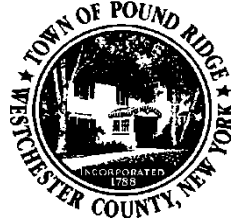


**Town of Pound Ridge
Water/Wastewater Task Force**



Request for Qualifications (RFQ) for Professional Services
Scotts Corners Water and Wastewater Scotts Corners Wastewater Treatment and
Disposal System

Proposal Issuing Date:

Proposal Due: [4 weeks after issuing]

Town of Pound Ridge, New York

March 5, 2024

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SECTION 1 PROJECT DESCRIPTION

The Town of Pound Ridge, located in Westchester County in the State of New York, is requesting qualifications from professional engineers or firms licensed to practice professional engineering in the State of New York to assist with funding, engineering, and construction phase services for “The Scotts Corners Water and Wastewater Scotts Corners Wastewater Treatment and Disposal System.” Recently, prepared reports for the proposed project can be reviewed at [<insert report link>](#). The Town of Pound Ridge is currently working with a professional engineering consultant to develop preliminary engineering reports as required for water and sewer district formation and funding applications. The reports currently being prepared will be in general conformance with EFC and DOH engineering report requirements.

This RFQ is intended to allow the Town of Pound Ridge to engage a qualified consultant in accordance with an open solicitation process in accordance with State requirements to enable professional services needed to be eligible for repayment using grant and loan program funds. The selected consultant will be required to work collaboratively with the existing project team and must be capable of assisting the Town with securing funding, engineering, and construction phase services required for project implementation. The consultant selected by this RFQ will initially be required to assist with the preparation of State Revolving Fund financing applications and WIIA grant funding applications for submission on or before the June 2024 WIIA deadline. Once funding is secured, the selected consultant will be required to provide the professional engineering services needed to deliver a completed project.

1.2 SCOPE OF WORK

Phase I – Preliminary Engineering and Reporting

Deliver the services necessary to evaluate existing reports and reports currently being developed. Prepare supplemental documentation that may be needed to best position the Town of Pound Ridge to maximize the probability of grant funding and preferred financing terms. Since the Town of Pound Ridge intends to seek State and Federal funding to assist in the implementation of the project, work under this phase must be prepared in conformance with the requirements of all potential funding streams, including but not limited to:

- NYS Environmental Facilities Corporation (EFC) and NYS Department of Health (DOH) State Revolving Fund (SRF) Programs.
- NYS Environmental Facilities Corporation (EFC) NYS Water Infrastructure Improvement (WIIA) Program.
- NYS Office of Community Renewal Community Development Block Grant (CDBG) Program.
- USDA Rural Development Water and Environmental Programs (WEP).
- Bipartisan Infrastructure Law (BIL).

Phase II – Grant Writing

The Town of Pound Ridge intends to apply for project funding from several potential sources. The successful firm must demonstrate familiarity with typical infrastructure funding programs, including but not limited to USDA Rural Development Water and Environmental Programs (WEP), the NYS Clean Water State Revolving Loan Fund (CWSRF), NYS Drinking Water State Revolving Loan Fund (DWSRF), the NYS Water Infrastructure Improvement Act (WIIA), the Community Development Block Grant program (CDBG), the Bipartisan Infrastructure Law (BIL), and the NYSDEC Water Quality Improvement Program (WQIP).

Phase III – Additional Services

Upon securing and/or procurement of funding, additional required services will include:

- Surveying.
- Engineering design.
- Environmental studies.
- Permitting.
- Construction administration.
- Construction observation.
- Grant administration.

II. TIMEFRAME FOR PERFORMING SERVICES

The initial project phases are expected to be completed on or before the June 2024 WIIA application deadline. The timeframe for future phases will be established after funding approvals are secured and as program requirements are defined.

III. RFQ REQUIRED INFORMATION & FORMAT

Qualification Statements should include the following information:

- Firm Summary/Profile.
- Proof of license to practice professional engineering in the State of New York.
- Statement of the capability to meet schedule requirements, including the ability to work closely and efficiently with the existing project team and local project stakeholders.
- Demonstration of experience and qualifications in performing the services required in compliance with applicable standards, including:
 - Profiles of at least three (3) current or recent projects of similar size and complexity.
 - Statement that demonstrates familiarity with and the ability to comply with all funding requirements typical of drinking water and wastewater projects.
 - Resumes and qualifications for the staff to be assigned to work on the project.
 - Experience and success at securing state and federal infrastructure grants.
 - At least three (3) client references.
- Statement regarding the consultant's preferred method of compensation as described below.

In addition, Respondents will be required to meet all Terms and Conditions required by agencies that may provide funding for this project, including, but not limited to:

- NYS Environmental Facilities Corporation (EFC) and NYS Department of Health State Revolving Fund (SRF) Program.
- NYS Environmental Facilities Corporation (EFC) NYS Water Infrastructure Improvement (WIIA) Program.
- NYS Office of Community Renewal Community Development Block Grant (CDBG) Program.
- USDA Rural Development Water and Environmental Programs (WEP).
- Bipartisan Infrastructure Law (BIL).

Note: Grant-specific terms and conditions may be added to the selected respondent's contract for any services that will utilize grant funding as deemed relevant.

The selected respondent will be required to comply with all Minority and Women Business Enterprises (M/WBE), Equal Employment Opportunity (EEO), Service-Disabled Veteran-Owned Business (SDVOB), and Section 3 requirements associated with funding streams that may be utilized for this project as appropriate.

Respondents that are Certified M/WBEs or SDVOBs should provide certification with their submittal. Firms that are not M/WBE or SDVOB certified should demonstrate a track record of and ability to partner with certified firms to meet the requirements of funding streams that may be utilized for this project.

IV. METHOD OF COMPENSATION

The respondent shall describe its preferred compensation method for the scope of services. The Town of Pound Ridge prefers to negotiate a scope of service and fee for each project phase after sufficient information becomes available. The Town of Pound Ridge intends to provide the highest ranked respondent with additional project information as required to review and submit a detailed scope of services and cost proposal for Phase I and Phase II services. If an agreement cannot be reached with the highest-ranked respondent, the Town of Pound Ridge reserves the right to seek a proposal from the next highest-ranked respondent until an agreement can be reached. After funding is secured, the Town of Pound Ridge intends to negotiate and contract with the selected respondent to deliver the professional services needed for subsequent project phases through final construction.

V. EVALUATION CRITERIA

All proposals received will be evaluated and ranked by the Town of Pound Ridge according to the following criteria:

Evaluation Criteria	Points
Successful provision of engineering services on previous similar projects in the last five years that demonstrate relevant experience and ability to comply with regulations governing potential funding from sources listed herein.	40
History of securing grants and/or loans for project implementation	30
Key personnel and proposed staffing plan	20
Respondent's understanding of the project	10
Total	100

The Town of Pound Ridge will review each proposal in detail utilizing the criteria described above. The Town of Pound Ridge reserves the right to accept or reject any and all proposals in whole or in part, to waive any and all informalities, require supplemental statements or information from any responsible party, negotiate potential contract terms with any respondent to this RFQ, have discussions with any respondent to this RFQ to correct and/or clarify responses which do not conform to the instructions contained herein and to disregard non-conforming, non-responsive, or conditional proposals.

INTERVIEWS

Respondents will be notified if an interview is desired.

VI. RFQ SUBMISSION REQUIREMENTS

Respondents should submit <seven> bound paper copies and <seven> electronic copies on USB of their qualification statements **no later than <Time AM / PM> on <Date>**. Submissions should be clearly labeled Town of Pound Ridge and delivered to:

Erin Trostle, Town Clerk
Town of Pound Ridge
179 Westchester Avenue

Pound Ridge, NY 10576

QUESTIONS AND CLARIFICATIONS

The Town of Pound Ridge reserves the right not to answer any questions regarding this solicitation that might create an unfair advantage to companies that request additional information or clarification. Because this RFQ is posted publicly without document tracking, there will be no record of firms that receive a copy, and there is no way to ensure that answers to questions are provided to all interested parties.

Responses to this RFQ are prepared and submitted at the sole cost and expense of the proposer.

***** Certified Minority and Women-Business Enterprises (M/WBE) and Section 3 businesses are encouraged to submit proposals.*****

William P. Harrington
(914) 287-6104
wpharrington@bpslaw.com

February 14, 2024

Via Electronic Mail

Kevin Hansan, Supervisor
Town of Pound Ridge
Westchester Avenue
Pound Ridge, New York 10576

Re: *2024 Engagement Letter for Legal Services*

Dear Supervisor Hansan:

This will confirm that the terms of our engagement to represent the Town of Pound Ridge (the "Town") on investigation and litigation matters and other matters that fall outside the scope of the traditional duties performed by me, and John Loveless in our appointed positions as Town Attorney and Deputy Town Attorney.

Engagement Terms

I will be the principal partner involved in the engagement and employ the attorneys and professional staff as needed. We will bill the Town on an hourly basis. Attached and incorporated herein by reference is our "Terms and Conditions for Engagements" which describes our fees, billing procedures and various other matters pertaining to our engagement. My hourly rate is \$900 per hour but will be discounted to \$450. Rates of other partners and associate attorneys range from \$300-400 per hour, and our paralegal rate is \$170 per hour. The Town shall also be responsible for payment of costs and disbursements.

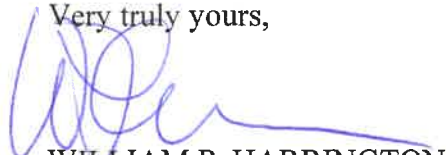
Each month a detailed invoice will be transmitted to you via email reflecting the services rendered by attorney. Monthly invoices are payable within five (5) business days of receipt. Questions concerning invoices are welcome and should be directed to me.

Mr. Kevin Hanson
February 14, 2024
Page 2

Please let me know if you have any questions. Kindly return an executed copy of this letter to me via email.

Thank you for retaining the Firm.

Very truly yours,



WILLIAM P. HARRINGTON

WPH:sam
Encl.

ACCEPTED AND AGREED:

The Town of Pound Ridge

By: _____
Kevin Hansan, Supervisor Date

BLEAKLEY PLATT & SCHMIDT, LLP
TERMS AND CONDITIONS FOR ENGAGEMENTS

Fees. Bleakley Platt & Schmidt, LLP (the "Firm") generally calculates fees based upon the hourly rates of the attorneys, legal assistants and other timekeepers who perform services for the client (the "Client"). The Firm's billing rates are adjusted upward periodically but not more often than annually. Any such hourly rate and adjustment will be reflected in the billing statements presented to the Client. Billing rates for paralegals and attorneys in the Firm currently range from \$105-\$905.00 per hour. A complete timekeeper billing rate schedule is available upon request. For most matters, it is difficult to predict the amount of time which will be required, particularly where legal research, litigation or negotiations are involved. Therefore, estimates of fees or costs are not guarantees or caps on the amount actually incurred. In order for the Firm to properly represent the Client, the Client should provide to the Firm accurate and complete information concerning the matters involved in the representation. Time for which charges apply includes, but is not limited to, telephone calls, correspondence, meetings, legal analysis and research, factual investigation, review and drafting of documents, communications with courts and court appearances, conferences, travel, responding to client's requests to provide information to auditors and other activities necessary and appropriate in furtherance of our engagement.

Advance fee deposits paid before or during our engagement will be placed in Firm operating accounts and will be withdrawn to pay monthly invoices. Such deposits will be non-interest bearing, unless otherwise agreed to in writing.

Charges and Billing Procedures. The Firm typically renders monthly statements. Each statement will include the fees for services rendered and the disbursements for services provided, which may include postage, telephone, photocopying, facsimile charges, messenger and delivery, computer research, travel, court costs and filing fees. The fees and expenses of others (such as experts, investigators, witnesses, consultants, and court reporters) and other large disbursements will not be paid by the Firm and will be the responsibility of, and billed directly to, the Client. The amounts shown on these statements are payable upon receipt of the statements.

The Firm's charges may include hourly discovery services attorney's fees and litigation support services in connection with satisfying your electronic discovery obligations. Among other things, The Firm's discovery services attorneys work to devise a sound document preservation strategy, coordinate with you and/or your IT personnel in executing that strategy, and implement technologies and workflows designed to reduce the costs traditionally associated with e-discovery. Likewise, our litigation support technologists perform services relating to the processing, hosting, searching, organization, and production of electronically stored information. Certain services, such as document review, may be provided using third-party contract attorneys or paralegals, as the matter may require. You understand and agree that such fees and charges are not incidental overhead but are central to ensuring that your discovery obligations are discharged in an efficient and defensible manner.

Should you wish to engage a third-party vendor of your choosing for some or all e- discovery services, we shall discuss and agree upon the relative allocation of responsibility for monitoring and supervision of that vendor. You understand that in order to comply with applicable rules and ethical obligations, the Firm must act transparently in discharging your document preservation and collection obligations, including the identification of all potential sources of relevant electronically stored information on your systems.

The Firm's charges may also include volume-based (e.g., per-gigabyte or per-document) e-discovery charges relating to the collection, processing, filtering, hosting, review, and production of electronically stored information. These services may be provided using a combination of internal and third-party/hosted technologies, as the matter may require. The Firm's charges may also include per-user license fees where access to the e-discovery platform is provided to non-Firm employees, including contract attorneys, consultants, experts, and designated employees. You understand and agree that such charges are not incidental overhead but are central to ensuring that your discovery obligations are discharged in an efficient and defensible manner. At your request, the Firm will furnish detailed billing information regarding anticipated or actual disbursements and other charges. In some cases, third-party charges incurred on your behalf shall be payable directly by you to the third-party service provider.

Representation of Other Companies, Institutions and Governmental Entities. Subject to the New York Rules of Professional Conduct and other rules applicable to the Firm regarding conflicts of interest, the Client is aware that the Firm is a law firm that represents many clients in different industries or sectors, including corporations, partnerships and other business organizations, banks, insurance companies, venture capitalists, and other financial institutions, technology companies and governmental entities, and that the Firm may currently represent or will in the future represent other clients in the Client's industry or sector (including competitors of Client) or with which the Client has commercial or other relationships.

Fee Disputes. In accordance with Title 22 of the New York Code of Rules and Regulations, Part 137 ("Rules of the Chief Administrator of the Courts"), the Firm participates in the Fee Dispute Resolution Program. In the event of a dispute between the Firm and the Client involving attorneys' fees between \$1,000 and \$50,000, the Client may have the right to seek arbitration. In such event, or upon the Client's request, the Firm will provide the Client with the necessary information regarding fee dispute arbitration.

File Retention. The Firm generally keeps each Client's legal files for at least seven (7) years after the file is closed, after which time the files may be destroyed. If the Client wishes the Firm to keep the files for a longer period, the Client should advise the Firm in writing as promptly as practicable.

Termination. The Client and the Firm are free to terminate the relationship at any time, upon written notice, subject to any applicable rules of professional conduct. Termination shall not affect Client's liability for unpaid bills. The Client's failure to pay bills may result in immediate suspension of services being rendered.

Miscellaneous. This document, and the related engagement letter to which it is attached, constitute the entire understanding and agreement of the parties respecting its subject matter, and supersede any prior or contemporaneous representations, warranties, agreements, or understandings respecting its subject matter, whether oral or written.

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

LOCAL 456, I.B.T.

AND

TOWN OF POUND RIDGE

January 1, 2023 to December 31, 2027

THIS AGREEMENT, made this, by and between the Town of Pound Ridge, New York, (hereinafter “the Town”), and the Local 456, International Brotherhood of Teamsters (hereinafter “the Union”).

WHEREAS, the members of the Union are full-time and (EXHIBIT “A” attached hereto) of the Town of Pound Ridge, New York, and,

WHEREAS, the parties hereto desire to cooperate to stabilize such labor relations by establishing general standards of wages, hours of service and other conditions of employment, and providing means of arbitration whereby disputes and grievances between the members of the Union and the Town may be adjusted to insure smooth operations of the governmental functions and services of the Town of Pound Ridge, New York.

NOW, THEREFORE, the parties hereto agree as follows:

The general purpose of the Agreement is to set forth terms and conditions of employment and to promote orderly and peaceful labor relations for the mutual interest of the Town in its capacity as an employer, the employees, the Union and the people of the Town in accordance with the Public Employees Fair Employment Act, as amended.

The parties recognize that the interest of the community and the job security of the employees depend upon the Employer’s success in establishing proper services to the community.

To these ends the Town and the Union encourage to the fullest degree friendly and cooperative relations between their respective representatives at all levels and among all employees.

ARTICLE I – RECIPROCAL RIGHTS

SECTION 1: The Town recognizes the Union as the exclusive bargaining representative for employees in the Town’s Highway Department, including the titles of Road Maintenance Foreman, General Foreman, Automotive Mechanic, Automotive Mechanic Helper, Motor Equipment Operator, Road Maintainer.

SECTION 2: The Town agrees that, upon presentation of dues deduction authorization cards, signed by the individual employees to which this Agreement is applicable, it will make monthly deductions from the wages of such employees in the amount designated by the Union as membership dues and will remit such deductions to the Union, together with a list of employee from whose wages such deductions have been made, within fifteen (15) days after the last day of the month for which deductions were made. The Union will hold the Town harmless and indemnify the Town for any claims, demands or suits arising out of or in collection of dues by the Town.

SECTION 2: The Union shall have the right to post notices and other communications with the permission of the Departmental Head or his designee, only on bulletin boards maintained on the premises and facilities of the Town. A designated officer or representative of the Union shall have the right of visitation upon the Town's facilities during normal business hours for the purpose of reviewing compliance with this Agreement, investigating and processing grievances, and to meet with bargaining unit members to prepare for contract negotiations, provided such visit is not disruptive of normal work in progress and the Department Head is made aware of the designated individual's presence.

SECTION 3: Employees who are designated by the Union as Shop Stewards shall be permitted paid time from work, without using any of their accrued leave time, in reasonable amounts for the purpose of investigating and filing grievances, assisting, and participating in arbitration, for the administration of this Agreement, and for the negotiation of successor agreements.

SECTION 4: The Town shall notify the Union thirty (30) calendar days prior to the creation of any new job created or any job to be abolished within the bargaining unit, and the Town shall negotiate with the Union, at the time of the creation of the new position, all terms and conditions of employment of any new positions to be created within the bargaining unit. The Union shall not be barred or limited in its ability to file a Petition for Unit Clarification and/or Unit Placement with the Public Employment Relations Board (PERB) for any position created by the Town.

ARTICLE II – CLASSIFICATION RATES AND WAGES

SECTION 1: The percent of increase for each position for the years covered in this contract shall be set by C.P.I. (consumer price index) for year ending in October prior to the January of the wage increase, as set for the New York Metropolitan Area according to the Bureau of Labor Statistics, with a minimum of 2% and a maximum of 5%. For example, in October 2022, the CPI was 6%, meaning that the January 1, 2023, the wage rate will increase 5% over the January 1, 2022, wage rate for all positions covered under this contract, including retroactive pay for all hours worked. The 2022 wages are attached as "Schedule A."

