

**Town of Pound Ridge Highway Dept.**

**MEMO**

**Date: March 29, 2024**

**To: Town Board**

**From: Highway Dept.**

**Members of the Board,**

**This memo is to get your permission advertise and hire for 1 or 2 summer/flagger positions at the rate of \$16.00/hr. I have spoken with the finance department and the money is available.**

**Thanks, Vinnie Duffield**

**Highway Supt.**

# MEMO

**To:** Town Board  
**From:** Audrey Wilson  
**Date:** April 2, 2024  
**Re:** NYSAMCC, Inc. Annual Training Conference

Honorable Town Board Members,

I respectfully request approval to attend the 2024 Annual New York State Association Magistrates Court Clerks, Inc. Training Conference in Niagara Falls, New York from Sunday September 29, 2024-Wednesday October 2, 2024.

Judge Motola and Judge Brotmann, highly encourage I attend the Conference.

Registration for the Conference is \$100.00. Additionally the Room/Meal Package Rate is \$897.00.

Upon my return from the Conference I will submit a request for the total travel cost amount to the Town Board for approval.

Please see the attached Save The Date flyer.

## Conference Chairs Contact Information:

Marie Barbera-3rd Vice President: mbarbera@nycourts.gov

Gillian Koerner-Past President: gkoerner@nycourts.gov

NYSAMCC Contact Information: nysamcc@nycourts.gov

Mailing Address: PO Box 852, Troy, NY 12181

Thank you for considering my request.

Respectfully,

*Audrey Wilson*

Audrey Wilson



# **SAVE THE DATE!!**

## **2024 NYSAMCC Annual Training Conference**

**Sunday, September 29<sup>th</sup> –**

**Wednesday, October 2<sup>nd</sup>**

## **Sheraton Niagara Falls/Niagara Falls Convention Center**

Registration Fee: \$100.00 ~ Room/Meal Package Rate: \$897  
single/\$680 double

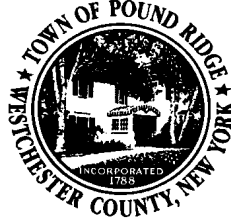
Registration will open in early June – NOW is the time  
to request funding from your Municipality!

Look for Registration and further Conference information in  
upcoming online Docket Newsletters/Newsflashes and email  
blasts!

# Town of Pound Ridge

Tel.: 914-764-5511

Fax: 914-764-0102



To: Town Board

From: Andrea Russo

Date: March 8, 2024

Re: Teen Travel Coach Bus Pricing

The Recreation Department is requesting approval to book and pay the cost for the coach bus trips. The company JTR came in with the lowest bid for each trip needed. This is within the budget. Please find below a list of dates, locations, and pricing for each coach bus trip.

1. July 11- Mets Game, Citi Field Queens NY, =\$1,685
2. July 12-Six Flags New England, =\$2,203.00
3. July 15-Urban Air Adventure Park, South Hackensack NJ, =\$1,706.00
4. July 22-Yankee Game vs. Rays, Bronx NY= \$1,685.00
5. July 25-Medieval Times, Layndhurst NY, =\$1,663.00
6. July 26-American Dream, East Rutherford NJ =\$1,706.00
7. July 31-Broadway Show "Back to the Future", New NY= \$1,750
8. August 2-Hershey Park, Hershey PA,=\$3,672.00

Sincerely,

Andrea Russo  
Supervisor of Recreation & Parks

## Andrea Russo

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**From:** Keira Albano <Keira.Albano@coachusa.com>  
**Sent:** Wednesday, February 14, 2024 12:09 PM  
**To:** Andrea Russo  
**Subject:** Re: Charter Quote Request -- Additional Information

Hi Andrea

Thank you for contacting Coach USA in our New Brunswick location for your busing needs. Below is a spreadsheet with a breakdown of the pricing for each quote.

