

# Memo

To: Town Board  
From: Steven Conti  
Date: 7/11/2023  
Re: Financial Matters

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I respectfully request approval for modifications for two prior approvals.

Approve an incremental \$69.25 to cover the cost of t-shirts for the road race, camp and lifeguards.  
(Approved amount was \$7,914.50 on 5/9 and the actual invoice was \$7,983.75)

Approve \$115 in shipping fees for Valley View Greenhouse hanging baskets which was not included in the original approval.

To: Pound Ridge Town Board  
From: Diane Briggs  
RE: Drew Klotz Sculpture donation to Pound Ridge from Sue and Harold Rubin  
Date: April 27, 2023

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Long time Pound Ridge residents Suze and Howard Rubin have offered to donate a kinetic sculpture by artist [Drew Klotz](#) – see image below. The Rubins will fund this project including any groundwork required for installation (like the concrete footing needed)

After exploring locations throughout the community, the artist, Drew, recommends the installation in the grassy area between the police department and Town House.

Jim Perry reviewed the site and met with the artist to discuss the dimensions and functionality of the sculpture with regard to safety and agrees with the location choice.

I ask that you vote to accept this generous gift with gratitude and appreciation to the Rubins.



## Proposal to the Town of Pound Ridge

To: Pound Ridge Town Board  
From: [Emily Blumenfeld, Public Art Strategist, and Curator](#)  
Diane Briggs, Councilwoman

Subject: Drew Klotz Sculpture donation to Pound Ridge  
Date: July 6, 2023

We are writing to present a proposal for a donation of a specific work of art to the Town of Pound Ridge. As passionate advocates for the arts and as residents of this community, we firmly believe that the integration of art in public places has the power to enhance our cultural vibrancy and foster a sense of civic pride.

### We are pleased to offer the following details about the artwork:

1. Description:
  - a. The artwork consists of a unique, kinetic sculpture. It is an original piece created by [Drew Klotz](#), a lifelong, renowned area artist and honors graduate of The Cooper Union for the Advancement of Science and Art who has exhibited extensively nationally.
  - b. The value of the in-kind donation is \$30,000, with the installation & transportation costs estimated to be \$3,000 from long-time Pound Ridge residents Suze and Howard Rubin
  - c. Maintenance: periodic polishing as needed, typically every few years
  - d. Noteworthy projects by the artist:
    - i. Kinetic sculpture expert since 1980s; placing 100s of pieces worldwide
    - ii. PeeWee's Playhouse, [Chairry](#) (permanent collection Smithsonian), Mr Window, DogChair, Exit "Trap" door.
    - iii. Created an "antigravity flying machine" at Cooper Union, News coverage: NewYorker Mag, CBS news
    - iv. Inspired by Walter Einsel, Calder, Richard Serra, and Louise Nevelson among others
2. Size and Medium:
  - a. The artwork measures approximately 16' tall and is created using powder-coated aluminum with stainless steel fasteners, with sealed bearings.
  - b. Location
    - i. The specific location in front of the historic Town House mixes old & new, celebrating history but looking forward with space above and around the piece.
    - ii. [Photo](#)
3. Installation Requirements:
  - a. The artwork requires a 36"x36" base plate secured onto a cement footing 3' below the frost line. We will work closely with the town's team to ensure a smooth installation process. The donors have offered to cover the costs relating to installation.
  - b. Building Inspector Jim Perry has reviewed the site and met with the artist to discuss the dimensions and functionality of the sculpture with regard to safety.

Public art installations make communities distinctive, which contributes to livability, a sense of place, and identity. Encouraging artists and cultural activities will broaden access to our collective histories and stories and foster collaboration between our local creative community and the business community. More specifically, public art contributes to the community in the following ways:

**Seeing our Community in New Ways:** The placement of public art invites residents to see their community in new ways generating a sense of excitement and pride.

**Cultural Enrichment:** The artwork will contribute to the cultural landscape of Pound Ridge by introducing a captivating and thought-provoking piece of art. It will allow residents and visitors alike to engage with local creativity and stimulate conversations.

**Public Engagement:** Public art has the remarkable ability to spark dialogue and bring communities together. The artwork will act as a catalyst for shared experiences, fostering a sense of unity and belonging among residents.

**Economic Impact:** Pound Ridge has an evolving reputation as an arts destination. By accepting this donation, the Town will further establish itself as a vibrant arts hub, attracting tourists, art enthusiasts, and potential investors.

**Philanthropic Recognition:** The town's acceptance of the artwork will be acknowledged through a modest sign or plaque near the installation, highlighting the generous contribution made by Suze and Howard Rubin, long-time Pound Ridge residents. It will also emphasize the importance of the town's commitment to the arts.

In light of the above, we kindly request that you accept this donation at the carefully selected location in front of the Town House, a prominent and visible public space within the Town of Pound Ridge.

Thank you for your time, consideration, and commitment to fostering a vibrant arts community for Pound Ridge.

Yours sincerely,

Emily Blumenfeld  
Public Art Strategist and Curator  
Pound Ridge resident

Diane Briggs  
Town Board Member

**From:** [Nicole Engel](#)  
**To:** [Nicole Engel](#)  
**Cc:** [Nicole Engel](#)  
**Subject:** proposed new venue rental procedure  
**Date:** Wednesday, July 5, 2023 12:12:24 PM  
**Attachments:** [TC SAMPLE daily cash book.pdf](#)  
[TC SAMPLE monthly report.pdf](#)

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Current procedure for Conant Hall rental deposits and fees – refunds take weeks or even months

1. Renter makes reservation through Rec Department; also pays deposit and fee to Rec.
2. Deposits and fees sent to Finance; Finance deposits to town account.
3. Shortly before event, renter picks up key from Rec.
4. After event, renter returns key to Rec; Rec checks venue for damage.
5. If no damage, Rec writes memo to TB to request refund of deposit.
6. TB votes to approve refund at second meeting of month.
7. Check is cut, signed, and mailed.

Proposed new procedure – same-day refunds possible (changes in red)

1. Renter makes reservation through Rec Department; pays deposit and fee to Town Clerk.
2. Town Clerk deposits fees to Town Clerk account, alerts Rec that deposit and fee have been collected.
3. Shortly before event, renter picks up key from Rec.
4. After event, renter returns key to Rec; Rec checks venue for damage.
5. If no damage, Rec advises Town Clerk to refund deposit.
6. Town Clerk writes check for refund on Town Clerk account.
7. Town Clerk includes rental fees in monthly payment of local revenue to Supervisor.

