



TOWN OF POUND RIDGE

Proposal for EMPLOYEE HANDBOOK

Contact Person:

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TOWN OF POUND RIDGE EMPLOYEE HANDBOOK PROPOSAL

WHY AN EMPLOYEE HANDBOOK?

A well-written Employee Handbook will help ensure compliance with government regulations, establish better communication with employees, and gain consistency in the application of work rules.

COMPLIANCE WITH GOVERNMENT REGULATIONS

Many municipalities do not have the financial resources or the need for a full-time HR Director. As a result, personnel decisions are often made without professional guidance and without consideration for the long-term effects. This can create confusion among employees, inconsistencies in policy application, and, in many cases, violations of state and federal regulations which can result in lawsuits and fines.

The Employee Handbook developed and implemented by Public Sector HR Consultants LLC (PSHRC) incorporates information, policies and procedures pertaining to the following state and federal regulations (partial list):

- The Americans with Disabilities Act
- Discrimination
- Harassment and Fair Treatment
- Sexual Harassment
- Drug-Free Workplace
- Drug & Alcohol Testing
- Smoking in the Workplace
- Workplace Violence Prevention
- Civil Service System
- Disciplinary Action (Section 75)
- Code of Ethics
- Wage & Hour Standards
- Family and Medical Leave Act
- Workers' Compensation
- Safety & Health and Hazardous Materials
- Fair Labor Standards Act

COMMUNICATION WITH EMPLOYEES

It is important that each employee understands the Town's policies and procedures as they pertain to employee benefits and work rules. A well-written employee handbook explains the benefits, including eligibility requirements, filing procedures, notification requirements, restrictions, scheduling procedures, etc. Work rules are addressed in the next section.

The Employee Handbook developed and implemented by PSHRC incorporates information, policies and procedures pertaining to the following employee benefits (partial list):

- Holidays
- Vacation Leave
- Personal Leave
- Sick Leave
- Family & Medical Leave
- Jury Duty Leave
- Medical Insurance
- Employee Assistance Program
- Workers' Compensation
- Disability Insurance
- Meal & Rest Periods
- Payroll Policies

CONSISTENT APPLICATION OF WORK RULES

The consistent application of work rules helps establish a sense of fair treatment in the workplace and will contribute to the overall success of the Town in delivering services to the public effectively and efficiently.

Further, successful disciplinary action is based on three basic factors: (1) there must be a mutual understanding of the work rules by the employee and the supervisor; (2) there must be uniform and consistent application of the work rules; and, (3) the discipline must be corrective and progressive with uniform and consistent penalties. Understandably, a well written Employee Handbook is essential in successful disciplinary action.

The Employee Handbook developed and implemented by PSHRC incorporates information, policies and procedures pertaining to the following work rules (partial list):

- General Rules of Conduct
- Personal Appearance
- Use of Equipment & Supplies
- Use and Care of Vehicles
- Time Records
- Time & Attendance
- Sick Leave Abuse
- Notification of Absences
- Meal & Rest Periods
- Unauthorized Work

LEGAL DEFENSE

A well-written Employee Handbook can be of great assistance in defending legal actions based on the employment relationship. For example, in Sexual Harassment cases, the Employee Handbook may be able to prove that the Town took proactive and preventative action against sexual harassment in the workplace.

SCOPE OF SERVICES

EMPLOYEE HANDBOOK – PSHRC will develop and implement an **Employee Handbook** for the Town of Pound Ridge. The specific professional services to be provided by PSHRC will include:

1. Review current employee benefits, personnel policies, procedures and established practices, and collective bargaining agreements.
2. Attend one meeting on-site at the Client's location to interview designated Town personnel to review current policies and procedures and established past practices, and to ascertain needs and make recommendations for additions and modifications to such policies, procedures and practices.
3. Produce an executive draft of Employee Handbook for review by appropriate Town representatives. This draft will include content as represented above, customized to the Town's specific circumstances.
4. Produce one master copy of the finalized Employee Handbook. Bulk printing of the Employee Handbook is not included in this proposal.

5. Provide unlimited telephone / e-mail support with respect to implementation, application and questions on the Employee Handbook, for a period of one year from the signing of the Employee Handbook Agreement.
6. Provide updates when requested by the Town or when a compliance change occurs, at no additional cost, for a period of one year from the signing of the Employee Handbook Agreement.

FEE FOR PROFESSIONAL SERVICES

The fee for the development and implementation of an Employee Handbook for the Town of Pound Ridge will be \$6,250.

Additionally, the Town of Pound Ridge will be responsible for reimbursing PSHRC for travel expenses (limited to mileage and tolls) directly related to providing services detailed in this proposal. The mileage rate that will be charged shall be the IRS mileage rate in effect at the time of travel.