Quote Number	Date of Trip	Price
2589	11-Jul	2,474.50
2590	12-Jul	3,260.00
2591	15-Jul	2,568.25
2592	22-Jul	2,444.50
2593	25-Jul	2,380.00
2594	26-Jul	2,348.75
2595	31-Jul	2,619.00
2596	2-Aug	5,655.25

Driver gratuity is not included in the above rate but may be added at your discretion and per your request. All our buses are 56 passengers and are equipped with dvd, wifi, outlets, lavatory, seat belts upon request and all are wheelchair accessible. If you require wheelchair accessibility, please indicate that to your salesperson at the time of booking. Please let me know if you need any additional information or would like to confirm or book. PLEASE BE ADVISED THAT THIS IS A QUOTATION ONLY and may change based on the final itinerary. All quotes are good for 30 days.

Please feel free to contact me should you have any questions.

I look forward to hearing from you

Keira Albano

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**From:** Andrea Russo <arusso@townofpoundridge.com>  
**Sent:** Monday, February 12, 2024 3:47 PM  
**To:** Keira Albano <Keira.Albano@coachusa.com>  
**Subject:** RE: Charter Quote Request -- Additional Information

**[EXTERNAL EMAIL]** This message was sent from someone outside of Coach. Please **DO NOT** click links or open attachments unless you recognize the sender or source of this email and know the content is safe.

Hi Keira,

## Andrea Russo

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**From:** Ray Mata <rmata@countycoach.com>  
**Sent:** Friday, February 9, 2024 6:24 AM  
**To:** Andrea Russo  
**Subject:** RE: Town of Pound Ridge

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

GOOD MORNING ANDREA,HOPING ALL IS WELL.UNFORTUNATELY WE ARE TOTALLY BOOKED THIS SUMMER.SORRY.HAVE A GREAT WEEKEND.RAY

---

**From:** Andrea Russo <arusso@townofpoundridge.com>  
**Sent:** Thursday, February 08, 2024 3:34 PM  
**To:** Ray Mata <rmata@countycoach.com>  
**Subject:** Town of Pound Ridge

Hi,

Please find attached a list of trips with addresses, times of pick and drop off. Looking to possibly receive a quote. Thank you.

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

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

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



Transportation

Red Carpet Coach Ltd.

192 Cottage Street Poughkeepsie, NY 12601

Phone: 845-483-0432

Fax: 845-473-0438

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

Charter # 66737

Date Printed: Monday, March 4, 2024

PO #:

Group Name:

Phone: 914-764-3987 Fax:

Salesperson: Ben Delventhal

Email: ben@seeyouonthebus.com

Cust Email: arusso@townofpoundridge.com

		Departure Time	Date	# Vehicles	Description	Total Capacity
Pickup	Pound Ridge Town Park 199 Westchest Ave Pound Ridge, NY	11:00am	07/11/24	1	56 Passenger Coach	56
Dropoff	Citi Field (Shea Stadium) Roosevelt Avenue Flushing, NY		07/11/24			56
Pickup	Citi Field (Shea Stadium) Roosevelt Avenue Flushing, NY		07/11/24			56
Dropoff	Pound Ridge Town Park 199 Westchest Ave Pound Ridge, NY	7:00pm	07/11/24			56

Your Charter Includes:	# Units	Cost/Unit	Total	Note
Already Quoted	1.00	1560.00	1560.00	
Driver Gratuity	1.00	125.00	125.00	

**Total Cost: \$ 1,685.00**

**is due: Jun 27, 24**

**Itinerary** Group is responsible for bus parking

Pickup 11:00am Pound Ridge Town Park

Going to Citi Field

Depart approx. 5:00pm - Return to Town Park

PLEASE SIGN BELOW TO ACKNOWLEDGE YOU HAVE READ THE INFORMATION ABOVE AND HAVE READ AND UNDERSTAND THE TERMS AND CONDITIONS ON THE ATTACHED SHEET.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**JTR Transportation  
Red Carpet Coach Ltd.  
Charter Service Terms and Conditions**

**Price & Payment:**

1. A deposit is due as outlined on page 1 of this contract.
2. Full payment is required 14 days before departure or as outlined on page 1 of this contract
3. All prices are based on the information provided when your reservation was made. This price is subject to change based on the actual service provided.
4. If the price of diesel increased by more than 10% between the booking date and the date of the charter, JTR may increase the price quoted an amount equal to the product of the increase over 10% and the estimated number of gallons to be used in the charter.