Note that the Town Clerk routinely writes checks to refund overpayments, payments made in error, etc. Town Board authorization is not necessary for this. The law requires only that the Town Clerk maintain a cash book (see “TC SAMPLE daily cash book”) and write a check to the Supervisor for the each month’s local revenue by the 15th day of the subsequent month. The Town Clerk’s monthly report to Supervisor/Finance will identify fees and retained deposits (see “TC SAMPLE monthly report”).

What stays the same:

1. Rental fees will continue to be assigned to budget line A2410.
2. Amount of work for Town Clerk is a wash – more entries in cash book, but shorter TB meeting minutes.

What changes:

1. Faster refunds for residents and others.
2. Less work for Rec, Finance, and Town Board.

Erin Trostle, Town Clerk  
Town of Pound Ridge

Pound Ridge  
**Daily Cash Report**  
 June 27, 2023 – June 30, 2023

| Date     | Cash Category              | Fee Description            | Name                           | ID # / Misc | User ID | Rcpt # | Qty | Pmnt Method | Amount                       | Total Amount    |
|----------|----------------------------|----------------------------|--------------------------------|-------------|---------|--------|-----|-------------|------------------------------|-----------------|
| 06/27/23 | Conservation               | Conservation               | DECALS                         | 6/27/2023 / | ERIN    | 8441   | 1   | CASH        | \$100.00 A                   | \$50.00         |
|          |                            |                            |                                |             |         |        |     | CASH        | \$50.00                      |                 |
|          |                            |                            |                                |             |         |        |     |             | <b>Total for: 06/27/2023</b> | <b>\$50.00</b>  |
| 06/28/23 | Marriage License           | Marriage Fee               | Somma, Nicholas Vito           | 14 / 2023   | JOSH    | 8820   | 1   | CASH        | \$40.00                      | \$40.00         |
|          |                            |                            |                                |             |         |        |     |             | <b>Total for: 06/28/2023</b> | <b>\$40.00</b>  |
| 06/29/23 | Marriage License           | Marriage Fee               | Lefkowitz-Brown, Chad<br>Aaron | 15 / 2023   | JOSH    | 8821   | 1   | CASH        | \$40.00                      | \$40.00         |
|          | marriage officiant license | marriage officiant license | Cefalu, Beth                   | 125 / 125   | ERIN    | 8826   | 1   | CASH        | \$25.00                      | \$25.00         |
|          |                            |                            |                                |             |         |        |     |             | <b>Total for: 06/29/2023</b> | <b>\$65.00</b>  |
| 06/30/23 | Dog Licenses (Renewal)     | Female, Spayed             | Hernandez, Alessandra          | 1048 / 1048 | JOSH    | 8823   | 1   | CASH        | \$11.00                      | \$11.00         |
|          |                            | Male, Neutered             | Hernandez, Alessandra          | 633 / 633   | JOSH    | 8824   | 1   | CASH        | \$11.00                      | \$11.00         |
|          | venue rental fee           | Rental Fee                 | TEST, TEST                     | 126 / 126   | ERIN    | 8837   | 1   | CASH        | \$500.00                     | \$500.00        |
|          |                            |                            |                                |             |         |        |     |             | <b>Total for: 06/30/2023</b> | <b>\$522.00</b> |
|          |                            |                            |                                |             |         |        |     |             | <b>Report Total:</b>         | <b>\$677.00</b> |



*Rental fees and deposits will be reported in Town Clerk cash book and deposited in Town Clerk account along with other TC-collected fees.*

# indicates a payment that covered multiple transactions  
 A indicates an amount that is no longer valid due to an adjustment  
 \* indicates an online transaction  
 If transaction marked incomplete, you must bring up the record in the originating module and click the edit payment breakdown button.  
 Note: Voided records are suppressed.

| Account# | Account Description                | Fee Description            | Qty               | Local Share       |
|----------|------------------------------------|----------------------------|-------------------|-------------------|
| A1255    | Conservation                       | Conservation               | 1                 | 2.75              |
|          | Marriage License                   | Marriage Fee               | 7                 | 122.50            |
|          | Misc Fee                           | Certified Copy             | 16                | 160.00            |
|          | One-day marriage officiant license | marriage officiant license | 1                 | 25.00             |
|          |                                    |                            | <b>Sub-Total:</b> | <b>\$310.25</b>   |
| A2130    | Dumpster Permit                    | Dumpster - car             | 3                 | 60.00             |
|          |                                    | Dumpster - SUV             | 2                 | 70.00             |
|          | recycling                          | Dumpster paid by card      | 4                 | 236.82            |
|          |                                    |                            | <b>Sub-Total:</b> | <b>\$366.82</b>   |
| A2190    | Sale of Cemetery Plot              | Cemetery Plots             | 3                 | 3,000.00          |
|          |                                    |                            | <b>Sub-Total:</b> | <b>\$3,000.00</b> |
| A2410    | Rental of Real Property            | Rental Fee                 | 1                 | 500.00            |
|          |                                    |                            | <b>Sub-Total:</b> | <b>\$500.00</b>   |
| A2544    | Dog Licensing                      | Female, Spayed             | 13                | 130.00            |
|          |                                    | Female, Unspayed           | 2                 | 40.00             |
|          |                                    | Male, Neutered             | 10                | 100.00            |
|          |                                    | Male, Unneutered           | 1                 | 20.00             |
|          |                                    |                            | <b>Sub-Total:</b> | <b>\$290.00</b>   |
| D-2111   | mulch delivery charge              | delivery charge            | 6                 | 180.00            |
|          |                                    |                            | <b>Sub-Total:</b> | <b>\$180.00</b>   |

**Total Local Shares Remitted: \$4,647.07**

Amount paid to: NYS Ag. & Markets for Animal Population Program \_\_\_\_\_ 32.00  
 Amount paid to: NYS Environmental Conservation \_\_\_\_\_ 47.25  
 Amount paid to: State Health Dept. \_\_\_\_\_ 157.50

**Total State, County & Local Revenues: \$4,883.82**

**Total Non-Local Revenues: \$236.75**

To the Supervisor:

Pursuant to Section 27, Sub 1, of the Town Law, I hereby certify that the foregoing is a full and true statement of all fees and monies received by me, Erin Trostle, Town Clerk, Town of Pound Ridge during the period stated above, in connection with my office, excepting only such fees and monies, the application of which are otherwise provided for by law.

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Date

*monthly  
check for  
local revenue  
to supervisor  
will include  
rental  
fees*

**MEMORANDUM**

**To:** Town Board  
**From:** Erin Trostle  
**Date:** July 6, 2023  
**Re:** Cemetery Plot Sale

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Please approve the sale of Plot 376 and Plot 377-B (a total of three gravesites) in Section 3 of the Pound Ridge Cemetery to Donato (Dan) and Denise Fraioli, of 71 Old Mill River Road, Pound Ridge, at a price of \$3,000.00.



