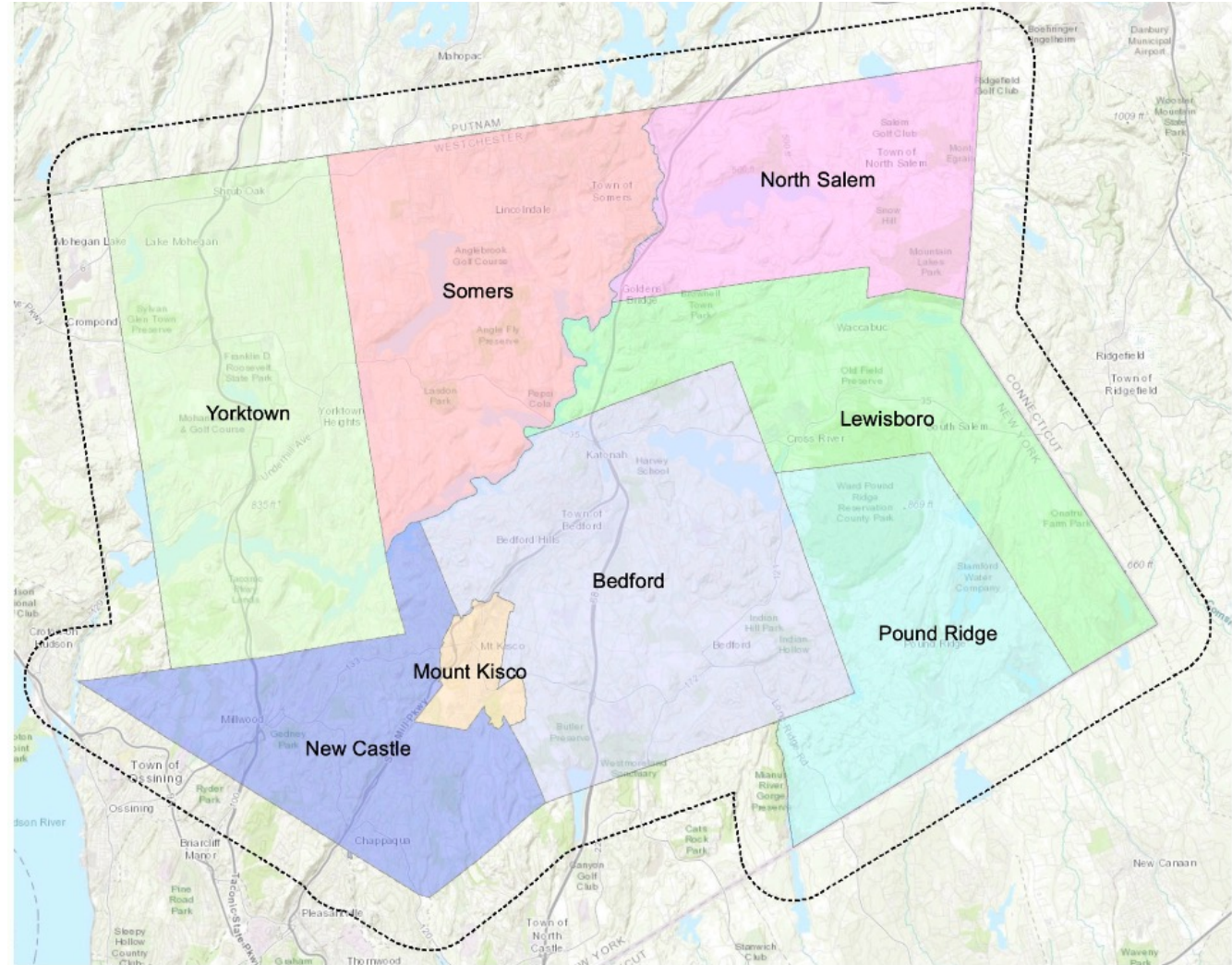


Northern Westchester County Cooperative  
Wireless Communications Master Plan

TOWN OF POUND RIDGE  
SEPTEMBER 12, 2023

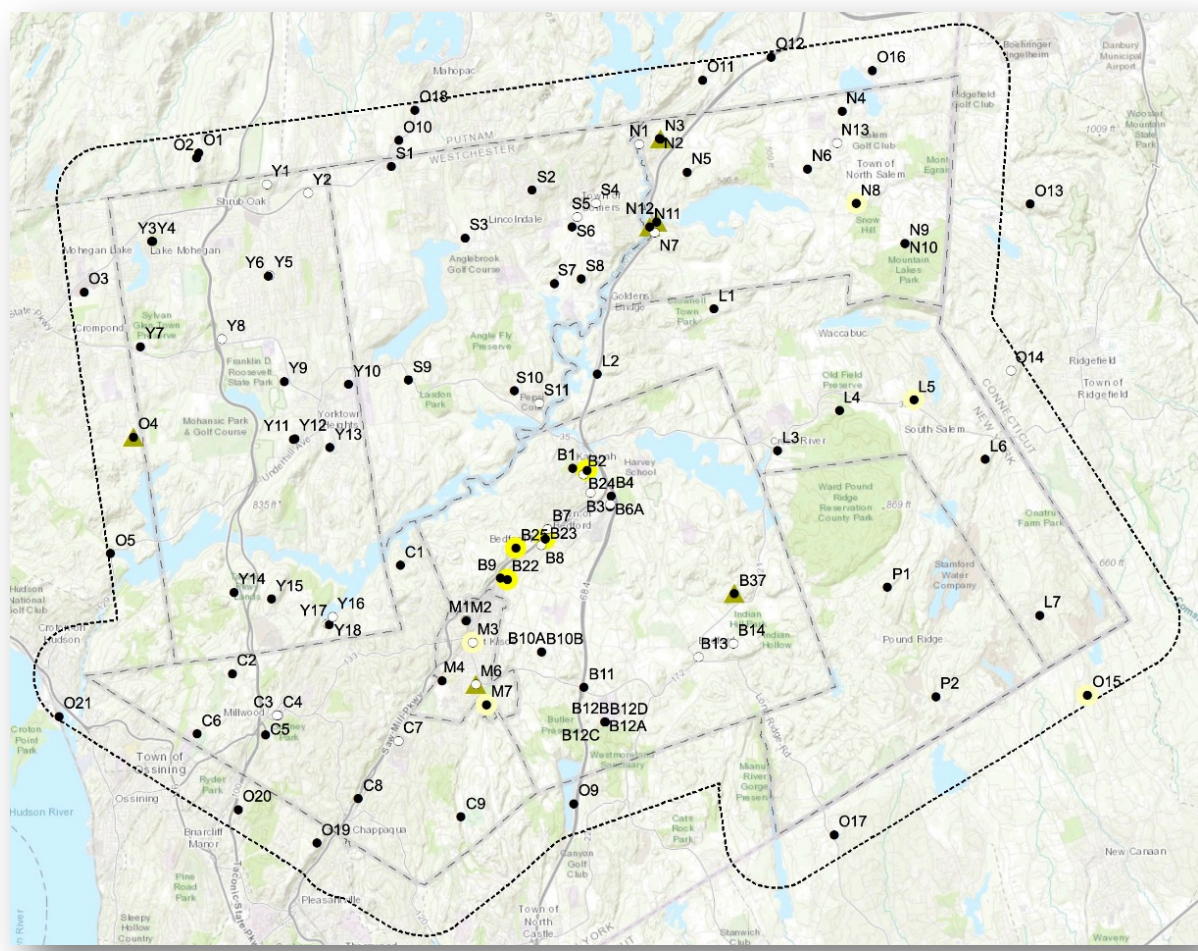
## Key objectives identified collectively in NWC community surveys:

- Improve wireless cell phone services.
- Protect community aesthetics by intentional placement of concealed towers and antennas.
- Promote greater transparency from the wireless industry by requiring applicants to demonstrate radio frequency compliance with FCC standards.
- Address small wireless facility buildout standards.
- Encourage continued use of public assets to allow greater community control over placement, design and long-term site maintenance.