**Other Costs**

1. On overnight trips the customer will provide a single hotel room for each driver.
2. Any bus parking charges at your destination is your responsibility.
3. There will be a \$100.00 cleaning charge if the bus is returned excessively dirty
4. Any admission charges, required entrance fees or permits are additional.
5. Airport, Amtrak or Cruise Ship pick-ups include 1 hour of wait time. Additional charges will be billed at \$100.00 per hour.
6. Baseball games include 9 innings of regular play. Additional charges over 9 innings will be billed at \$100.00 per hour.
7. The cost of repairing damage resulting from acts of members of the chartering party shall be charged to the chartering party.

**Cancellation**

All cancellations must be received 14 days prior to your departure date to receive a full refund. A \$200.00 per bus per day charge will be incurred for all buses canceled with 14 days of your departure date. Any bus canceled 72 hours prior to departure date will be charged the full amount of the charter.

**Responsibility**

1. JTR Transportation will make every effort to maintain the schedule you request. However, JTR Transportation Corp. is not responsible for loss of time or late arrivals due to traffic conditions or inclement weather.
2. JTR Transportation reserves the right to lease equipment from other companies.
3. JTR Transportation cannot guarantee the assignment of requested drivers or coaches.
4. JTR Transportation is not responsible for items left on the bus.
5. JTR assumes no responsibility for personal property. Baggage and other personal property will be handled at the passengers own risk. Large suitcases and bags are not permitted in the passenger cabin of the bus. NO EXCEPTIONS.
6. Liability is limited to the cost of transportation only.

**Gratuity**

Unless stated on your confirmation gratuity for the driver is not included. Gratuity is at the discretion of the group but is typically based on the level of service received. Suggested gratuity is 7%-10% or \$1.00 - \$3.00 per person per day.

**Overnight Trips**

A detailed itinerary for overnight trips is required at least two weeks prior to the departure date. Price is subject to change based on the final itinerary.

**The following information is provided to insure that your planned trip is operated in accordance with all Federal, State and Company Rules**

**Alcohol:** is prohibited aboard JTR Transportation Buses.

**Coolers:** may be carried during your trip in the storage compartments under the coach. Your driver can arrange meal stops.

**Smoking:** is not allowed on the coach.

**Stops:** unscheduled stops are not allowed. If you wish to add any stops or side trips that were not originally on your itinerary when you booked the trip, please inform the driver before you depart so he can get any necessary approvals from the office.

**The Driver is** governed by many state and federal laws that cover the safe operation of the bus. These include limits on driving time and hours of service. For your own and your groups safety please do not ask your driver to break the law. The driver has final authority on the safe operation of the bus.

Please sign your original contract and enclose payment as noted. Keep one copy for your Records and return one copy with your payment. If paying by check make all checks payable to JTR Transportation Corp. and write the charter number on your check. A signed contract and/or deposit will confirm your reservation and acknowledge your acceptance of this agreement.

Initial \_\_\_\_\_ Date \_\_\_\_\_

Please initial here to indicate that you have read the terms and conditons on page 1 of this contract.





Red Carpet Coach Ltd.

192 Cottage Street Poughkeepsie, NY 12601

Phone: 845-483-0432

Fax: 845-473-0438

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

**Charter # 66738**

Date Printed: Monday, March 4, 2024

PO #:

Group Name:

Phone: 914-764-3987 Fax:

