan. Which is it?
4. Volunteers needed to monitor and staff parking areas, especially areas deemed as no event parking.
5. Are spaces behind businesses and across from Albano's going to be utilized for event
6. Would suggest designating 10 parking spaces across from Albano's as handicap only.
7. Parking Statement of the location of all parking areas to be advertised and fact that street parking is prohibited on all roadways surrounding the event and that violators will be ticketed and/or towed at owner's expense.

## **Traffic:**

1. Officers at major crosswalks, at road closures and along detour thru parking lots.
2. Assuming no parking along both sides of Westchester Ave from Trinity Pass to Firehouse. (Notification should be made to residents of Scotts Corners to move vehicles prior to 7:30 am.
3. If road closure is granted, suggestion to shorten time of event by including set up and breakdown times into event time.

## **Other Questions? (Jim Perry)**

1. Portable Toilets ; Document says 3 and site map shows 4. How many required?
2. Tents ? No stage for Entertainment ?
3. Anything else requiring inspection?
4. Garbage collection was a huge issue last year?
5. Keep in mind that Village Green will still be under construction.

**Please revise and update permit to provide this information.**

Submitted by: Lt Thomas Mulcahy



## 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](mailto: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: [REDACTED]  
 Applicant type: [REDACTED]  
 Address: PO Box 268  
 [REDACTED]  
 Mailing address: [REDACTED]  
 Phone number: 914-282-9582  
 Email address: Lisamariemiller1962@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: PRBA Artisan & Vinage Flea  
 Event type: street market/fair  
 Description: Vendors, music, food  
 Purpose: Community event/fundraiser for Pound Ridge Business Association

Event date:	September 5, 2022	Alternate date:	N/A
Event start time:	10:00 am	Event end time:	4:00 pm
Setup start time:	8:00 am	Setup end time:	10:00 am
Takedown start:	4:00 pm	Takedown end:	5:00 pm

Location(s): Westchester Avenue in business district; Market Square; overflow in Town Park; vendor parking at AC&S Excavating

On private property?  Yes  No

Parking location(s): Market Square and Barnwell Center parking lots

On private property?  Yes  No

Road closure(s) requested: yes

Closure times requested: 8:00 am to 5:00 pm

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  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 35-55 Number, if any

Will the event include alcoholic beverage vendors?

Yes  No 3-4 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: Lisa Miller  
Cell phone number: 914-282-9582 Email address: Lisamariemiller1962@gmail.com

Event day contact name:  
Cell phone number: Email address:

Weather contact name:  
Cell phone number: Email address:

### LOGISTICS

#### CROWD MANAGEMENT

Anticipated attendance: 400-450 at any one time; most attendees will not stay for entire event

Describe crowd control plan: Police present for pedestrian safety

Describe perimeter control plan: Police present for pedestrian safety

Emergency services be present?  Yes  No

Will event be ADA compliant?  Yes  No



**VOLUNTEERS**

Indicate number of volunteers:

20-25

Describe role(s) of volunteers:

Assisting with setup and takedown; supervising kids' area; assisting vendors during event

**SANITATION/GARBAGE**

Portable toilets provided?

 Yes  No

If so, how many?

2 plus one handicapped

Garbage/recycling bins provided?

 Yes  No

Describe garbage/recycling plan:

Additional garbage bins near food area; requesting town Maintenance staff to assist with emptying garbage

**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

\*Music volume to be kept lower than last year so that vendors can hear customers without difficulty.

**STRUCTURES/SAFETY**

Tents or canopies?

 Yes  No

If yes, please describe:

No tents larger than 10'x10'

Stage or other structures?

 Yes  No

If yes, please describe:

Fireworks or open flame?

 Yes  No

If yes, please describe:

(adopted 04.12.2022)

**UTILITIES**

Water access needed?

 Yes  No

If yes, please describe:

Electricity needed?

 Yes  No

If yes, please describe:

One vendor and musicians will connect to external outlet.

WiFi access needed?

 Yes  No

If yes, indicate number of users:

**PROMOTION**

Banner permission requested?

 Yes  No

If so, indicate location and dates:

Business District 1-2 weeks before event

Other signage?

 Yes  No

If so, please describe:

Road signs

**TOWN RESOURCES**

Town bus needed?

 Yes  No

If so, please indicate time period:

12 noon – 5 pm

Barricades or cones needed?

 Yes  No

If so, please specify:

For road closure and in front of tent next to Kitchen Table and extra cones to mark vendor locations

Other town-owned property needed?