Employee Handbook
Sample Table of Contents

100	INTRODUCTION	_____
101	Welcome Message	_____
102	Our Heritage	_____
103	Definitions	_____
104	The Purpose of this Employee Handbook	_____
200	EMPLOYEE CLASSIFICATIONS	_____
201	Full-Time Employees	_____
202	Part-Time Employees	_____
203	Temporary Employees	_____
204	Seasonal Employees	_____
205	FLSA Exempt Employees	_____
206	FLSA Non-Exempt Employees	_____
300	THE CIVIL SERVICE SYSTEM	_____
301	The Unclassified and Classified Services	_____
302	Civil Service Appointments	_____
303	Examinations and Promotions	_____
304	Veteran's Credits	_____
400	EMPLOYMENT MATTERS	_____
401	Oath of Office	_____
402	Procedure for Filling Vacancies	_____
403	Probationary Period	_____
404	Performance Appraisal	_____
405	Corrective Action and Discipline	_____
406	Civil Service Law Section 75	_____
407	Code of Ethics	_____
408	Personnel File	_____
409	Separation of Employment	_____
500	OPERATIONAL POLICIES	_____
501	Departmental Hours	_____
502	Emergency Situations	_____
503	Meal and Rest Breaks	_____

- 504 Time Records _____
- 505 Bonding _____
- 506 Expense Reimbursement _____
- 507 Vehicle Usage _____
- 508 Driver's License _____
- 509 Supplies, Tools and Equipment, and Fuel Usage _____
- 510 Telephone / Cell Phone Usage _____
- 511 Computer Systems and Internet/On-Line Service _____
- 512 Social Media _____
- 513 Personal Appearance _____
- 514 Solicitations/Distributions _____
- 515 Visitors _____
- 516 Purchasing / Credit Cards _____
- 517 Maintenance of Work Area _____
- 518 Personal Property _____
- 519 Town Property _____
- 520 Unauthorized Work _____
- 521 Outside Employment _____

600 ABSENCE POLICIES _____

- 601 Attendance _____
- 602 Jury Duty Leave _____
- 603 Bereavement Leave _____
- 604 Military Leave and Military Leave of Absence _____
- 605 Leave for Cancer Screening _____
- 606 Family and Medical Leave Policy _____

700 COMPENSATION _____

- 701 Wage and Salary _____
- 702 Overtime / Compensatory Time _____
- 703 Out-of-Title Pay _____
- 704 Call-In Pay _____
- 705 Pay Period and Check Distribution _____
- 706 Payroll Deductions _____
- 707 Deferred Compensation Plan _____

800 EMPLOYEE BENEFITS _____

- 801 Holidays _____
- 802 Vacation Leave _____
- 803 Sick Leave _____

- 804 Personal Leave _____
- 805 Disclosure of Insurance Benefits _____
- 806 Medical Insurance _____
- 807 Medical Insurance Buy-out _____
- 808 Medical Insurance for Retirees _____
- 809 Dental Plan _____
- 810 Prescription Drug Plan _____
- 811 Optical Plan _____
- 812 Continuation of Health Insurance Benefits (COBRA) _____
- 813 Section 125 Plan _____
- 814 Short-Term Disability Benefits _____
- 815 Workers' Compensation Benefits _____
- 816 Unemployment Benefits _____
- 817 Social Security _____
- 818 The New York State Employees' Retirement System _____
- 819 Education Assistance _____
- 820 Employee Assistance Program _____

900 COMPLIANCE POLICIES _____

- 901 Equal Employment Opportunity _____
- 902 The Americans with Disabilities Act _____
- 903 Non-Discrimination and Harassment (Including Sexual Harassment) _____
- 904 Workplace Violence Prevention _____
- 905 Drug-Free Workplace _____
- 906 Controlled Substance and Alcohol Testing _____
- 907 Smoking _____

1000 SAFETY _____

- 1001 Workplace Safety _____
- 1002 Hazard Communication Program _____

1100 COMMUNICATION PROCEDURES _____

- 1101 Organizational Communications _____
- 1102 Adverse Communications _____
- 1103 Suggestions _____
- 1104 Reporting of Improper Activities _____

1200 DISPUTE RESOLUTION _____

- 1201 Dispute Resolution Procedure _____

PUBLIC SECTOR HUMAN RESOURCE CONSULTANTS LLC

Sample Client List

As our reputation has grown, so has our list of clients. Here is just a small sample of the hundreds of municipalities that have retained our HR consulting services.