Salesperson: Ben Delventhal

Email: ben@seeyouonthebus.com

Cust Email: arusso@townofpoundridge.com

		Departure Time	Date	# Vehicles	Description	Total Capacity
Pickup	Pound Ridge Elementary School 7 Pound Ridge Road Pound Ridge, NY	8:00am	07/12/24	1	56 Passenger Coach	56
Dropoff	Six Flags New England 1623 Main Street (Route 159) Agawam,		07/12/24			56
Pickup	Six Flags New England 1623 Main Street (Route 159) Agawam,		07/12/24			56
Dropoff	Pound Ridge Elementary School 7 Pound Ridge Road Pound Ridge, NY	4:00pm	07/12/24			56

Your Charter Includes:	# Units	Cost/Unit	Total	Note
Already Quoted	1.00	2040.00	2040.00	
Driver Gratuity	1.00	163.00	163.00	
<b>Total Cost: \$</b>			<b>2,203.00</b>	<b>is due: Jun 28, 24</b>

**Itinerary** Group is responsible for bus parking

Pickup 8:00am Pound Ridge Elementary School

Going to Six Flags New England

Depart approx. 2:00pm - Return to Pound Ridge

PLEASE SIGN BELOW TO ACKNOWLEDGE YOU HAVE READ THE INFORMATION ABOVE AND HAVE READ AND UNDERSTAND THE TERMS AND CONDITIONS ON THE ATTACHED SHEET.

Signature \_\_\_\_\_

Date \_\_\_\_\_



Red Carpet Coach Ltd.

192 Cottage Street Poughkeepsie, NY 12601

Phone: 845-483-0432

Fax: 845-473-0438

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

**Charter # 66739**

Date Printed: Monday, March 4, 2024

PO #:

Group Name:

Phone: 914-764-3987 Fax:

Salesperson: Ben Delventhal

Email: ben@seeyouonthebus.com

Cust Email: arusso@townofpoundridge.com

		Departure Time	Date	# Vehicles	Description	Total Capacity
Pickup	Pound Ridge NY Pound Ridge, NY	8:45am	07/15/24	1	56 Passenger Coach	56
Dropoff	Hackensack, New Jersey Hackensack, NJ		07/15/24			56
Pickup	Hackensack, New Jersey Hackensack, NJ		07/15/24			56
Dropoff	Pound Ridge NY Pound Ridge, NY	2:30pm	07/15/24			56

Your Charter Includes:	# Units	Cost/Unit	Total	Note
Already Quoted	1.00	1580.00	1580.00	
Driver Gratuity	1.00	126.00	126.00	

**Total Cost: \$ 1,706.00**

**is due: Jul 1, 24**

**Itinerary:**

Pickup 8:45am Pound Ridge Elementary School

Going to Urban Air Adventure Park  
69 Wesley St | South Hackensack, NJ 07606

Depart approx. 1:00pm - Return to Pound Ridge Town Park

PLEASE SIGN BELOW TO ACKNOWLEDGE YOU HAVE READ THE INFORMATION ABOVE AND HAVE READ AND UNDERSTAND THE TERMS AND CONDITIONS ON THE ATTACHED SHEET.

Signature \_\_\_\_\_

Date \_\_\_\_\_



**Red Carpet Coach Ltd.**

192 Cottage Street Poughkeepsie, NY 12601

Phone: 845-483-0432

Fax: 845-473-0438

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

**Charter # 66740**

Date Printed: Monday, March 4, 2024

PO #:

Group Name:

Phone: 914-764-3987 Fax:

Salesperson: Ben Delventhal

Email: ben@seeyouonthebus.com

Cust Email: arusso@townofpoundridge.com

		Departure Time	Date	# Vehicles	Description	Total Capacity
Pickup	Pound Ridge Town Park 199 Westchest Ave Pound Ridge, NY	11:00am	07/22/24	1	56 Passenger Coach	56
Dropoff	Yankee Stadium One E 161st St. and River Ave Yankee :		07/22/24			56
Pickup	Yankee Stadium One E 161st St. and River Ave Yankee :		07/22/24			56
Dropoff	Pound Ridge Town Park 199 Westchest Ave Pound Ridge, NY	7:00pm	07/22/24			56

Your Charter Includes:	# Units	Cost/Unit	Total	Note
Already Quoted	1.00	1560.00	1560.00	
Driver Gratuity	1.00	125.00	125.00	
<b>Total Cost: \$ 1,685.00</b>				<b>is due: Jul 8, 24</b>

**Itinerary** Group is responsible for bus parking

Pickup 11:00am Pound Ridge Town Park

Going to Yankee Stadium

Depart approx. 5:00pm - Return to Town Park

PLEASE SIGN BELOW TO ACKNOWLEDGE YOU HAVE READ THE INFORMATION ABOVE AND HAVE READ AND UNDERSTAND THE TERMS AND CONDITIONS ON THE ATTACHED SHEET.