 Yes  No

If so, please specify:

**OUTSIDE RESOURCES**

Outside bus transportation?

 Yes  No

If so, please describe:

Outside parking assistance?

Yes  No

If so, please describe:

Other outside resources?

Yes  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)* *partial

### 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 type="checkbox"/>	Yes	<input type="checkbox"/>	No	Insurance certificate(s)
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Indemnity agreement(s)

(adopted 04.12.2022)

Yes  No Permits/Licenses (other than for vendors)

Yes  No OTHER (specify):

**DEPOSITS/FEES**

Damage deposit paid (indicate amount):

Waiver requested:

Yes  No

Application fee paid (indicate amount):

Waiver requested:

Yes  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.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(printed name)



## SPECIAL EVENT VENDOR LIST

EVENT: PRBA Artisan & Vintage Flea DATE: September 5, 2022

Number of food/beverage vendors: 4-6

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

Additional info forthcoming.

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Number of non-food vendors: 35-55

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

Please see selected vendor info attached here. Additional info forthcoming.

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Number of alcoholic beverage vendors/servers: 3-4

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

Additional info forthcoming

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(adopted 04.12.2022)





## SPECIAL EVENT APPLICATION REVIEW

EVENT: ARTISAN & VINTAGE DATE: 8/4/2022

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

SIGNATURE: [Signature] NAME: James H. 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:

TOTAL PORTA JONS REQ'D 9  
NAMES AND NUMBER OF CROWD CONTROL PERSONELL  
NAMES & CONTACT NUMBERS OF FOOD VENDORS  
LOCATION AND SIZES OF ALL TENTS, ALL TENTS OVER 100# REQUIRE PERMITS  
SUBMIT SPECS & PERMIT APPLICATION FOR STAGE OR BAND STAND  
FIRE AND EMS SIGN OFF IS ESSENTIAL TO OUR FINAL SIGN OFF

FOR TOWN DEPARTMENTS ONLY:

STAFFING NEEDED: <u>I WILL BE AWAY UNTIL</u>	STAFFING COST: <u>\$</u>
EQUIPMENT NEEDED: <u>AFTER THIS EVENT</u>	EQUIPMENT COST: <u>\$</u>
OTHER COST ITEMS: _____	OTHER COST: <u>\$</u>
	TOTAL COST: <u>\$</u>

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

**MEMORANDUM**

**To:** Town Board  
**From:** Erin Trostle  
**Date:** August 4, 2022  
**Re:** ADA-compliant courtroom entrance

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Attached are two quotes for materials for the proposed ADA-compliant courtroom entrance. Hudson Valley Door & Hardware will provide materials and install the door in the prepared opening for a total of \$8,746.62. Canaan Door distributors quoted a price of \$8,266.29 for materials alone. These quotes both include a solid door. James Best is also seeking a quote for a comparable glass door, which would more closely resemble the existing window that is to be replaced.

James has also obtained two nearly identical quotes for removal of the window and installation of framing for the new door. The associated electrical work would be done by the town electrician.

When the Board last discussed plans for the new entrance, in May of this year, there were some concerns about possible security issues associated with a glass door. I am respectfully requesting that the Board make a determination about which type of door to install and approve the cost of construction, materials, and installation.



# BEST



**JAMES T. BEST**  
**ARCHITECT +**  
**ASSOCIATES**

P.O. BOX 240  
POUND RIDGE,  
N.Y. 10576  
**(914) 764-8889**  
**FAX 764-8887**  
james@jamesbestarchitecture.com

**JAMES T. BEST, AIA**  
www.jamesbestarchitecture.com

October 8, 2021

Kevin Hansan  
Supervisor  
Town Board  
Town of Pound Ridge  
The Town House  
179 Westchester Avenue  
Pound Ridge, NY 10576

Re: Proposal for Architectural Services  
@ **The Town House**  
**179 Westchester Avenue**  
**Pound Ridge, NY**

Dear Kevin Hansan:

Attached is my Proposal for Pro Bono work in connection with the design of the ADA access to the Town House Courtroom.

I look forward to assisting the Town with this project.