TOWNS

Town of Amenia	Town of Farmington	Town of Philipstown
Town of Ancram	Town of Greenburgh	Town of Rotterdam
Town of Batavia	Town of Hartwick	Town of Sand Lake
Town of Bethlehem	Town of Huron	Town of Saratoga
Town of Blooming Grove	Town of Kent	Town of Schroom
Town of Bolton	Town of Lake George	Town of Seneca Falls
Town of Bridgewater	Town of LeRay	Town of Sennett
Town of Canandaigua	Town of Long Lake	Town of Skaneateles
Town of Carmel	Town of Malta	Town of Southeast
Town of Caroline	Town of Marcy	Town of Southport
Town of Catskill	Town of Mamaroneck	Town of Ticonderoga
Town of Champlain	Town of Monroe	Town of Vestal
Town of Charlton	Town of Mount Pleasant	Town of Victor
Town of Cicero	Town of Newcomb	Town of Webb
Town of Clarence	Town of Niskayuna	Town of Webster
Town of Clay	Town of North Salem	Town of Wheatland
Town of Clifton Park	Town of Oswegatchie	Town of Willsboro
Town of Coeymans	Town of Owego	Town of Woodbury
Town of Cortlandt	Town of Patterson	Town of Woodstock
Town of Eastchester	Town of Pawling	Town of Yorktown

CITIES & VILLAGES

City of Auburn	Village of Brockport	Village of Owego
City of Canandaigua	Village of Cato	Village of Pawling
City of Ithaca	Village of Croton-on-Hudson	Village of Pleasantville
City of Kingston	Village of Cornwall-on-Hudson	Village of Saranac Lake
City of Newburgh	Village of Dobbs Ferry	Village of Scotia
City of New Rochelle	Village of East Syracuse	Village of Schuylerville
City of Peekskill	Village of Fayetteville	Village of Skaneateles
City of Port Jervis	Village of Harriman	Village of Sleepy Hollow
City of Saratoga Springs	Village of Irvington	Village of Spencerport
City of Schenectady	Village of Lake Success	Village of Tarrytown
City of Utica	Village of Lewiston	Village of Tupper Lake
City of Watertown	Village of Massapequa Park	Village of Wappingers Falls
Village of Boonville	Village of Massena	Village of Watkins Glen
Village of Briarcliff Manor	Village of Monroe	Village of Woodbury

COUNTIES

Albany County	Greene County	Rockland County
Allegany County	Hamilton County	Schenectady County
Broome County	Madison County	Seneca County
Cattaraugus County	Oneida County	Sullivan County
Cayuga County	Onondaga County	Washington County
Chemung County	Ontario County	Wayne County
Essex County	Oswego County	Yates County

From: [Renee Motola](#)
To: [Kevin Hansan](#); [Nicole Engel](#)
Cc: [Hon Matthew E. Brotmann](#)
Subject: Part Time / Per Diem Vehicle and Traffic Clerk
Date: Wednesday, July 6, 2022 5:17:13 PM
Attachments: [0014_001.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.

Good Afternoon Kevin and Nicole,

Attached herein is the resume of Carol Pasalides.

At this juncture Matt and I are asking for Board approval for a part time/ hourly court clerk to come and assist in cleaning up the Vehicle and Traffic Back Log. As of now Carol Pasalides is the top candidate. Although we had a potential candidate who had worked in the town a few years ago she lives far and is expecting a very substantial hourly rate, more than 2 times what Pound Ridge has paid in the past.

What Matt and I are suggesting is a rate of \$35 hourly for what we believe at this juncture should be about 50 hours, for a total sum of \$1,750. I have to add that this is a guess as to the hours required, it could end up being a little more, and until we have a further discussion with the candidate, they may agree to a lower hourly rate. We are hopeful that as a seasoned clerk she will in fact be able to access, attack and resolve.

However, we both feel that if we do not have approval by the Board, it will be another whole month, before someone can start.

Thank you Kevin and Nicole, please forward this to all the Board Members so that this can be on the Agenda for Tuesday July 12, 2022.

Renee Motola and Matt Brotmann

Renée S. Motola, Esq.

MEMORANDUM

To: Town Board
From: Erin Trostle
Date: July 7, 2022
Re: Special Event Permit Application for Harvest Festival

Attached is a Special Event Permit Application from the Pound Ridge Partnership for this year's Harvest Festival, which is tentatively scheduled for October 1. Also attached is a summary of input from town departments. I respectfully request that the Board approve the application subject to the conditions listed on the summary sheet.

