

# Memo

To: Town Board  
From: Drifa Segal  
Date: 12/1/2023  
Re: REFUND

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Please authorize the Finance Director to refund the over-payment listed below. See attached claim forms and documentation.

**Overpayment:**

9031-21	HUGUETTE SINIS	\$2,206.51
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# CLAIM

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



**PURCHASE ORDER NO.:**  
**DATE: 12/1/2023**

**CLAIMANT'S  
 NAME  
 AND  
 ADDRESS**

Huguette Sinis 6 White Birch Rd Pound Ridge NY 10576  Parcel: 9031-21 2022 Lien Bill #2
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**VENDOR #:**

APPROPRIATION	AMOUNT	VOUCHER #
	<b>\$2,206.51</b>	
<b>TOTAL</b>	<b>\$2,206.51</b>	

DATES	DESCRIPTION OF MATERIALS OR SERVICES	QUANTITY	UNIT PRICE	AMOUNT
12/1/2023	Overpayment of bill	1		<b>\$2,206.51</b>
	* Please see attached documentation			
	PLEASE INCLUDE COPY OF CLAIM FORM WITH REFUND CHECK			
			<b>TOTAL</b>	<b>\$2,206.51</b>

I, \_\_\_\_\_, certify that the above account in the amount of \_\_\_\_\_ is true and correct; that the items, services, and disbursements charged were rendered to or for the town on the dates stated; that no part has been paid or satisfied; that taxes, from which the municipality is exempt, are not included; and that the amount claimed is actually due.

\_\_\_\_\_ date \_\_\_\_\_ signature \_\_\_\_\_ title

**SPACE BELOW FOR TOWN USE**

**DEPARTMENT APPROVAL**

The above services or materials were rendered or furnished to the town on the dates stated and the charges are correct.

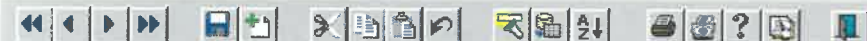
12/1/2023  
 date

  
 authorized official

**APPROVAL FOR PAYMENT**

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

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



ENTRY MODE

Header | Ledger | Attachments | Exemptions | Memo | Owner History | Payor History | User Def | History

Bill No: **2022 09 2** District: **554600** Parcel ID: **9031-21.-** Bank Code:  
 Owner: **SINIS HUGUETTE** Location: **6 WHITE BIRCH RD**  
 Acct No: **03**

View: **Detail** Penalty Date: **10/31/2023**

Inst	Due Date	Purpose Desc	Type	Trans Date	Amount N	
1	07/28/2023	2022 LIEN	DH	07/28/2023	9,328.82	Adj
1	07/28/2023	2022 LIEN	PAYMT	12/01/2023	-3,328.43	Adj
1	07/28/2023	2022 LIEN	PAYMT	12/01/2023	-6,000.39	Adj
1	07/28/2023	INTERST	CHG	12/01/2023	373.15	Adj
1	07/28/2023	INTERST	PAYMT	12/01/2023	-373.15	Adj
1	07/28/2023	OVRPY	PAYMT	12/01/2023	-2,206.51	Adj
						Adj
						Adj
						Adj
						Adj
						Adj
						Adj

Batch No:	LIENS
Rec/Ref No:	
Check/Ref No:	
Post Tr No:	335617
Post Tr Seq:	20
Due Date Tot:	-2,206.51
Inst Total:	-2,206.51
Trans No:	335617
Trans Seq:	1

Bill Total: -2,206.51

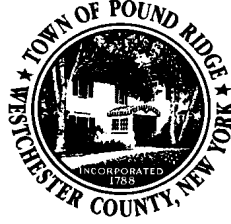
Sort By: **Ascending**  Suppress Zero Balance Due Dates  **Select**

*OVERPAYMENT TO BE REFUNDED*

# Town of Pound Ridge

Tel.: 914-764-5511

Fax: 914-764-0102



To: Town Board

From: Melissa Farella

Date: Dec 6<sup>th</sup>, 2023

Re: Scorekeepers

I respectfully request approval to hire the following people below as part-time seasonal Recreation Assistants with a start date of 12/9/23.