# Northern Westchester County Structure Type



TOWERS	EXISTING	APPROVED NOT BUILT	PROPOSED UNDER REVIEW	INQUIRY	TOTAL
<b>Westchester County</b>	<b>68</b>	<b>4</b>	<b>4</b>	<b>5</b>	<b>81</b>
Bedford	11	4	0	1	16
Lewisboro	6	0	1	0	7
Mount Kisco	2	0	1	0	3
New Castle	6	0	0	0	6
North Salem	6	0	1	3	10
Pound Ridge	2	0	0	0	2
Somers	8	0	0	0	8
Yorktown	12	0	0	0	12
<b>BASE STATIONS</b>					
<b>Westchester County</b>	<b>24</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>26</b>
Bedford	7	0	0	0	7
Lewisboro	0	0	0	0	0
Mount Kisco	1	0	1	1	3
New Castle	3	0	0	0	3
North Salem	3	0	0	0	3
Pound Ridge	2	0	0	0	2
Somers	3	0	0	0	3
Yorktown	1	0	0	0	1
<b>TOTAL</b>	<b>92</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>107</b>

PWSF ANTENNA TYPE	EXISTING	APPROVED NOT BUILT	PROPOSED UNDER REVIEW	INQUIRY	TOTAL
<b>Westchester County</b>	<b>73</b>	<b>4</b>	<b>5</b>	<b>5</b>	<b>87</b>
<b>Macro Wireless Facilities</b>					
Bedford	5	1	0	1	7
Lewisboro	6	0	1	0	7
Mount Kisco	2	0	2	1	5
New Castle	9	0	0	0	9
North Salem	6	0	1	2	9
Pound Ridge	2	0	0	0	2
Somers	9	0	0	0	9
Yorktown	18	0	0	0	18
One-Mile Perimeter	16	0	1	1	18
<b>Subtotal Macro</b>	<b>73</b>	<b>1</b>	<b>5</b>	<b>5</b>	<b>84</b>
<b>Small Wireless Facilities</b>					
Bedford	0	3	0	0	3
<b>Subtotal Small</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>

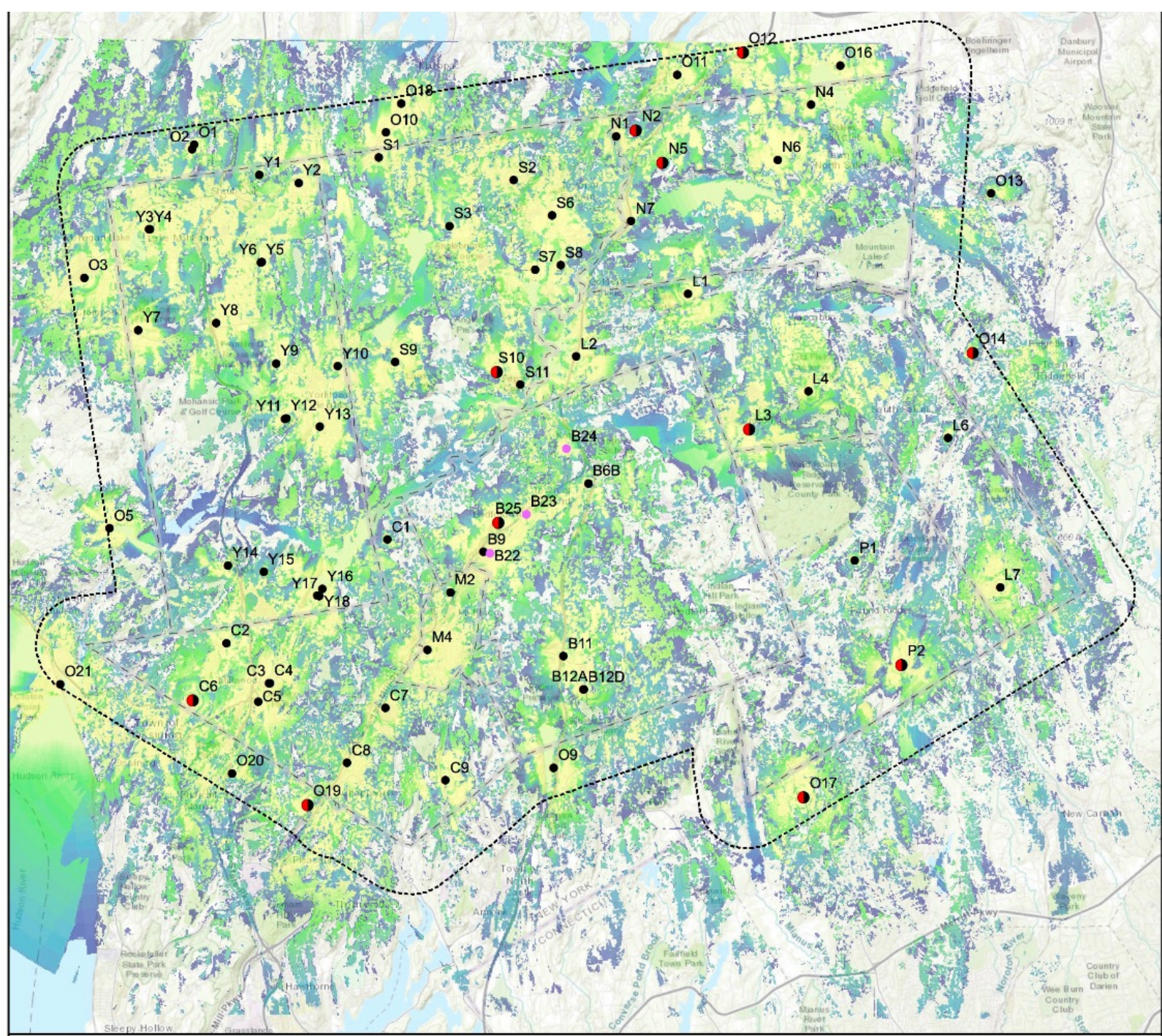
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# Northern Westchester County PWSF Locations