Sincerely,

James T. Best, AIA  
**James T. Best Architect & Associates**

# BEST



**JAMES T. BEST  
ARCHITECT +  
ASSOCIATES**

P.O. BOX 240  
POUND RIDGE,  
N.Y. 10576  
**(914) 764-8889**  
**FAX 764-8887**  
james@jamesbestarchitecture.com

**JAMES T. BEST, AIA**  
www.jamesbestarchitecture.com

October 8, 2021

Kevin Hansan  
Supervisor  
Town Board  
Town of Pound Ridge  
The Town House  
179 Westchester Avenue  
Pound Ridge, NY 10576

Re: Proposal for Architectural Services  
@ **The Town House**  
**179 Westchester Avenue**  
**Pound Ridge, NY**

Dear Kevin Hansan:

Below please find James T. Best Architect + Associates' proposal for Architectural Services to complete Design Drawings, Plans & Specifications for the ADA Accessible Door located at the Pound Ridge Town House, 179 Westchester Avenue, Pound Ridge, NY.

**OUR SCOPE OF SERVICES WILL INCLUDE:**

- I. Programming
- II. Schematic Design Phase
- III. Design Development Phase
- IV. Construction Documents Phase

**SCOPE OF WORK SHALL BE:**

**ADA Access to the Town House Courtroom, including:**

1. Interior
  - a. Replace existing Window with an ADA approved automatic exit Door with Closer
  - b. Provide dedicated space for a person with disabilities
2. Exterior
  - c. Provide ADA approved access Ramp and Platform at Door
  - d. Provide Automatic Door Opener Switch

**OUR WORK WILL INCLUDE:**

1. **Existing Plans** - Measure and draw existing Plans & Elevations
2. **Design** - Schematic Design through Final Design.
3. **Working Drawings:** for Bidding and Filing.
  - Floor Plans
  - Sections - as needed
  - Elevations - as needed
  - General Construction Details - w/ Material and Fixture Selections.
  - Electrical Drawings

**PAYMENT:**

All Services by James T. Best Architect + Associates will be provided **Pro Bono** and shall include:

- **SCHEMATIC DESIGN**

- **DESIGN DEVELOPMENT**

- **CONSTRUCTION DOCUMENTS PHASE**

- **CONSTRUCTION ADMINISTRATION PHASE**

Negotiating the Construction Contract, Bidding & Awarding of Contract, Representing the Owner, Site Meetings, Contractor & Client phone calls, Site visits at all phases of Construction, Review of Requisitions for Payment & Change orders, miscellaneous Drawing Revisions, Review of Shop Drawings.

**ADDITIONAL SERVICES:**

- **STRUCTURAL, MECHANICAL, ELECTRICAL & SITE/SURVEY ENGINEERING DRAWINGS**

These Engineering drawings and their associated costs shall be on a per need basis with the Clients approval.

**REIMBURSABLES:**

Prints, postage, and associated costs shall be billed to Client, at direct cost.

*ADA Access page 3.*

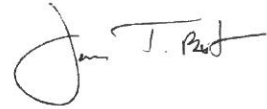
Please acknowledge your acceptance of the above by returning one signed copy of this letter agreement.

Thank you for the opportunity to be of service to you. I look forward to working with you on this project.

Sincerely,

James T. Best, AIA

**AGREED TO AND ACCEPTED BY:**



\_\_\_\_\_  
TOWN OF POUND RIDGE

\_\_\_\_\_  
James T. Best, AIA

DATE: \_\_\_\_\_

DATE: 10/08/2021





**MOSOLINO BUILDING AND DEVELOPMENT**

24 East Avenue, New Canaan, CT. 06840  
203-536-0655

**PROPOSAL-** The Town of Pound Ridge, 179 Westchester Avenue, Pound Ridge, NY.

Plans by James T. Best AIA. 2/25/22

**THE WORK** in this Proposal- Removal of existing window in the Town House and frame for a door to be used for handicap entry

**Protection-** Floor protection, Plastic and tape off the work area. Workmen and materials will enter through the new door opening after the window is removed. Protection will be installed before Work begins and The Work area will be cleaned daily. Tradesmen will wear mask protection.

**Carpentry –** Remove the existing window and store in a place designated by the Town. Frame the opening to accept the handicap door. Install a 1 ½” plywood barracade in the opening to be removed by the company installing the door. After the automatic door is installed, we will return to complete the exterior trim fit to the existing siding.

**Exclusions-** No electrical work, No Painting, No interior plaster work. Walkway to be built by others. Door installation and operator to be by others. EXIT signage if required by code to be by others.

**Total Cost for the Work - \$4,480.00**

## Time and materials

<b>Client name</b>	The Town of Pound Ridge
<b>Client's administrator</b>	Mark Mosolino
<b>Project name</b>	Handicap Entrance door
<b>Engagement duration</b>	60-90 days
<b>Begin date</b>	May 20th
<b>End date</b>	June 6th

Schedule of rates for additional work if additional work beyond this agreement is requested.