New employees hired after the date of full ratification of this Agreement will receive the full rate for their position, based on the contractual wage rate for that calendar year, minus 10% for their first twelve months of employment measured from their date of hire with the Town. After completion of one year of employment, and on the new employee's first year anniversary date measured from their date of hire with the Town, the employee's salary will be increased to the full rate for their position, based on the contractual wage rate for that calendar year, minus 5%. After completion of two years of employment, and on the new employee's second year anniversary date measured from their date of hire with the Town, the employee's salary will be increased to the full rate for their position, based on the contractual wage rate for that calendar year. New employees will still receive the annual percentages increases outlined in Section 1 of this Article, and the new

hire percentage reduction will then be applied after the annual percentage increase has been calculated.

If an employee is promoted to another position during their first two years of employment, as measured from their date of hire with the Town, the employee will be paid the rate for the new position minus the aforementioned new hire reduction, and their salary will continue to be increased as outlined above based on their date of hire with the Town, not the date of their promotion.

SECTION 2: Those highway employees with more than five years of service shall be entitled to the following longevity payments:

Annually after 5 years of service	\$ 950.00
Annually after 10 years of service	\$1,450.00
Annually after 15 years of service	\$1,950.00
Annually after 20 years of service	\$2,450.00
Annually after 25 years of service	\$2,950.00

SECTION 3: All longevity shall be paid on an annual basis on December 1 following the anniversary date or immediately thereafter with the appropriate deduction for taxes pursuant to applicable Federal and State Tax Regulations. Overtime rates will be calculated by incorporating the longevity payments.

SECTION 4: Pay periods shall be bi-weekly. Wages will be paid via direct deposit only.

SECTION 5: Employees assigned to work on equipment that requires a CDL-A will be paid the Automotive Mechanic hourly rate for that workday.

ARTICLE III – WORKDAY AND WORK WEEK

SECTION 1: The workday shall consist of eight (8) hours, 7:00AM to 3:30 PM, Monday through Friday, and the workweek shall consist of five (5) consecutive days, Monday through Friday, including a thirty (30) minute unpaid lunch period. The employees shall be entitled to a fifteen (15) minute paid coffee break in the morning to be taken between the hours of 9:00 AM and 10:00 AM, and a fifteen (15) minute paid coffee break in the afternoon to be taken between the hours of 2:00 PM and 3:00 PM. A summer work schedule for the Highway Department employees only shall be 7:00 AM to 4:30 PM including a thirty (30) minute unpaid lunch period, Monday through Thursday and 7:00 AM to 11:00 AM on Friday, starting the first Monday of April and ending the first Monday of November.

SECTION 2: The employees shall be entitled to an unpaid lunch break of thirty (30) minutes, which shall begin at 12:00 noon.

SECTION 3: The Town wants to be sure that all employees covered by this agreement have full benefit of the permitted lunch periods referred to in Sections 2 and 3 of this Article. Towards that end, any policies relative to such lunch periods shall be sufficiently flexible to ensure that all employees covered hereunder shall enjoy the full benefit of such lunch period on all workdays.

ARTICLE IV – HOLIDAYS

SECTION 1: All employees covered by this Agreement shall be granted regular pay for the following holidays:

New Year's Day	Columbus Day
Presidents Day	Election Day
Memorial Day	Veterans Day
Juneteenth	Thanksgiving Day
Independence Day	Day After Thanksgiving
Last Monday in August*	Christmas Day
Labor Day	Personal Birthday* (Floating Holiday)

*Given in lieu of Lincoln's Birthday and Martin Luther King Day.

SECTION 2: If any of the above holidays falls on a weekend, the holiday will be observed on the nearest weekday. In the event the holiday is observed on a Friday, during the summer hours schedule the employees will be granted the paid holiday on Thursday.

ARTICLE V – VACATION

SECTION 1: All employees covered by this Agreement will be allowed a vacation with pay as follows:

1 st year	1 week
2 nd year	2 weeks
3 rd year	2 weeks 1 day
4 th year	2 weeks 2 days
5 th year	2 weeks 3 days
6 th year	2 weeks 4 days
7 th year	3 weeks
8 th year	3 weeks 1 day
9 th year	3 weeks 2 days
10 th year	3 weeks 3 days
11 th year	3 weeks 4 days
12 th year	4 weeks
13 th year	4 weeks 1 day
14 th year	4 weeks 2 days

15 th year	4 weeks 3 days
16 th year	4 weeks 4 days
17 th year	5 weeks

SECTION 2: New employees will receive their first-year vacation entitlement, but it will be prorated based on the date of hire. Thereafter, vacation entitlements will be credited on January 1 of each year based on the prior anniversary date. For example, the ten (10) year entitlement begins on January 1 following the completion of 10 years of service. In recognition of the anniversary of achieving 20, 25, 30 and 35 years of service, an employee will be entitled to one (1) extra week of paid vacation during the anniversary year.

SECTION 3: It is understood that vacation pay will be available before the employee leaves for vacation if the vacation schedule or their timecard with vacation days noted has been pre filed with the payroll office. Vacations days cannot be accumulated beyond the end of the calendar year, except when vacation has been approved to be taken during the month of December and a “Weather Event” occurs preventing the taking of said vacation, the Department Head will allow said vacation to be taken within the first quarter of the following year.

SECTION 4: An employee with prior approval of his/her General Foreman, subject to review by the Department Head, can take individual days of vacation. Vacation with pay shall be granted only at such time or times when the work of the Department will permit, in the judgment of the General Foreman, subject to review and by the Department Head. Intervening paid holidays will not be considered a vacation day. Vacation requests will not be unreasonably denied.

SECTION 5: If an employee leaves Town employment for any reason, other than retirement with five (5) years or more years of employment, between January 1 and December 31 of any year, his/her vacation entitlement will be prorated in proportion to the number of weeks worked in that year, i.e., if the employee works 26 weeks, he/she will receive ½ of his/her vacation entitlement for the year. If the employee works 17 weeks, he/she will receive 1/3 of his/her vacation entitlement. Only whole weeks worked will contribute to the employee’s entitlement. Partial weeks will not be counted.

Any employee terminated for cause shall not have any right to compensation for unused vacation time.

Employees who retire with five (5) or more years of employment with the Town of Pound Ridge will receive their full vacation entitlement regardless of the number of weeks worked in the year of their retirement.

In case of an employee’s death, his/her beneficiary shall be compensated for unused vacation entitlement according to the formula outlined above.

ARTICLE VI – OVERTIME PAYMENT

SECTION 1: Hourly wage earners will be paid time and one-half for all time worked over forty (40) hours in any one week, or over eight (8) hours (or, any work performed beyond the normal work day, e.g., eight (8) hours, nine (9) hours, or four (4) hours depending on the schedule for that workday and work week), in any one day, except Sundays, Thanksgiving, Christmas and New Year's, which will be double time. Double time will also be paid after eight (8) continuous hours of overtime work in any one storm event. During a storm or emergency period if work is carried from a double time period to and through a full regular working day, at the end of that day (regular working hours), double time will begin again if the storm or emergency related work is needed and will continue until the crew is dismissed. Vacation leave, sick leave, personal leave, compensatory time use, and holidays will be included as time worked for the purpose of computing overtime. Bereavement leave, jury duty leave, and all military leave will not be included as time worked for the purpose of computing overtime.

SECTION 2: During overtime for natural disasters, snowstorms, or other weather related events, the General Foreman, subject to review by the Department Head, or his designee shall be responsible for staggering the working hours so that no person works more than an eighteen (18) hour shift, followed by seven (7) hours of time off.

Emergency work during storms that is not otherwise overtime or premium pay shall be paid at time-and-one-half except that the Department Head may give compensatory time off (at time-and-one-half) credit whenever possible.

SECTION 3: All overtime shall be distributed on a rotating basis. For example, the first call of the year will go to the most senior (based on the date of hire as an employee of the Town) employee. Each subsequent call will go down the seniority list and call the next most senior employee after the employee who was contacted for the previous call and continuing until the rotation starts over again at the beginning of the list. If an employee does not answer a call or otherwise refuses the call, the assignment will go to the next available employee in the list.

SECTION 4: Employees have the option of receiving "compensatory time" in lieu of overtime. When an employee chooses to receive compensatory time, the employee will be credited time off credits equivalent to the overtime rate of pay. An employee may accumulate up to two hundred and forty hours in compensatory time credits. An employee must use all compensatory time credits within the calendar year in which they are earned or receive cash payment at the end of the calendar year at the employee's then current rate of pay. Compensatory time may be used as time off at any time during that calendar year with prior notice and with the consent of the General Foreman, subject to review by the Department Head. Upon separation from employment, the employee will receive cash payment for unused compensatory time at the employee's current rate of pay.

SECTION 5: In the event an employee is assigned to work outside of the employee's regularly scheduled work shift, the employee shall be credited for pay purposes with the greater of either four hours' time, or the time actually worked, at the applicable rate of pay. "Time actually

worked” will be considered to start at the time the employee arrives to work. Such minimum call back pay shall not apply to assignments which are contiguous to the end of a normal day. Such minimum call back pay shall not apply to assignments which are prescheduled and contiguous to the beginning of the workday.

SECTION 6: In weather related emergencies, the Town Highway Superintendent may perform what would otherwise be exclusive bargaining unit work (e.g., snow plowing), but only after all bargaining unit members have been offered the opportunity to perform such work. The performance of such duties by the Town Highway Superintendent will not be used by the Town as evidence to defeat a Union claim of exclusivity over such work.

ARTICLE VII – UNIFORM AND WORK SHOES

The Town will provide each Highway employee with up to \$900.00 per year for the purchase of clothing and two pairs of steel-toed work shoes to be purchased at Liberty Army Navy, Sears, Wearguard, Chambers or Bob’s Store or other establishments that may be approved from time to time by the Department Head.

A Purchase Order must be obtained from the Department Head in advance of the actual purchase at the approved vendor of the employee’s choice. The purchase order and the vendor’s invoice are to be returned to the Department Head for payment as soon as possible. The Department Head or their designee shall keep a record of the purchases of each employee to confirm that the \$900.00 limit is not exceeded and that the purchases of clothing are appropriate to the employee’s job.

Safety helmets and safety vests, provided by the Town, must be worn, as required by insurance, state, and federal mandates (OSHA) while they are working on roads or on other jobs which require protection provided by such equipment. Eye and ear protection must be used when required.

ARTICLE VIII – SICKNESS AND INJURY DAYS

SECTION 1: Employees will be credited with twelve days of paid (i.e., ninety-six hours) sick leave on January 1st of each calendar year. Employees will be permitted to roll over sick days from year to year up to a maximum of two hundred days (i.e., sixteen hundred hours). A newly hired employee’s sick leave will be prorated by 1/12th for each month in which the employee worked at least one day during the first year of employment. An employee will be credited with sick leave while on a paid leave of absence, but not while on an unpaid leave of absence.

SECTION 2: In the event an employee must take sick leave, the employee must notify the General Foreman, subject to review by the Department Head, before the employee’s scheduled reporting time. The notification must be made personally to the General Foreman, subject to

review by the Department Head, unless the Department Head authorizes the use of an answering device for this purpose. Unless an extended sick leave absence has been authorized, the employee must notify the employee's General Foreman, subject to review by the Department Head, each day of the absence. These procedures must be followed to receive paid sick leave.

An employee may use sick leave credits for a personal illness, injury, or medical/dental appointment that inhibits the employee's ability to work. An employee may take sick leave only after it has been credited.

SECTION 3: All employees will be paid in full for time off caused by job-related injury and covered by workers' compensation and health and accident insurance. Anyone ill for more than three (3) days must bring proof of same by submitting a physician's statement or accident claim for the period involved. The Town reserves the right to terminate wage payments to any employee permanently disabled as a result of a job-related injury or accident. Such wage termination however will in no event become effective until six (6) months after said employee is determined to be permanently disabled.

If an employee qualifies for short term disability or workers' compensation benefits, the seven consecutive days prior to the start of short-term disability or receipt of workers' compensation benefits will not be counted as sick days and the Town will pay the employee in full for those days as if they were days worked.

SECTION 4: An employee taking leave for the birth, adoption, or foster placement of a child, to care for a spouse, child or parent with a serious health condition or military caregiver leave will have the option to use available vacation and sick leave credits during the authorized FMLA leave. Use of these leave credits does not extend the maximum allowable period specified by FMLA regulations.

SECTION 5: For leaves taken due to the employee's own serious health condition, the employee must first use all vacation and sick leave credits, which will be included in the maximum twelve-workweek period. However, in the event that the paid leave credits are greater than the maximum twelve-workweek period, an employee may use paid leave credits to extend the leave of absence beyond the twelve-workweek period, up to a maximum of one year. If, after the completion of the one-year leave of absence, the employee is medically unable to return to work (as determined by a health care provider) and the employee has leave credits remaining, the Town Board may authorize an extension of the employee's leave of absence until such benefits are exhausted. However, job reinstatement beyond the one-year leave of absence is not automatic and will be dependent upon job availability, in accordance with Civil Service Law Sections 71, 72 and 73, as applicable, and the *Westchester County Civil Service Rules*.

SECTION 6: An employee will continue to accrue vacation and sick leave and receive holiday pay during the portion of the leave that is paid. Paid leave is defined as leave during which the employee continues to use accumulated paid vacation and sick leave. After all such paid leave is exhausted, the remaining leave of absence is unpaid. An employee will not earn paid vacation

or sick leave or receive holiday pay for any holidays that may occur during an unpaid leave of absence.

SECTION 7: Upon retirement, employees will receive credit for up to one hundred sixty-five unused sick days in accordance with New York Retirement and Social Security Law § 41(j).

SECTION 8: All full-time employees are eligible to participate in a short-term disability plan for non-job-related injuries or illnesses that meets the minimum requirements of New York State Disability Insurance. The insurance company makes the determination of whether an employee is eligible for short-term disability benefits. Disability payments will be in accordance with the terms of the policy. The duration of disability benefits is dependent upon a physician's certification and consistent with the terms of the policy. Benefits may continue up to a maximum of twenty-six weeks. An employee generally receives 50% of the employee's average weekly wages based on the previous eight weeks of employment, up to a maximum of \$170 per week.

ARTICLE IX – BEREAVEMENT LEAVE

The Town will make every reasonable effort to ensure that bereaved employees are able to attend to family matters without losing pay.

Upon proper notification of the General Foreman, subject to review by the Department Head, or failing that, notifying the Town Clerk's or Supervisor's office, the Town will grant employees five (5) days with pay in the event of a death in their immediate family. "Immediate family" is defined as mother, father, spouse (to include common law marriage and domestic partnerships), child, brother, sister, stepmother, stepfather, stepchildren (including stepchildren of a partner via common law marriage and domestic partnerships). The Town will grant three days for grandmother, grandfather, grandchild, mother-in-law or father-in-law, daughter-in-law, son-in-law, brother-in-law or sister-in-law. The Town will grant one day for the death of an aunt or uncle. The employee may also use vacation days and personal days to provide additional time.

ARTICLE X – PERSONAL TIME/FAMILY LEAVE

SECTION 1: The Town will provide employees with three days of paid personal leave on an annual basis. The employee will be credited on January 1 of each year. An additional personal day will be granted to an employee in the event of their marriage. An employee may take personal leave only after it has been credited.

SECTION 2: A new employee will be credited with a prorated amount of personal leave upon hire, based upon the amount of time remaining in the calendar year.

SECTION 3: An employee may use personal leave to conduct personal business which cannot be conducted during normal working hours, including, but not limited to, medical and dental appointments, personal emergencies, and childcare needs. Personal leave credits cannot be used on the scheduled workday immediately prior to or following a holiday or vacation, or in lieu of sick leave or other leaves of absences, except to extend bereavement leave.

SECTION 4: Personal leave may be used at any time during the calendar year with prior notice and with the consent of the General Foreman, subject to review by the Department Head. An employee must receive prior approval from the employee's General Foreman, subject to review by the Department Head, to take personal leave.

SECTION 5: Any personal leave remaining unused on the last day of the calendar year will expire. An employee whose employment with the Town is terminated for any reason, including retirement, will not receive cash payment for unused personal leave.

ARTICLE XI – LEAVE OF ABSENCE

From time-to-time employees may request a non-paid leave of absence up to ninety (90) days subject to the prior approval of the Town Board. At the expiration of the leave of absence the employee will be rehired with no loss of seniority, provided such arrangement was approved by the Town Board at the time the leave of absence was requested and approved.

ARTICLE XII – HEALTH INSURANCE

SECTION 1: The Town will provide MEBCO-UMR health insurance to employees, or other plan with equivalent or superior benefits.

SECTION 2: For employees hired prior to January 1, 2010, the employee will pay twenty-five percent, and the Town will pay seventy-five percent of the applicable premium for the employee and their dependents, for the first eighteen years of employment. After the employee has completed eighteen years of employment with the Town, the Town will pay one hundred percent of the applicable premium for the employees and the employee's dependents for the duration of the employee's employment and continuing into retirement.

If an employee or retiree dies, the Town will continue to pay the applicable percentage of the premium for the employee's plan at the time of death (single or family) for the employee's surviving spouse.

SECTION 3: For employees hired on or after January 1, 2010, the employee will pay twenty-five percent, and the Town will pay seventy-five percent, of the applicable premium for the employee and their dependents, for the entire duration of the employee's employment and continuing into retirement.

SECTION 4: For all employees covered by the Town's medical insurance plan the Town will pay an annual \$900.00 reimbursement (\$50.00 for retirees) to defray medical expenses not covered by MEBCO-UMR and/or offset medical premium contributions. The lump sum reimbursement will be paid in the first pay period of May of each year.

SECTION 5: The employee's contribution towards the health insurance premium will be paid with pre-tax dollars. Deductions are taken from the employee's paycheck before federal, state, and social security taxes are calculated. This reduces the employee's taxable income and increases net take-home pay.

ARTICLE XIII – DENTAL ASSISTANCE PLAN

All employees enrolled in the MEBCO-UMR Dental Plan shall be required to contribute to the plan on a monthly basis as follows: \$19.56 Family Plan; \$7.56 per Individual.

ARTICLE XIV – LIFE INSURANCE

The Town will provide each employee who qualifies under the plan with a Term Life Insurance policy during her/his Town employment in the amount of Fifty Thousand Dollars (\$50,000.00). Said insurance will not carry over to employees who leave the Town's employment either through Retirement or any other separation circumstances.

ARTICLE XV – TIME OFF TO VOTE

The Town encourages all employees to fulfill their civic responsibilities by participating in elections. Generally, employees can find time to vote either before or after their regular work schedule. Arrangements can be made to allow as much working time off as will enable voting during the workday, without loss of pay.

An employee is required to provide notification as to the need for working time off to vote and must request this time off from their General Foreman, subject to review by the Department Head or the Town Supervisor's Office at least two working days prior to the Election Day. Advance notice is required so that the necessary time off can be scheduled in a manner which causes the least disruption to departmental operations. This time off shall be allowed either at the beginning or end of the employee's work schedule, General Foreman, subject to review by the Department Head.