**DEED FOR PLOTS #376 and #377-B, SECTION 3**

**Three Gravesites – Plots #376 and #377-B – SECTION 3**

**This Indenture**, made the 11th day of July in the year of our Lord **Two thousand and twenty-three** between the **TOWN OF POUND RIDGE**, a municipal corporation existing under the Laws of the State of New York, party of the first part, and **Donato and Denise Fraioli**, of 71 Old Mill River Road, Pound Ridge, party of the second part,

**WITNESSETH**, that the party of the first part, in consideration of **Three thousand dollars** to it paid on behalf of the party of the second part, the receipt of which is hereby acknowledged, does hereby grant, bargain, sell, and convey to the said party of the second part, their heirs and assigns, the use of the **Plots #376 and #377-B** of land as a place for the burial of the dead in the cemetery of said Town, called "Pound Ridge Cemetery" situated at Pound Ridge, in the County of Westchester; which lots described as **Plots #376 and #377-B** on a certain map entitled "Pound Ridge Cemetery Survey showing Section 3," made by Achille A. Pascale, C.E., New Canaan, CT, dated December 18, 1996, and recorded in the office of the Clerk of Westchester County (Division of Land Records) on the 26th day of February, 1997, and known as map number **25894**.

**TO HAVE AND TO HOLD**, the above granted premises to the said party of the second part, their heirs and assigns, forever; subject, however that burial shall be in concrete or metal vault and all foundations for monuments shall be of poured concrete, not less than 42" in depth, and subject to the conditions, restrictions, rules, and regulations heretofore affecting this cemetery or as may be hereafter passed by the Town of Pound Ridge, its successors or assigns, for the government and control of the use of the **Plots #376 and #377-B** hereby hold, and subject also to the Laws of the State of New York relating to the use and ownership of lots and graves in cemeteries created under the Laws of said State. This instrument may not be sold, assigned, conveyed, or transferred to any person, corporation, partnership, or other entity. Unused plots shall be transferable only to the Town of Pound Ridge with the repurchase price in such case to be the original purchase price but in no case less than \$150.00 per plot.

**IN TESTIMONY WHEREOF**, the said party of the first part has caused this DEED to be signed by its Supervisor and Town Clerk, and its corporate seal to be hereunto affixed, the day and year first above written.

In Presence Of

\_\_\_\_\_  
SUPERVISOR Town of Pound Ridge, New York

\_\_\_\_\_  
TOWN CLERK Town of Pound Ridge, New York

State of New York        }  
County of Westchester } ss:  
Town of Pound Ridge  }

On the 11th day of July, Two thousand and twenty-three, before me came Kevin C. Hansan and Erin Trostle, to me known, who being by me duly sworn, did depose and say that they reside in the Town of Pound Ridge, NY, that they are the Supervisor and Town Clerk respectively of the Town of Pound Ridge, NY, the municipal corporation described in, and which executed, the foregoing instrument; that they know the seal of said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Town Board of the Town of Pound Ridge, NY; and that they signed their names thereto by like order.

\_\_\_\_\_  
Notary Public

**MEMORANDUM**

**To:** Town Board  
**Cc:** Katherine Long  
**From:** Erin Trostle  
**Date:** July 6, 2023  
**Re:** Permit modification request for Trivia Night (request for new date)

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Katherine Long is requesting a modification to the Special Event Permit for Trivia Night approved on May 2, 2023. The event was canceled due to inclement weather. She would like to request a new date of Thursday, July 13, with a rain date of Thursday, July 27. The hours would be 7pm to 9pm.

## Erin Trostle

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**From:** Katherine Long <katherinerlong@gmail.com>  
**Sent:** Thursday, June 22, 2023 9:39 AM  
**To:** Erin Trostle  
**Subject:** Re: Trivia 6/22/23

Okay, so we are all set- the calendar from the police if fine for both 7/13 and 7/27.

I would like then to make an amendment to our permit for using the village green for trivia on 7/13 (Thursday ) from 7-9 and a rain date of 7/27 (Thursday)

. Is there any next step on my end, other than this email?

Also, we would like to promote this on social media etc in the next week or two so people can save the date-- would that be ok, even the the next TB meeting is not until 7/11?

Thoughts?  
Katherine

On Thu, Jun 22, 2023 at 9:18 AM Erin Trostle <[townclerk@townofpoundridge.com](mailto:townclerk@townofpoundridge.com)> wrote:

Non-emergency police department number is 914-764-4206.

Erin Trostle, Town Clerk

Town of Pound Ridge

179 Westchester Avenue

Pound Ridge, NY 10576

914-764-5549 office

860-508-2018 cell

**From:** Katherine Long <[katherinerlong@gmail.com](mailto:katherinerlong@gmail.com)>  
**Sent:** Thursday, June 22, 2023 8:34 AM  
**To:** Erin Trostle <[townclerk@townofpoundridge.com](mailto:townclerk@townofpoundridge.com)>  
**Subject:** Re: Trivia 6/22/23

**MEMORANDUM**

**To:** Town Board  
**Cc:** Tanja Vogel, James Best  
**From:** Erin Trostle  
**Date:** July 6, 2023  
**Re:** Permit modification request for summer concert series (request for additional date)

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The Pound Ridge Partnership is requesting an additional modification to the Special Event Permit approved on April 4, 2023 for a summer concert series scheduled for June 18, July 22, and September 15 or 16. The first concert has already taken place with great success and without incident. The Partnership would like to add a fourth concert on Sunday, August 20, with a rain date of Sunday, August 27. The hours would be 5pm to 7pm.

## Erin Trostle

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**From:** Tanja Vogel <tanja@prpartnership.org>  
**Sent:** Thursday, July 6, 2023 8:43 AM  
**To:** Erin Trostle  
**Subject:** PRP Aug on the Green

Hi Erin,

I'd like to request an addendum to the PRP's Summer Concert series at the Green. The date is Sun 8/20, rain date of Sun 8/27.

Start 5pm, End 7pm.

Please let me know if I can be added to next week's agenda.

Thank you!

Tanja

Tanja Vogel  
President  
Pound Ridge Partnership  
P.O. Box 402  
Pound Ridge, NY 10576  
Cell: 914-629-4381

> On Jul 5, 2023, at 11:45 AM, Erin Trostle <townclerk@townofpoundridge.com> wrote:

>

> Hi Tanja,

>

> It hasn't been approved yet, but there's an application to be considered at the 7/11 TB meeting. Proposed time is 11am - 3pm. Alternate date is September 3.