<b>Item description</b>	<b>Delivery schedule (Business days)</b>	<b>Cost (estimate)</b>
Carpenter	Monday-Friday	\$88.50 per hour
Laborer	Monday-Friday	\$49.50 per Hour
Mechanical Trades	Monday- Friday	Cost plus 15%
Materials		Cost plus 15%

## Payment terms

<b>Phase</b>	<b>Completion date</b>	<b>Payments due</b>
Deposit		
Progress 1		
Progress 2		
Completion 100% upon completion of the Work		

**Assumptions-**

Architect will file for Building Permit from the Town of Pound Ridge. Building Permit fee will be paid by the Owner. Mosolino Building and Development will provide Liability Insurance, Workman's Compensation Certificate, Hold Harmless and Westchester County Home Improvement license.

**Change Order process-**

Any Changes to the work must be agreed upon in writing with cost estimate. Changes over \$2000.00 must have 50% deposit paid before the start of the Change Order Work.

**Work to be Performed by Other Contractors-**

**Exclusions-** No electrical work, No Painting, No interior plaster work. Walkway to be built by others. Door installation and operator to be by others. EXIT signage if required by code to be by others.

**Engagement related expenses-**

Owner will pay for the Town of Pound Ridge Building Permit Fee.

**Required Legal Disclosure-**

Mosolino Building and Development LLC is a licensed Home Improvement Contractor in Westchester County # WC 26915-H15.

This Home Improvement proposal may be cancelled as per Westchester County Law anytime prior to midnight of the third business day after the signing of the proposal.

Mosolino Building and Development will maintain appropriate insurance listing The Town of Pound Ridge as Additionally insured.



---

## Acceptance and authorization

Full name

Mark Mosolino

Full name

Title

Owner, Mosolino Building and  
Development

Title

Signature

Signature

Date

Date

## Erin Trostle

---

**From:** James Best <james@jamesbestarchitecture.com>  
**Sent:** Thursday, July 14, 2022 3:40 PM  
**To:** Erin Trostle  
**Subject:** ADA Door Access  
**Attachments:** CANAAN DISTRIBUTORS - ADA Door Quote Pound Ridge NY EST# 25957.pdf; CANAAN DISTRIBUTORS - POUND RIDGE - SUBMITTALS.pdf

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Erin:

Finally got another door quote from Canaan Distributors (attached). When comparing it to Hudson Valley it seems to be considerably more money. This of course is for materials only. It does not include an installation price.

Let me know if you would like to discuss.

Thanks,

James

---

James T. Best, AIA  
James T. Best Architect + Associates  
PO Box 240  
Pound Ridge, NY 10576  
Phone: 914.764.8889  
Fax: 914.764.8887  
Email: [james@jamesbestarchitecture.com](mailto:james@jamesbestarchitecture.com)  
[www.jamesbestarchitecture.com](http://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.

---

# Canaan Distributors Corp.



20 Largo Drive Stamford, CT 06907 Main Tel: 203-356-1000

**Sent To: James T. Best**

**Date: 7/13/2022**

**Attention: James**

**EST# 25957**

**Project: ADA Door Quote**

**SCOPE OF WORK**

**QTY DESCRIPTION**

1 16GA 3070 X 4 7/8" THROAT KD FR GALV

1 18GA 3070 SEAMLESS DR GALV

3 FBB191NRP 4.5 X 4.5 630

1 25-R 512NL US28

1 20-022 626

1 9400 630

1 6331 689

1 10" X 34"

1 S88BL 17'

1 272AX36"

1 18100CNB

1 303AV

1 539

1 572

**DESCRIPTION:**

- Frame-Knock Down Lead time 4-6 weeks.
- Door- embossed 6 panel metal door- Lead time 8-12 weeks.
- Automatic Operator-Installation. Maintenance & warranty EXCLUDED.
- All door, frame & hardware information obtain per email from James Dated on June 28, 2022
- Master keying Excluded.
- NY Sales Tax ( 8.38) Included.