ARTICLE XVI – JURY DUTY

Employees summoned to serve on a jury must notify their General Foreman immediately. The Town will pay an employee his/her full salary for actual days of jury service, providing jury fees, (not including travel costs or meal charges), paid to the employee by the court are remitted to the Town.

ARTICLE XVII – EMPLOYEE DISCIPLINE

All discipline of employees by the Town shall be for just cause. In the event the employee does not believe that disciplinary action was for just cause, the Union (or, for grievances challenging the Town's implemented disciplinary action against a non-Union member, the employee) shall have the right to file a grievance on the employee's behalf which shall be processed pursuant to the terms of the grievance procedure of this contract. For grievances and arbitrations challenging the Town's implemented disciplinary action against a non-Union member, the employee will be responsible for their own attorneys' fees and other costs, including, but not limited to, those by the arbitrator or applicable arbitration agency.

ARTICLE XVIII – GRIEVANCE PROCEDURE AND ARBITRATION

SECTION 1: Any claim that the terms of this agreement have been violated shall be a grievance, and shall be processed as follows:

- a. By the employees or the Union representative by filing a written grievance, with the respective Department Head within thirty (30) days of when the alleged grievance arose or could have been reasonably discovered by the employee(s), whichever is later.
- b. If the grievance is not settled at the Department level within ten (10) days, the employee (s), Union representative, or Department Head may refer the matter to the Town Supervisor for review.
- c. If the Town Supervisor denies the grievance, the Union (or, for arbitrations challenging the Town's implemented disciplinary against a non-Union member, the employee) may refer the matter to binding arbitration pursuant to the rules and procedures of the American Arbitration Association. The cost of such arbitration proceeding shall be split equally between the Union (or, for arbitrations challenging the Town's implemented disciplinary action against a non-Union member, the employee) and the Town according to the procedures of the American Arbitration Association.

ARTICLE XIX – DRUG POLICY

In addition to the Drug-Free Workplace/Drug-Free Awareness Program outlined in the Town of Pound Ridge Employee Handbook, it is the intention of the Town to comply fully with the Omnibus Transportation Employees Testing Act of 1991 governing the use of drugs and alcohol by commercial vehicle operators. Non-CDL holders will not be subject to drug or alcohol testing.

ARTICLE XX – PREVIOUS PRACTICE CLAUSE

All previous practices that were in existence prior to the date of the execution of this Agreement, shall continue through the term of this Agreement.

ARTICLE XXI – TERM

This contract shall be for a period of five (5) years beginning January 1, 2023, and ending on December 31, 2027.

ARTICLE XXII – RATIFICATION

SECTION 1: IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISION OF THIS AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT OF LAW OR BY PROVIDING THE ADDITIONAL FUNDS THEREFOR SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL.

SECTION 2: The terms of this Agreement are subject to ratification by the Town Board and the Union membership.

LOCAL 456
INTERNATIONAL BROTHERHOOD
OF TEAMSTERS

TOWN OF POUND RIDGE

Louis A. Picani
President and Principal Officer
Date: _____

Kevin C. Hansan
Town Supervisor
Date: _____

From: [Jonah Maddock](#)
To: [Nicole Engel](#)
Subject: Basement Repairs At #7 Old Pound Road
Date: Thursday, March 14, 2024 11:50:44 AM

This memo is to respectfully request approval to hire AmericanDry Basement Systems, LLC at a price of 13,940\$.

Thank you for your consideration of this request.

Respectfully.

Jonah Maddock

AmericanDry Basement Systems, LLC.

Office: 1-888-748-2002 • 203-775-7900

Mailing Address
28 Del Mar Drive
Brookfield, CT 06804

BASEMENT FIELD REPORT

Name Town of Pound Ridge (David Hintz) Date 3/5 Arrival Time 12:00
 Address 7 Old Pound Ridge Rd Home _____
 City Pound Ridge State NY Zip 10576 Work Phone _____
 Inspector BVB PREVENTATIVE NEEDS SERVICE EMERGENCY SERVICE

WALL PROBLEMS

Seepage/Moisture
 Window Wells _____
 Warped Paneling _____
 Blistered Paint

FLOOR PROBLEMS

Hydrostatic Pressure
 Standing Water _____
 Floor Cracks _____
 Beveled Floor _____

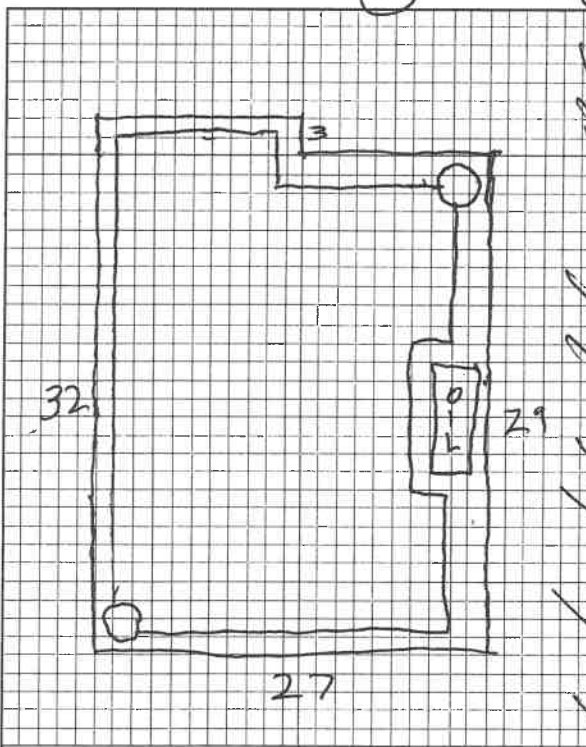
STRUCTURAL

Footing Undermined _____
 Floor Undermined _____
 Wall Cracks _____
 (Vert./Horiz) _____

Floors

Damp
 Efflorescence
 Mold - Musty _____
 Cracks - Walls - Floor _____
 Fungus/Dry Rot _____
 Insect Infiltration _____
 Total _____

DEGREE OF WALL PROBLEM No Problem Moderate Severe
 DEGREE OF FLOOR PROBLEM No Problem Moderate Severe
 TYPE OF FOUNDATION CB PC BST Footer Monolithic



"SuperDry Floor/Wall System"
 #1 most comprehensive in Basement Waterproofing.

Structural integrity
 Engineering tab technology
 SuperSlurry/walls
 SuperCrete/floor

False water table;
 Lateral pressure/outside walls;
 managed at or below the hydrostatic point
 Hydrostatic pressure/underneath floor;
 hydrostatic pressure eliminated under floor

Efflorescence;
 block/tap hollow cores and acid neutralize/SuperSlurry
 poured/SuperSlurry

Dust Control;
 cover all contents of basement with plastic
 enviroboot point of contact, HEPA air filtration
 negative air machines/full room air filtration

Building code; fully code compliant for;
 traditional three peice foundation (slab min 3.5' concrete/SuperCrete)
 monolithic two peice foundation
 stone foundation/false footing

Guarantee/Warranty;
 Floor crack/wall crack guarantee; any floor and or wall cracks after installation will be repaired by AmericanDry at no cost to customer.
 Maintenance free guarantee; our System is perpetually self-cleaning and requires zero maintenance.
 Clog free guarantee; if our 4" ADS pipe clogs from soil or iron ocher bacteria a full refund to customer, repair of the system and continue to 100% honor the original warranty

"SuperDry Wall System": Install
 119 ft. Wall flow channel
 Leave Engineering Tabs
 119 / 2 "SuperSlurry" walls
 Tie Into "Super Dry Floor System"
"SuperDry Floor System": Install
 119 ft. 4-inch corrugated/perforated ADS pipe
 Pitched 1" per 10" Packed in stone
 Re-cement with "SuperCrete"
 ft. "Stone Foundation Step Out System"
 Pumps 2 pumps
 Other _____
 Warranties 5 years Parts/Labor

Other: Oil Pad

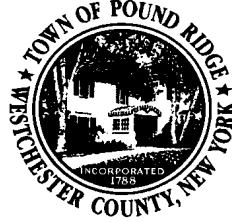
Battery Back up
 Additional \$1500 per

Contractor/R.E. Agent: Baird Van Beaver
 Residential Rate: _____
 Coupons: _____
 Senior Citizen: _____
 Total Investment; \$ 13,940

Town of Pound Ridge

Tel.: 914-764-5511

Fax: 914-764-0102



To: Town Board

From: Andrea Russo

Date: March 14, 2024

Re: New Recreation Spring Basketball Clinic Program

The Recreation Department is requesting approval to provide a short skills and drills basketball clinic.

When: Thursday's @ PRES Girls (April 18th, April 25th, May 2nd, May 9th),
Boys (May 16th, May 23rd, May 30th, June 6th)

Who: 2nd -3rd & 4th-6th Grades Girls & Boys

Duration: 4-week program, 12 players per session

Price: \$75 per player

Projected Revenue: 48 players X \$75 = \$3,600

Cost: One basketball director \$700

Sincerely,

Andrea Russo
Supervisor of Recreation & Parks

MEMORANDUM

To: Town Board

From: Erin Trostle, Town Clerk

Cc: Lisa Miller (Pound Ridge Business Association)
Bernie Cassidy (Pound Ridge Garden Club)
Alan Ramsay (Pound Ridge Library District)
Tanja Vogel, Terri Pike, James Best, and Melissa Kamen (Pound Ridge Partnership)
Police Chief Tom Mulcahy
Maintenance Supervisor Jonah Maddock
Building Inspector Jim Perry
Recreation Supervisor Andrea Russo
Deputy Town Clerk Josh Batchelder

Date: February 29, 2024

Re: Special event permit applications

Attached are five special event permit applications for your consideration:

1. Pound Ridge Business Association "Made in New York" outdoor market: April 21, 2024
2. Pound Ridge Garden Club plant sale: May 9– 10, 2024
3. Pound Ridge Partnership Proud Days
 - a. Color Run: June 2, 2024
 - b. Beautification: June 9, 2024
 - c. Bake-Off: June 15, 2024
4. Pound Ridge Library District children's programs: July 2–August 9, 2024
5. Pound Ridge Partnership Food Truck Fridays
 - a. May 17, 2024
 - b. June 21, 2024
 - c. July 19, 2024
 - d. August 23, 2024
 - e. September 13, 2024

Any comments made or concerns raised by department heads who reviewed the applications are noted on the summary sheet appended to each application.

① "Made in NY" outdoor market



APPLICANT INFORMATION

The **applicant** is the individual, group, or entity organizing the event. Examples of applicant **type** include nonprofit organization, town board or commission, school club, etc.

Applicant name:	Pound Ridge Business Association
Applicant type:	Organization
Address:	Westchester Avenue
Mailing address:	PO Box 268, Pound Ridge, NY 10576
Phone number:	914-282-9582
Email address:	lisamarie.miller1962@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:	Made in NY
Event type:	outdoor market
Description:	Annual sidewalk market featuring NY-made products
Purpose:	Local business promotion

(adopted 04.12.2022)

Event date:	4/21/24	Alternate date:	
-------------	---------	-----------------	--

Event start time:	11 am	Event end time:	5 pm
-------------------	-------	-----------------	------

Setup start time:	9 am	Setup end time:	6 pm
-------------------	------	-----------------	------

Takedown start:	5 pm	Takedown end:	6 pm
-----------------	------	---------------	------

Location(s):	Scotts Corners, including Village Green
--------------	---

On private property?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
----------------------	---	-----------------------------

Parking location(s):	Existing business & street parking
----------------------	------------------------------------

On private property?	<input checked="" type="checkbox"/> Yes - both	<input type="checkbox"/> No
----------------------	--	-----------------------------

Road closure(s) requested:	No road closure, but driveway closure at The Kitchen Table
----------------------------	--

Closure times requested:	10 am - 6 pm
--------------------------	--------------

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

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

VENDORS/LICENSES

If the answer to any of the questions below is yes, you must also complete the **Vendor/License Information Form**. If you are unable to complete the form at the time application is submitted, please note that a complete form will be required before the permit can be granted.

Will the event include food and/or beverage vendors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> ~3 Number, if any
--	---	-----------------------------	--

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	<input type="checkbox"/> Number, if any
--	---	-----------------------------	---

Will the event include alcoholic beverage vendors?
 Yes No Number, if any

Will any alcohol be served without charge in conjunction with the event?
 Yes No

Will the event include gambling of any kind?
 Yes No

CONTACTS

Primary contact name: *Lisa Miller*

Cell phone number: *914.282.9582* Email address: *ltsamarie.miller1962@gmail.com*

Event day contact name: Same

Cell phone number: Email address:

Weather contact name: Same

Cell phone number: Email address:

LOGISTICS

CROWD MANAGEMENT

Anticipated attendance: 200

Describe crowd control plan: Event is spread out over Scotts Corners so we didn't have crowding issues

Describe perimeter control plan: Takes place across existing businesses in Scotts Corners *and at Village Green*

Emergency services be present? Yes No

Will event be ADA compliant? No

VOLUNTEERS

Indicate number of volunteers: 6

Describe role(s) of volunteers: Organizing vendors, managing event

SANITATION/GARBAGE

Portable toilets provided? Yes No

If so, how many?

Garbage/recycling bins provided? Yes No

Describe garbage/recycling plan: Existing facilities are sufficient

NEIGHBORHOOD IMPACT/NOTIFICATION

Will there be noise impacts? Yes No

If so, will there be amplified music? Yes No (Possible band)

Will there be light impacts? Yes No

Have neighbors been notified? Yes No

STRUCTURES/SAFETY

Tents or canopies? Yes No

If yes, please describe: No oversized tents

Stage or other structures? Yes No

(adopted 04.12.2022)

If yes, please describe: [Redacted]

Fireworks or open flame? Yes No

If yes, please describe: [Redacted]

[Redacted]

UTILITIES

Water access needed? Yes No

If yes, please describe: [Redacted]

Electricity needed? Yes No

If yes, please describe: [Redacted]

WiFi access needed? Yes No

If yes, indicate number of users: [Redacted]

[Redacted]

PROMOTION

Banner permission requested? Yes No

If so, indicate location and dates: Westchester Ave. [Redacted]

Other signage? Yes No

If so, please describe: [Redacted]

[Redacted]

TOWN RESOURCES

Town bus needed? Yes No

If so, please indicate time period: [Redacted]

Barricades or cones needed? Yes No

If so, please specify: To close drive in front of The Kitchen Table

Other town-owned property needed? Yes No

If so, please specify:

OUTSIDE RESOURCES

Outside bus transportation?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If so, please describe:	<input type="text"/>	
Outside parking assistance?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If so, please describe:	<input type="text"/>	
Other outside resources?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If so, please describe:	<input type="text"/>	

SUPPORTING DOCUMENTS

Please indicate which supporting documents you are providing, including review forms being submitted directly by the reviewers.

				MAPS/PLANS
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	Event map (may incorporate parking/traffic plan)
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	Parking/traffic plan (may be separate from event map)
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	Weather plan
<input type="checkbox"/>	Yes TBD	<input type="checkbox"/>	No	Vendor List (and applicable licenses or permits)
				REVIEW FORMS
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	Police Department review form
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	Highway Department review form
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	Maintenance Department review form
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	Building Department review form
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	Recreation Department review form
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	Fire Department review form

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	EMS review form
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Other review form
				LEGAL DOCUMENTS
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	Insurance certificate(s)
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	Indemnity agreement(s)
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	Permits/Licenses (other than for vendors)
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	OTHER (specify): <input type="text"/>

DEPOSITS/FEES

Damage deposit paid (indicate amount):

Waiver requested: Yes No

Application fee paid (indicate amount):

Waiver requested: Yes No

ENDORSEMENT

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

I understand that Town Board approval of my application does not constitute a permit; that if the application is approved, I must meet any and all conditions specified by the Town Board 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.

Lisa Miller

Lisa Miller

(Printed Name)

2/21/2024

(Date)

SUBMIT



SPECIAL EVENT APPLICATION REVIEW

EVENT: PRGC Plant Sale: May 8-11 2024 DATE: 2/27/2024

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

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

DEPARTMENT:

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> POLICE DEPARTMENT | <input type="checkbox"/> BUILDING DEPARTMENT | <input type="checkbox"/> FIRE DEPARTMENT |
| <input type="checkbox"/> MAINTENANCE DEPARTMENT | <input type="checkbox"/> RECREATION DEPARTMENT | <input type="checkbox"/> EMERGENCY SERVICES |
| <input type="checkbox"/> HIGHWAY DEPARTMENT | <input type="checkbox"/> OTHER (PLEASE SPECIFY): _____ | |

APPROVAL/CONDITIONS:

APPROVED DISAPPROVED

APPROVED SUBJECT TO THE FOLLOWING CONDITIONS:

No impact on Police Department for this event. Patrols will be advised of activity at Village Green.

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).

APPLICATION REVIEW SUMMARY – PRBA “MADE IN NEW YORK” OUTDOOR MARKET

APPROVAL	DEPARTMENT	CONDITIONS/COMMENTS	TOWN RESOURCES	COSTS
Approved	Police	<ul style="list-style-type: none"> • Due to size and scope of event, no additional police personnel need to be assigned, but day and evening patrols will be advised to pay special attention to the area and make periodic patrols. • The applicant should coordinate with the Highway Department to borrow cones and barricades. 	N/A	N/A
Approved	Building	<ul style="list-style-type: none"> • The Town Board should consider whether a portable toilet is needed. 	N/A	N/A
Approved	Maintenance	N/A	N/A	N/A
Approved	Town Clerk	<ul style="list-style-type: none"> • The applicant should indicate requested dates for the banner. 		

2. plant sale



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:	Pound Ridge Garden Club
Applicant type:	Non-profit
Address:	Pound Ridge
Mailing address:	PO Box 136, Pound Ridge, NY 10576
Phone number:	
Email address:	poundridgegardenclub@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 Garden Club Fund Raiser – Plant Sale
Event type:	Plant sale
Description:	Sell plants at the Village Green, 77 Westchester Ave, in Scotts Corner. Setup will be on Wednesday, May 8 th in the afternoon. Exact time is still to be determined once we make arrangements for delivery of the ordered plants. We will sell plants on May 9 th and 10 th , 10 – 5 pm. Rain or shine. If

(adopted 04.12.2022)

we don't sell out we would also sell on Saturday 11th. We plan to keep the plants onsite overnight.

Purpose: Fund raiser for the Garden Club

Event dates: May 8, 9, & 10, 2023 Alternate date: May 11, 2023

Event start time: 10 am Event end time: 10 am

Setup start time: 9:30 am Setup end time: 9:30 am

Takedown start: 5:00 pm Takedown end: 3:00 pm

Location(s): Village Green, 77 Westchester Ave, Pound Ridge

On private property? Yes No

Parking location(s):

On private property? Yes No

Road closure(s) requested: no

Closure times requested:

Admission fee? Yes No

Parking fee? Yes No

VENDORS/LICENSES

If the answer to any of the questions below is yes, you must also complete the **Vendor/License Information Form**. If you are unable to complete the form at the time application is submitted, please note that a complete form will be required before the permit can be granted.