>

>

> Erin Trostle, Town Clerk  
> Town of Pound Ridge  
> 179 Westchester Avenue  
> Pound Ridge, NY 10576  
> 914-764-5549 office  
> 860-508-2018 cell

>

>

>

> -----Original Message-----

> From: Tanja Vogel <tanja@prpartnership.org>

> Sent: Wednesday, July 5, 2023 11:27 AM

> To: Erin Trostle <townclerk@townofpoundridge.com>

> Subject: August

>

**MEMORANDUM**

**To:** Town Board  
**Cc:** Lisa Miller, Tom Mulcahy, Jim Perry, Drea Russo, Jonah Maddock, Vinnie Duffield  
**From:** Erin Trostle  
**Date:** July 6, 2023  
**Re:** PRBA Special Event Permit Application

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The Pound Ridge Business Association has submitted the attached Special Event Permit application form for its Artisan and Vintage Flea event. The proposed format has not changed significantly since last year:

- Closure of Westchester Avenue requested from 8am to 5pm
- Applicant to pay two members of the Maintenance Department to manage garbage between 12 noon and 5pm
- No tents larger than 10'x10'
- Amplified music to end by 4pm
- Permission requested to hang banner across Westchester Avenue starting August 24, 2023
- Use of town bus requested from 11am to 5pm, with applicant to pay driver
- Applicant to coordinate with Maintenance, Police, and/or Highway Departments to arrange for pickup of any needed cones and/or barricades
- Space at Market Square to be reserved for participants in Rec Department's Bizzy Girls program



## SPECIAL EVENT PERMIT APPLICATION

### 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:  | PRBA                             |
| Applicant Type:  | Local Organization               |
| Address:         |                                  |
| Mailing Address: | Po Box 268 Pound Ridge, NY 10576 |
| Phone Number:    | 914.282.9582                     |
| Email Address:   | lisamarie.miller@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 Artisan & Vintage Flea                       |
| Event Type:  | Outdoor Market   |
| Description: | Makers and Vendors, Food Trucks & Music                  |
| Purpose:     | Promoting PR as destination<br>Supporting local business |

|                   |          |                 |      |
|-------------------|----------|-----------------|------|
| Event Date:       | 9/4/2023 | Alternate Date: | —    |
| Event Start Time: | 10:00    | Event End Time: | 4:00 |
| Setup Start Time: | 8:00     | Setup End Time: | —    |
| Takedown Start:   | —        | Takedown End:   | 4:00 |

|                      |   |  |  |
|----------------------|---|--|--|
| Location(s):         | Westchester Ave + Market Square         |  |  |
| On private property? | <input checked="" type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |  |
| Parking location(s): | Market Square, Barnwell + Town Park     |  |  |
| On private property? | <input checked="" type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |  |

|                            |                 |
|----------------------------|-----------------|
| Road closure(s) requested: | Yes 8:00 - 5:00 |
| Closure times requested:   | " "             |

|                |                              |  |
|----------------|------------------------------|--|
| Admission fee? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Parking fee?   | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |

### VENDORS/LICENSES

|  |  |                     |
|--|--|---------------------|
| Will the event include food and/or beverage vendors?                               |  |                     |
| <input checked="" type="checkbox"/> Yes  | <input type="checkbox"/> No            | Number, if any: 5/6 |
| Will any food or beverages be served without charge in conjunction with the event? |  |                     |
| <input type="checkbox"/> Yes   | <input checked="" type="checkbox"/> No |                     |
| Will the event include non-food vendors?   |  |                     |
| <input checked="" type="checkbox"/> Yes  | <input type="checkbox"/> No            | Number, if any: 60  |
| Will the event include alcoholic beverage vendors?                                 |  |                     |
| <input checked="" type="checkbox"/> Yes  | <input type="checkbox"/> No            | Number, if any: 2/3 |
| Will any alcohol be served without charge in conjunction with the event?           |  |                     |
| <input type="checkbox"/> Yes   | <input checked="" type="checkbox"/> No |                     |
| Will the event include gambling of any kind?                                       |  |                     |
| <input type="checkbox"/> Yes   | <input checked="" type="checkbox"/> No |                     |

Please note that it is the applicant's responsibility to ensure that any vendors have all required licenses and/or permits.



## CONTACTS

|                         |               |                |                          |
|-------------------------|---------------|----------------|--------------------------|
| Primary Contact Name:   | Lisa Miller   |                |                          |
| Cell Phone Number:      | 914.282.9582  | Email Address: | lisamiller1962@gmail.com |
| Event Day Contact Name: | Same as above |                |                          |
| Cell Phone Number:      |               | Email Address: |                          |
| Weather Contact Name:   | Same as above |                |                          |
| Cell Phone Number:      |               | Email Address: |                          |

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

Please indicate how decisions regarding postponement or cancellation will be made, and how you will respond if sudden severe weather develops while the event is in progress:

## LOGISTICS

|                                  |  |                             |
|----------------------------------|--|-----------------------------|
| <b>CROWD MANAGEMENT</b>          |  |                             |
| Anticipated attendance:          | Visitors will not stay the entire duration |                             |
| Describe crowd control plan:     | ↑<br>Excepted 500 the most at one time     |                             |
| Describe perimeter control plan: | Coordinating with Police Department        |                             |
| Emergency services present?      | <input type="checkbox"/> Yes Requested     | <input type="checkbox"/> No |
| Will event be ADA compliant?     | <input checked="" type="checkbox"/> Yes    | <input type="checkbox"/> No |

|                                 |   |
|---------------------------------|---|
| <b>VOLUNTEERS</b>               |   |
| Indicate number of volunteers:  | 15/20   |
| Describe role(s) of volunteers: | Assisting vendors, set up & Break down of event |

| SANITATION/GARBAGE               |   |                             |
|----------------------------------|---|-----------------------------|
| Portable toilets provided:       | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| If so, how many?                 | 4                                       |                             |
| Garbage/recycling bins provided? | <input type="checkbox"/> Yes            | <input type="checkbox"/> No |
| Describe garbage/recycling plan: | PRBA will pay 2 persons from 12-5       |                             |

| NEIGHBORHOOD IMPACT/NOTIFICATION |   |  |
|----------------------------------|---|--|
| Will there be noise impacts?     | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Will there be amplified music?   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Will there be light impacts?     | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Have neighbors been notified?    | <input type="checkbox"/> Yes            | <input type="checkbox"/> No            |
| Event will be well publicized    |   |  |

| STRUCTURES/SAFETY          |   |  |
|----------------------------|---|--|
| Tents or canopies?         | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| If yes, please describe:   | Vendors will buy 10x10 tents            |  |
| Stage or other structures? | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| If yes, please describe:   |   |  |
| Fireworks or open flame?   | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| If yes, please describe:   |   |  |

| UTILITIES                           |   |  |
|-------------------------------------|---|--|
| Water access needed?                | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| If yes, please describe:            |   |  |
| Electricity needed?                 | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| If yes, please describe:            | For Music                               |  |
| WiFi access needed?                 | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| If yes, please indicate # of users: |   |  |