APPLICATION REVIEW SUMMARY – HARVEST FESTIVAL

APPROVAL	DEPARTMENT	CONDITIONS/COMMENTS	TOWN RESOURCES	COSTS
Approved	Maintenance	N/A	4 workers 7am-7pm	\$2,240
Conditional	Police	<ul style="list-style-type: none"> • Number of parking passes sold not to exceed parking capacity at Pound Ridge Elementary School (number to be determined after town fireworks). Pre-sale of tickets is recommended. This number does not include parking for VIP ticketholders, which is limited to tennis court parking at Town Park. • PRP must advertise on event website and materials as follows: “No parking allowed on any street surrounding the event – Vehicles in violation are subject to being ticketed and/or towed at owner’s expense.” • Parking contractor and/or parking volunteer coordinator must meet with Police Department representative at least one week prior to event to review parking plan and ensure that adequate contract staff and/or volunteers are allocated to staff entire event at PRES, Town Park, and Town House. • Bus transportation plan needs to be clarified. Will there be outside bus transportation between PRES and Town Park? Will town bus operate only between Town House and Town Park? • Reconfirm event-day contact with on-site police supervisors. • Clarify number of alcoholic beverage vendors: 1 or 2? • PRP should ensure that necessary number of alcohol monitors are present. • PRP should provide proof of applicable insurance and licensing for all alcoholic beverage vendors. • Maintenance Garage (Green Room and meal break location for town staff) is a workplace environment, and thus no smoking is allowed per NYS Clean Air Act. 	<p>Chief 2 supervisors 8 officers</p> <p>10 am-7pm (8 hrs + 1 hr OT)</p>	<p>\$0 \$1,026 \$3,534</p>

APPLICATION REVIEW SUMMARY – HARVEST FESTIVAL (cont.)

Conditional	Building	<ul style="list-style-type: none"> • PRP should submit Health Department approvals for food and beverage vendors. • PRP should submit proof of County and Pound Ridge inspections of all food trucks. • PRP should submit a list of trained crowd managers • Tents larger than 10'x10' require tent permit. • Mobile stage requires building permit. • Building Inspector must approve electrical power supply and cable routing plan. • PRP should revise number of portable toilets required for crowd size. 	Fire Inspector	\$0
Conditional	Town Clerk	<ul style="list-style-type: none"> • PRP should provide proof of insurance naming "Town of Pound Ridge" as an additional insured. • Written permission needed for any parking at Pound Ridge Elementary School or Pound Ridge Nursery. 	N/A	N/A

TOTAL COST:	\$6,800
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Portable Sanitation Association International SPECIAL EVENT CHART EXTENDED BREAKDOWN

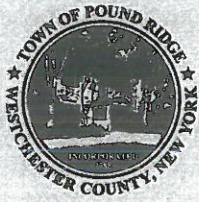


Number of Units required when no pumping service is provided based on 50/50 Mix of Men & Women
One unit provides approximately 200 uses with 4 hours between use

Average Crowd Size	Average Hours at the Event									
	1	2	3	4	5	6	7	8	9	10
500	2	4	4	5	6	7	9	9	10	12
1,000	4	6	8	8	9	9	11	12	13	13
2,000	5	6	9	12	14	16	18	20	23	25
3,000	6	9	12	16	20	24	26	30	34	38
4,000	8	13	16	22	25	30	35	40	45	50
5,000	12	15	20	25	31	38	44	50	56	63
10,000	15	25	38	50	63	75	88	100	113	125
15,000	20	38	56	75	94	113	131	150	169	188
20,000	25	50	75	100	125	150	175	200	225	250
25,000	38	69	99	130	160	191	221	252	282	313
30,000	46	82	119	156	192	229	266	302	339	376
35,000	53	96	139	181	224	267	310	352	395	438
40,000	61	109	158	207	256	305	354	403	452	501
45,000	68	123	178	233	288	343	398	453	508	563
50,000	76	137	198	259	320	381	442	503	564	626
55,000	83	150	217	285	352	419	486	554	621	688
60,000	91	164	237	311	384	457	531	604	677	751
65,000	98	177	257	336	416	495	575	654	734	813
70,000	106	191	277	362	448	533	619	704	790	876
75,000	113	205	296	388	480	571	663	755	846	938
80,000	121	218	316	414	512	609	707	805	903	1001
85,000	128	232	336	440	544	647	751	855	959	1063
90,000	136	246	356	466	576	686	796	906	1016	1126
95,000	143	259	375	491	607	724	840	956	1072	1188
100,000	151	273	395	517	639	762	884	1006	1128	1251

Source: Independent Study by Center of Business and Industrial Studies / University of Missouri-St. Louis

For more information contact the Portable Sanitation Association International at:
info@psai.org • 952.854.8300 • 800.822.3020 • www.psal.org



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: PO Box 402
 Pound Ridge, NY 10576
 Mailing address: PO Box 402, Pound Ridge, NY 10576
 Phone number: 914-764-1314
 Email address: kevinmlong@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: Pound Ridge Harvest Festival
 Event type: Festival
 Description: Festival that includes music, kids activities, food, beverages, games, vendors, community groups.

Purpose: Fundraiser for Pound Ridge Partnership to fulfill its mission to support the business district.