Will the event include food and/or beverage vendors?
 Yes No Number, if any

Will any food or beverages be served without charge in conjunction with the event?

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

CONTACTS

Primary contact name:	Bernie Cassidy		
Cell phone number:	646-228-5033	Email address:	berniecassidy@yahoo.com
Event day contact name:	Bernie Cassidy		
Cell phone number:	646-228-5033	Email address:	berniecassidy@yahoo.com
Weather contact name:	Bernie Cassidy		
Cell phone number:	646-228-5033	Email address:	berniecassidy@yahoo.com

LOGISTICS

CROWD MANAGEMENT

Anticipated attendance:	Flow of people during the fund raiser
Describe crowd control plan:	Several club members to assist the public
Describe perimeter control plan:	No control needed
Emergency services be present?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Will event be ADA compliant?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
VOLUNTEERS				
Indicate number of volunteers:	16			
Describe role(s) of volunteers:	Selling plants to the public			
SANITATION/GARBAGE				
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:	The club will remove any garbage and will recycle			
NEIGHBORHOOD IMPACT/NOTIFICATION				
Will there be noise impacts?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If so, 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
STRUCTURES/SAFETY				
Tents or canopies?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If yes, please describe:	If there is rain forecasted we may bring a pop-up canopy			
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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe:	We get water from Breads n Bakes	
Electricity needed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe:		
WiFi access needed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, indicate number of users:		

PROMOTION

Banner permission requested?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If so, indicate location and dates:		
Other signage?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If so, please describe:	Pound Ridge Garden Club sandwich board	

TOWN RESOURCES

Town bus needed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If so, please indicate time period:		
Barricades or cones needed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If so, please specify:		
Other town-owned property needed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If so, please specify:		

OUTSIDE RESOURCES

Outside bus transportation?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If so, please describe:	<input type="text"/>	
Outside parking assistance?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If so, please describe:	<input type="text"/>	
Other outside resources?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If so, please describe:	<input type="text"/>	

SUPPORTING DOCUMENTS

Please indicate which supporting documents you are providing, including review forms being submitted directly by the reviewers.

			MAPS/PLANS
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/> No	Event map (may incorporate parking/traffic plan)
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/> No	Parking/traffic plan (may be separate from event map)
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/> No	Weather plan
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/> No	Vendor List (and applicable licenses or permits)

			REVIEW FORMS
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/> No	Police Department review form
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/> No	Highway Department review form
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/> No	Maintenance Department review form
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/> No	Building Department review form
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/> No	Recreation Department review form
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/> No	Fire Department review form
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/> No	EMS review form
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/> No	Other review form

			LEGAL DOCUMENTS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	Insurance certificate(s)
<input 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 type="checkbox"/>		<input type="checkbox"/>		
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	OTHER (specify):

DEPOSITS/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 before a permit can be issued; and furthermore, that under no circumstances may the event take place unless and until a permit has been issued.

(signature)	(date)
(printed name)	



SPECIAL EVENT APPLICATION REVIEW

EVENT: PRGC Plant Sale: May 8-11 2024 DATE: 2/27/2024

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:

No impact on Police Department for this event. Patrols will be advised of activity at Village Green.

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).

APPLICATION REVIEW SUMMARY – 2024 PRGC plant sale

APPROVAL	DEPARTMENT	CONDITIONS/COMMENTS	TOWN RESOURCES	COSTS
Approved	Police	<ul style="list-style-type: none">• No impact on Police Department, but patrols will be advised of activity at Village Green.	N/A	N/A
Approved	Building	<ul style="list-style-type: none">• The Town Board should consider whether a portable toilet is needed.• Any tents must be 10'x10' or smaller and must have appropriate weights.	N/A	N/A
Approved	Maintenance	N/A	N/A	N/A

3. PRLD children's programs



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:	Pound Ridge Library District
Applicant Type:	Government agency
Address:	271 Westchester Avenue, Pound Ridge, NY 10576
Mailing Address:	271 Westchester Avenue, Pound Ridge, NY 10576
Phone Number:	914-764-5085
Email Address:	info@poundridgelibrary.org

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:	Musical Tuesdays, Musical Wednesdays, Music with Kurt Gallagher, All-age storytime
Event Type:	See attached
Description:	See attached
Purpose:	Entertainment and promote literacy of young children

Event Date:	see attached	Alternate Date:	see attached
Event Start Time:	see attached	Event End Time:	see attached
Setup Start Time:	see attached	Setup End Time:	see attached
Takedown Start:	see attached	Takedown End:	see attached

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

Road closure(s) requested:	No
Closure times requested:	No

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 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.

CONTACTS

Primary Contact Name:	Alan Ramsay		
Cell Phone Number:	914-960-5304	Email Address:	aramsay@poundridgelibrary.org
Event Day Contact Name:	Alan Ramsay		
Cell Phone Number:	914-960-5304	Email Address:	aramsay@poundridgelibrary.org
Weather Contact Name:	Alan Ramsay		
Cell Phone Number:	914-960-5304	Email Address:	aramsay@poundridgelibrary.org

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:

Please see attached

LOGISTICS

CROWD MANAGEMENT

Anticipated attendance:	Please see attached	
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 type="checkbox"/> No

VOLUNTEERS

Indicate number of volunteers:	Library staff
Describe role(s) of volunteers:	please see attached

SANITATION/GARBAGE		
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:		

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 checked="" type="checkbox"/> No

STRUCTURES/SAFETY		
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:		

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:	Please see attached	
WiFi access needed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please indicate # of users:		

PROMOTION		
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:		

TOWN RESOURCES		
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:		

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

MAPS/PLANS		
<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>*PLEASE UPLOAD OR EMAIL SEPARATELY* UPLOAD</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>*PLEASE UPLOAD OR EMAIL SEPARATELY* UPLOAD</p>		

LEGAL DOCUMENTS		
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 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

Alan W. Ramsay

(Printed Name)

February 22, 2024

(Date)

SUBMIT

Event Date	July 2, 2024		Alternate Date	N/A
Event Start Time	10:30 am		Event End Date	July 2, 2024
Setup Start Time	10:10 am		Setup End Time	10:25 am
Takedown Start Time	11:15 am		Takedown End Time	11:30 am

Event Date	July 2, 2024		Alternate Date	N/A
Event Start Time	11:15 am		Event End Date	July 2, 2024
Setup Start Time	11:15 am		Setup End Time	N/A
Takedown Start Time	N/A – no electricity needed for storytime		Takedown End Time	11:45 am - end of storytime

Event Date	July 3, 2024		Alternate Date	N/A
Event Start Time	10:30 am		Event End Date	July 3, 2024
Setup Start Time	10:10 am		Setup End Time	10:25 am
Takedown Start Time	11:15 am		Takedown End Time	11:30 am

Event Date	July 3, 2024		Alternate Date	N/A
Event Start Time	11:15 am		Event End Date	July 3, 2024
Setup Start Time	11:15 am		Setup End Time	N/A
Takedown Start Time	N/A – no electricity needed for storytime		Takedown End Time	11:45 – end of storytime

Event Date	July 5, 2024		Alternate Date	N/A
Event Start Time	10:30 am		Event End Date	July 5, 2024
Setup Start Time	9:30 am		Setup End Time	10:15 am
Takedown Start Time	11:15 am		Takedown End Time	11:50 am

Event Date	July 5, 2024		Alternate Date	N/A
Event Start Time	11:15 am		Event End Date	July 5, 2024
Setup Start Time	11:15 am		Setup End Time	N/A
Takedown Start Time	N/A – no electricity needed for storytime		Takedown End Time	11:45 am – end of storytime

Event Date	July 9, 2024		Alternate Date	N/A
Event Start Time	10:30 am		Event End Date	July 9, 2024
Setup Start Time	10:10 am		Setup End Time	10:25 am
Takedown Start Time	11:15 am		Takedown End Time	11:30 am

Event Date	July 9, 2024		Alternate Date	N/A
Event Start Time	11:15 am		Event End Date	July 9, 2024
Setup Start Time	11:15 am		Setup End Time	N/A
Takedown Start Time	N/A – no electricity needed for storytime		Takedown End Time	11:45 am – end of storytime

Event Date	July 10, 2024		Alternate Date	N/A
Event Start Time	10:30 am		Event End Date	July 10, 2024
Setup Start Time	10:10 am		Setup End Time	10:25 am
Takedown Start Time	11:15 am		Takedown End Time	11:30 am

Event Date	July 10, 2024		Alternate Date	N/A
Event Start Time	11:15 am		Event End Date	July 10, 2024
Setup Start Time	11:15 am		Setup End Time	N/A
Takedown Start Time	N/A – no electricity needed for storytime		Takedown End Time	11:45 am end of storytime

Event Date	July 12, 2024		Alternate Date	N/A
Event Start Time	10:30 am		Event End Date	July 12, 2024
Setup Start Time	9:30 am		Setup End Time	10:15 am
Takedown Start Time	11:15 am		Takedown End Time	11:50 am

Event Date	July 12, 2024		Alternate Date	N/A
Event Start Time	11:15 am		Event End Date	July 12, 2024
Setup Start Time	11:15 am		Setup End Time	N/A
Takedown Start Time	N/A – no electricity needed for storytime		Takedown End Time	11:45 am end of storytime

Event Date	July 16, 2024		Alternate Date	N/A
Event Start Time	10:30 am		Event End Date	July 16, 2024
Setup Start Time	10:10 am		Setup End Time	10:25
Takedown Start Time	11:15 am		Takedown End Time	11:30 am

Event Date	July 16, 2024		Alternate Date	N/A
Event Start Time	11:15 am		Event End Date	July 16, 2024
Setup Start Time	11:15 am		Setup End Time	N/A
Takedown Start Time	N/A – no electricity needed for storytime		Takedown End Time	11:45 am end of storytime

Event Date	July 17, 2024		Alternate Date	N/A
Event Start Time	10:30 am		Event End Date	July 17, 2024
Setup Start Time	10:10 am		Setup End Time	10:25 am
Takedown Start Time	11:15 am		Takedown End Time	11:30 am

Event Date	July 17, 2024		Alternate Date	N/A
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Event Start Time	11:15 am		Event End Date	July 17, 2024
Setup Start Time	11:15 am		Setup End Time	N/A
Takedown Start Time	N/A – no electricity needed for storytime		Takedown End Time	11:45-end of storytime

Event Date	July 19, 2024		Alternate Date	N/A
Event Start Time	10:30 am		Event End Date	July 19, 2024
Setup Start Time	9:30 am		Setup End Time	10:15 am
Takedown Start Time	11:15 am		Takedown End Time	11:50 am

Event Date	July 19, 2024		Alternate Date	N/A
Event Start Time	11:15 am		Event End Date	July 19, 2024
Setup Start Time	11:15 am		Setup End Time	N/A
Takedown Start Time	N/A – no electricity needed for storytime		Takedown End Time	11:45 am-end of storytime

Event Date	July 23, 2024		Alternate Date	N/A
Event Start Time	10:30 am		Event End Date	July 23, 2024
Setup Start Time	10:10 am		Setup End Time	10:25 am
Takedown Start Time	11:15 am		Takedown End Time	11:30 am

Event Date	July 23, 2024		Alternate Date	N/A
Event Start Time	11:15 am		Event End Date	July 23, 2024
Setup Start Time	11:15 am		Setup End Time	N/A
Takedown Start Time	N/A – no electricity needed for storytime		Takedown End Time	11:45 am-end of storytime

Event Date	July 24, 2024		Alternate Date	N/A
Event Start Time	10:30 am		Event End Date	July 24, 2024
Setup Start Time	10:10 am		Setup End Time	N/A
Takedown Start Time	11:15 am		Takedown End Time	11:45 am – end of storytime

Event Date	July 24, 2024		Alternate Date	N/A
Event Start Time	11:15 am		Event End Date	July 24, 2024
Setup Start Time	11:15 am		Setup End Time	N/A
Takedown Start Time	N/A – no electricity needed for storytime		Takedown End Time	11:45 – end of storytime

Event Date	July 26, 2024		Alternate Date	N/A
Event Start Time	10:30 am		Event End Date	July 26, 2024
Setup Start Time	9:30 am		Setup End Time	10:15 am
Takedown Start Time	11:15 am		Takedown End Time	11:50 am

Event Date	July 26, 2024		Alternate Date	N/A
Event Start Time	11:15 am		Event End Date	July 26, 2024
Setup Start Time	11:15 am		Setup End Time	N/A
Takedown Start Time	N/A – no electricity needed for storytime		Takedown End Time	11:45 am – end of storytime

Event Date	July 30, 2024		Alternate Date	N/A
Event Start Time	10:30 am		Event End Date	July 30, 2024
Setup Start Time	10:10 am		Setup End Time	10:25 am
Takedown Start Time	11:15 am		Takedown End Time	11:30 am

Event Date	July 30, 2024		Alternate Date	N/A
Event Start Time	11:15 am		Event End Date	July 30, 2024
Setup Start Time	11:15 am		Setup End Time	N/A
Takedown Start Time	N/A – no electricity needed for storytime		Takedown End Time	11:45 am-end of storytime

Event Date	July 31, 2024		Alternate Date	N/A
Event Start Time	10:30 am		Event End Date	July 31, 2024
Setup Start Time	10:10 am		Setup End Time	10:25 am
Takedown Start Time	11:15 am		Takedown End Time	11:30 am

Event Date	July 31, 2024		Alternate Date	N/A
Event Start Time	11:15 am		Event End Date	July 31, 2024
Setup Start Time	11:15 am		Setup End Time	N/A
Takedown Start Time	N/A – no electricity needed for storytime		Takedown End Time	11:45 am-end of storytime

Event Date	August 2, 2024		Alternate Date	N/A
Event Start Time	10:30 am		Event End Date	August 2, 2024
Setup Start Time	9:30 am		Setup End Time	10:15am
Takedown Start Time	11:15 am		Takedown End Time	11:50 am

Event Date	August 2, 2024		Alternate Date	N/A
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Event Start Time	11:15 am		Event End Date	August 2, 2024
Setup Start Time	11:15 am		Setup End Time	N/A
Takedown Start Time	N/A – no electricity needed for storytime		Takedown End Time	11:45 am-end of storytime

Event Date	August 6, 2024		Alternate Date	N/A
Event Start Time	10:30 am		Event End Date	August 6, 2024
Setup Start Time	10:10 am		Setup End Time	10:25 am
Takedown Start Time	11:15 am		Takedown End Time	11:30 am

Event Date	August 6, 2024		Alternate Date	N/A
Event Start Time	11:15 am		Event End Date	August 6, 2024
Setup Start Time	11:15 am		Setup End Time	N/A
Takedown Start Time	N/A – no electricity needed for storytime		Takedown End Time	11:45 am-end of storytime

Event Date	August 7, 2024		Alternate Date	N/A
Event Start Time	10:30 am		Event End Date	August 7, 2024
Setup Start Time	10:10 am		Setup End Time	10:25 am
Takedown Start Time	11:15 am		Takedown End Time	11:30 am

Event Date	August 7, 2024		Alternate Date	N/A
Event Start Time	11:15 am		Event End Date	August 7, 2024
Setup Start Time	11:15 am		Setup End Time	N/A
Takedown Start Time	N/A – no electricity needed for storytime		Takedown End Time	11:45 am-end of storytime

Event Date	August 9, 2024		Alternate Date	N/A
Event Start Time	10:30 am		Event End Date	August 9, 2024
Setup Start Time	9:30 am		Setup End Time	10:15am
Takedown Start Time	11:15 am		Takedown End Time	11:50 am

Event Date	August 9, 2024		Alternate Date	N/A
Event Start Time	11:15 am		Event End Date	August 9, 2024
Setup Start Time	11:15 am		Setup End Time	11:45 am
Takedown Start Time	N/A – no electricity needed for storytime		Takedown End Time	N/A

Please see next page for attachments to application

Event Information

Event Type: Live musical entertainment on Tuesday, Wednesday, and Friday mornings at 10:30 am, followed by story time conducted by Alan Ramsay (Pound Ridge Library's children's librarian).

Description: The music on Tuesdays and Wednesdays will be conducted by faculty members of the Bedford Academy of Music. They will use an electrical keyboard and microphone, and therefore, will require electricity. Kurt Gallagher (on Fridays) uses an electrical guitar and microphone. He will require electricity as well, please.

Vendor Contact information:

Musical Tuesdays: Marianna Udler - (917) 952-8180 - cell phone

Musical Wednesdays: Jennie Colabatistto – (845) 705-3523 – cell phone

Music with Kurt Gallagher (Fridays) - Kurt Gallagher (845) 633-0882 – cell phone

All -age Stories on Tuesdays, Wednesdays, and Fridays – Alan Ramsay – (914) 960-5304 – cell phone

Weather:

We will make a decision 24 hours in advance based on the weather forecast whether the programs will be held at the Village Green or at the Library. If it does start to rain during a program, we will disburse as quickly as possible. That should not be a problem, for if there is a chance of rain, and we see it in the forecast 24 hours ahead of time, we will decide to hold the music program and story time in the Library.

Anticipated attendance:

For Musical Tuesdays & Musical Wednesdays, we can expect up to 30-40 children (with parent or caregiver). For Music with Kurt Gallagher, we can expect a number up to 50-60 children (with parent or caregiver). Approximately half of those children will stay for All-age Stories on Tuesdays, Wednesdays, and Fridays.

Role of volunteers: Alan Ramsay, Pound Ridge Children's Librarian, will be on-site to ensure that no child, God forbid, wanders into the street and also to take reports on any injuries that may occur during said programs (these are primarily 1-3 year children: accidents, bumps, and bruises are bound to occur).

Utilities:

Electricity will be needed. Ms. Udler and Ms. Colabatistto will be bringing a microphone and an electrical keyboard: they will require electricity for those devices. Mr. Gallagher will be bringing an electrical guitar, microphone, and speakers: he will require electricity as well, please. No electricity will be required for All-age Stories.

APPLICATION REVIEW SUMMARY – 2024 Pound Ridge Library children’s programs

APPROVAL	DEPARTMENT	CONDITIONS/COMMENTS	TOWN RESOURCES	COSTS
Approved	Police	<ul style="list-style-type: none">• No impact on Police Department, but patrols will be advised of activity at Village Green.	N/A	N/A
Approved	Building	<ul style="list-style-type: none">• The Town Board should consider whether a portable toilet is needed.	N/A	N/A
Approved	Maintenance	N/A	N/A	N/A

4. Proud Days



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:	Pound Ridge Partnership
Address:	PR Partnership Event: Pound Ridge Proud Day
Mailing address:	Pound Ridge Partnership, P.O. Box 402, Pound Ridge, NY 10576
Phone number:	914-715-4107
Email address:	terripike@poundridgepartnership.org

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 Proud Days

Description: Proud Days have become a traditional Pound Ridge Partnership series of events intended to increase civic pride through activities that encourage collaboration and volunteerism, based on its tenets of Beautification, Education and Community. Activities planned for 2024 include a 5K Color Run on June 2nd, Beautification Projects on June 9th, and a Bake-off on June 15th. The Bake-Off will be tented on the Green.