**Total 8,959.00**

*- 692.91*  

---

*8,266.29*

Priced By: **Elmer Archila | Commercial Projects Estimator**

**Office: (203) 504-1251**

**Email: earchila@canaandist.com**

Accepted By: \_\_\_\_\_

Date: \_\_\_\_\_



**TO:** Kevin Hansan, Town Supervisor, and the Town Board

**FROM:** Christeen CB Dür, Administrator, Grants, PB and WCC  
cdur@townofpoundridge.com

**DATE:** August 1, 2022

**SUBJECT:** Water Control Commission Items for the Town Board Agenda, August 9

Please find attached the support documents to approve the release of the following bonds already approved by the Water Control Commission per Jim Perry, Building Inspector, who confirmed the conditions of the wetland permit have been completed and inspection of work was satisfactory.

1. Jolana Blau, 12 Major Lockwood Lane, Block 9816, Lot 1
  - a. Bond #2021-29, \$1,000
2. Neil Mitchell, 18 Lyndel Road, Block 10047, Lot 40.9
  - a. Bond #2021-33, \$2,000
3. Bruce & Christine Churchill, 210 Trinity Pass Road, Block 9820, Lot 49
  - a. Bond #2021-23, \$5,000

Thank you. Christeen

# CLAIM

**TOWN OF POUND RIDGE**  
**POUND RIDGE NY 10576**



**PURCHASE ORDER NO.:**  
**DATE: 8/1/2022**

**CLAIMANT'S  
 NAME  
 AND  
 ADDRESS**

Jolana Blau  
 c/o Scott Krawitz  
 31 West 21st Street #8  
 New York, NY 10010

**VENDOR #:** 999999

APPROPRIATION	AMOUNT	VOUCHER #
T-31-3102	\$1,000.00	
<b>TOTAL</b>	<b>\$1,000.00</b>	

DATES	DESCRIPTION OF MATERIALS OR SERVICES	QUANTITY	UNIT PRICE	AMOUNT
8/1/2022	Release of Bond #2021-29	1	\$1,000.00	\$1,000.00
	\$1,000 held by the Town for the WCC			\$0.00
	for property located at 12 Major Lockwood Lane			\$0.00
				\$0.00
				\$0.00
	Conditions of wetlands permit have been completed and			\$0.00
	the inspection of the project was satisfactory.			\$0.00
				\$0.00
				\$0.00
				\$0.00
			<b>TOTAL</b>	<b>\$1,000.00</b>

### CLAIMANT'S CERTIFICATION

I, \_\_\_\_\_, certify that the above account in the amount of \$1,000.00 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.

8/1/22 date Christina CB Din authorized official

#### APPROVAL FOR PAYMENT

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

\_\_\_\_\_  
 \_\_\_\_\_

June 30, 2022

To: Town of Pound Ridge Town House  
Attn: Planning Board & Water Control Commission  
179 Westchester Ave.  
Pound Ridge, NY 10576

Re: Water Control Commission Bond Refund Request  
For 12 Major Lockwood Lane  
Pound Ridge NY 10576  
WCC Resolution dated August 18, 2021  
Block- 9816, Lot-1

To whom it may concern:

All the work required by the Water Control Commission for the project at 12 Major Lockwood Lane, has been completed as per Architect's specifications.

Please make the check out to the owner: Jolana Blau c/o Scott Krawitz and mail to:

Scott Krawitz  
31 W 21<sup>st</sup> Street, #8  
New York, NY 10010

Respectfully,

*Viktor Solarik*

Viktor K. Solarik, AIA LEED AP

Co: Jolana Blau, Scott Krawitz

7-1-22  
OK per Jim Reay  
Bond 2021-29  
\$1,000-

# CLAIM

**TOWN OF POUND RIDGE**  
**POUND RIDGE NY 10576**



**PURCHASE ORDER NO.:**  
**DATE: 8/1/2022**

**CLAIMANT'S  
 NAME  
 AND  
 ADDRESS**

Neil and Shelly Mitchell  
 c/o Christine Ravetier at Rockdale Capital  
 955 South Springfield Ave.  
 Bldg A, Suite 101  
 Springfield, NJ 07081

**VENDOR #:** 999999

APPROPRIATION	AMOUNT	VOUCHER #
T-31-3102	\$2,000.00	
<b>TOTAL</b>	<b>\$2,000.00</b>	

DATES	DESCRIPTION OF MATERIALS OR SERVICES	QUANTITY	UNIT PRICE	AMOUNT
8/1/2022	Release of Bond #2021-33	1	\$2,000.00	\$2,000.00
	\$2,000 held by the Town for the WCC			\$0.00
	for property located at 18 Lyndel Road			\$0.00
				\$0.00
				\$0.00
	Conditions of wetlands permit have been completed and			\$0.00
	the inspection of the project was satisfactory.			\$0.00
				\$0.00
				\$0.00
				\$0.00
			<b>TOTAL</b>	<b>\$2,000.00</b>

### CLAIMANT'S CERTIFICATION

I, \_\_\_\_\_, certify that the above account in the amount of \$2,000.00 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.