# NWC Coverage Map For A Single Provider

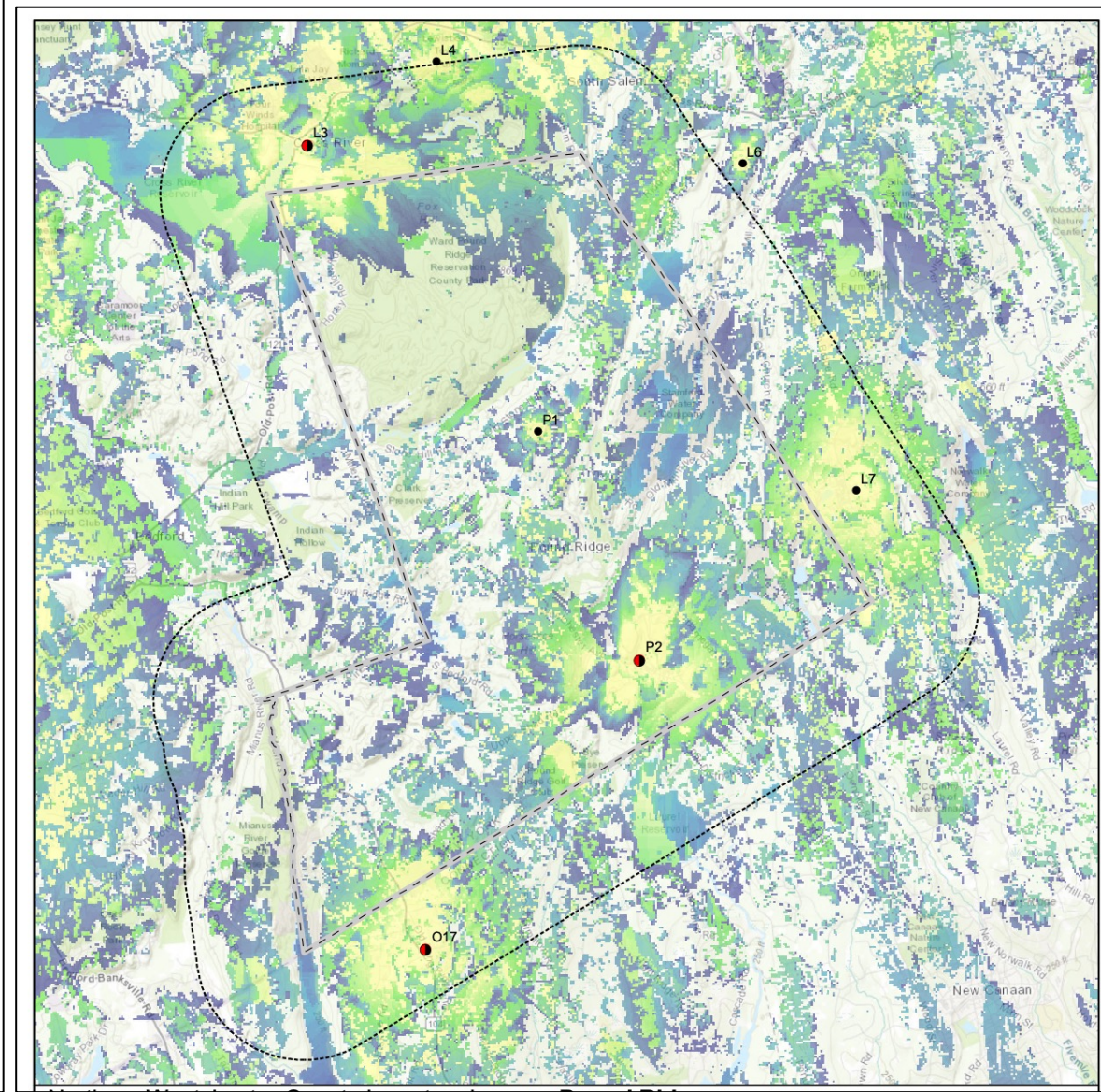
- High frequency coverage map
  - Assumes same provider at each site
  - Level of propagation signal strength is shown through the gradation of colors from yellow to blue or no color
- **Yellow** – superior; strong enough to operate within most buildings
  - **Green** – average; strong enough to operate in vehicle but not inside most buildings
  - **Blue** – acceptable; strong enough to operate outside but not in most vehicles or buildings
  - **No color** – poor; no service or dropped calls; gaps where new sites will be needed





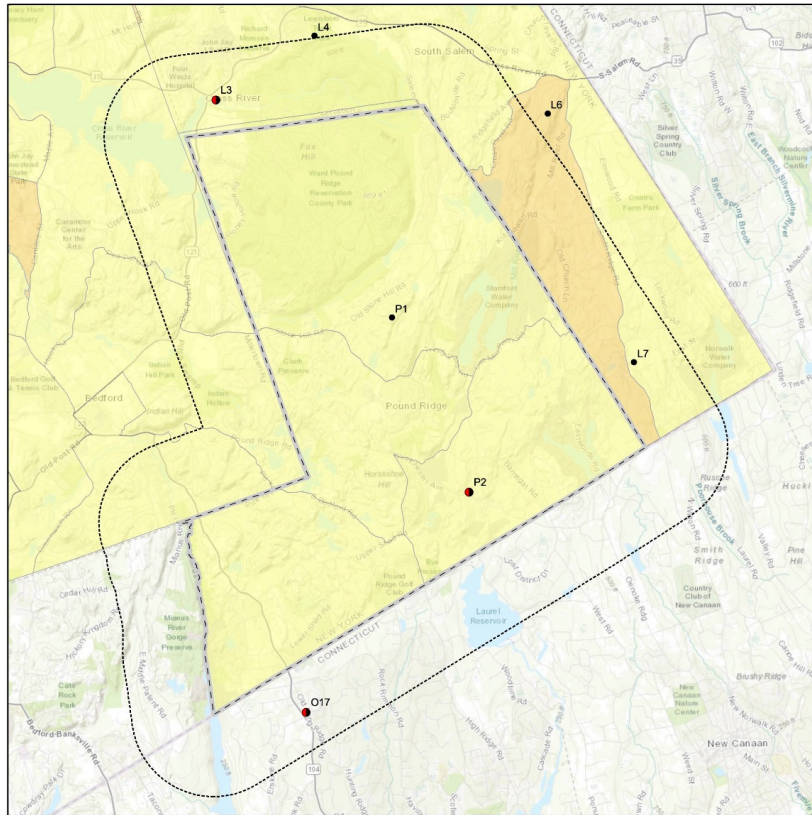
# Pound Ridge Study Area PWSF Simulated Coverage Map

Pound Ridge Study Area		INSIDE JURISDICTION				ONE-MILE PERIMETER			
TOTAL	Existing	Approved Not Built	Proposed Under Review	Inquiry	Existing	Approved Not Built	Proposed Under Review	Inquiry	
9									
STRUCTURE TYPE									
Towers	9	2	0	0	0	5	0	2	0
Base Stations	0	0	0	0	0	0	0	0	0
ANTENNA TYPE									
Macro Wireless	6	1	0	0	0	3	0	2	0
Small Wireless	0	0	0	0	0	0	0	0	0
Public Safety/Macro	3	1	0	0	0	2	0	0	0
Public Safety	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0
LOCATION									
Private Property	6	2	0	0	0	3	0	1	0
Public Property	3	0	0	0	0	2	0	1	0
Utility Easement	0	0	0	0	0	0	0	0	0
ROW	0	0	0	0	0	0	0	0	0
DESIGN TYPE									
Concealed	3	1	0	0	0	0	0	2	0
Semi-Concealed	0	0	0	0	0	0	0	0	0
Non-Concealed	6	1	0	0	0	5	0	0	0





# Gap Variables



Northern Westchester County Inventory by: **Pound Ridge**

**Cataloged PWSF Antenna Type**

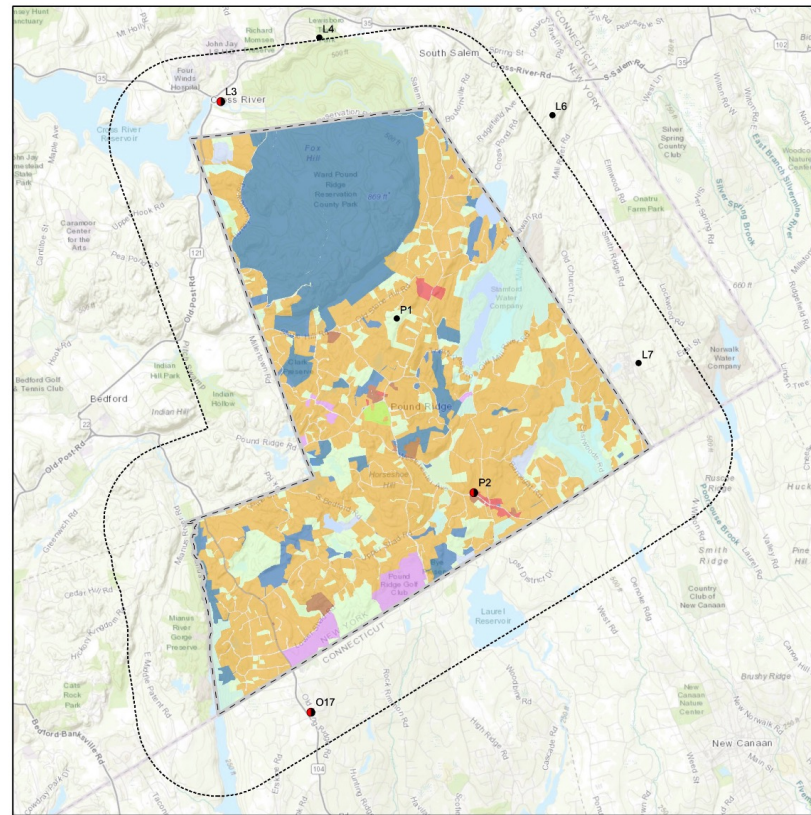
- Macrocell Facility (4)
- Small Wireless Facility (0)
- Public Safety (0)
- Macrocell Facility and Public Safety (3)
- Draft Green Field Options (0)
- Other (0)
- Approved but Not Yet Built (0)
- Proposed and Under Review (0)
- ▲ Inquiry (0)