Event date: October 1, 2022 Alternate date:

Event start time: 12PM Event end time: 6PM

Setup start time: 6AM Setup end time: 12PM

Takedown start: 5:30 Takedown end: 8PM

Location(s): PR Town Park, PRES Upper Field, PR Town House

On private property? Yes No

Parking location(s): PRES, PRES Upper Field, PR Nursery, PR Town Park, PR Town House

On private property? Yes No

Road closure(s) requested: none

Closure times requested: none

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 Number, if any

Will the event include alcoholic beverage vendors?

Yes No 1 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: Kevin Long
Cell phone number: 914-980-3475 Email address: kevinmlong@gmail.com

Event day contact name: Kevin Long
Cell phone number: 914-980-3475 Email address: kevinmlong@gmail.com

Weather contact name: James Best
Cell phone number: 914-391-8182 Email address: jbest@poundridgepartnership.org

LOGISTICS

CROWD MANAGEMENT

Anticipated attendance: 3000
Describe crowd control plan: Planned with PR Police Department
Describe perimeter control plan: Planned with PR Police Department
Emergency services be present? Yes No
Will event be ADA compliant? Yes No

VOLUNTEERS

Indicate number of volunteers:

100

Describe role(s) of volunteers:

Help with ticket sales, food and drink distribution, games, parking, logistics, etc.

SANITATION/GARBAGE

Portable toilets provided?

Yes No

If so, how many?

6

Garbage/recycling bins provided?

Yes No

Describe garbage/recycling plan:

City Carting provides dumpsters and toters: volunteers and park personnel help with garbage/recycling

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

STRUCTURES/SAFETY

Tents or canopies?

Yes No

If yes, please describe:

10X10, 10X20 pop up tents

Stage or other structures?

Yes No

If yes, please describe:

Mobile stage inspected by building department

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:

Electricity needed for stage, rides, etc.

WiFi access needed?

Yes No

If yes, indicate number of users:

Ideally, all attendees, volunteers, etc.

PROMOTION

Banner permission requested?

Yes No

If so, indicate location and dates:

Scotts Corners, 9/1/22-10/7/22

Other signage?

Yes No

If so, please describe:

Possible lawn signs, tbd

TOWN RESOURCES

Town bus needed?

Yes No

If so, please indicate time period:

9AM-6:30PM

Barricades or cones needed?

Yes No

If so, please specify:

Whatever PRPD decides

Other town-owned property needed?

Yes No

If so, please specify:

Partial shared use of maintenance shed for band green room, pool bathrooms

OUTSIDE RESOURCES

Outside bus transportation?

Yes No

If so, please describe:

We use a bus service to transport attendees from various parking lots

Outside parking assistance?

Yes No

If so, please describe:

Vendor to be determined

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

Yes No

Event map (may incorporate parking/traffic plan)

Yes No

Parking/traffic plan (may be separate from event map)

Yes No

Weather plan

Yes No

Vendor List (and applicable licenses or permits)

REVIEW FORMS

Yes No

Police Department review form

Yes No

Highway Department review form

Yes No

Maintenance Department review form

Yes No

Building Department review form

Yes No

Recreation Department review form

Yes No

Fire Department review form

Yes No

EMS review form

Yes No

Other review form

LEGAL DOCUMENTS

<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	Insurance certificate(s)
<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	Indemnity agreement(s)
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	Permits/Licenses (other than for vendors)

<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	OTHER (specify):	Above supplied at a later date
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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.

Kevin M. Long

5/4/2022

(signature)

(date)

Kevin M. Long

(printed name)