(adopted 04.12.2022)

The Color Run, presented in conjunction with the Pound Ridge Human Rights Action Committee, brings LGBTQ awareness during Pride Month . With each Proud Day event presented on a separate day, runners in the Color Run will be refreshed and able to participate in Beautification and the Bake Off. This plan also allows ample time for Beautification projects . Furthermore, the Bake-Off will have greater visibility and participation. Each event will end with a small celebration on the Green with awards for the winners, including the Partnership’s Annual Scholarship Award, and short speeches. Thus Pound Ridge Proud Days would be spread throughout June, offering multiple opportunities for the Pound Ridge community.

Event date(s): Color Run Beautification Projects Bake-Off	6/2 6/9 6/15	Alternate dates:	None needed
6/2 COLOR RUN Event set-up time: Event Start time:	8:00 AM 9:00 AM	Event End time: Event Clean-Up end time	10:00 PM 12:00 PM
6/9 BEAUTIFICATION Event Set-up time Event Start time:	8:00 AM 10:00 AM	Event End time Event Clean up end time:	12:00 PM 1:00 PM
6/15 BAKE OFF Event Set Up time: Event Start time	8:00 AM 10:00 AM	Event End time: Event Clean Up end time	1:00 PM 2:00 PM Note: tent removed 6/17

(adopted 04.12.2022)

--	--

Location(s):	PRES, Town Park, Business District, Village Green (see attachment for specifics)
--------------	---

On private property?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
----------------------	------------------------------	--

Parking location(s):	Color Run parking at Town Park, other events in Business District or PRES
----------------------	---

On private property?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
----------------------	------------------------------	--

Road closure(s) requested:	Yes, for Color run
----------------------------	--------------------

Closure times requested:	See schedule attached
--------------------------	-----------------------

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

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

Registration Fee	Yes
------------------	-----

Pay to be a Judge	No
-------------------	----

VENDORS/LICENSES

If the answer to any of the questions below is yes, you must also complete the **Vendor/License Information Form**. If you are unable to complete the form at the time application is submitted, please note that a complete form will be required before the permit can be granted.

Will the event include food and/or beverage vendors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Refreshment , water
--	---	-----------------------------	--

Will any food or beverages be served without charge in conjunction with the event?	<input checked="" type="checkbox"/> Yes refreshments for runners	<input type="checkbox"/> No
--	--	-----------------------------

Will the event include non-food vendors?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/>
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Will the event include alcoholic beverage vendors?

Yes No

Will any alcohol be served without charge in conjunction with the event?

Yes No

Will the event include gambling of any kind?

Yes No

CONTACTS

Primary contact name: Terri Pike

Cell phone number: (914)715-4107

Email address: terripike@poundridgepartnership.org

Event day contact name: Terri Pike

Cell phone number: (914)715-4107

Email address: terripike@poundridgepartnership.org

Weather contact name: James Best

Cell phone number: (914)391-8182

Email address: jbest@poundridgepartnership.org

LOGISTICS

CROWD MANAGEMENT

Anticipated attendance: Approx: 100 Color Run, 30 Beautification, 50 Bake-Off

Describe crowd control plan:

Describe perimeter control plan:

Will coordinate with PR police for Westchester Ave presence

Emergency services be present?

Yes No PR Ambulance presence

Will event be ADA compliant?

Yes No

(adopted 04.12.2022)

VOLUNTEERS

Indicate number of volunteers:	Approx.20 per event
Describe role(s) of volunteers:	<p>➤ Set-up: tent, tables , refreshments for Color Run participants, Communication Coordinator, Photography,</p> <p>For Bake Off: Set up on green with microphones</p>

SANITATION/GARBAGE

Portable toilets provided?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
If so, how many?	1			
Garbage/recycling bins provided?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No PRP has 2 garbage bins; Westchester Ave street garbage & recycle bins
Describe garbage/recycling plan:	PRP will remove			

NEIGHBORHOOD IMPACT/NOTIFICATION

Will there be noise impacts?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If so, will there be amplified music?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	minimal playlist for background at Bake Off
Will there be light impacts?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Have neighbors been notified?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No

STRUCTURES/SAFETY

Tents or canopies?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, please describe:	Tent rental for Bake Off			

(adopted 04.12.2022)

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:	Already exists – PR Electrical, panel or lights			
WiFi access needed?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, indicate number of users:	Bake Off 2			
PROMOTION				
Banner permission requested?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
If so, indicate location and dates:	Across Westchester Ave. Business District. Need letter to Town Board for permission			
Other signage?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
If so, please describe:	Lawn signs distributed throughout participating towns (Bedford & Katonah)			
TOWN RESOURCES				
Town bus needed?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If so, please indicate time period:				

Barricades or cones needed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If so, please specify:	For runners as needed for safety	
Other town-owned property needed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If so, please specify:	PRES for start of race. Communicating with Stephanie Bell, BPR School District for permission	

OUTSIDE RESOURCES

Outside bus transportation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If so, please describe:		
Outside parking assistance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If so, please describe:	Color Run parking at Town Park	
Other outside resources?	<input type="checkbox"/> Yes	
If so, please describe:	Race Timer Company	

SUPPORTING DOCUMENTS

Please indicate which supporting documents you are providing, including review forms being submitted directly by the reviewers.

				MAPS/PLANS
<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	Event map (may incorporate parking/traffic plan)
<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	Parking/traffic plan (may be separate from event map)
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	No rain date needed
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	Vendor List (and applicable licenses or permits)
				REVIEW FORMS
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Police Department review form
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Highway Department review form
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Maintenance Department review form

<input type="checkbox"/>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Building Department review form
<input type="checkbox"/>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Recreation Department review form
<input type="checkbox"/>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Fire Department review form
<input type="checkbox"/>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	EMS review form
<input type="checkbox"/>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Other review form
LEGAL DOCUMENTS					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Insurance certificate(s) PR Partnership provided
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Indemnity agreement(s)
<input type="checkbox"/>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Permits/Licenses (other than for vendors)
<input type="checkbox"/>	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	OTHER (specify):

DEPOSITS/FEES

Damage deposit paid (indicate amount):	<input checked="" type="checkbox"/> Check with Erin		
Waiver requested:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/>	No
Application fee paid (indicate amount):	<input checked="" type="checkbox"/> Check with Erin		
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 before a permit

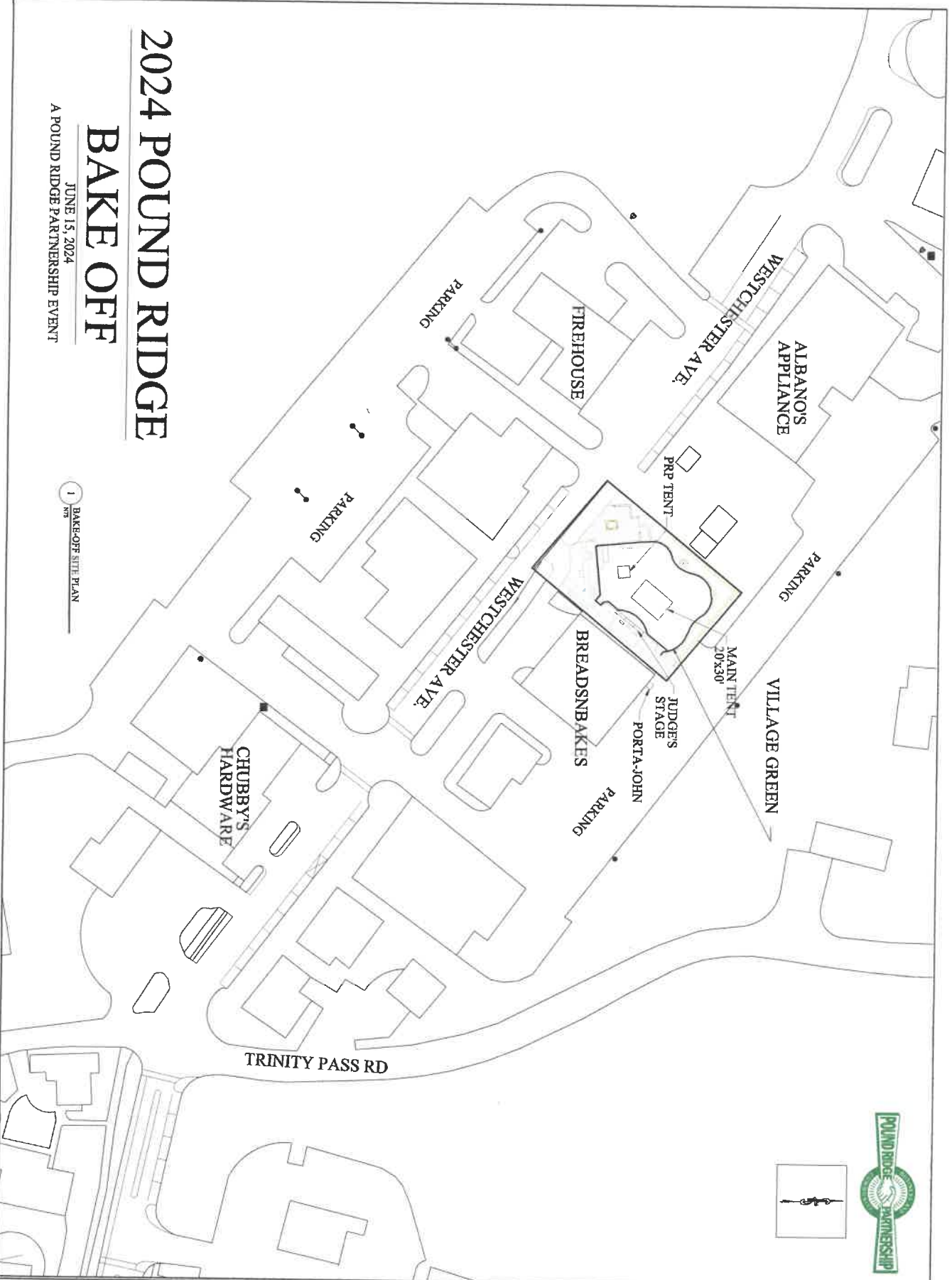
can be issued; and furthermore, that under no circumstances may the event take place unless and until a permit has been issued.

(signature)		(date)
(printed name)		

2024 POUND RIDGE BAKE OFF

JUNE 15, 2024
A POUND RIDGE PARTNERSHIP EVENT

1 BAKE-OFF SITE PLAN



<p>SP-1</p>	DRAWING TITLE	DRAWN BY	DATE	PROJECT	JAMES T. BEST ARCHITECT + ASSOCIATES P.O. BOX 240 POUND RIDGE, NEW YORK 10576 914.764.8800 FAX 914.764.8807 EMAIL - jbest@jamesbestarchitect.com www.jamesbestarchitect.com
	<p>POUND RIDGE PARTNERSHIP BAKE OFF SITE PLAN</p>	<p>NAME JTB</p>	<p>DATE 5/17/2024</p>		

Traffic Advisory

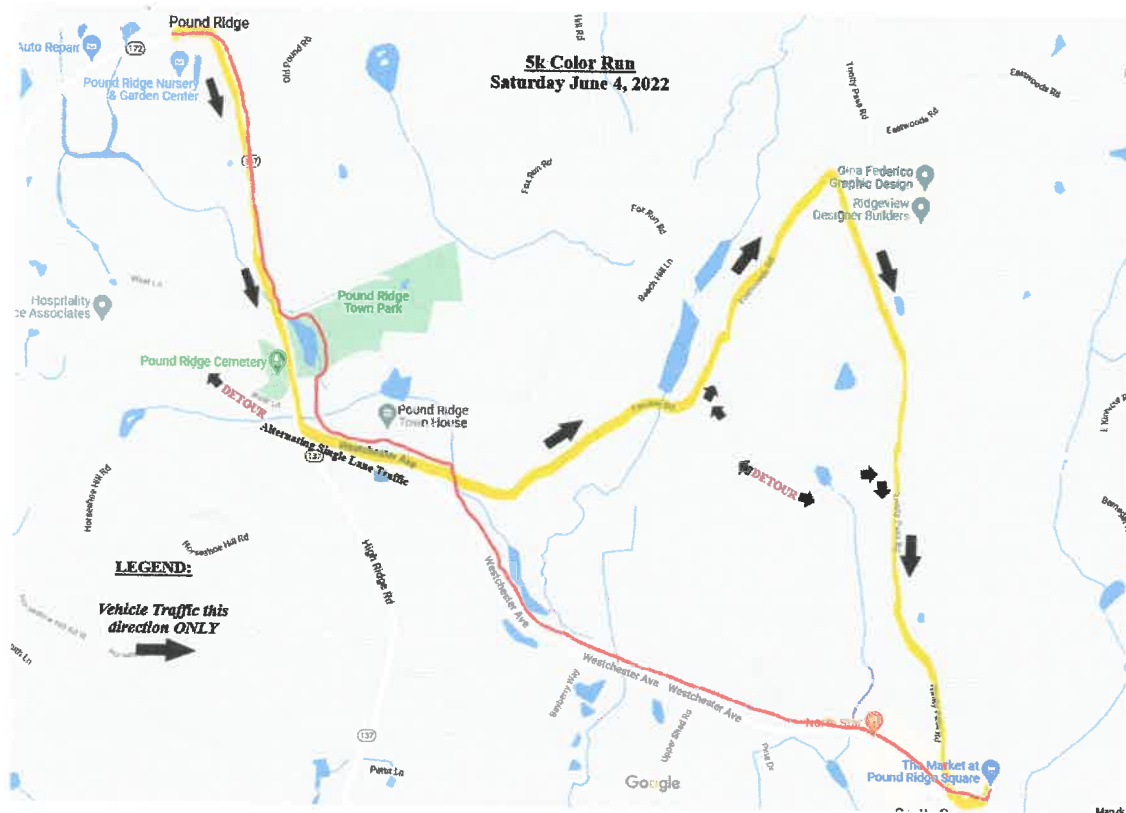
Saturday June 9, 2024

Affected roads: Pound Ridge Rd, Westchester Ave, Fancher Rd, Eastwoods Rd, and Trinity Pass

On Saturday, June 9, 2024, there will be a 5K Race/Fun Color Run in conjunction with PR Proud Day activities in Scotts Corners. The 5K race will start at 9am and will follow the yellow route on map below. The Fun Walk/Run will start at 9:15 am and will follow the red route. The Red route starts on Westchester Ave until participants get to Town Park at which time they will follow Town walking trail into Scotts Corners. At start of both races, there will be no traffic on roadways from Pound Ridge Elementary School to West Lane until all participants are on Westchester Ave heading towards Town Park. At which time traffic will be opened but limited to Southbound traffic on Westchester Ave and Northbound traffic will be detoured onto West Lane.

Traffic Pattern on 5K Race Route (Yellow Route):

All Runners will stay to their left while in the roadway and that lane will be closed off to any vehicular traffic until last runner passes that location. Both West Lane and Fancher Rd (between Eastwoods and Trinity Pass) will be utilized as Detours. Please see map below for Traffic Patterns: Arrows point in allowable direction for Vehicles. These closures should last a total of 30-40 minutes to allow for last runner to finish.



Proud Day Activities / Market Square, Green: There will be an increase of pedestrian traffic in Scotts Corners Business District for these activities until 4pm. Please be aware when driving through the area and thanks for your consideration and patience for the events of the day.

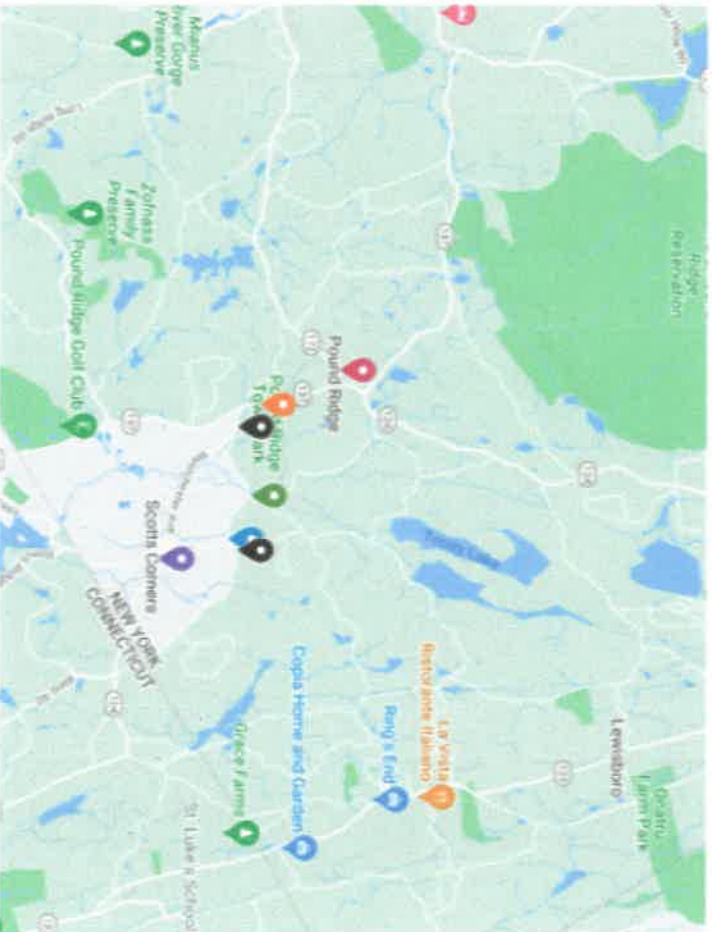
Pound Ridge Color Run | Color and Water Stations

Color Stations

- 1 Red Pound Ridge Elementary
- 2 Orange Pound Ridge Town Park
- 3 Green Fancher & Eastwoods
- 4 Blue Chertta House (B5 Fancher)
- 5 Purple The Skelton/Scotts Corners

Water Stations

- 1 Master Fancher Rd
- 2 Water (Robert House 101 Terry)





SPECIAL EVENT APPLICATION REVIEW

EVENT: Color Run/Beautification/Bakeoff 6/2,9,15 DATE: 2/27/2024

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:

The Beautification and Bake off events on 6/9 & 15 no additional police personnel are needed due to size and Scope of events. Patrols working that day will be advised to pay special attention to those events.

Color Run follows last year's format so PD will coordinate with Highway for necessary barriers and cones.

Request will be placed with Westchester County for assistance during 5K from Emergency Force personnel.

Police Department staffing will be at same level as last year and as reflected in 2024 budget.

Tour for Police Personnel- 0800 x 1600 (8 hrs)

** Note: Town Bus was not requested for Color Run as in previous years to shuttle runners from Town Park

Parking to PRES. Is this an oversight? Otherwise there will be issue with walkers going up hill to PRES.