**People Per Square Mile**

- 0 - 500
- 501 - 1000
- 1001 - 2000
- 2001 - 3000
- 3001 - 10000

Sources: US Census Bureau, Cityscape Consultants, Inc, USGS  
Map Created by Cityscape Consultants, Inc. on  
Date: 10/12/2022

0 0.5 1 2 Miles



Northern Westchester County Inventory by: **Pound Ridge**

**Cataloged PWSF Antenna Type**

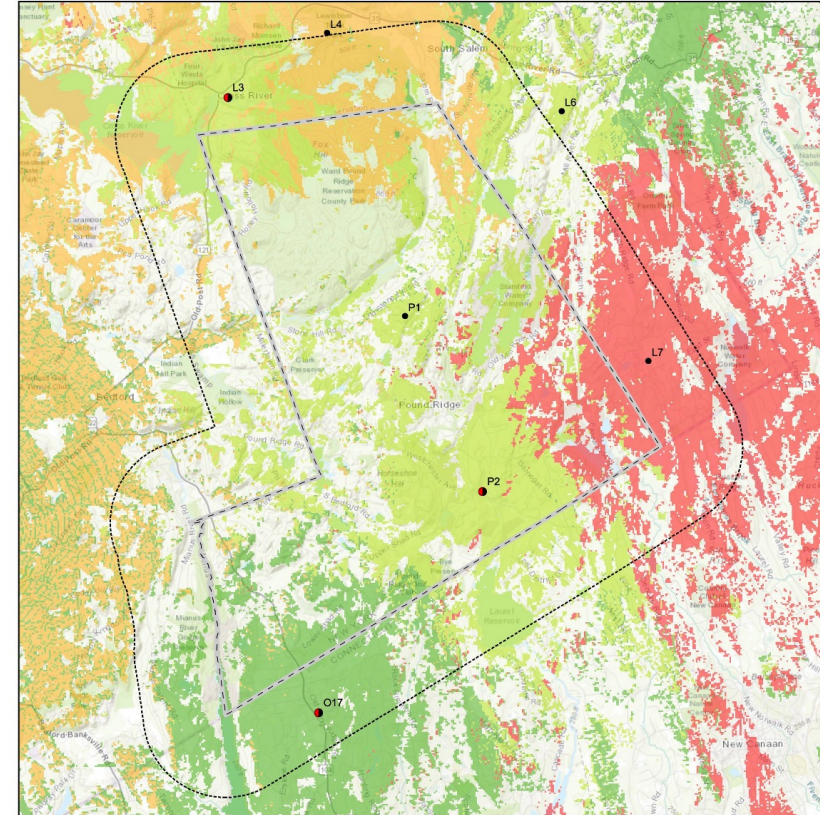
- Macrocell Facility (4)
- Small Wireless Facility (0)
- Public Safety (0)
- Macrocell Facility and Public Safety (3)
- Draft Green Field Options (0)
- Other (0)
- Approved but Not Yet Built (0)
- Proposed and Under Review (0)
- ▲ Inquiry (0)

**Land Classification**

- Residential
- Commercial
- Community services
- Industrial
- Public services
- Recreation & entertainment
- Agricultural
- Wild, forested, conservation lands and public parks
- Vacant land
- Unclassified

Sources: US Census Bureau, Cityscape Consultants, Inc, USGS  
Map Created by Cityscape Consultants, Inc. on  
Date: 10/12/2022

0 0.5 1 2 Miles



Northern Westchester County Inventory by: **Pound Ridge**

**Cataloged PWSF Antenna Type**

- Macrocell Facility (4)
- Small Wireless Facility (0)
- Public Safety (0)
- Macrocell Facility and Public Safety (3)
- Draft Green Field Options (0)
- Other (0)
- Approved but Not Yet Built (0)
- Proposed and Under Review (0)
- ▲ Inquiry (0)

**Number Households**

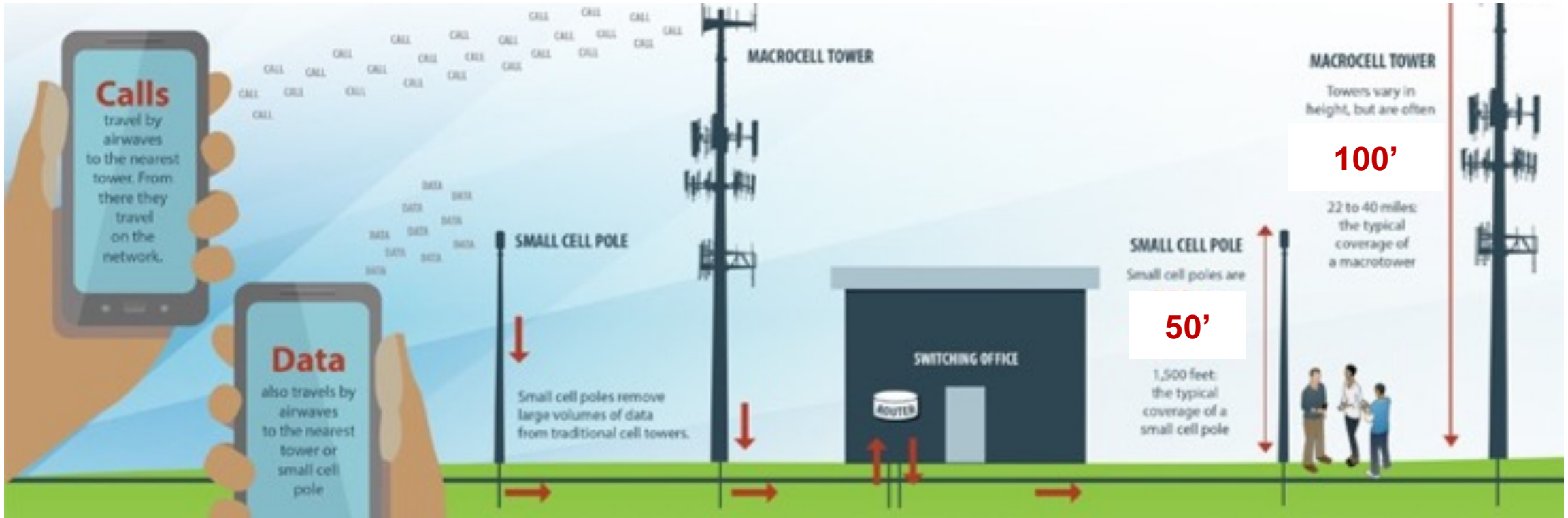
- 1 - 500 (Acceptable Capacity)
- 501 - 1000
- 1001 - 1500
- 1501 - 3450 (Poor Capacity)

Sources: US Census Bureau, Cityscape Consultants, Inc, USGS  
Map Created by Cityscape Consultants, Inc. on  
Date: 10/12/2022