Site plan

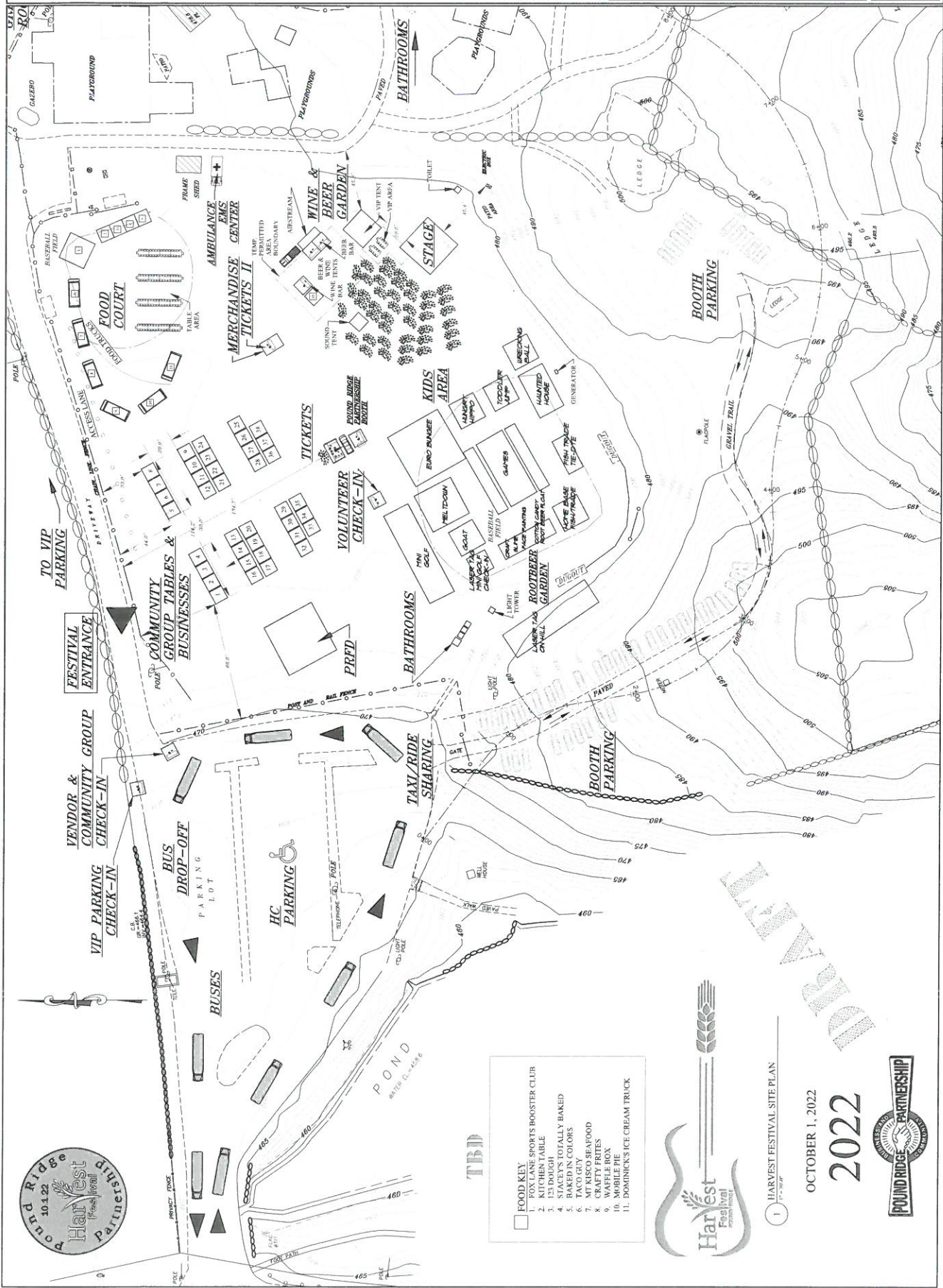
JAMES T. BEST ARCHITECT + ASSOCIATES
 P.O. BOX 240
 POUND RIDGE, NEW YORK 10576
 914 764 8889 FAX 914 754 8837
 EMAIL: james@jtbestarchitect.com
 www.jtbestarchitect.com

HARVEST FESTIVAL
 POUND RIDGE PARTNERSHIP
 TOWN PARK
 199 WESTCHESTER AVENUE
 POUND RIDGE, NY 10576

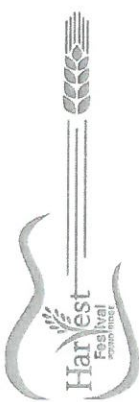
PROJECT: HARVEST FESTIVAL
 DRAWN BY: JTB
 DATE: 10/12/21
 PERSONS: JTB

POUND RIDGE PARTNERSHIP
 HARVEST FESTIVAL PLAN

SHEET NO. SP-1



- TBD
- 1. FOX LANE SPORTS BOOSTER CLUB
 - 2. KITCHEN TABLE
 - 3. 123 DOUGH
 - 4. STACEY'S TOTALLY BAKED
 - 5. MARIACHI COLORS
 - 6. TACO GUY
 - 7. MI MISCO SEAFOOD
 - 8. CRAFTY FRITES
 - 9. WAFFLE BOX
 - 10. MOBILE PIE
 - 11. DOMINICK'S ICE CREAM TRUCK