FOR TOWN DEPARTMENTS ONLY:

STAFFING NEEDED:	<u>1 supervisor & 5 officers</u>	STAFFING COST:	<u>\$2,380.96</u>
EQUIPMENT NEEDED:	_____	EQUIPMENT COST:	<u>\$</u>
OTHER COST ITEMS:	_____	OTHER COST:	<u>\$</u>
		TOTAL COST:	<u>\$2,380.96</u>

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



SPECIAL EVENT APPLICATION REVIEW

EVENT: Pound Ridge Library Children Events DATE: 2/27/2024

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

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

DEPARTMENT:

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> POLICE DEPARTMENT | <input type="checkbox"/> BUILDING DEPARTMENT | <input type="checkbox"/> FIRE DEPARTMENT |
| <input type="checkbox"/> MAINTENANCE DEPARTMENT | <input type="checkbox"/> RECREATION DEPARTMENT | <input type="checkbox"/> EMERGENCY SERVICES |
| <input type="checkbox"/> HIGHWAY DEPARTMENT | <input type="checkbox"/> OTHER (PLEASE SPECIFY): _____ | |

APPROVAL/CONDITIONS:

APPROVED DISAPPROVED

APPROVED SUBJECT TO THE FOLLOWING CONDITIONS:

No impact on Police Department for this event. Patrols will be advised of activity at Village Green.

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).

APPLICATION REVIEW SUMMARY – 2024 Proud Days (Color Run, beautification, bake-off)

APPROVAL	DEPARTMENT	CONDITIONS/COMMENTS	TOWN RESOURCES	COSTS
Approved	Police	<ul style="list-style-type: none">• Police assistance needed only for Color Run.• Other events will not impact Police Department, but patrols will be advised of activity at Village Green.• Use of town bus should be requested for Color Run to avoid issues with people walking from Town Park to starting line at PRES.	1 supervisor and 5 officers	\$2,380.96
Approved	Building	<ul style="list-style-type: none">• Tents larger than 10'x10' must be inspected and approved prior to event start.	N/A	N/A
Approved	Maintenance	N/A	N/A	N/A

5. Food Truck Fridays



SPECIAL EVENT PERMIT APPLICATION

Pursuant to Section 91 of the Town Code, a Special Event Permit is required for any sale, festival, or other special event that is conducted on Town property; that exceeds the building envelopes in the Business District; or that significantly impacts available public parking, vehicular or pedestrian traffic, or access to public roads.

However, please note that events in the Town Park or at Conant Hall consistent with the designated purpose of those facilities require only a Recreation Department activity permit or a rental agreement, respectively.

Special Event Permit applications and supporting materials must be submitted to the Town Clerk a minimum of sixty days before the event. After reviewing the application, the Town Clerk presents it to the Town Board for approval, which may be subject to conditions that must be met before a permit can be issued. A permit must be issued before the start of the event.

Please direct questions to the Town Clerk (townclerk@townofpoundridge.com; 914-764-5549).

INSTRUCTIONS FOR APPLICANTS

1. Complete as much of the **Special Event Permit Application** form as you can. There may be some details that will not be available when you submit your application.
2. Prepare a **Site Plan**. You may choose to include parking and traffic information on the site plan or to provide a separate **Traffic/Parking Plan**.
3. Complete the **Weather Plan**.
4. If your event will include vendors, complete the **Vendor List** form. If you don't have complete information on all vendors, provide the information you do have.
5. Send the application and other documents to departmental and other reviewers, along with the **Special Event Application Review** form. The form lists town departments and others who may need to review your application. If you aren't sure who should review your application, please call or email the Town Clerk. Reviewers can return the completed forms to you or send them directly to the Town Clerk.
6. Submit your application and supporting documents to the Town Clerk.
7. Attend the Town Board meeting when your application is being considered.

8. If the application is approved, you will receive an application approval form that will list any conditions that need to be met before the permit can be issued.
9. If approval is conditional, provide documentations that the conditions have been met in order to receive a permit.

APPLICANT INFORMATION

The **applicant** is the individual, group, or entity organizing the event. Examples of applicant **type** include nonprofit organization, town board or commission, school club, etc.

Applicant name:	Pound Ridge Partnership
Applicant type:	non profit
Address:	P.O. Box 402 Pound Ridge NY 10576
Mailing address:	Same as above
Phone number:	(914) 420-1673
Email address:	mstkamen2@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:	Food Truck Fridays
Event type:	Purpose
Description:	Building community spirit - raise awareness of business district
Purpose:	Event type: Street fair / food event

(adopted 04.12.2022)

2024 DATES = 5/17, 6/21, 7/19, 8/23, 9/13

8/23, 9/13

Event date: 5/17, 6/21, 7/19 Alternate date: N/A

Event start time: 5 pm Event end time: 9 pm

Setup start time: 3:30 pm Setup end time: 5 pm

Takedown start: 9:00 pm Takedown end: 10:00 pm

Location(s): Barnwell Center 56 Westchester Ave Poughkeepsie NY

On private property? Yes No

Parking location(s): At Barnwell, in town

On private property? Yes No Both

Road closure(s) requested: None

Closure times requested: _____

Admission fee? Yes No

Parking fee? Yes No

VENDORS/LICENSES

If the answer to any of the questions below is yes, you must also complete the **Vendor/License Information Form**. If you are unable to complete the form at the time application is submitted, please note that a complete form will be required before the permit can be granted.

Will the event include food and/or beverage vendors?
 Yes No 7-8 Number, if any

Will any food or beverages be served without charge in conjunction with the event?
 Yes No

Will the event include non-food vendors?
 Yes No 2-3 Number, if any Lil Beans Toys
Face painting

Will the event include alcoholic beverage vendors?

Yes No Number, if any 1 per event

Will any alcohol be served without charge in conjunction with the event?

Yes No

Will the event include gambling of any kind?

Yes No

CONTACTS

Primary contact name: Melissa Kamen
Cell phone number: (914) 420-1673 Email address: mstkamen2@gmail.com

Event day contact name: Melissa Kamen
Cell phone number: (914) 420-1673 Email address: mstkamen2@gmail.com

Weather contact name: Melissa Kamen & James Best (914) 391-8182
Cell phone number: (914) 420-1673 Email address: mstkamen2@gmail.com
jbest@poundridgepartnership.com

LOGISTICS

CROWD MANAGEMENT

Anticipated attendance: 1500 - 2000 over 4 hours

Describe crowd control plan: Crowd stays at 56 Westchester Ave or Market at Pond Ridge Square

Describe perimeter control plan: Police control pedestrians crossing the street

Emergency services be present? Yes No

Will event be ADA compliant? Yes No

VOLUNTEERS

Indicate number of volunteers:

15+ or -

Describe role(s) of volunteers:

Set up tables/chairs, break down tables + chairs
 Supervise trucks and music setup + break down
 Garbage can setup + break down - pick up trash at sites

SANITATION/GARBAGE

Portable toilets provided?

Yes No

If so, how many?

2

Garbage/recycling bins provided?

Yes No

Describe garbage/recycling plan:

Town maintenance picks it up + brings it to the dump

NEIGHBORHOOD IMPACT/NOTIFICATION

Will there be noise impacts?

Yes No

If so, will there be amplified music?

Yes No

Will there be light impacts?

Yes No

Have neighbors been notified?

Yes No PRBA notified

STRUCTURES/SAFETY

Tents or canopies?

Yes No

If yes, please describe:

2-10x10 tents to cover Partnership table + sponsor

Stage or other structures?

Yes No

If yes, please describe:

Fireworks or open flame?

Yes No

If yes, please describe:

UTILITIES

Water access needed?

Yes No

If yes, please describe:

Electricity needed?

Yes No

If yes, please describe:

WiFi access needed?

Yes No

If yes, indicate number of users:

PROMOTION

Banner permission requested?

Yes No

If so, indicate location and dates:

over Westchester Ave in town ^{before} ~~on~~ dates of events

Other signage?

Yes No

(Week 8)

If so, please describe:

Lawn signs picked up day after

TOWN RESOURCES

Town bus needed?

Yes No

If so, please indicate time period:

Barricades or cones needed?

Yes No

If so, please specify:

Parking spots in front of Market Square

Other town-owned property needed?

Yes No

If so, please specify:

May apply for ^{village green} new town park, not yet

OUTSIDE RESOURCES

Outside bus transportation?

Yes No

If so, please describe:

Outside parking assistance? Yes No
 If so, please describe: _____

Other outside resources? Yes No
 If so, please describe: _____

SUPPORTING DOCUMENTS

Please indicate which supporting documents you are providing, including review forms being submitted directly by the reviewers.

MAPS/PLANS

<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	Event map (may incorporate parking/traffic plan)
<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	Parking/traffic plan (may be separate from event map)
<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	Weather plan
<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	Vendor List (and applicable licenses or permits) <i>will book vendors after approval (food trucks)</i>

REVIEW FORMS

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Police Department review form
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Highway Department review form
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Maintenance Department review form
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Building Department review form
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Recreation Department review form
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Fire Department review form
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	EMS review form
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Other review form

LEGAL DOCUMENTS

<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	Insurance certificate(s) <i>will have after trucks are booked</i>
<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) <i>Will have after-tracks and booked</i>
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	OTHER (specify):

DEPOSITS/FEES

Damage deposit paid (indicate amount):

Waiver requested: Yes No

Application fee paid (indicate amount):

Waiver requested: Yes No

ENDORSEMENT

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

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

Tanja Vogel (signature) 2/20/24 (date)

Tanja Vogel (printed name)



SPECIAL EVENT SITE PLAN

EVENT

Food truck Fridays and more

DATE:

May 17, June 21, July 19, Aug 23, Sept. 13
~~May 19, June 16, July 21, Aug 18, Sept 15~~

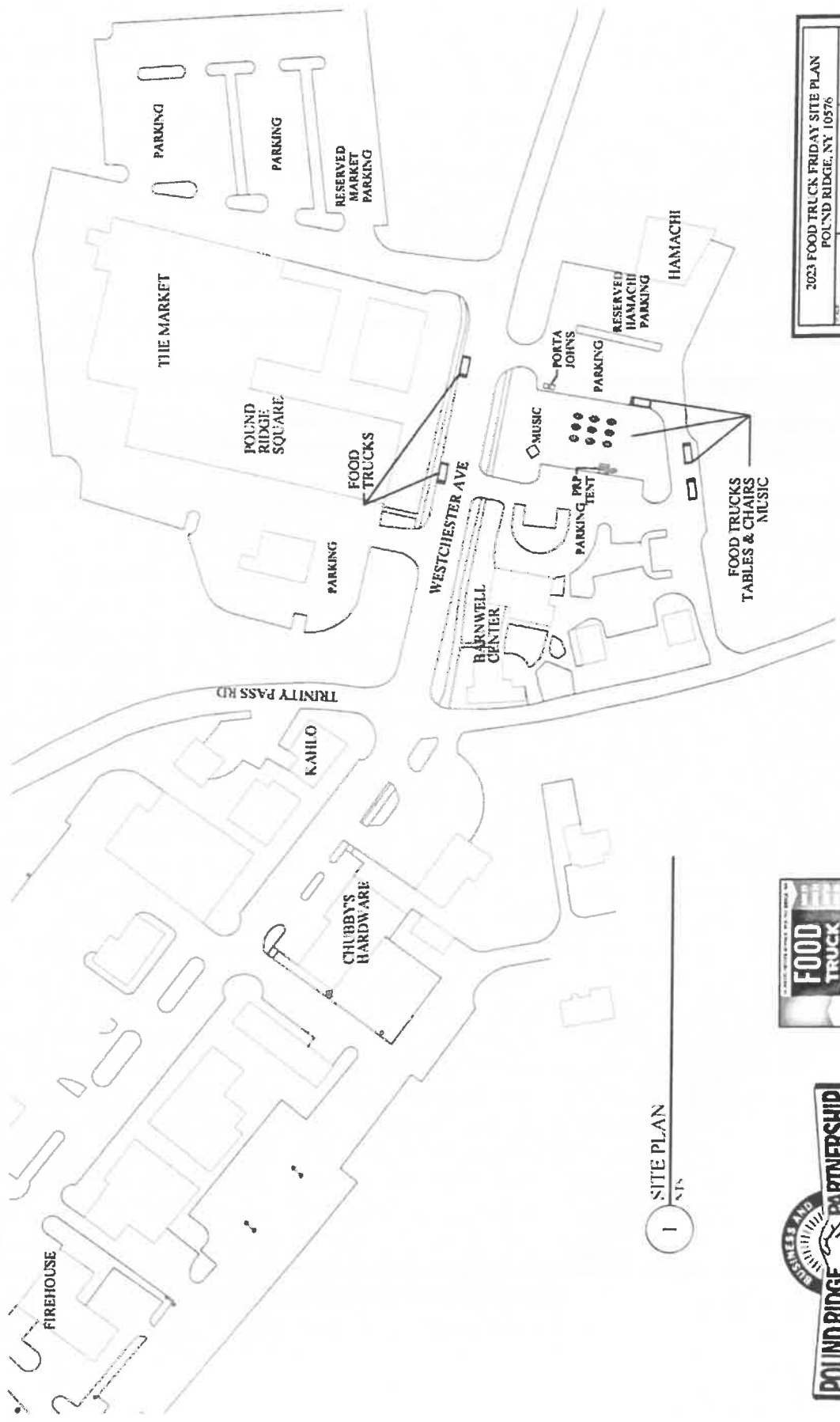
The site plan (sketch below or attach separately) should include locations of the following if applicable:

Stages/tents	Portable toilets	Attendee parking*	Parking payment area*
Power/water sources	Accessible toilets	Accessible parking*	Bus routes/stops*
Vendors/Rides	Medical aid locations	Vendor parking*	Road closures*
Alcohol sales/service	Entrances/exits	Volunteer parking*	Traffic patterns*
Admission sales area	Pedestrian pathways		

*may be indicated on a separate traffic/parking plan

See attached

(adopted 04.12.2022)



1 SITE PLAN



2023 FOOD TRUCK FRIDAY SITE PLAN	
POUND RIDGE, NY 10576	
NY	
1247031	
SITE PLAN	
9 WESTCHESTER AVE, POUND RIDGE, NY	SP 1

Dates 2023 May 19, June 11, July 19, August 23, Sept. 13



SPECIAL EVENT TRAFFIC/PARKING PLAN

EVENT : Food Truck Fridays DATE: _____

The traffic/parking plan (sketch below or attach separately) 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

See attached

(adopted 04.12.2022)



SPECIAL EVENT VENDOR LIST

EVENT : Food Truck Fridays and more DATE: 5/17, 6/24, 7/19, 8/23, 9/13
will provide after approval of dates

Number of food/beverage vendors:

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

Number of non-food vendors:

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

Number of alcoholic beverage vendors/servers:

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

(adopted 04.12.2022)



SPECIAL EVENT WEATHER PLAN

EVENT : Food Truck Fridays DATE: 2/30/24

WEATHER CONTACT: JAMES BEST ~~CELL~~ 914-391-8182
TANJA VOGEL ~~PHONE~~ 914-629-4381
MELISSA KAMEN ~~:~~ 914-420-1673

Please describe your weather plan, indicating how decisions regarding event postponement and cancellation will be made and how you will respond if sudden severe weather conditions develop while the event is in progress.

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

EVENT POSTPONEMENT / CANCELLATION WILL BE MADE
BY 3PM DAY OF EVENT AND COMMUNICATED
VIA EMAIL, SOCIAL MEDIA, WORD OF MOUTH

SUDDEN / SEVERE WEATHER CONDITIONS DEVELOPED
DURING EVENT - SAFE PLACES ARE VEHICLES AND
COVER AT MARKET SQUARE. TENTS FOR RAIN W/ NO
THUNDER / LIGHTNING.

APPLICATION REVIEW SUMMARY – 2024 Food Truck Fridays

APPROVAL	DEPARTMENT	CONDITIONS/COMMENTS	TOWN RESOURCES	COSTS
Approved	Police	<ul style="list-style-type: none"> Officers will be assigned as in past years. 	As in past years	As budgeted
Approved	Building	<ul style="list-style-type: none"> Trucks must be inspected and approved locally prior to event 	N/A	N/A
Approved	Maintenance	<ul style="list-style-type: none"> Applicant will pay for Maintenance staff to remove garbage. 	N/A	N/A

MEMORANDUM

To: Town Board
From: Josh Batchelder
Date: March 12, 2024
Re: Seasonal Special Use Permit Applications

Attached are four Seasonal Special Use Permits for the following:

1. Asia Hamachi
2. La Familia (Hours 10am-10pm)
3. Di Nardo's Restaurant
4. North Star Restaurant (Hours 5pm-10pm)
5. The Inn

Submitting for approval at the next Town Board meeting.

Town of Pound Ridge – Seasonal Special Use Permit Application

To: Town Board – Town of Pound Ridge

Application is hereby made to the Town Board for the issuance of a Seasonal Special Use Permit pursuant to Chapter 113, Article VIII of the Zoning Code of the Town of Pound Ridge, entitled Special Permit Standards, for the following use (Please describe below):

Applicant's Name: NorthStar restaurant David schlack

Applicant's Address: 85 westchester Ave

Applicant's Telephone Number: 914-764-0200

Please check one: Owner Lessee Agent

Business Name: NorthStar restaurant


Business Address: _____

Business Telephone Number: _____

Town Tax Map Property Location: Section _____ Block _____ Lot # _____

With respect to the Seasonal Special Use Permit as described please respond to the following: If you are a lessee, has the property owner been apprised of your request?

- Yes (Attach property owner's letter of approval.) 0 No
- Will the use be seasonal?
 - Yes (Month(s)? may - OCT Hour(s)? 5-10 No
- Will equipment, furniture or materials of any kind, not normal to the present operation, be required?
 - Yes No
 - How many chairs or seating would you have? 20
- Will there be a noise or light factor that may impact neighboring properties?
 - Yes No
- If the operation is located in the Business District, will existing parking be adequate?
 - Yes No

Applicant's Signature/Date:  2-27-24

Special Permit is: DENIED GRANTED

TOWN BOARD APPROVAL-PERMIT

Effective: _____ Expiration: _____

Chapter 113, Article VIII of the Zoning Code of the Town of Pound Ridge, entitled Special Permit Standards, for the following use (Please describe below):

We usually don't offer outdoor dining. But we place a table with three chairs outside the restaurant for customers who are waiting for food.

Applicant's Name: Yu Yuan
Applicant's Address: 54 Westchester Ave, Pound Ridge, N.Y. 10576
Applicant's Telephone Number: 917 309 0522

Please check one: Owner Lessee Agent

Business Name: ASia Hamachi Restaurant
Business Address: 54 Westchester Ave, Pound Ridge, N.Y. 10576
Business Telephone Number: 914-764-8383

Town Tax Map Property Location: Section _____ Block _____ Lot # _____

With respect to the Seasonal Special Use Permit as described please respond to the following: If you are a lessee, has the property owner been apprised of your request?

Yes (Attach property owner's letter of approval.) No
The table outside the restaurant has been there for more than 10 years.