0 0.5 1 2 Miles

First Tier Gap Fill In By Providers : Corridors, Higher Density Residential, Commercial, Community Services





# Wireless Network Planning/Mapping

MACRO AND SMALL WIRELESS FACILITIES FOR SEAMLESS CONNECTIVITY



# Pound Ridge Potential Location Solutions

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## MACRO CELL SUGGESTED SITES

SITE #	SITE NAME	LATITUDE	LONGITUDE	HEIGHT
P-NT-PG1	Town House, Park, Cemetery & Other	41.207423	-73.576087	120'
P-NT-PG2	Ward Pound Ridge Reservation	41.249447	-73.591504	120'
P-NT-PG13	Wellspring Zendo	41.171504	-73.588060	120'
P-NT-PG14	Pound Ridge Golf Club	41.177033	-73.566186	120'

## SMALL CELL SUGGESTED SITES

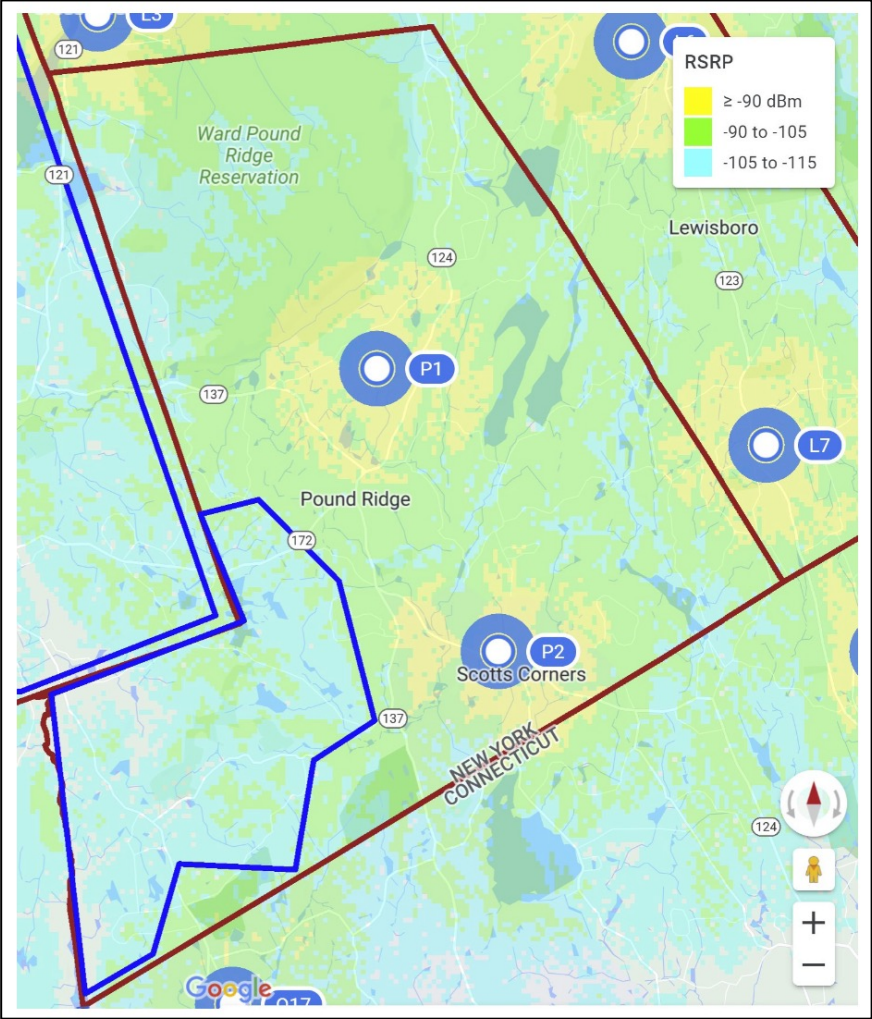
SITE NAME	LATITUDE	LONGITUDE	HEIGHT
P-NP1	41.18990	-73.6061	50'
P-NP2	41.18831	-73.6123	50'
P-NP3	41.18307	-73.6147	50'
P-NP4	41.17603	-73.6100	50'
P-NP5	41.16326	-73.6064	50'
P-NP6	41.16762	-73.6109	50'

Macro Cell Sites Potentially On Publicly Owned Property

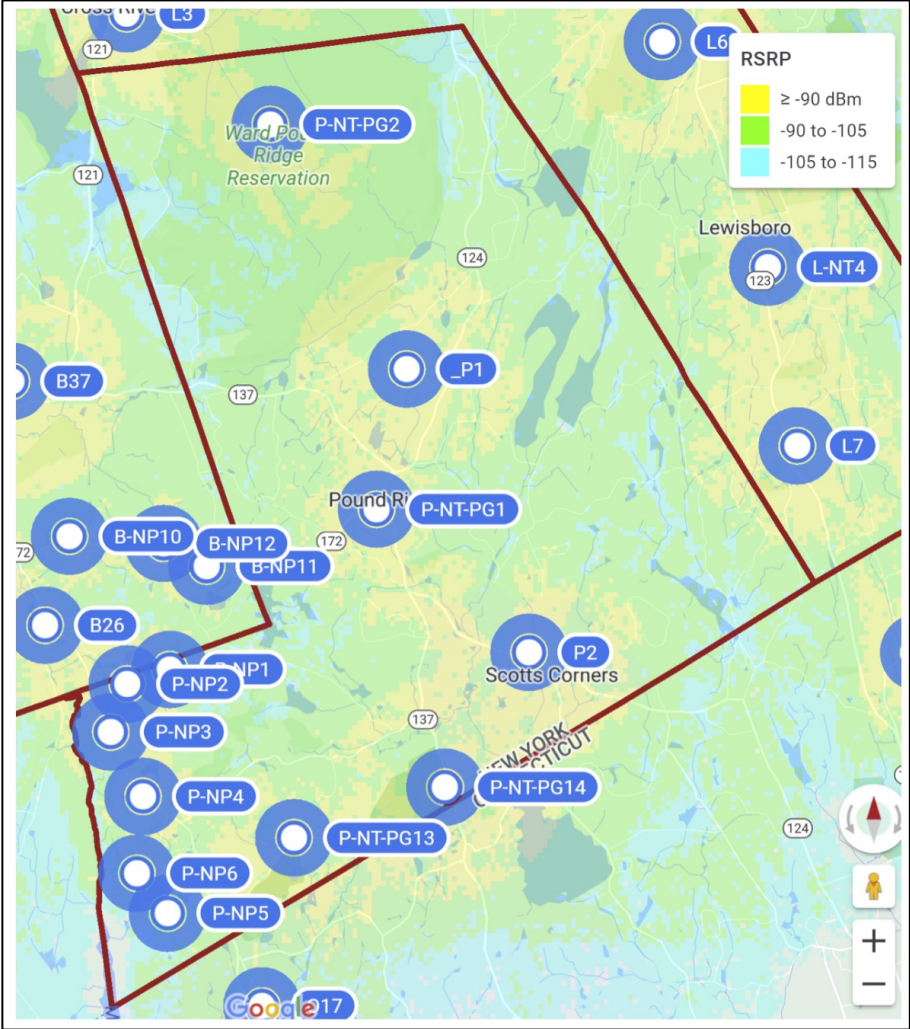
Small Cell Sites Potentially On Utility Poles