8/1/22 \_\_\_\_\_  
 date authorized official

#### APPROVAL FOR PAYMENT

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

\_\_\_\_\_  
 \_\_\_\_\_



Tracy Chalifoux LLC

Landscape Architect

July 19, 2022

Mr. James H. Perry  
Inspector  
Town of Pound Ridge  
Water Control Commission  
179 Westchester Avenue  
Pound Ridge, NY 10576

RE: Letter of Completion-Water Control Permit Closeout  
18 Lyndel Rd, Pound Ridge, NY (Neil S. Mitchell Residence)  
Block/Lot: 10047/40.9  
Permit #: 2021-33

Dear Mr. Perry:

An inspection was performed on July 18, 2022 by Tracy Chalifoux LLC. The shoreline repairs and related pond improvements at 18 Lyndel Road have been completed in accordance with the approved plans and the Water Control Permit. The shorelines have been sealed, the spillway repaired and stabilized, eroded areas have been filled, the small pond dredged, and its spoils exported from the site. The pond aeration system has been updated to a new pump for better energy-efficiency, and three diffuser-type aerators have been installed. Invasive vegetation has been removed from the work area, and disposed of off site. The native wetland trees, shrubs and perennials have been installed. The site is stable and has a full vegetative cover. In my professional opinion, the activities have been completed properly, and in accordance with the approved plans and the plantings installed in the locations indicated on the approved plans. At this time the Owner requests for the Water Control Permit to be closed out, and that the bond be released.

If you have any questions, please do not hesitate to contact me.

Thank you.

Respectfully submitted,



Tracy L. Chalifoux, R.L.A.  
Principal Landscape Architect  
Tracy Chalifoux LLC  
NY License #1968

7 King Street, Danbury, CT 06811

Mobile: 845-364-1360

E-mail: tchalifoux@gmail.com



**Christeen Dur**

---

**From:** Jim Perry  
**Sent:** Tuesday, July 19, 2022 12:53 PM  
**To:** Christeen Dur  
**Subject:** FW: 18 Lyndel Rd, Pound Ridge, NY-Letter of Completion  
**Attachments:** 18 Lyndel Rd-Letter of Completion 07.19.22.pdf

This is the bond release letter for 18 Lyndell Rd ,I have inspected and approve

Jim

**From:** Tracy Chalifoux <tchalifoux@gmail.com>

Bond # 2021-33  
\$ 2k

**Sent:** Tuesday, July 19, 2022 9:04 AM  
**To:** Jim Perry <jperry@townofpoundridge.com>; Christeen Dur <cdur@townofpoundridge.com>  
**Cc:** family <family@rockdalecap.com>; Neil Mitchell <nmitch1125@gmail.com>; Linda Kao <lkao@rockdalecap.com>  
**Subject:** 18 Lyndel Rd, Pound Ridge, NY-Letter of Completion

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Jim,

Thank you for meeting with us yesterday.

**Please find the Letter of Completion for 18 Lyndel Road, attached.** If you could kindly confirm you have received this, it would be appreciated.

Let me know if you have any questions.

Many thanks.

--

Sincerely,

*Tracy L. Chalifoux, R.L.A.*  
Principal Landscape Architect  
**Tracy Chalifoux LLC**  
7 King Street  
Danbury, CT 06811

mobile: 845-364-1360

[tchalifoux@gmail.com](mailto:tchalifoux@gmail.com)

## Christeen Dur

---

**From:** Christine Ravetier <cravetier@rockdalecap.com>  
**Sent:** Monday, August 1, 2022 1:49 PM  
**To:** Christeen Dur; Tracy Chalifoux  
**Cc:** family@rockdalecap.com; Neil Mitchell; Linda Kao  
**Subject:** RE: 18 Lyndel Rd, Pound Ridge, NY-Letter of Completion

Hi, ck should be made payable to Neil and Shelly Mitchell.