• Will the use be seasonal?
 Yes (Month(s)? _____ Hour(s)? _____) No

• Will equipment, furniture or materials of any kind, not normal to the present operation, be required?
 Yes No
How many chairs or seating would you have? 3

• Will there be a noise or light factor that may impact neighboring properties?
 Yes No

• If the operation is located in the Business District, will existing parking be adequate?
 Yes No

Applicant's Signature/Date:  3/7/24

Special Permit is: DENIED GRANTED

Town of Pound Ridge – Seasonal Special Use Permit Application

To: Town Board – Town of Pound Ridge

Application is hereby made to the Town Board for the issuance of a Seasonal Special Use Permit pursuant to Chapter 113, Article VIII of the Zoning Code of the Town of Pound Ridge, entitled Special Permit Standards, for the following use (Please describe below):

Applicant's Name: Mirash Vataj

Applicant's Address: 69 Westchester Ave Pound Ridge NY 10576

Applicant's Telephone Number:

Please check one: Owner Lessee Agent 914-906-1084

Business Name:

La Familia Pizza

Business Address: 69 Westchester Ave Pound Ridge Ny 10576

Business Telephone Number: 914-764-4500

Town Tax Map Property Location: Section _____ Block _____ Lot # _____

With respect to the Seasonal Special Use Permit as described please respond to the following: If you are a lessee, has the property owner been apprised of your request?

Yes (Attach property owner's letter of approval.) No

• Will the use be seasonal?

Yes (Month(s)? 6 Hour(s)? 10am-10pm) No

• Will equipment, furniture or materials of any kind, not normal to the present operation, be required?

Yes No

How many chairs or seating would you have? 2 tables 8 chairs

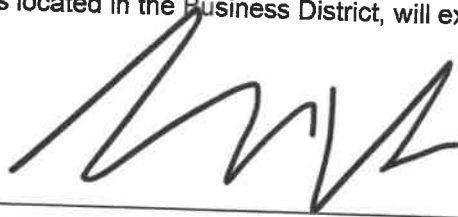
• Will there be a noise or light factor that may impact neighboring properties?

Yes No

• If the operation is located in the Business District, will existing parking be adequate?

Yes No

Applicant's Signature/Date:

 2/16/24

Special Permit is: DENIED GRANTED

TOWN BOARD APPROVAL-PERMIT

Effective: _____ **Expiration:** _____

Town of Pound Ridge - Seasonal Special Use Permit Application

To: Town Board - Town of Pound Ridge

Application is hereby made to the Town Board for the issuance of a Seasonal Special Use Permit pursuant to Chapter 113, Article VIII of the Zoning Code of the Town of Pound Ridge, entitled Special Permit Standards, for the following use (Please describe below):

Seasonal outdoor dining on patio

Applicant's Name: Frank Salmi

Applicant's Address: 81 Dogwood Lane Irvington, NY 10533

Applicant's Telephone Number: 914 764 4024

Please check one: Owner Lessee Agent

Business Name: Di Nardo's Restaurant

Business Address: 70 Westchester Ave Pound Ridge, NY 10576

Business Telephone Number: 914 764 4024

Town Tax Map Property Location: Section 9370 Block 60 Lot 60

With respect to the Seasonal Special Use Permit as described please respond to the following: if you are a lessee, has the property owner been apprised of your request?

- Yes (Attach property owner's letter of approval.) No NA ✓
- Will the use be seasonal?
 Yes (Months?) May - October Hours? 11-9:00 pm No
- Will equipment, furniture or materials of any kind, not normal to the present operation, be required?
 Yes No
 How many chairs or seating would you have? 28 seats total - 8 tables
- Will there be a noise or light factor that may impact neighboring properties?
 Yes No
- If the operation is located in the Business District, will existing parking be adequate?
 Yes No

Applicant's Signature: Frank Salmi 2/16/24

Special Permit is: DENIED GRANTED

TOWN BOARD APPROVAL-PERMIT

Effective: _____ Expiration: _____

Town of Pound Ridge – Seasonal Special Use Permit Application


To: Town Board – Town of Pound Ridge

Application is hereby made to the Town Board for the issuance of a Seasonal Special Use Permit pursuant to Chapter 113, Article VIII of the Zoning Code of the Town of Pound Ridge, entitled Special Permit Standards, for the following use (Please describe below):

Applicant's Name: Jean-Georges Management LLC
Applicant's Address: 111 Prince Street 2nd Floor NY, NY 10012
Applicant's Telephone Number: (212) 358-0688
Please check one: Owner Lessee Agent
Business Name: The Inn at Pound Ridge by Jean-Georges
Business Address: 258 Westchester Avenue Pound Ridge NY, 10576
Business Telephone Number: (914) 764-1400
Town Tax Map Property Location: Section _____ Block _____ Lot # _____

With respect to the Seasonal Special Use Permit as described please respond to the following: If you are a lessee, has the property owner been apprised of your request?

- Yes (Attach property owner's letter of approval.) 0 No
- Will the use be seasonal?
 Yes (Month(s)? 5 Hour(s)? _____ No
- Will equipment, furniture or materials of any kind, not normal to the present operation, be required?
 Yes 0 No
How many chairs or seating would you have? 36
- Will there be a noise or light factor that may impact neighboring properties?
 Yes 0 No
- If the operation is located in the Business District, will existing parking be adequate?
 Yes 0 No

Applicant's Signature/Date:  3/14/24

Special Permit is: DENIED GRANTED

TOWN BOARD APPROVAL-PERMIT

Effective: _____ Expiration: _____

KKPR, LLC
260 West Road
New Canaan, CT 06840

~~3/13/2024~~
To Whom It May Concern,

Please note that my tenant Jean-Georges of Pound Ridge, LLC, at 258 Westchester Avenue in Pound Ridge, New York (leased dated July 15th 2011 through January 15th, 2027) is permitted to use the outdoor dining area located on property.

Please let me know if you have any questions.

Thank you.



Kathleen Tropin
KKPR, LLC

3/13/2024

Date

MEMORANDUM

To: Town Board
From: Erin Trostle
Cc: Terri Pike, Jonah Maddock
Date: March 14, 2024
Re: 2024 and 2025 Flower Basket Watering

I recently sought quotes for daily watering of Business District flower baskets for the 2024 and 2025 seasons (twenty weeks each year) from three vendors. Only Hudson Landscaping, the vendor that provided those services in 2023, responded. The quote (\$21,500/year) is attached. Please note that the amount quoted is unchanged from 2023. I respectfully recommend awarding the contract to Hudson Landscaping.

ET

**MINUTES OF THE MEETING OF THE TOWN BOARD
TOWN OF POUND RIDGE
POUND RIDGE, NEW YORK
JANUARY 10, 2023**

RESOLUTION 28-23

Board Action: Motion by Councilperson Paschkes, seconded by Councilperson Briggs, all voting aye, on the following:

RESOLVED, that the Town Board hereby awards the bid for flower basket maintenance in the business district for the 2023 season to Pound Ridge Nursery at a total cost of \$21,500.00.

2. Approval for bid award for 2023-24 electrical services

RESOLUTION 29-23

Board Action: Motion by Councilperson Briggs, seconded by Councilperson Paschkes, all voting aye, on the following:

RESOLVED, that the Town hereby awards the 2023-24 bid for electrical services to NK Electric at the following rates:

<u>Labor rates</u>	<u>Material markup</u>
one worker: \$189 for first half hour	10%
\$130 for each additional hour or part thereof	
two workers: \$289/first hour	
\$220/ each additional hour	

C. Receiver of Taxes – Approval for increased returned check fee

RESOLUTION 30-23

Board Action: Motion by Councilperson Briggs, seconded by Councilperson Brand, all voting aye, on the following:

RESOLVED, that the Town Board hereby authorizes that the returned check fee be increased to \$20.00.



Westchester County License #WC-13703-H03
NYS DEC Reg. # 13148
CT DCP Registration No.: HIC.0615140
Tel: (914) 923-9107
Fax: (914) 762-2481
www.hudsonlandscapes.com

6 Pound Ridge Road
Pound Ridge, NY 10576

Proposal

Work to be performed for:
The Town of Pound Ridge
179 Westchester Ave.
Pound Ridge NY 10576

Proposed Services for the 2024-2025 Seasons:

Hudson Landscape Contractors & Tree Care Specialists, Inc. ("Contractor") will provide the following Landscape Services:

Scope of work: "Landscape Services – Maintenance of Hanging Plants"

- I. Daily / Weekly Maintenance of Hanging Plants
- Supply all labor to hand-water seventy-four (74) hanging plants which will be located on the thirty- seven (37) lamp posts located on Westchester Avenue
 - Perform this service daily from mid-May through the end of September (approximately 20 weeks).
 - All material will be inspected daily for health and vigor. Proper authorities will be notified if plant material needs extra care.
 - All equipment and materials (plants, flower pots, etc.) will be supplied to contractor by municipality.

Total Cost: \$22,150.00 per season

Please note "Exclusions from Total Cost" listed below.

Work Schedule:

Approximate/Estimated Start Date: **Mid-May 2024-2025**
Approximate/Estimated Completion Date: **September 30, 2024-2025**

Please note that the above dates are subject to and contingent upon weather conditions, availability of materials and supplies, change orders, strikes, accidents, fire, tornado or other natural hazards, soil conditions or natural conditions not specified herein and beyond the knowledge of the Contractor, or any other delays beyond the control of the Contractor.

Payment Terms:

Fixed Monthly Payments:

The total cost of services for the 2024 season will be **\$22,150.00** and divided into five (5) equal installments of **\$4,430.00** billed monthly.

The total cost of services for the 2025 season will be **\$22,150.00** and divided into five (5) equal installments of **\$4,430.00** billed monthly.

Any additional work requested by the Proper Authorities will be invoiced separately on a time and material basis.

5 Installments of \$ 4,430.00 from May 1, 2024 through September 30, 2024
5 Installments of \$ 4,430.00 from May 1, 2025 through September 30, 2025

Exclusions from Total Cost:

****The following contract exclusions will be charged accordingly if required:**

1. Additional care (other than watering) or replacement of plant material
2. Price is subject to change if additional plant material is added to original scope proposed.
3. If services are required beyond the month of September, the Town of Pound Ridge will be charged additionally at the rate of \$65.00/man per hour, plus the cost of any additional materials used to maintain hanging baskets

Please note "Exclusions from Total Cost" listed below.

Work Schedule:

Approximate/Estimated Start Date: **May 2024**

Approximate/Estimated Completion Date: **September 2024**

Please note that the above dates are subject to and contingent upon weather conditions, availability of materials and supplies, change orders, strikes, accidents, fire, tornado or other natural hazards, soil conditions or natural conditions not specified herein and beyond the knowledge of the Contractor, or any other delays beyond the control of the Contractor.

Payment Schedule:

1. Payment is due in full upon completion of all services and receipt of invoice.
2. All payments are due in the form of either a Bank Check or a Personal Check made out to "Hudson Landscape Contractors & Tree Care Specialists, Inc.". Credit Card payments are not allowed as a form of payment for project work.

Exclusions from Total Cost:

****The following contract exclusions will be charged accordingly if required:**

4. Engineering services required by client for overview of any and all stages of work;
5. Stake outs, surveys, shop drawings, "as-built", soil testing and benchmarks to be performed by others.
6. Excavation or grinding of any resulting stumps, are not included in this proposal.
7. Underground mark outs are to be done by others. Contractor is not responsible for damaging any underground utilities or existing burials of any kind (dog fencing, irrigation, cable, telephone, cable lines, gas, electric, and water lines).
8. Obtaining building permits and any permit fees in order to perform all phases of project, are to be paid by property owner, and are not included in estimate.

STANDARD TERMS AND CONDITIONS

1. **AGREEMENT** – This Agreement between Hudson Landscape Contractors & Tree Care Specialists, Inc. (“Hudson”) and the Client identified herein, consisting of the Proposal to which these Standard Terms and Conditions (“Terms”) are annexed, constitutes the entire understanding between the parties with respect to the services described in the Proposal (“Services”). Any waiver modification or amendment of this Agreement shall be effective only if in writing and signed by an authorized representative of Hudson. If any portion of this Agreement is held invalid or unenforceable, any remaining portion shall continue in full force and effect. Nothing herein shall be construed to give any rights or benefits hereunder to anyone other than Client or Hudson.
2. **TERMINATION** – Hudson may terminate this Agreement for nonpayment by giving Client five (5) days’ written notice and opportunity to cure. Either party may terminate this Agreement for material breach following ten (10) days’ written notice and opportunity to cure. Termination of this Agreement for any reason shall not affect or minimize the respective rights, obligations and limitations of liability contained herein. The construction, interpretation and performance of this Agreement and all transactions relating thereto, shall be governed by the laws of the State of New York.
3. **CHANGES** – This Agreement may be modified only with the mutual consent of both parties. All changes must be made in writing and must be signed by the Client and Hudson. Hudson shall be entitled to additional compensation for work in the event that Hudson experiences any increases in costs due to changes in the Services, or for additional work requested by Client, or changes in the manner or method of the Services, due to changes in schedule or circumstances not solely caused by Hudson, or due to unknown Site conditions. Hudson shall be compensated for all such additional work either (1) as previously agreed in writing by the parties; or (2) on a time and materials basis in accordance with Hudson’s then current standard rates.
4. **ACCESS** - Client grants or shall obtain for Hudson and its subcontractors, authority to enter the property upon which Hudson’s Services are to be performed (“Site”), at Client’s sole expense.
5. **CLIENT INFORMATION** – Client must provide Hudson with all available information pertinent to the project including, without limitation, surveys, wetlands studies and utility locations, and/or any other information necessary to complete the Services. Client understands that Hudson is relying upon the completeness and accuracy of information supplied to it by Client in connection with the Services without independent verification. Client agrees to advise Hudson of the existence of any hazardous substances, wastes or conditions affecting the Site or the Services.
6. **INSURANCE COVERAGE** – For purposes of performing the Services, Hudson shall maintain Workers Compensation insurance in accordance with requirements of the state in which the Services are being performed, Commercial General Liability insurance with a combined single limit of \$1,000,000 per occurrence and \$2,000,000 in the aggregate for bodily injury and property damage, Automobile Liability insurance including owned and hired vehicles with a combined single limit of \$1,000,000 per occurrence for bodily injury and property damage.
7. **INDEMNITY BY HUDSON** – Hudson shall indemnify, defend and hold harmless Client against claims, demands and causes of action of third parties (including reasonable attorneys’ fees and costs of defense) for personal injury, disease or death, and damage of property arising during the performance of the Services to the extent caused by the negligence or willful misconduct of Hudson. Hudson’s aggregate liability under the above indemnity shall not exceed the recoveries under the types and limits of insurance set forth in these Terms.
8. **REMEDIES** – Neither party, nor their parent, affiliate or subsidiary, nor the officers, directors, agents, employees or contractors of any of the foregoing, shall be liable to the other in any action or claim for incidental, indirect, special, collateral, consequential, exemplary or punitive damages arising out of or related to the Services, including without limitation, loss of profits, loss of opportunity, loss of production, or loss of use. Any protection or limitation against liability for any losses or damages afforded any individual or entity by these General Conditions shall apply whether the action in which recovery of damages is sought is based upon contract, tort (including, to the greatest extent permitted by law the sole, concurrent or other negligence, whether active or passive, and strict liability of any protected individual or entity), statute or otherwise. To the extent permitted by law, any statutory remedies inconsistent with these terms are waived.

9. **ENVIRONMENTAL CONDITIONS** – Client shall provide (or cause the Site owner to provide) Hudson with the identity and location of all subsurface facilities and obstructions on the Site. Client agrees to waive any claims against Hudson and to indemnify, defend and hold Hudson harmless from any claims, demands or causes of action for damages to subsurface facilities or obstructions that are not accurately identified or located by Client or others. Client assumes responsibility for air, subsurface and/or ground pollution and environmental impairment from toxic substances or hazardous materials existing at the Site and shall indemnify and defend Hudson from any claims, demands and causes of action of third parties related thereto, except where such claims, demands and causes of action are caused by the sole negligence or willful misconduct of Hudson.
10. **PERMITS** – Client shall be solely responsible for obtaining all permits and authorizations necessary to allow Hudson to perform the Services.
11. **INDEPENDENT CONTRACTOR** – All of Hudson's Services will be performed as an independent contractor.
12. **SUBCONTRACTORS** – Hudson may use one or more subcontractors, as necessary, to perform the Services or otherwise assign this Agreement without any further authorization from Client. Hudson shall require of its subcontractors the same types and limits of insurance and indemnifications as required in these Terms.
13. **FORCE MAJEURE** – Hudson shall have no liability for any failure to perform or delay in performance of the Services caused by circumstances beyond its reasonable control including, but not limited to, strikes, riots, wars, floods, fires, explosion, acts of nature, acts of government, labor disturbances, delays in transportation or inability to obtain material or equipment.
14. **PLANT WARRANTY** - All newly installed plant material will be guaranteed for one (1) year as of date of installation (less any animal damage of any kind, fungal or insect infestations (such as Boxwood blight, black spot, Aphids, etc., or acts of vandalism or negligence by others). This warranty does not apply to perennials, grasses, annuals, or sod/seed lawns. Relocated plant material and discounted plant material carries no warranty or guarantees.
15. **LIMITATION OF LIABILITY** – Except as provided in these Terms and to the greatest extent permitted by law, Client agrees that Hudson's aggregate liability to Client and others for any and all injuries, claims, demands, losses, expenses or damages, of whatever kind or character, arising out of or in any way related to the Services, shall be to the greater of the total amount of compensation received by Hudson hereunder or the amount recovered from any and all sources of insurance and other third parties. The parties agree that in any dispute arising out of the Services, they will make a good faith efforts to resolve the matter without litigation. Pending the outcome of such dispute resolution, both parties shall take immediate steps to mitigate any damages. Until such time as the dispute is resolved, Hudson reserves the right to suspend its Services and to notify Client of such in a timely manner.
16. **INVOICING AND PAYMENT** – If the Proposal does not include payment terms, then invoices will be issued periodically. Copies of supporting documentation will be provided upon Client's request. Payments are due at the address appearing on the invoice within ten (10) days of each invoice date and Hudson shall be entitled to apply a service fee of 1.5% per month (which equates to 18% per year) to balances beyond 30 days and to collect any fees and costs associated with collection of unpaid balances, including but not limited to reasonable attorneys' fees and costs. If there is a disputed amount on an invoice, Client agrees to pay all undisputed amounts in the ten (10) day period. Any outstanding balance greater than sixty (60) days shall void any and all express warranties or guarantees (the parties acknowledging that there are no warranties or guaranteed implied in these Terms or the Proposal).
17. **ESTIMATE OF COSTS AND SCHEDULES** – If the Proposal contains an estimate of costs or schedule, same are for Client's budget and planning assistance only. Cost and schedule estimates are based on Hudson's best judgment of the requirements known at the time of the Proposal and can be influenced favorably or adversely by Client needs, Site conditions, and other circumstances. Hudson will endeavor to perform the Services and accomplish the objectives within the estimated costs and schedule, but in no event shall Hudson's estimate be interpreted as a not-to-exceed or fixed price.