# Potential Gap Fill-in Solution Maps



Areas Outlined In Blue Have Poor Coverage

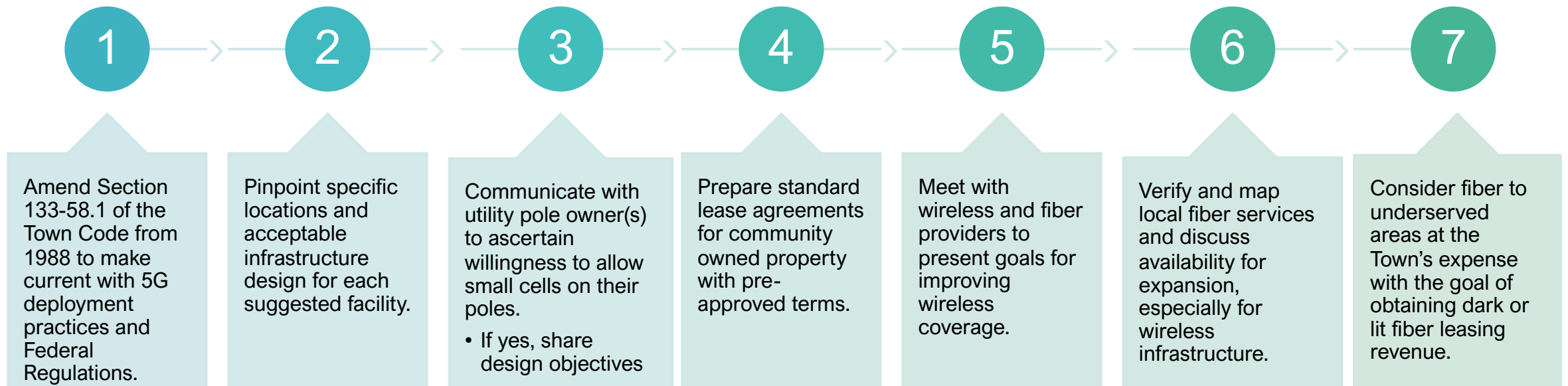


Possible Solution: Four 120' Macro Cells & Six 50' Small Cells



# Additional Recommendations

---





# Thank You



Northern Westchester County Cooperative  
Wireless Communications Master Plan

TOWN OF POUND RIDGE  
SEPTEMBER 12, 2023

James Moravick

September 5, 2023

Town of Pound Ridge Highway Department  
290 Stonehill Road  
Pound Ridge, NY 10576

Dear Vinnie and The Members of the Pound Ridge Town Board,

Please accept this letter as my formal resignation from my position as Foreman at the Pound Ridge Highway Department, effective two weeks from today's date, September 5, 2023.

My career goals have changed and I feel that the time has arrived for me to pursue another career path.

I appreciate the opportunities that you have given me during my time working for the Highway Department. Please let me know what assistance I can offer as I transition out of my current role during the next two weeks.

Thank you,

A handwritten signature in black ink, appearing to read "James Moravick". The signature is written in a cursive style with a large initial "J" and a long, sweeping underline.

James Moravick



**Town of Pound Ridge Highway Dept.**

## **MEMO**

**Date: September 7, 2023**

**To: Town Board**

**From: Highway Dept.**

**Members of the Board,**

**This memo is to get your permission to start the process to fill a vacancy that has been created by Jim Moravick leaving.**

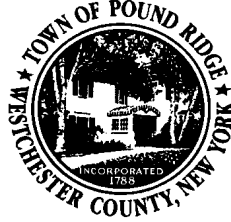
**Thanks, Vinnie Duffield**

**Highway Supt.**

# Town of Pound Ridge

Tel.: 914-764-5511

Fax: 914-764-0102



To: Town Board

From: Andrea Russo

Date: August 29, 2023

Re: Stipend for Youth Soccer Pro

I respectfully request the approval to pay our new Youth Soccer Pro Leigh Parsons, a stipend of \$7,000, for the new Recreation fall youth soccer program. Leigh, a Pound Ridge Resident, played at the elite level in England, has 20 years of coaching experience, and is the founder of the All-Star FC - a soccer club organization that runs out of the Darien, CT Recreation Department.

The stipend and equipment were not budgeted for as this is a new recreation fall program. We are planning to use the money from the revenue made from the youth soccer program for new equipment and Leigh's stipend. To date, we have 52 participants registered at \$17,610.00.

Equipment pricing: Amazon lowest prices:

1. 2 official goals total: \$1,079.90
2. 1 field sharp stripe machine: \$159.95
3. Stipend for soccer pro: \$7,000
4. Shirts and pinnies: \$2,380
5. Total: \$10,619.85

Respectfully,

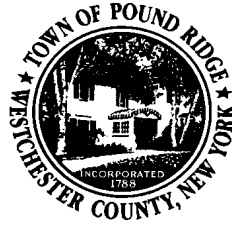
Andrea Russo  
Supervisor of Recreation & Parks



# Town of Pound Ridge

Tel.: 914-764-5511

Fax: 914-764-0102



To: Town Board

From: Melissa Farella

Date: Sept 6<sup>th</sup> 2023

Re: Flag Football Refund

We respectfully request a refund for Tyler Gilbert who is registered in Flag Football and cannot participate due to broken foot and surgery.

Respectfully,

Melissa Farella  
Recreation Leader

# Town of Pound Ridge

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



Memo to: Town Board

From: Melissa Farella & Andrea Russo

Date: Sept 7<sup>th</sup>, 2023

Re: Soccer Jersey Order

We would like to request approval for the attached quote of \$1,499.54 for Soccer Jerseys for our Fall Session.

We received 3 quotes from International Soccer and Rugby, Diamondback Sportswear and Teams Sports. International Soccer and Rugby came in at the lowest and tax will be taken out of the quote and will be updated with final check request.

Respectfully,

Melissa Farella  
Recreation Leader

Andrea Russo  
Recreation Supervisor

**International Soccer and Rugby Imports**

**Invoice**

*55 Coon Hollow Road  
Derby, CT 06418*

<b>DATE</b>	<b>INVOICE #</b>
8/30/2023	486778

<b>BILL TO</b>
Pound Ridge Soccer

<b>P.O. NUMBER</b>	<b>TERMS</b>	<b>SHIP</b>
		8/30/2023

QUANTITY	ITEM CODE	DESCRIPTION	PRICE EACH	AMOUNT
30	SALES	Gildan Toddler Tee Black w/ logo center chest 3T-15, 4T-15	9.00	270.00T
60	SALES	Augusta 148 Pinnie Blk/Wht, Dark Green/Wht w/ logo center chest both sides	19.00	1,140.00T
		Sales Tax	6.35%	89.54
<b>Total</b>				<b>\$1,499.54</b>

*89.54*  
*WILL BE  
REMOVED*

Phone #	Fax #	E-mail	Web Site
203-254-1979	203-259-5387	Frances@soccerandrugby.com	www.soccerandrugby.com



**Diamondback Sportswear**

1575 Stillwell Ave  
 Bronx, NY 10461 US  
 +1 7189944988  
 tatiana@diamondbackny.com  
 www.diamondbackny.com



## Estimate

ADDRESS  
 Andrea Russo  
 Town of Pound Ridge  
 179 Westchester Ave  
 Pound Ridge, NY 10576

SHIP TO  
 Andrea Russo  
 Town of Pound Ridge  
 179 Westchester Ave  
 Pound Ridge, NY 10576

ESTIMATE 1023  
 DATE 09/05/2023

DATE	DESCRIPTION	QTY	RATE	AMOUNT
BRODER	Style G800B youth tee shirts, black. Front print: two color soccer logo	35	12.00	420.00T
Augusta	Style 9717 reversible mesh pinnies, Front print on both sides: two color soccer logo, Back on both sides: number	35	25.00	875.00
Augusta	Style 9717 reversible mesh pinnies, green/white. Front print on both sides : two color soccer logo. Back on both sides: number	35	25.00	875.00
SUBTOTAL				2,170.00
TAX				0.00
TOTAL				<b>\$2,170.00</b>

Accepted By

Accepted Date

## Andrea Russo

---

**From:** Artie Mondrone <laurleeteamsport@aol.com>  
**Sent:** Wednesday, September 6, 2023 6:32 AM  
**To:** Andrea Russo  
**Subject:** Re: Soccer Proposal

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.