Thanks,  
Chris

**From:** Christeen Dur <cdur@townofpoundridge.com>  
**Sent:** Monday, August 1, 2022 1:07 PM  
**To:** Christine Ravetier <cravetier@rockdalecap.com>; Tracy Chalifoux <tchalifoux@gmail.com>  
**Cc:** family@rockdalecap.com; Neil Mitchell <nmitch1125@gmail.com>; Linda Kao <lkao@rockdalecap.com>  
**Subject:** RE: 18 Lyndel Rd, Pound Ridge, NY-Letter of Completion

Hi Christine

Is the check payable to Rockdale Capital?  
Thank you. Christeen

**From:** Christine Ravetier <[cravetier@rockdalecap.com](mailto:cravetier@rockdalecap.com)>  
**Sent:** Monday, August 1, 2022 12:53 PM  
**To:** Tracy Chalifoux <[tchalifoux@gmail.com](mailto:tchalifoux@gmail.com)>; Christeen Dur <[cdur@townofpoundridge.com](mailto:cdur@townofpoundridge.com)>  
**Cc:** [family@rockdalecap.com](mailto:family@rockdalecap.com); Neil Mitchell <[nmitch1125@gmail.com](mailto:nmitch1125@gmail.com)>; Linda Kao <[lkao@rockdalecap.com](mailto:lkao@rockdalecap.com)>  
**Subject:** RE: 18 Lyndel Rd, Pound Ridge, NY-Letter of Completion

Hello Tracy:

Thanks for handling! The check can be sent to me at the address below.

*Kind Regards,*  
*Christine Ravetier*  
**ROCKDALE CAPITAL**  
955 S. Springfield Ave  
Bldg A – Ste 101  
Springfield, NJ 07081  
T: 908-573-2102  
F: 908-573-9489

**From:** Tracy Chalifoux <[tchalifoux@gmail.com](mailto:tchalifoux@gmail.com)>  
**Sent:** Monday, August 1, 2022 12:16 PM  
**To:** Christeen Dur <[cdur@townofpoundridge.com](mailto:cdur@townofpoundridge.com)>

**Cc:** [family@rockdalecap.com](mailto:family@rockdalecap.com); Neil Mitchell <[nmitch1125@gmail.com](mailto:nmitch1125@gmail.com)>; Linda Kao <[lkao@rockdalecap.com](mailto:lkao@rockdalecap.com)>

**Subject:** Re: 18 Lyndel Rd, Pound Ridge, NY-Letter of Completion

Thank you very much for the update, Christeen.

Neil, could you or someone from your team please confirm the name and address for her please?

Have a nice day.

On Mon, Aug 1, 2022 at 12:03 PM Christeen Dur <[cdur@townofpoundridge.com](mailto:cdur@townofpoundridge.com)> wrote:

Hi Tracy

The bond release will be approved by the Town Board on August 9.

Please reply and confirm the name and address on where the check should be sent by this Thursday.

Thank you. Christeen

---

**From:** Tracy Chalifoux <[tlchalifoux@gmail.com](mailto:tlchalifoux@gmail.com)>

**Sent:** Tuesday, July 19, 2022 9:04 AM

**To:** Jim Perry <[jperry@townofpoundridge.com](mailto:jperry@townofpoundridge.com)>; Christeen Dur <[cdur@townofpoundridge.com](mailto:cdur@townofpoundridge.com)>

**Cc:** family <[family@rockdalecap.com](mailto:family@rockdalecap.com)>; Neil Mitchell <[nmitch1125@gmail.com](mailto:nmitch1125@gmail.com)>; Linda Kao <[lkao@rockdalecap.com](mailto:lkao@rockdalecap.com)>

**Subject:** 18 Lyndel Rd, Pound Ridge, NY-Letter of Completion

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Jim,

Thank you for meeting with us yesterday.

**Please find the Letter of Completion for 18 Lyndel Road, attached.** If you could kindly confirm you have received this, it would be appreciated.

# CLAIM

**TOWN OF POUND RIDGE**  
**POUND RIDGE NY 10576**



**PURCHASE ORDER NO.:**  
**DATE: 8/1/2022**

**CLAIMANT'S  
 NAME  
 AND  
 ADDRESS**

Bruce and Christine Churchill  
 210 Trinity Pass Road  
 Pound Ridge, NY 10576

**VENDOR #:** 999999

APPROPRIATION	AMOUNT	VOUCHER #
T-31-3102	\$5,000.00	
<b>TOTAL</b>	<b>\$5,000.00</b>	

DATES	DESCRIPTION OF MATERIALS OR SERVICES	QUANTITY	UNIT PRICE	AMOUNT
8/1/2022	Release of Bond #2021-23	1	\$5,000.00	\$5,000.00
	\$5,000 held by the Town for the WCC			\$0.00
	for property located at 210 Trinity Pass Road			\$0.00
				\$0.00
				\$0.00
	Conditions of wetlands permit have been completed and			\$0.00
	the inspection of the project was satisfactory.			\$0.00
				\$0.00
				\$0.00
				\$0.00
			<b>TOTAL</b>	<b>\$5,000.00</b>

### CLAIMANT'S CERTIFICATION

I, \_\_\_\_\_, certify that the above account in the amount of \$5,000.00 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.