| PROMOTION                                   |   |                             |
|---|---|-----------------------------|
| Banner permission requested?                | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| If yes, please indicate location and dates: | Across Westchester Avenue Aug. 24       |                             |
| Other signage?                              | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| If yes, please describe:                    | Yard Signs                              |                             |

| TOWN RESOURCES                    |  |                             |
|-----------------------------------|--|-----------------------------|
| Town bus needed?                  | <input checked="" type="checkbox"/> Yes  | <input type="checkbox"/> No |
| If yes, please indicate time:     | 11:00 - 5:00                             |                             |
| Barricades or cones needed?       | <input checked="" type="checkbox"/> Yes  | <input type="checkbox"/> No |
| If yes, please specify:           | Borrow cones for event Barricades needed |                             |
| Other town-owned property needed? | <input type="checkbox"/> Yes             | <input type="checkbox"/> No |
| If yes, please specify:           | by Kitchen Table & Wine Store            |                             |

| OUTSIDE RESOURCES           |                              |  |
|-----------------------------|------------------------------|--|
| Outside bus transportation? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| If yes, please describe:    |                              |  |
| Outside parking assistance? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| If yes, please describe:    |                              |  |
| Other outside resources?    | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| If yes, please describe:    |                              |  |

**SUPPORTING DOCUMENTS**

|  |   |                             |
|--|---|-----------------------------|
| <b>MAPS/PLANS</b>  |   |                             |
| <u>Event Site Plan</u>   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| <p>The <u>Event Site Plan</u> should include locations of the following if applicable: stages/tents, power/water sources, portable toilets, accessible toilets, medical aid locations, admission sales area, alcohol sales/services, pedestrian pathways, entrances/exits, vendors/riders.</p> <p><b>*PLEASE ATTACH*</b></p> |   |                             |

|  |   |                             |
|--|---|-----------------------------|
| <u>Parking/Traffic Plan</u>  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| <p>The <u>Parking/Traffic Plan</u> should include locations of the following if applicable: road closures, traffic patterns, bus routes/stops, parking payment area, attendee parking, accessible parking, vendor parking, volunteer parking.</p> <p><b>* PLEASE ATTACH*</b></p> |   |                             |

|   |   |                             |
|---|---|-----------------------------|
| <b>LEGAL DOCUMENTS</b>                    |   |                             |
| Insurance Certificate(s)                  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Indemnity Agreement(s)                    | <input type="checkbox"/> Yes            | <input type="checkbox"/> No |
| Permits/Licenses (other than for vendors) | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

Please note that it is the applicant's responsibility to obtain insurance naming the town as an additional insured. *Will have at event*

**DEPOSIT/FEES**

|   |   |                             |
|---|---|-----------------------------|
| Damage Deposit Paid (Indicate Amount):  |   |                             |
| Waiver Requested:                       | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Application Fee Paid (Indicate Amount): |   |                             |
| Waiver Requested:                       | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

**ENDORSEMENT**

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

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

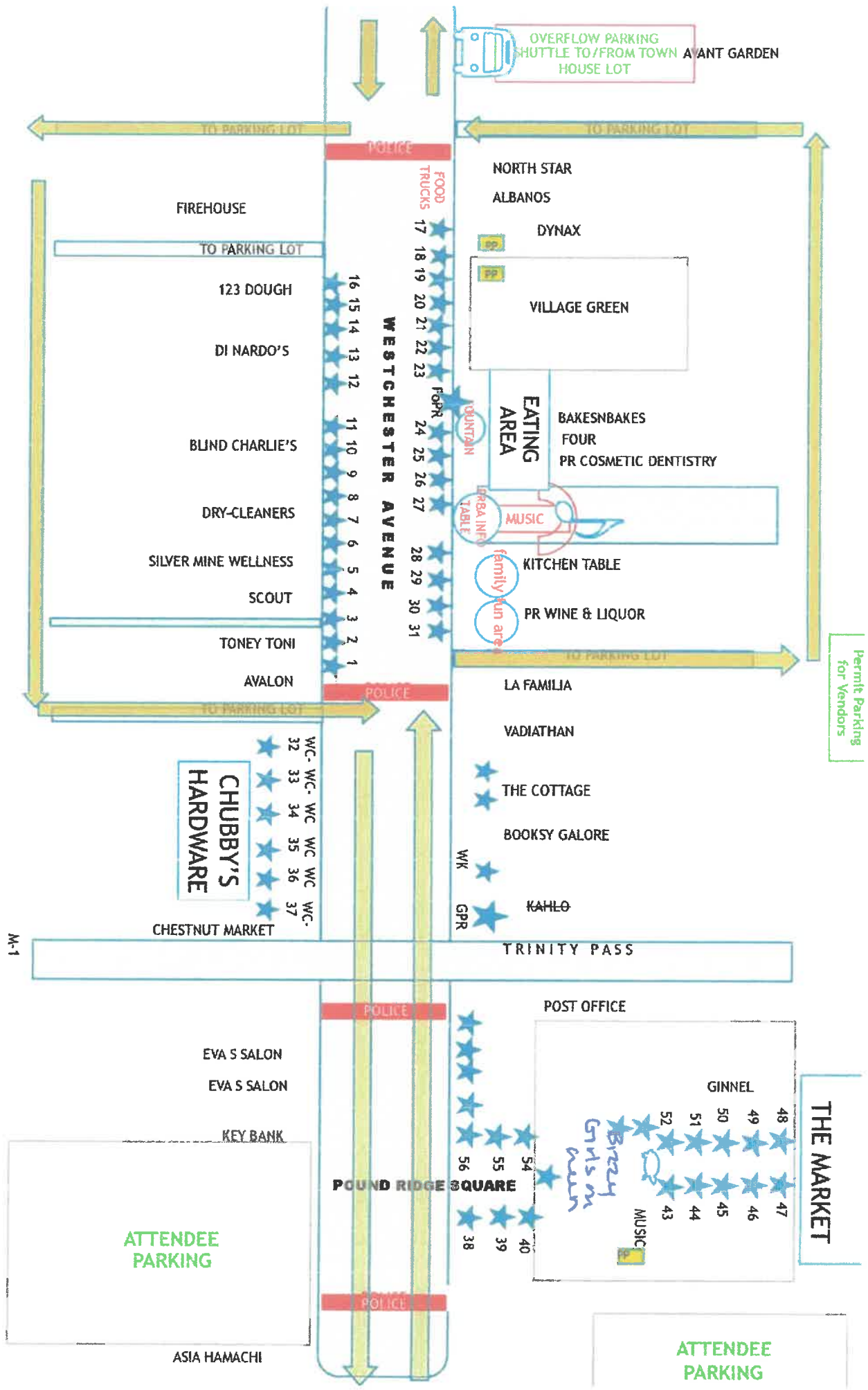
X   
\_\_\_\_\_

*Lisa Miller*  
\_\_\_\_\_

(Printed Name)