Thank you for the email and requesting a quote. Unfortunately at the current time, I would have to respectfully decline the opportunity.

Sent from my iPhone

On Sep 1, 2023, at 12:42 PM, Andrea Russo <arusso@townofpoundridge.com> wrote:

Happy Friday!

Here is what we need:

1. 35 Black t-shirts with the logo only in front. Youth sizes
2. 35 black and white pinnies logo and number inside and out. Youth/adult small/medium sizes
3. 35 kelly green or forest green and white pinnies logo and numbers inside and out on them.  
Youth/adult small/medium sizes

All the best,  
Andrea Russo  
Recreation Supervisor  
Town of Pound Ridge  
179 Westchester Avenue  
Pound Ridge, NY 10576  
Office: 914-764-3987  
Cell: 914.916.0613

**Instagram:** <https://www.instagram.com/poundridgerecreation/>

**Website:** <https://www.townofpoundridge.com/recreation>

**MEMORANDUM**

**To:** Town Board  
**From:** Erin Trostle  
**Cc:** Chief Tom Mulcahy, Jonah Maddock, Drea Russo, Melissa Farella  
**Date:** September 7, 2023  
**Re:** Application for special event permit for Rec Department activities

---

Please review the attached applications from the Recreation Department for activities to be located at the Village Green: a cornhole league for adults and Halloween activities for children. Chief Mulcahy does not anticipate that any police assistance with traffic or pedestrians will be necessary.



**Paint N Scare Halloween Event**  
**Saturday October 21st**  
**10:00 AM - 2:00 PM**  
**The Green and Business District**

The Recreation Department is interested in adding onto the Pound Ridge Business Association's (PRBA) already amazing Halloween celebration in Town. Our request for window painting and a ScareCrow Contest will enable families to embrace the Halloween spirit beginning the holiday a little earlier this year, building excitement through Halloween.

In our discussions with Chair Lisa Miller, the PRBA fully supports our idea to offer children the opportunity to decorate storefront windows within the Scotts Corners Business District on Saturday, October 21. The window paint will be displayed through Halloween. Together, the Recreation and Maintenance Departments will work to clean the windows following Halloween. Registration for the event will be through Community Pass for time slots (see below) throughout the day and the event is free of charge.

- Session 1: 10:00 – 10:45 am (Limited to 20 participants)
- Session 2: 11:00 to 11:45 am (Limited to 20 participants)
- Session 3: 12:00 to 12:45 pm (Limited to 20 participants)

The ScareCrow Contest will involve residents taking the time to build a scarecrow at home. Families can register on Community Pass for the contest and on Saturday, October 21 at 1:00 pm, sign in at the Green with their scarecrow. With approximately 36 lampposts in Town, we will cap the event at 36 scarecrows. We respectfully request permission to display the scarecrows throughout the Scotts Corners Business District from October 21 through October 31, and be removed on 11/1. Donations from local businesses and organizations will go toward prizes for the winning scarecrows in categories including most creative, scariest, etc.



## 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:	Melissa Farella
Applicant Type:	Recreation & Parks
Address:	179 Westchester Ave
Mailing Address:	179 Westchester Ave
Phone Number:	9147640947
Email Address:	mfarella@townofpoundridge.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:	Scarecrow Drop Off Event/Window Painting
Event Type:	Halloween Scarecrow Contest Drop off
Description:	Residents will be able to drop off their scarecrow
Purpose:	Community Halloween Event

Event Date:	<b>October 21st</b>	Alternate Date:	<b>October 28th</b>
Event Start Time:	<b>10:00</b>	Event End Time:	<b>3:00</b>
Setup Start Time:	<b>9:30</b>	Setup End Time:	<b>10:00</b>
Takedown Start:	<b>3:00</b>	Takedown End:	<b>3:30</b>

Location(s):	<b>Village Green</b>		
On private property?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Parking location(s):	<b>Town</b>		
On private property?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

Road closure(s) requested:	<b>None</b>
Closure times requested:	<b>None</b>

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 type="checkbox"/> Yes	<input checked="" 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 type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Number, if any:
Will the event include alcoholic beverage vendors?		
<input type="checkbox"/> Yes	<input checked="" 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.



<b>SANITATION/GARBAGE</b>		
Portable toilets provided:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If so, how many?		
Garbage/recycling bins provided?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Describe garbage/recycling plan:		

<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 type="checkbox"/> Yes	<input checked="" 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 type="checkbox"/> Yes	<input checked="" 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 type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please indicate # of users:		

## SUPPORTING DOCUMENTS

<b>MAPS/PLANS</b>		
<u>Event Site Plan</u>	<input type="checkbox"/> Yes	<input checked="" 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 UPLOAD OR EMAIL SEPARATELY*</b> <span style="float: right;"><b>UPLOAD</b></span></p>		

<u>Parking/Traffic Plan</u>	<input type="checkbox"/> Yes	<input checked="" 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 UPLOAD OR EMAIL SEPARATELY*</b> <span style="float: right;"><b>UPLOAD</b></span></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 checked="" type="checkbox"/> No
Permits/Licenses (other than for vendors)	<input type="checkbox"/> Yes	<input checked="" 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 type="checkbox"/> Yes	<input type="checkbox"/> No
Application Fee Paid (Indicate Amount):		
Waiver Requested:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Adult Cornhole League**

**Sunday's 2:00-5:00 PM**

**The Green**

**Dates: 9/17, 9/24, 10/1, 10/8, 10/15, 10/22, 11/5, 11/12**

Per the last Town Board meeting on 9/5 we are requesting use of the Green on the following dates listed above on a trial basis and will re-evaluate, if needed. Members of the community register for a team or stop by and cheer on their friends. Pound Ridge Ambulance Corps and Pound Ridge Fire Department have expressed interest in joining as a team!

We are working with DiNardo's to supply a meal deal for participants and families who are attending the event. Bon Bon by Vadiathan will be donating prizes toward the event for the winners.

We are excited to be out in the community on Sundays while bringing business and fun to our Town.



## 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:	Recreation + Parks
Applicant Type:	
Address:	179 Westchester Ave Pound Ridge NY
Mailing Address:	" "
Phone Number:	914 764 0947
Email Address:	Mfarella@townofpoundridge.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:	ADULT CORNHOLE LEAGUE
Event Type:	Cornhole
Description:	Cornhole League
Purpose:	ADULT COMMUNITY BUILDING

Recreation would like to hold our new cornhole league in the village green. we will just be bringing cornhole boards + bags.



## CONTACTS

Primary Contact Name:	Melissa Farella		
Cell Phone Number:	914 506 7967	Email Address:	mfarella@town of poundridge.com
Event Day Contact Name:	Andrea Russo		
Cell Phone Number:	914 584 3667	Email Address:	arusso@town of poundridge.com
Weather Contact Name:	"		" poundridge.com
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 be made 1 hour before event start time

## LOGISTICS

<b>CROWD MANAGEMENT</b>		
Anticipated attendance:	50	
Describe crowd control plan:		
Describe perimeter control plan:		
Emergency services present?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Will event be ADA compliant?	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

<b>VOLUNTEERS</b>	
Indicate number of volunteers:	0
Describe role(s) of volunteers:	0

<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 type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		

<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:		

**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 

MELISSA FARULLA

(Printed Name)

8/15/23

(Date)

## Town Clerk's Office

### MEMORANDUM

**To:** Town Board  
**From:** Erin Trostle  
**Cc:** Chris Boey, Trish McGovern, Chief Tom Mulcahy, Jonah Maddock, Drea Russo  
**Date:** September 7, 2023  
**Re:** Application for special event permit for FoPR Halloweenfest Chili & Rib Cookoff

---

Please review the attached application from the Friends of Pound Ridge for a Halloweenfest Chili & Rib Cookoff, to be held on Sunday, October 29, from 11:00am to 3:00pm in the Town Park. The application has been reviewed by the Recreation, Maintenance, and Police Departments. The attached condition summary details their comments.