1 HARVEST FESTIVAL SITE PLAN
 OCTOBER 1, 2022
 2022





OCTOBER 2, 2022
2022



DRAFT



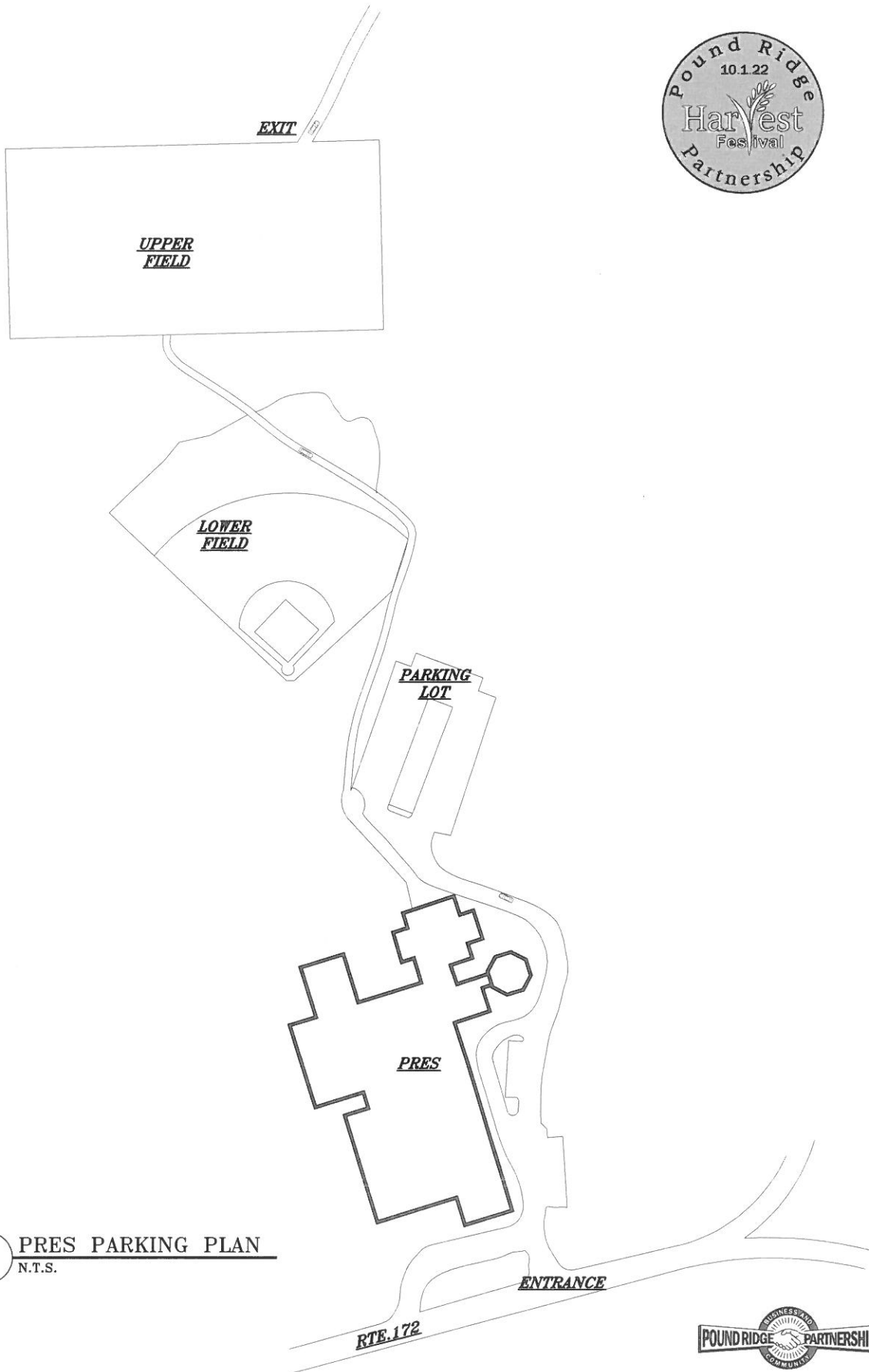
SP-2

DAVID WILE
POUND RIDGE PARTNERSHIP
HARVEST FESTIVAL
PARKING PLAN

DATE	BY
DATE	NAME
DATE	NAME

PROJECT
HARVEST FESTIVAL
POUND RIDGE PARTNERSHIP
TOWN PARK
199 WESTCHESTER AVENUE
POUND RIDGE, NY 10576

JAMES T. BEST ARCHITECT + ASSOCIATES
P.O. BOX 240
POUND RIDGE, NEW YORK 10576
914.764.8889 FAX 914.764.8887
EMAIL - james@jamesbestarchitect.com
www.jamesbestarchitect.com



1 PRES PARKING PLAN
N.T.S.

SHEET NO. 1	DRAWING TITLE PARKING PLAN	DRAWN BY JTB DATE 6/4/22 REVISIONS NAME DATE	PROJECT PRES PARKING Pound Ridge Elementary School 7 Pound Ridge Road Pound Ridge, NY 10576	JAMES T. BEST ARCHITECT + ASSOCIATES P.O. BOX 240 POUND RIDGE, NEW YORK 10576 914.784.8899 FAX: 914.784.8887 EMAIL: james@jamesctbestarchitect.com www.jamesctbestarchitect.com
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Town of Pound Ridge



Tel.: 914-764-0947/3987
Fax: 914-764-0102

Recreation Department

TOWN FACILITIES HOLD HARMLESS AGREEMENT

(Renter) Pound Ridge Partnership does hereby covenant and agree to defend, indemnify and hold harmless **The Town of Pound Ridge** from and against any and all liability, loss, damages, claims, or actions (including costs and attorneys fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of Town facilities and parking lot(s) for the use of (Facility) PR Town Park Date(s) 10/1/2022.