\_\_\_\_\_

(Date)



OVERFLOW PARKING  
SHUTTLE TO/FROM TOWN  
HOUSE LOT

AVANT GARDEN

TO PARKING LOT

TO PARKING LOT

POLICE

FOOD TRUCKS 17 18 19 20 21 22 23  
FOPR 24 25 26 27  
30 31

WESTCHESTER AVENUE

FIREHOUSE

TO PARKING LOT

123 DOUGH

DI NARDO'S

BLIND CHARLIE'S

DRY-CLEANERS

SILVER MINE WELLNESS

SCOUT

TONEY TONI

AVALON

NORTH STAR

ALBANOS

DYNAX

VILLAGE GREEN

EATING AREA

BAKESNBAKES

FOUR

PR COSMETIC DENTISTRY

MUSIC

KITCHEN TABLE

PR WINE & LIQUOR

LA FAMILIA

VADIATHAN

THE COTTAGE

BOOKSY GALORE

WK

KAHLO

GPR

TRINITY PASS

POST OFFICE

GINNEL

THE MARKET

Breezy Girls on Main  
MUSIC

CHUBBY'S  
HARDWARE

CHESTNUT MARKET

EVA S SALON

EVA S SALON

KEY BANK

POUND RIDGE SQUARE

ATTENDEE PARKING

ATTENDEE PARKING

ASIA HAMACHI

Permit Parking  
for Vendors

M-1

POLICE

POLICE



# SPECIAL EVENT APPLICATION REVIEW

EVENT: PRBA Artisan and Vintage Flea 9/4/2023 DATE: 7/7/2023

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

SIGNATURE: *Thomas D. Mulcahy* NAME: Thomas D. Mulcahy, Chief of Police

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:

Lisa Miller must meet with Lt. Murray in August prior to event to go over final details regarding parking and Event setup.

Confirmation of permission for Parking at Barnwell, Artie Clark and Market Square with owners.

Coordinate with Highway Dept for barricades needed for driveway by Kitchen Table

Narrative for permit has overflow at Town Park and map has bus going to overflow at Townhouse. Which?

Would suggest making spots opposite Albano's by charging station – Handicap Parking for event.

FOR TOWN DEPARTMENTS ONLY:

|                   |   |                 |                |
|-------------------|---|-----------------|----------------|
| STAFFING NEEDED:  | <u>9 officers &amp; 1 supervisor holiday rate</u> | STAFFING COST:  | <u>\$6,979</u> |
| EQUIPMENT NEEDED: | _____   | EQUIPMENT COST: | <u>\$</u>      |
| OTHER COST ITEMS: | _____   | OTHER COST:     | <u>\$</u>      |
|                   |   | TOTAL COST:     | <u>\$6,979</u> |

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

**MEMORANDUM**

**To:** Town Board  
**Cc:** Chris Boey, Stephanie Schneider, Nicky Califano  
**From:** Erin Trostle  
**Date:** July 11, 2023  
**Re:** PRBA Special Event Permit Application

---

The Friends of Pound Ridge have submitted the attached Special Event Permit application form for their annual Popup Waterpark, tentatively scheduled this year for August 27 (after the end of the camp season), with a rain date of September 3. The format has not changed significantly from last year, and the Recreation Commission approved the event at its most recent meeting.





## SPECIAL EVENT PERMIT APPLICATION

### 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:  | Friends of Pound Ridge |
| Applicant Type:  | Special Event          |
| Address:         | P.O. Box 41            |
| Mailing Address: | Pound Ridge, NY 10576  |
| Phone Number:    | 646483899              |
| Email Address:   | chris@boey.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:  | PopUp Waterpark                                  |
| Event Type:  | Community/kids                                   |
| Description: | PopUp Waterpark in PRTP                          |
| Purpose:     | improvements and upgrades to playground and park |

|                   |           |                 |             |
|-------------------|-----------|-----------------|-------------|
| Event Date:       | August 27 | Alternate Date: | September 3 |
| Event Start Time: | 11:00am   | Event End Time: | 3:00pm      |
| Setup Start Time: | 9:00am    | Setup End Time: | 10:30am     |
| Takedown Start:   | 3:00pm    | Takedown End:   | 5:00pm      |

|                      |                              |  |  |
|----------------------|------------------------------|--|--|
| Location(s):         | PRTP                         |  |  |
| On private property? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |  |
| Parking location(s): | Park, tennis, townhouse      |  |  |
| On private property? | <input type="checkbox"/> Yes | <input type="checkbox"/> No            |  |

|                            |    |
|----------------------------|----|
| Road closure(s) requested: | no |
| Closure times requested:   |    |

|                |   |  |
|----------------|---|--|
| Admission fee? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Parking fee?   | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |

|                         |
|-------------------------|
| <b>VENDORS/LICENSES</b> |
|-------------------------|

|  |  |                 |
|--|--|-----------------|
| Will the event include food and/or beverage vendors?                               |  |                 |
| <input checked="" type="checkbox"/> Yes  | <input type="checkbox"/> No            | Number, if any: |
| Will any food or beverages be served without charge in conjunction with the event? |  |                 |
| <input type="checkbox"/> Yes   | <input checked="" type="checkbox"/> No |                 |
| Will the event include non-food vendors?   |  |                 |
| <input checked="" type="checkbox"/> Yes  | <input checked="" type="checkbox"/> No | Number, if any: |
| Will the event include alcoholic beverage vendors?                                 |  |                 |
| <input checked="" type="checkbox"/> Yes  | <input type="checkbox"/> No            | Number, if any: |
| Will any alcohol be served without charge in conjunction with the event?           |  |                 |
| <input type="checkbox"/> Yes   | <input checked="" type="checkbox"/> No |                 |
| Will the event include gambling of any kind?                                       |  |                 |
| <input type="checkbox"/> Yes   | <input checked="" type="checkbox"/> No |                 |

Please note that it is the applicant's responsibility to ensure that any vendors have all required licenses and/or permits.