**SPECIAL EVENT PERMIT APPLICATION SUMMARY – 2023 FoPR Halloweenfest Chili & Rib Cookoff**

<b>APPROVAL</b>	<b>DEPARTMENT</b>	<b>TOWN RESOURCES</b>	<b>COSTS TO TOWN</b>	<b>CONDITIONS/COMMENTS</b>
Conditional	Police Department	N/A	N/A	<ul style="list-style-type: none"> <li>• Volunteers should monitor parking at the Town Park and assist with overflow parking at Town House if necessary</li> <li>• There should be no need for additional patrols for this event. Existing patrols will keep an eye on traffic at the park and assist with traffic when necessary.</li> </ul>
Conditional	Maintenance Department	Maintenance staff assistance with garbage	\$525	<ul style="list-style-type: none"> <li>• Maintenance staff will need to be paid for their time</li> </ul>
Approved	Recreation Department	N/A	N/A	N/A



## SPECIAL EVENT APPLICATION REVIEW

EVENT: Halloweenfest Chili & Rib Cookoff DATE: Sunday 10/29/23 11-3pm

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:

Based on prior year's events, no need for additional police personnel for this event. Existing patrols will keep  
Eye on traffic at Town Park and assist with traffic when necessary. Friends of Pound Ridge will need volunteers  
To monitor parking at Town Park and to assist with overflow parking at Townhouse, if needed.

Day tour patrols to be advised of event at Town Park to monitor event as well as traffic at Town Park.

FOR TOWN DEPARTMENTS ONLY:

STAFFING NEEDED: _____	STAFFING COST: _____	\$ _____
EQUIPMENT NEEDED: _____	EQUIPMENT COST: _____	\$ _____
OTHER COST ITEMS: _____	OTHER COST: _____	\$ _____
	TOTAL COST: _____	\$ 0

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



## 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:	Christopher Boey/Friends of Pound Ridge
Applicant Type:	Special Event
Address:	P.O, 41
Mailing Address:	Pound Ridge
Phone Number:	6464833899
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:	Halloweenfest Chili & Rib Cookoff
Event Type:	Outdoor at PRTP
Description:	
Purpose:	Community building

Event Date:	10/29	Alternate Date:	
Event Start Time:	11:00	Event End Time:	3:00
Setup Start Time:	9:00	Setup End Time:	11:00
Takedown Start:	3:00	Takedown End:	4:00

Location(s):	P RTP		
On private property?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Parking location(s):	Same		
On private property?	<input type="checkbox"/> Yes	<input checked="" 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: 1
Will any food or beverages be served without charge in conjunction with the event?		
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Will the event include non-food vendors?		
<input checked="" type="checkbox"/> Yes	<input 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: 1
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:	Christopher Boey		
Cell Phone Number:	6464833899	Email Address:	chris@boey.com
Event Day Contact Name:	Christopher Boey		
Cell Phone Number:	6464833899	Email Address:	chris@boey.com
Weather Contact Name:	Trish McGovern		
Cell Phone Number:	703867-7059	Email Address:	mcgoverntrish@gmail.com

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 address days before event

## LOGISTICS

<b>CROWD MANAGEMENT</b>		
Anticipated attendance:	900	
Describe crowd control plan:	PRPD	
Describe perimeter control plan:	PRPD	
Emergency services present?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Will event be ADA compliant?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

<b>VOLUNTEERS</b>	
Indicate number of volunteers:	20
Describe role(s) of volunteers:	Event Concierge, General Information & Directions

<b>SANITATION/GARBAGE</b>		
Portable toilets provided:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If so, how many?	2	
Garbage/recycling bins provided?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Describe garbage/recycling plan:	Compost	

<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:	10x10 tents to cover each guest cook	
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:	to sell admission via CC	

<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:	yard sign	

<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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please specify:	Overflow parking at Townhouse	

<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**

<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 UPLOAD OR EMAIL SEPARATELY*</b></p>		
		<b>UPLOAD</b>

<u>Parking/Traffic Plan</u>	<input type="checkbox"/> Yes	<input checked="" 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 UPLOAD OR EMAIL SEPARATELY*</b></p>		
		<b>UPLOAD</b>

<b>LEGAL DOCUMENTS</b>		
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.

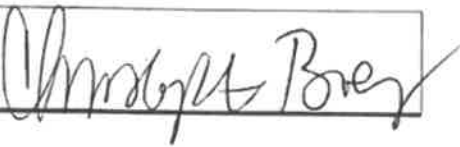
**DEPOSIT/FEEES**

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)

08/28/23

(Date)

SUBMIT



## Town Clerk's Office

### MEMORANDUM

**To:** Town Board  
**From:** Erin Trostle  
**Date:** September 7, 2023  
**Re:** Sale of cemetery plot

---

Please approve the sale of Plot 219 in Section 3 (two gravesites) to Julia Edelstein, of 7 Hack Green Road, Pound Ridge, at a price of \$2,000.00.

**CEMETERY PLOT DEED**

**Two Gravesites – Plot #219, Section 3**

**This Indenture**, made the 12th day of September 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 Julia Edelstein, of 7 Hack Green Road, Pound Ridge, party of the second part,

**WITNESSETH**, that the party of the first part, in consideration of **Two 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, her heirs and assigns, the use of the **Plot #219** 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 **Plot #219** on a certain map entitled "Pound Ridge Cemetery Survey showing **Section 3**," made by Achille A. Pascale, CE, 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, her 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 **Plot #219** 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 12th day of September, 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



September 7, 2023

To: Kevin Hansan, Town Supervisor and Town Board

From: Bob Siegel, Conservation Board  
Christeen CB Dür, Grants Coordinator

CC: Jim Perry, Building Inspector  
Jonah Maddock, Maintenance Supervisor

Re: NYSERDA Grant for Town House Energy Upgrades

Dear Kevin and Members of the Town Board,

Earlier this year, we were awarded \$15,000 from NY State Energy Research & Development Agency. The grant was earmarked \$4,600 for an energy audit, and the remaining \$10,400 is for upgrades to the Town House. The Energy Audit was done in May. The attached Clean Energy Communities Energy Study is very thorough report of the Energy Audit. It evaluates our current energy use and costs and provides a list of recommendations to make our Town House more energy efficient. The report also includes estimates on the savings and cost involved with those recommendations.

We recommend using the remaining the \$10,400 for all the items listed as “R”- “Recommended: Energy saved with a reasonable payback (within measure life)” on pages 4 and 5. The charts on pages 4 and 5 include the reduction in greenhouse gas emissions, total annual savings, estimated install costs and simple payback in years.

1. Interior Lighting Retrofit: Install new lamps with LED equivalents
  - a. NYSEG Direct Installation Program if needed
2. Exterior Lighting Retrofit: replace exterior lamps with LED equivalents
3. Improve Temperature Control: Install WI Fi enabled thermostats so we can control each zone when occupied and separate settings at night.
4. Insulate Heating and Domestic Hot Water Pipes from the existing boiler
5. Install Motor Controls: a control mechanism can disengage the pump when the loop or thermostat temperatures are satisfied.
6. Install a Tankless Water Heater: an on demand electric water heater that is sized to serve the hot water load of the Town House

The complete description for each existing situation, measure and recommendation are on the pages following the charts on pages 4 and 5.

Let us know if you have any questions. Thank you for your consideration.

Bob and Christeen

	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				