(Renter) Pound Ridge Partnership shall not be obligated to defend, indemnify or hold harmless **The Town of Pound Ridge** for injuries, losses or damages resulting from negligence of **The Town of Pound Ridge**, its employees or agents, property, facilities or agents.

Town of Pound Ridge

Ken M. Long
Renter

Date _____

Date 3/3/2022

***To be attached to application**



SPECIAL EVENT APPLICATION REVIEW

EVENT: Harvest Festival 10/2/22 DATE: 6/30/2022

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

SIGNATURE: [Signature] NAME: LT. Thomas D. Mulcahy

DEPARTMENT:

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

APPROVAL/CONDITIONS:

- APPROVED
- DISAPPROVED

APPROVED SUBJECT TO THE FOLLOWING CONDITIONS:

See Attached Sheet.

FOR TOWN DEPARTMENTS ONLY:

STAFFING NEEDED:	<u>Chief, 2 Supervisors 8 officers</u>	STAFFING COST:	<u>\$ 4560 -</u>
EQUIPMENT NEEDED:	<u>CAN BREAKDOWN Fuel costs</u>	EQUIPMENT COST:	<u>\$ -</u>
OTHER COST ITEMS:	<u>etc. after event</u>	OTHER COST:	<u>\$ -</u>
	<u>if necessary.</u>	TOTAL COST:	<u>\$</u>

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

Town of Pound Ridge Police Department

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



David M. Ryan
Chief of Police

June 30, 2022

Harvest Festival 10/2/2022 Application Review

Conditional Approval based on:

Parking Plan:

1. Number of parking passes sold not to exceed Parking capacity at Pound Ridge Elementary School (BCSD approval needed). Number will be determined post Town Fireworks. Recommend pre-sale of tickets. This number does not include VIP tickets which are limited to Tennis Court Parking at Town Park.
2. Must advertise on event website and materials that ***No Parking is allowed on any street surrounding the Event – Vehicles in violation are subject to being ticketed and/or towed at the owner's expense.***
3. Parking contractor and/or Parking Volunteer Coordinator must meet with Police Department Representative at least 1 week prior to event to go over Parking Plan and to ensure enough parking staff is allocated by contract/volunteers to staff entire event at both Pound Ridge Elementary School, Town House, and Town Park.
4. Outside bus Transportation? Should state more specifically between parking lots of Pound Ridge Elementary School and Town Park. Town Bus for between Townhouse and Town Park.
5. Reconfirm Point of Contact for Day of Event with onsite Police Supervisors

Other Notes:

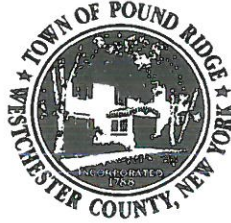
It has been overheard that there may be 2 Alcohol vendors at the Event. Application only states 1. Need to ensure that applicable insurance and licensing for both vendors and necessary number of Alcohol Monitors.

Maintenance Garage – as Green Room. Reminder that this is a workplace environment and therefore no smoking as per the NYS Clean Air Act. It is also utilized for meal breaks for Town Personnel and Officers working the event.

Staffing Costs: Day of Event only: Tour: 10am to 7pm (9 hours) (8+1OT)

Chief - Salary no direct cost (\$865)
2 Supervisors - \$1026
8 Officers - \$3534
Total: \$4560

Town of Pound Ridge



July 7, 2022

Mr. Vincent Bradley, Chairman
Alcoholic Beverage Control
New York State Liquor Authority
PO Box 3796
New York, NY 10008-3796

Re: Special Event Permit Application for the Pound Ridge Harvest Festival

Dear Chairman Bradley:

I write to you in support of the Special Event Permit Application that is being submitted to you for the Pound Ridge Harvest Festival on October 1, 2022. The planned event is a Harvest Festival that will take place in the Pound Ridge Town Park, which is governed through its Town Board and policed by its local Police Department. This location was previously licensed by this organization on October 2, 2021.

The group sponsoring the event, "The Pound Ridge Partnership," with the approval of the Town, will be securing the required insurance for the event. Because the Town of Pound Ridge has no "open container law," there is no need for us to execute the requested waiver.

Accordingly, on behalf of the Town Board, I am providing this letter of support for the Pound Ridge Partnership's application for this required liquor license.

Please contact Town Clerk Erin Trostle at (914)-764-5549 for any clarifying information on this matter.

Sincerely,

Kevin Hansan
Town Supervisor

	Kevin	Les	Ali	Carla	Dan	Diane	Other
Boards & Commissions							
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		
Other							
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				