## CONTACTS

|                         |                     |                |                         |
|-------------------------|---------------------|----------------|-------------------------|
| Primary Contact Name:   | Stephanie Schneider |                |                         |
| Cell Phone Number:      | 9144839151          | Email Address: | sjschneider77@gmail.com |
| Event Day Contact Name: | Christopher Boey    |                |                         |
| Cell Phone Number:      | 6464833899          | Email Address: | chris@boey.com          |
| Weather Contact Name:   | Christopher Boey    |                |                         |
| Cell Phone Number:      |                     | Email Address: |                         |

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

Please indicate how decisions regarding postponement or cancellation will be made, and how you will respond if sudden severe weather develops while the event is in progress:

Will cancel in advance of any questionable weather forecast

## LOGISTICS

### CROWD MANAGEMENT

|                                  |  |                             |
|----------------------------------|--|-----------------------------|
| Anticipated attendance:          | 800  |                             |
| Describe crowd control plan:     | volunteer concierge at all features and throughout event |                             |
| Describe perimeter control plan: | volunteer parking attendants throughout parking area     |                             |
| Emergency services present?      | <input checked="" type="checkbox"/> Yes                  | <input type="checkbox"/> No |
| Will event be ADA compliant?     | <input type="checkbox"/> Yes                             | <input type="checkbox"/> No |

### VOLUNTEERS

|                                 |                                       |
|---------------------------------|---------------------------------------|
| Indicate number of volunteers:  | 20                                    |
| Describe role(s) of volunteers: | safety and concierge to assist guests |

| <b>SANITATION/GARBAGE</b>        |   |                             |
|----------------------------------|---|-----------------------------|
| Portable toilets provided:       | <input checked="" type="checkbox"/> Yes           | <input type="checkbox"/> No |
| If so, how many?                 |   |                             |
| Garbage/recycling bins provided? | <input checked="" type="checkbox"/> Yes           | <input type="checkbox"/> No |
| Describe garbage/recycling plan: | Composting and disposal as in all previous events |                             |

| <b>NEIGHBORHOOD IMPACT/NOTIFICATION</b> |   |  |
|---|---|--|
| Will there be noise impacts?            | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Will there be amplified music?          | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Will there be light impacts?            | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Have neighbors been notified?           | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |

| <b>STRUCTURES/SAFETY</b>   |   |  |
|----------------------------|---|--|
| Tents or canopies?         | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| If yes, please describe:   |   |  |
| Stage or other structures? | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| If yes, please describe:   |   |  |
| Fireworks or open flame?   | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| If yes, please describe:   |   |  |

| <b>UTILITIES</b>                    |   |  |
|-------------------------------------|---|--|
| Water access needed?                | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| If yes, please describe:            |   |  |
| Electricity needed?                 | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| If yes, please describe:            |   |  |
| WiFi access needed?                 | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| If yes, please indicate # of users: | +/-300                                  |  |

| <b>PROMOTION</b>                            |   |  |
|---|---|--|
| Banner permission requested?                | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| If yes, please indicate location and dates: |   |  |
| Other signage?                              | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| If yes, please describe:                    | yardsign                                |  |

| <b>TOWN RESOURCES</b>             |                              |  |
|-----------------------------------|------------------------------|--|
| Town bus needed?                  | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| If yes, please indicate time:     |                              |  |
| Barricades or cones needed?       | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| If yes, please specify:           |                              |  |
| Other town-owned property needed? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| If yes, please specify:           |                              |  |

| <b>OUTSIDE RESOURCES</b>    |                              |  |
|-----------------------------|------------------------------|--|
| Outside bus transportation? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| If yes, please describe:    |                              |  |
| Outside parking assistance? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| If yes, please describe:    |                              |  |
| Other outside resources?    | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| If yes, please describe:    |                              |  |

**SUPPORTING DOCUMENTS**

**MAPS/PLANS**

|                        |   |                             |
|------------------------|---|-----------------------------|
| <u>Event Site Plan</u> | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------|---|-----------------------------|

The Event Site Plan should include locations of the following if applicable: stages/tents, power/water sources, portable toilets, accessible toilets, medical aid locations, admission sales area, alcohol sales/services, pedestrian pathways, entrances/exits, vendors/riders.

\*PLEASE UPLOAD OR EMAIL SEPARATELY\*

|                             |   |                             |
|-----------------------------|---|-----------------------------|
| <u>Parking/Traffic Plan</u> | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
|-----------------------------|---|-----------------------------|

The Parking/Traffic Plan should include locations of the following if applicable: road closures, traffic patterns, bus routes/stops, parking payment area, attendee parking, accessible parking, vendor parking, volunteer parking.

\*PLEASE UPLOAD OR EMAIL SEPARATELY\*

**LEGAL DOCUMENTS**

|   |   |                             |
|---|---|-----------------------------|
| Insurance Certificate(s)                  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Indemnity Agreement(s)                    | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Permits/Licenses (other than for vendors) | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

Please note that it is the applicant's responsibility to obtain insurance naming the town as an additional insured.

**DEPOSIT/FEEES**

|   |   |                             |
|---|---|-----------------------------|
| Damage Deposit Paid (Indicate Amount):  |   |                             |
| Waiver Requested:                       | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Application Fee Paid (Indicate Amount): |   |                             |
| Waiver Requested:                       | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

**ENDORSEMENT**

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

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

X

Christopher Boey

(Printed Name)

June 27, 2023

(Date)

SUBMIT

## Erin Trostle

---

**From:** Christopher Boey <[chris@boey.com](mailto:chris@boey.com)>  
**Sent:** Tuesday, June 27, 2023 2:43 PM  
**To:** Erin Trostle  
**Cc:** Stephanie J Schneider; Nicky Califano  
**Subject:** Re: July 11 Town Board Agenda

Sorry,  
and no tents larger than 10x10.  
Thanks.

On Tue, Jun 27, 2023 at 2:31 PM Christopher Boey <[chris@boey.com](mailto:chris@boey.com)> wrote:

The event floor plan is attached.

The parking plan is as per the lines in the Parking lot at the park, tennis court parking lot and Townhouse.  
We will have volunteers guiding and directing all guests accordingly.



On Tue, Jun 27, 2023 at 2:18 PM Erin Trostle <[townclerk@townofpoundridge.com](mailto:townclerk@townofpoundridge.com)> wrote:





## SPECIAL EVENT APPLICATION REVIEW

EVENT: FOPR Waterpark- Town Park 8/27/23 DATE: 7/1/2023

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

SIGNATURE:  NAME: Thomas D. Mulcahy, Chief of Police

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:

Advised Chris Boey that permit needs to be filed at least 60 days out and notification to PD prior to that so we  
Can assigned appropriate staffing, if needed. We were able to secure 2 officers for event to assist with traffic  
in front of Town Park and at overflow parking at Townhouse. FOPR to secure necessary personnel for  
Attendee parking at both locations.