18. **NEW YORK MECHANIC'S LIENS: FOR WORK PERFORMED IN THE STATE OF NEW YORK ONLY:** ANY CONTRACTOR, SUBCONTRACTOR, OR MATERIAL SUPPLIER WHO PROVIDES HOME IMPROVEMENT GOODS OR SERVICES PURSUANT TO YOUR HOME IMPROVEMENT CONTRACT AND WHO IS NOT PAID MAY HAVE A VALID LEGAL CLAIM AGAINST YOUR PROPERTY KNOWN AS A MECHANIC'S LIEN. ANY MECHANIC'S LIEN FILED AGAINST YOUR PROPERTY MAY BE DISCHARGED. PAYMENT OF THE AGREED-UPON PRICE UNDER THE HOME IMPROVEMENT CONTRACT PRIOR TO FILING OF A MECHANIC'S LIEN MAY INVALIDATE SUCH LIEN. THE OWNER MAY CONTACT AN ATTORNEY TO DETERMINE HIS OR HER RIGHTS TO DISCHARGE A MECHANIC'S LIEN.

19. **NEW YORK LIEN LAW: FOR WORK PERFORMED IN THE STATE OF NEW YORK ONLY:** HUDSON IS LEGALLY REQUIRED TO DEPOSIT ALL PAYMENTS RECEIVED PRIOR TO COMPLETION IN ACCORDANCE WITH SECTION 71-A(4) OF THE LIEN LAW OF THE STATE OF NEW YORK AND THAT, IN LIEU OF SUCH DEPOSIT, CONTRACTOR MAY POST A BOND, CONTRACT OF INDEMNITY OR IRREVOCABLE LETTER OF CREDIT WITH CLIENT GUARANTEEING THE RETURN OR PROPER APPLICATION OF SUCH PAYMENTS TO THE PURPOSES HEREOF.

John R. Gualtiere
John Gualtiere, President

Agent for: Town of Pound Ridge, NY

MEMORANDUM

To: Town Board
From: Erin Trostle
Cc: Jonah Maddock
Date: March 14, 2024
Re: 2024 Re-bid of plumbing services

Per the Town Board's instructions, I re-bid the contract for plumbing services through the remainder of the calendar year. Notice of the bid opening was posted to the website and to the notice board in front of the Town House and was published in the Journal-News.

We received only one timely complete bid, from Better Water Well Systems, the vendor that holds the current contract. The rates specified in the bid have increased only slightly, and the increase corresponds to the increase in the prevailing wage. I respectfully recommend awarding the bid to Better Water Well Systems.

Town of Pound Ridge

Office of the Town Clerk



PUBLIC NOTICE

RE-BID OF PLUMBING SERVICES CONTRACT

NOTICE IS HEREBY GIVEN that the Town of Pound Ridge seeks bids for March 19, 2024 through December 31, 2024 for the following:

General plumbing repairs, maintenance, and services

Bid submissions should include the following:

- hourly labor rates for journeyman and helper
- material markup
- statement of non-collusion
- proof of insurance

Successful bidders will have all appropriate licenses, certifications, and insurance. If labor rates will change depending on the time of day or the day of the week, or if labor rates will be impacted by changes in the prevailing wage, the bid must so specify. The Town reserves the right to supply materials in cases where it deems that to be appropriate.

Please mail or deliver sealed bids to the office of the Town Clerk at 179 Westchester Avenue, Pound Ridge, NY 10576. Bids will be opened publicly at noon on Friday, March 8, 2024.

BY ORDER OF THE TOWN BOARD
TOWN OF POUND RIDGE
ERIN TROSTLE, TOWN CLERK

Dated at Pound Ridge, New York
February 8, 2024

**MINUTES OF THE MEETING OF THE TOWN BOARD
TOWN OF POUND RIDGE
POUND RIDGE, NEW YORK
MAY 2, 2023**

F. Town Board

1. Approval for a contribution to fund Pound Ridge Land Conservancy internships

RESOLUTION 117-23

Board Action: Motion by Councilperson Boak, seconded by Councilperson Paschkes, all voting aye on the following:

RESOLVED, that the Town Board hereby authorizes a contribution of \$1,000.00 to the Pound Ridge Land Conservancy to fund its 2023 summer internship program.

2. Approval for acceptance of sculpture donation

This matter was tabled and will be revisited at the May 9, 2023 Town Board meeting. Councilperson Brand suggested that it would be helpful to have a rendering that would show the proposed sculpture in context in the proposed location near the Police Department building.

G. Town Clerk

1. Approval for plumbing services bid award

RESOLUTION 118-23

Board Action: Motion by Councilperson Paschkes, seconded by Councilperson Boak, all voting aye on the following:

RESOLVED, that the Town Board hereby awards the 2023-24 bid for plumbing services to Better Water Wells LLC at the following rates:

<u>Labor</u>	<u>Material markup</u>
Regular rate: \$140.72/hour (8:00 am-4:00 pm weekdays)	40%
Overtime rate: \$227.32/hour (4:01 pm-8:59 am weekdays)	
Saturday rate: \$227.32/hour (12:01 am-11:59 pm)	
Sunday rate: \$270.62/hour (12:01 am-11:59 pm)	
Holiday rate: \$281.44/hour (12:01 am-11:59 pm)	

NON-COLLUSIVE BIDDING CERTIFICATION
Required by Section 139-D of the State Finance Law

By submission of this bid, bidder and each person signing on behalf of bidder certifies, and in the case of joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his/her knowledge and belief:

[1] The prices of this bid have been arrived at independently, without collusion, consultation, communication, or agreement, for the purposes of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

[2] Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and

[3] No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

A BID SHALL NOT BE CONSIDERED FOR AWARD NOR SHALL ANY AWARD BE MADE WHERE [1], [2], [3] ABOVE HAVE NOT BEEN COMPLIED WITH; PROVIDED HOWEVER, THAT IF IN ANY CASE THE BIDDER(S) CANNOT MAKE THE FORGOING CERTIFICATION, THE BIDDER SHALL SO STATE AND SHALL FURNISH BELOW A SIGNED STATEMENT WHICH SETS FORTH IN DETAIL THE REASONS THEREFORE:

[AFFIX ADDENDUM TO THIS PAGE IF SPACE IS REQUIRED FOR STATEMENT.]

Subscribed to under penalty of perjury under the laws of the State of New York, this 1ST day of March, 2024 as the act and deed of said corporation of partnership.

IF BIDDER(S) (ARE) A PARTNERSHIP, COMPLETE THE FOLLOWING:

NAMES OF PARTNERS OR PRINCIPALS LEGAL RESIDENCE

IF BIDDER(S) (ARE) A CORPORATION, COMPLETE THE FOLLOWING:

NAMES

Steven Woodstead

President

Robert Woodstead

Secretary

Steven Woodstead

Treasurer

President

Secretary

Treasurer

LEGAL RESIDENCE

18 Birch Spring Rd, So. Salem, N.Y.

356 Allview Ave, Brewster, NY

Identifying Data:

Potential Contractor: BETTER WATER WELL SYSTEMS, INC.

Street Address: 348 Smith Ridge Road

City, Town, etc. South Salem, NY 10590

Telephone: 914-533-6814 Title: _____

Steven Woodstead, President

If applicable, Responsible Corporate Officer Name

President

Title

[Signature]

Signature

Joint or combined bids by companies or firms must be certified on behalf of each participant:

~~Legal name of person, firm or corporation~~

~~By _____
(Name)~~

~~_____~~
Title

~~_____~~
Street Address Street Address

~~_____~~
City and State City and State

~~Legal name of person, firm or corporation~~

~~By _____
(Name)~~

~~_____~~

~~_____~~

~~_____~~

Town of Pound Ridge: PLUMBING WORK 2024

We propose to furnish labor and materials for work described in the contract above in accordance with all of the provisions and stipulations contained in the terms, conditions and specifications for all site locations as noted in this bid. We understand that all rates must be in accordance with NYS Department of Labor Standards. Please note there is an increase annually on July 1 (occasionally also on December 31) in the New York State Prevailing wage rates and our hourly billing rates will increase in accordance with that percentage.

	Hourly Bid Rate
Regular Man Hours 8 AM to 4 PM	\$ <u>145.83</u>
Overtime Man Hours 4:01 PM to 7:59 AM	\$ <u>235.57</u>
Equipment During Regular Man Hours 8 AM to 4 PM	Hourly Bid Rate
Boom Truck	\$ 136.00
Mini Excavator - min. 4 hour	\$ 120.00
Skid Steer - min. 4 hour	\$ 120.00
400 Gallon Water Tank (filled)	\$ 415.00

Continued on Next Page

Town of Pound Ridge: PLUMBING WORK 2024

	Per Cent Bid
Per Cent Mark Up on Equipment & Materials Purchased by the Contractor	40 %

Additional Hourly Rates if Required

Saturday Rate: 12:01 AM to 11:59PM \$ 235.57

Sunday Rate: 12:01AMto11:59PM 280.44

Holiday Rate: 12:01 AM to 11:59 PM \$ 291.66

Print Name: Michelle M Woodstead

Date: 2/29/24

Signature: 

Title: Office Manager

Company Name: Better Water Well Systems, Inc.

Company Address: 348 Smith Ridge Road South Salem, NY 10590

Phone: 914.533.6814

Fax: 914.533.6451

Email: bwws@optonline.net

Better Water Well Systems, Inc.
348 Smith Ridge Road South Salem, New York 10590
p. 914.533.6814 f. 914.533.6451 e-mail: bwws@optonline.net

Emergency Contacts:

- Office Main Line: 914.533.6814 – 24/7

- Steven Woodstead, NYS Certified Water Operator, Licensed Well Driller/Pump Installer
 - h: 914.447.7431
 - c: 914.447.7431

- Bob Woodstead, NYS Certified Water Operator, Licensed Well Driller/Pump Installer
 - h: 914.621.7094
 - c: 914.621.7094

Better Water Well Systems, Inc.
348 Smith Ridge Road South Salem, New York 10590
p. 914.533.6814 f. 914.533.6451 e-mail: bwws@optonline.net

References:

- Katonah-Lewisboro School District
 - Contact: Michael Lavoie: 914.763.7242

- Lake Katonah Association
 - Paul Cifarelli: 914.589.0089

- Grace Farms Foundation:
 - William Stonebridge: 203.969.4449

BID FORM: PLUMBING WORK 2024

All Necessary work to accomplish the following, including but not limited to:

- Install and repair toilets and urinals.
- Repair waste lines.
- Install and repair sinks and basins.
- Install and repair faucets and flushometers.
- Change traps
- Repair vent lines
- Repair hot and cold-water lines.
- Repair, replace and maintain water pumps.
- Clear stoppages.
- Drain line maintenance and repair.
- Install/replace valves, including hot water heating system isolation valves.
- Removal of equipment and debris associated with the above listed work.
- Work shall be NAMP Standard Plumbing Code compliant.



**Workers'
Compensation
Board**

**CERTIFICATE OF
NYS WORKERS' COMPENSATION INSURANCE COVERAGE**

<p>1a. Legal Name and address of Insured (use street address only)</p> <p>BETTER WATER WELL SYSTEMS INC 348 SMITH RIDGE RD SOUTH SALEM NY 10590</p> <p><i>Work Location of Insured (Only required if coverage is specifically limited to certain locations in New York State, i.e. a Wrap-Up Policy)</i></p>	<p>1b. Business Telephone Number of Insured</p> <p>1c. NYS Unemployment Insurance Employer Registration Number of Insured</p> <p>1d. Federal Employer Identification Number of Insured or Social Security Number</p> <p>13-3663465</p>
<p>2. Name and Address of the Entity Requesting Proof of Coverage (Entity Being Listed as the Certificate Holder)</p> <p>TOWN OF POUND RIDGE 179 WESTCHESTER AVE POUND RIDGE NY 10576-1741</p>	<p>3a. Name of Insurance Carrier</p> <p>Hartford Fire Insurance Company 19682</p> <p>3b. Policy Number of Entity Listed in Box "1a":</p> <p>16 WEC DG6559</p> <p>3c. Policy effective period:</p> <p><u>07/08/2023</u> to <u>07/08/2024</u></p> <p>3d. The Proprietor, Partners or Executive Officers are</p> <p><input type="checkbox"/> Included. (Only check box if all partners/officers included)</p> <p><input checked="" type="checkbox"/> all excluded or certain partners/officers excluded.</p>

This certifies that the insurance carrier indicated above in box "3" insures the business referenced above in box "1a" for workers' compensation under the New York State Workers' Compensation Law. (To use this form, New York (NY) must be listed under **Item 3A** on the **INFORMATION PAGE** of the workers' compensation insurance policy). The Insurance Carrier or its licensed agent will send this Certificate of Insurance to the entity listed above as the certificate holder in box "2".

The insurance carrier must notify the above certificate holder and the Workers' Compensation Board within 10 days IF a policy is canceled due to nonpayment of premiums or within 30 days IF there are reasons other than nonpayment of premiums that cancel the policy or eliminate the insured from the coverage indicated on this Certificate. (These notices may be sent by regular mail.) **Otherwise, this Certificate is valid for one year after this form is approved by the insurance carrier or its licensed agent, or until the policy expiration date listed in box "3c", whichever is earlier.**

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policy listed, nor does it confer any rights or responsibilities beyond those contained in the referenced policy.

This certificate may be used as evidence of a Worker's Compensation contract of insurance only while the underlying policy is in effect.

Please Note: Upon cancellation of the workers' compensation policy indicated on this form, if the business continues to be named on a permit, license or contract issued by a certificate holder, the business must provide that certificate holder with a new Certificate of Workers' Compensation Coverage or other authorized proof that the business is complying with the mandatory coverage requirements of the New York State Workers' Compensation Law.

Under penalty of perjury, I certify that I am an authorized representative or licensed agent of the insurance carrier referenced above and that the named insured has the coverage as depicted on this form.

Approved by: Sara Seier
(print name of authorized representative or licensed agent of insurance carrier)

Approved by: Sara Seier 02/29/2024
(Signature) (Date)

Title: Operations Manager

Telephone Number of authorized representative or licensed agent of insurance carrier: (866) 467-8730

Please Note: Only insurance carriers and their licensed agents are authorized to issue Form C-105.2. Insurance brokers are NOT authorized to issue it.

Workers' Compensation Law

Section 57. Restriction on issue of permits and the entering into contracts unless compensation is secured.

1. The head of a state or municipal department, board, commission or office authorized or required by law to issue any permit for or in connection with any work involving the employment of employees in a hazardous employment defined by this chapter, and notwithstanding any general or special statute requiring or authorizing the issue of such permits, shall not issue such permit unless proof duly subscribed by an insurance carrier is produced in a form satisfactory to the chair, that compensation for all employees has been secured as provided by this chapter. Nothing herein, however, shall be construed as creating any liability on the part of such state or municipal department, board, commission or office to pay any compensation to any such employee if so employed.
2. The head of a state or municipal department, board, commission or office authorized or required by law to enter into any contract for or in connection with any work involving the employment of employees in a hazardous employment defined by this chapter, notwithstanding any general or special statute requiring or authorizing any such contract, shall not enter into any such contract unless proof duly subscribed by an insurance carrier is produced in a form satisfactory to the chair, that compensation for all employees has been secured as provided by this chapter.



THE HARTFORD
BUSINESS SERVICE CENTER
3600 WISEMAN BLVD
SAN ANTONIO TX 78251

February 29, 2024

TOWN OF POUND RIDGE
179 WESTCHESTER AVE
POUND RIDGE NY 10576-1741

Account Information:

Policy Holder Details :	BETTER WATER WELL SYSTEMS INC.
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Contact Us

Need Help?

Chat online or call us at
(866) 467-8730.

We're here Monday - Friday.

Enclosed please find a Certificate Of Insurance for the above referenced Policyholder. Please contact us if you have any questions or concerns.

Sincerely,
Your Hartford Service Team

Memo

To: Town Board
From: Drifa Segal
Date: 3/4/2024
Re: REFUND

Please authorize the Finance Director to refund the over-payment listed below.

See attached claim forms and documentation.

Overpayment:

10052-6.9	Anna Rabinowitz	\$.63
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CLAIM

TOWN OF POUND RIDGE
 POUND RIDGE NY 10576



PURCHASE ORDER NO.:
DATE: 3/4/2024

**CLAIMANT'S
 NAME
 AND
 ADDRESS**

ANNA RABINOWITZ
 MARTIN RABINOWITZ
 TACONIC INVESTMENT PARTNERS
 111 8TH AVE STE 1500
 NEW YORK, NY 10011
 Parcel: 10263-61
 2023 T/C bill 2239

VENDOR #:

APPROPRIATION	AMOUNT	VOUCHER #
	\$0.63	
TOTAL	\$2.40	

DATES	DESCRIPTION OF MATERIALS OR SERVICES	QUANTITY	UNIT PRICE	AMOUNT
3/3/2024	Overpayment of Town/County bill	1		\$0.63
	* Please see attached documentation			
	PLEASE INCLUDE COPY OF CLAIM FORM WITH REFUND CHECK			
			TOTAL	\$0.63

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.

_____ RECEIVER OF TAXES
 date signature title

SPACE BELOW FOR TOWN USE

DEPARTMENT APPROVAL	APPROVAL FOR PAYMENT
<p>The above services or materials were rendered or furnished to the town on the dates stated and the charges are correct.</p> <p>3/4/2024 date</p> <p style="text-align: center;"> authorized official</p>	<p>This claim is approved and ordered paid from the appropriations indicated above.</p> <p>_____ _____</p>

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

Bill No: 2022 09 28 District: 554600 Parcel ID: 10052-6.9- Bank Code:
 Owner: RABINOWITZ ANNA Location: DOGWOOD HILLS RD
 RABINOWITZ MARTIN Acct No: 23

View: Penalty Date:

Inst	Due Date	Purpose Desc	Type	Trans Date	Amount	N	
1	07/28/2023	2022 LIEN	DH	07/28/2023	5.14	*	Adj
1	07/28/2023	2022 LIEN	PAYMT	10/02/2023	-5.14		Adj
1	07/28/2023	INTERST	CHG	10/02/2023	.10		Adj
1	07/28/2023	INTERST	PAYMT	10/02/2023	-10		Adj
1	07/28/2023	2022 LIEN	VOID	10/02/2023	5.14	*	Adj
1	07/28/2023	INTERST	CHG	10/02/2023	-10		Adj
1	07/28/2023	INTERST	VOID	10/02/2023	.10		Adj
1	07/28/2023	2022 LIEN	PAYMT	10/02/2023	-5.14	*	Adj
1	07/28/2023	INTERST	CHG	10/02/2023	.15		Adj
1	07/28/2023	INTERST	PAYMT	10/02/2023	-15		Adj
1	07/28/2023	OVRPY	PAYMT	10/02/2023	-68		Adj
							Adj

Batch No:	M100223A
Rec/Ref No:	175773
Check/Ref No:	386
Post Tr No:	342996
Post Tr Seq:	8
Due Date Tot:	-68
Inst Total:	-68
Trans No:	269288
Trans Seq:	6

Bill Total:

Sort By: Suppress Zero Balance Due Dates

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