*8/1/22 Christine CB Din*  
 \_\_\_\_\_  
 date authorized official

#### APPROVAL FOR PAYMENT

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

\_\_\_\_\_  
 \_\_\_\_\_

# HIGHLAND DESIGN

30 WESTCHESTER AVENUE  
POUND RIDGE, NY 10576  
Office 914 764 5480  
HIGHLANDESIGNGARDENS.COM

15<sup>th</sup> JULY 22

C/O BUILDINGS DEPT  
TOWN OF POUND RIDGE

TO WHOM IT MAY CONCERN

HIGHLAND DESIGN COMPLETED THE  
WETLAND NATIVE PLANTING AS  
INDICATED ON THE ATTACHED PLAN  
AT 210 TRINITY PASS  
RD

for MR & MRS B. CHURCHILL



7/22/22  
Bond 2021-23  
\$5,000.-

OK per  
Jim Perry

## Christeen Dur

---

**From:** Mark Rolfs <mark@rolfselertoffice.com>  
**Sent:** Monday, August 1, 2022 12:48 PM  
**To:** Christeen Dur  
**Cc:** Kristen Onofrio; Rudi Elert; Bruce Churchill; Christine Churchill  
**Subject:** Re: WCC submittal - 210 Trinity Pass Road

**Importance:** High

Hi Christeen, we were reimbursed for the bond by the Churchills. You may send the check to them directly.

Best,  
Mark

. . .

**Mark Rolfs**  
partner, architect, AIA  
t. (914) 481 1698  
c. (310) 850 6270

**ROLFS ELERT OFFICE**  
168 Irving Avenue,  
Suite 301  
Port Chester, NY 10573

[www.rolfselertoffice.com](http://www.rolfselertoffice.com)

On Aug 1, 2022, at 12:15 PM, Christeen Dur <[cdur@townofpoundridge.com](mailto:cdur@townofpoundridge.com)> wrote:

Hi Kristen

I received a letter from Highland Design regarding 210 Trinity Pass and its bond release will be approved by the Town Board on August 9. I see on file that the Bond was paid by your office but I am not sure if the Churchills already reimbursed you for the bond.

Can you please let me know by this Thursday if the bond should be returned to your office, if so, please confirm your address or to Bruce and Christine Churchill at 210 Trinity Pass directly? Please cc the Churchills on your reply for my file.

Thank you. Christeen

---

**From:** Christeen Dur  
**Sent:** Thursday, August 19, 2021 3:03 PM  
**To:** Kristen Onofrio <[kristen@rolfselertoffice.com](mailto:kristen@rolfselertoffice.com)>  
**Cc:** mark rolfs <[mark@rolfselertoffice.com](mailto:mark@rolfselertoffice.com)>; rudi elert <[rudi@rolfselertoffice.com](mailto:rudi@rolfselertoffice.com)>  
**Subject:** RE: WCC submittal - 210 Trinity Pass Road

	Kevin	Les	Ali	Carla	Dan	Diane	Other
<b>Boards &amp; Commissions</b>							
Audit Bills				X			
Board of Assessment Review							N/A
Board of Ethics							N/A
Conservation Board				X			
Drug Abuse Prevention Council		X					
Economic Development Committee						X	
Energy Action Committee				X			
Housing Board					X		
Human Rights Advisory Committee			X				
Landmarks & Historic District					X		
OEM	X						
Old Pound Road Committee				X			
Open Space					X		
Planning Board				X			
Police Department	X						
Recreation Commission						X	
Water Control Commission		X					
Zoning Board of Appeals					X		
<b>Other</b>							
BCSDNY	X						
East of Hudson Watershed		X					
Environmental Initiatives Advisors							Elyse/Bill Harding
Fire District	X						
Insurance							Harvey Dann
Library Board	X						
New Dawn					X		
Westchester County Shared Services	X						
Sustainable Westchester				X			
WEMS							Dave Ryan
Wireless Communication						X	
Water Wastewater Task Force			X				