FOR TOWN DEPARTMENTS ONLY:

|                   |                   |                 |                 |
|-------------------|-------------------|-----------------|-----------------|
| STAFFING NEEDED:  | <u>2 officers</u> | STAFFING COST:  | <u>\$664.32</u> |
| EQUIPMENT NEEDED: | _____             | EQUIPMENT COST: | <u>\$</u>       |
| OTHER COST ITEMS: | _____             | OTHER COST:     | <u>\$</u>       |
|                   |                   | TOTAL COST:     | <u>\$664.32</u> |

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

TOWN OF POUND RIDGE  
RESOLUTION

Regarding

Continuation and re-funding the Town of Pound Ridge Open Space Acquisition Fund.

WHEREAS, the Town, by Resolution, as approved by Town-wide referendum in November 2000, established a Capital Reserve Fund for the acquisition of open space within the Town, funded by a general property tax levy; and

WHEREAS, the Town, having renewed and refunded that Open Space Acquisition Fund by Resolution, also approved by Town wide referendum in November 2010, for a period of ten years commencing January 1, 2011; and

WHEREAS that term having now expired; it is hereby

RESOLVED, that Town of Pound Ridge hereby approves the refunding and continuation of the Town Open Space Acquisition Fund for a period of ten (10) years beginning January 1, 2024. This resolution shall be effective August 31, 2023 subject to an affirmative Town wide referendum to be held at the General Election on November 7, 2023; and it is further

RESOLVED, that the referendum shall read as follows:

Shall the Town of Pound Ridge Continue to make contributions to a capital reserve fund dedicated to acquiring ownership rights, easements or interests in Open Space areas, as defined in Section 247 of the General Municipal Law, and to maintaining and preserving those Open Space areas previously or hereafter acquired by the fund. Such contributions shall continue to be financed from the annual general tax levy for a period of ten (10) years, commencing January 1, 2024, of \$1 per \$1,000 of assessed value from 2024 through 2033.

And it is further

RESOLVED, that the Clerk of the Town of Pound Ridge be authorized to execute any and all documents necessary to effect this resolution and the placement of the referendum on the November 2023 Ballot.

Dated: July \_\_, 2023



TAJIAN M. NELSON  
Commissioner  
Fax 914-995-7753  
FRANK S. CORVINO  
Deputy Commissioner

25 Quarropas Street  
White Plains, NY 10601  
914-995-5700  
[www.westchestergov.com/boe](http://www.westchestergov.com/boe)

DOUGLAS A. COLETY  
Commissioner  
Fax 914-995-3190  
DOROTHY L. DIPALO  
Deputy Commissioner

To: All Town/City/Village Clerks  
From: Commissioners Tajian M. Nelson and Douglas A. Colety  
Re: 2023 Proposition/Referendum Submission

NYS Election Law, Section 4-108 states, "Whenever any proposal, proposition or referendum as provided by law is to be submitted to a vote of the people of a county, city, town, village or special district, at an election conducted by the board of elections, the clerk of such political subdivision, at least 3 months prior to the general election at which proposal, proposition or referendum is to be submitted, shall transmit to each board of elections a certified copy of the text of such proposal."

In order for a Town, City or Village to submit a proposition or referendum for the November 7, 2023 ballot, the Westchester County Board of Elections must receive from the Town, City or Village Clerk no later than August 7, 2023, the following:

1. A certified copy of the text of such proposal, proposition or referendum passed. Such certified copy shall set out all new matter in *italics* and enclose in brackets, [], all matter to be eliminated from existing law, and at the bottom of each page shall be appended the words: Explanation: Matter in *italics* is new, to be added, matter in brackets, [], is old law, to be omitted.
2. A statement form in which it is to be submitted in English and Spanish.
3. An abstract of such proposed proposition, concisely stating the purpose and effect thereof in a clear and coherent manner using words with common and every day meanings. Please provide 100 copies of the abstract.
4. The abstract of such proposed proposition should also be translated into Spanish. Please provide 100 copies of the abstract translated in Spanish.

If you have any questions, please feel free to contact the Commissioners' offices at 914-995-5706 or 914-995-5704.

# Memo

To: Town Board

Date: 7/6/2023

From: Andrea Russo (supervisor), Melissa Trail (recreation leader) Recreation Dept.

Re: Conant Hall Deposit Refund

I hereby request the refund of \$700 for Marianne Hoffman Robb. This is a refund for Conant Hall deposit. Hall was used on June 24.

Thank you,  
Andrea Russo  
Recreation Supervisor  
Melissa Trail  
Recreation Leader

# Town of Pound Ridge

Recreation Department  
David Goldberg  
Recreation Superintendent



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

Deposit  
and  
rental fee  
Received  
4/3

## APPLICATION FOR THE USE OF THE TOWN OF POUND RIDGE FACILITIES

(Please Print and Submit Completed Form at least two weeks prior to event)

Name of Organization Peter and Marianne Robb  
 Applicant/Contact Marianne Hoffman Robb  
 Address 18 Clearwater Lane Pound Ridge NY 10576  
 Telephone \_\_\_\_\_ Cell 914-629-1413 Nonprofit: Yes  No   
 E-mail ~~mhoffman3318@gmail.com~~ mhoffman3318@gmail.com  
 Purpose of Activity family party Number Attending approx 25-30  
 Contact person during event Marianne Hoffman Robb

Date requested Saturday June 24 Rain Date \_\_\_\_\_ Time 3:30pm to 10:00pm

Facility requested:  Conant Hall, check one:  Town Organization or  Private Party\*  
 Town Parks, check one:  Main parking lot  Pool  
 Lower picnic area/shelter  Small ball field  
 Playground  Large ball field  
 Sachs Park  P.R.E.S. soccer/lax field

Will you be using the oven or stove (in Conant Hall kitchen)? \_\_\_\_\_  
 Is event open to public? no Will admission be charged? no If so, how much? n/a  
 Is the event a fund raiser? no If so, for what organization or purpose of funds? n/a  
 Refreshments served?  Request for alcohol to be served.  Approved  Not Approved

I HAVE READ AND AGREE TO THE CONDITIONS ON THE REVERSE SIDE. We/I release the Town of Pound Ridge, its officials, and employees from any responsibility or liability in connection with the use of this facility.

\*CONANT HALL RENTAL: The Rental Fee is \$500 for Residents and \$800 for Non-Residents. The Security Deposit is \$500 for both residents and non-residents. Please send two separate checks (One for Rental Fee and one for Security Deposit) payable to: "Town of Pound Ridge" mail to: Recreation Department, Town of Pound Ridge, 179 Westchester Avenue, Pound Ridge, NY 10576.

Applicant's signature [Signature] Date: 3/28/23

### FOR TOWN USE ONLY

The Certificate of Insurance has been provided \_\_\_\_\_ will be provided \_\_\_\_\_

Approved by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

|                                    | 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                               |       |     |     |       |     |       | Tom Mulcahy        |
| Wireless Communication             |       |     |     |       |     | X     |                    |
| Water Wastewater Task Force        |       |     | X   |       |     |       |                    |