Jack Joseph – Assistant Basketball Coach \$25 per hour

Harrison Rosenbloom – Scorekeeper \$15 per hour

Matt Samalin – Scorekeeper \$15 per hour

Damien Grimm – Scorekeeper \$15 per hour

## **Scorekeepers**

10 Saturdays from December-Mid March. Two scorekeepers per game for Approximately 5 hours per Saturday. Total approximately cost: \$1,500.

## **Assistant Basketball Coach**

8 Saturday's from January-Mid March for our instructional basketball program.

Approximately 6 hours per Saturday. Total approximate cost: \$1,200.

Budget line: Account 001.7140.0103 – Wages/Program Staff

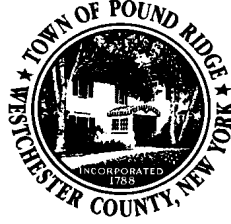
Respectfully,

Melissa Farella  
Recreation Leader

# Town of Pound Ridge

Tel.: 914-764-5511

Fax: 914-764-0102



To: Town Board

From: Andrea Russo

Date: December 4, 2023

Re: Adding Cleaning to Conant Hall

The Recreation Department would like to add another cleaning day to Conant Hall. Currently our total service costs \$1915 per month for Town House, Police, Highway and once a week at Conant Hall. We are requesting to increase the service to twice a week which will add \$190 to a total cost of \$2105 per month, \$25,260 annually.

We would like to start the new year with a one-time deep cleaning of the kitchen with Fullerton (current cleaning company) priced at \$200.

The cleaning service is paid out of budget line A1620.410 which is still within the budgeted amount of \$26,000.

Sincerely,

Andrea Russo  
Supervisor of Recreation & Parks

# Town of Pound Ridge

Tel.: 914-764-5511

Fax: 914-764-0102



To: Town Board

From: Andrea Russo

Date: December 6, 2023

Re: Past Conant Hall Deposit Refund

I hereby request the refund of \$ 500 for Pound Ridge Garden Club. This refund is for Conant Hall deposit. Hall was used on December 4, 2023.

Sincerely,

Andrea Russo  
Supervisor of Recreation & Parks

**MEMORANDUM**

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

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Please approve the sale of Plots 141 and 142 in Section 3 to Daniela Goldman, of 113 East Street, South Salem, NY 10590, at a total price of \$4,000.00. Ms. Goldman is the daughter of a Pound Ridge resident.

# CLAIM

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



**PURCHASE ORDER NO.:**

**DATE: 12/6/2023**

**CLAIMANT'S  
 NAME  
 AND**

Pound Ridge Garden Club  
 P.O. Box 136  
 Pound Ridge NY, 10576

**VENDOR #:**

APPROPRIATION	AMOUNT	VOUCHER #
A-T30	\$500.00	
<b>TOTAL</b>	<b>\$500.00</b>	

DATES		QUANTITY	UNIT PRICE	AMOUNT
10/28/2023	<b>CONANT HALL REFUND</b>			\$500.00
			<b>TOTAL</b>	<b>\$500.00</b>

**CLAIMANT'S CERTIFICATION**

I,           Andrea Russo          , certify that the above account in the amount of           \$500.00           is true and correct; that the items, services, and disbursements charged were rendered to or for the town on the dates stated; that no part has been paid or satisfied; that taxes, from which the municipality is exempt, are not included; and that the amount claimed is actually due.

\_\_\_\_\_ date \_\_\_\_\_ signature \_\_\_\_\_ title

**SPACE BELOW FOR TOWN USE**

<b>DEPARTMENT APPROVAL</b>	<b>APPROVAL FOR PAYMENT</b>
The above services or materials were rendered or furnished to the town on the dates stated and the charges are correct.	This claim is approved and ordered paid from the appropriations indicated above.
date <span style="margin-left: 100px;">Prepared by</span>	
date <span style="margin-left: 100px;">Department Head</span>	