Signature \_\_\_\_\_

Date \_\_\_\_\_



Transportation

Red Carpet Coach Ltd.

192 Cottage Street Poughkeepsie, NY 12601

Phone: 845-483-0432

Fax: 845-473-0438

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

**Charter # 66741**

Date Printed: Monday, March 4, 2024

PO #:

Group Name:

Phone: 914-764-3987 Fax:

Salesperson: Ben Delventhal

Email: ben@seeyouonthebus.com

Cust Email: arusso@townofpoundridge.com

		Departure Time	Date	# Vehicles	Description	Total Capacity
Pickup	Pound Ridge NY Pound Ridge, NY	8:30am	07/25/24	1	56 Passenger Coach	56
Dropoff	Medieval Times 149 Polito Ave Lyndhurst, NJ		07/25/24			56
Pickup	Medieval Times 149 Polito Ave Lyndhurst, NJ		07/25/24			56
Dropoff	Pound Ridge NY Pound Ridge, NY	4:30pm	07/25/24			56

Your Charter Includes:	# Units	Cost/Unit	Total	Note
Already Quoted	1.00	1540.00	1540.00	
Driver Gratuity	1.00	123.00	123.00	

**Total Cost: \$ 1,663.00**

**is due: Jul 11, 24**

**Itinerary:**

Pickup 8:30am Pound Ridge Elementary School

Going to Medieval Times

Depart approx. 2:30pm - Return to Pound Ridge Town Park

PLEASE SIGN BELOW TO ACKNOWLEDGE YOU HAVE READ THE INFORMATION ABOVE AND HAVE READ AND UNDERSTAND THE TERMS AND CONDITIONS ON THE ATTACHED SHEET.

Signature \_\_\_\_\_

Date \_\_\_\_\_



Transportation

Red Carpet Coach Ltd.

192 Cottage Street Poughkeepsie, NY 12601

Phone: 845-483-0432

Fax: 845-473-0438

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

**Charter # 66742**

Date Printed: Monday, March 4, 2024

PO #:

Group Name:

Phone: 914-764-3987 Fax:

Salesperson: Ben Delventhal

Email: ben@seeyouonthebus.com

Cust Email: arusso@townofpoundridge.com

		Departure Time	Date	# Vehicles	Description	Total Capacity
Pickup	Pound Ridge Elementary School 7 Pound Ridge Road Pound Ridge, NY	8:30am	07/26/24	1	56 Passenger Coach	56
Dropoff	American Dream Mall 1 American Dream Way East Rutherford		07/26/24			56
Pickup	American Dream Mall 1 American Dream Way East Rutherford		07/26/24			56
Dropoff	Pound Ridge Elementary School 7 Pound Ridge Road Pound Ridge, NY	3:30pm	07/26/24			56

Your Charter Includes:	# Units	Cost/Unit	Total	Note
Already Quoted	1.00	1580.00	1580.00	
Driver Gratuity	1.00	126.00	126.00	

**Total Cost: \$ 1,706.00**

**is due: Jul 12, 24**

**Itinerary** Group is responsible for bus parking

Pickup 8:30am Pound Ridge Elementary School

Going to American Dream

Depart approx. 1:30pm - Return to Pound Ridge

PLEASE SIGN BELOW TO ACKNOWLEDGE YOU HAVE READ THE INFORMATION ABOVE AND HAVE READ AND UNDERSTAND THE TERMS AND CONDITIONS ON THE ATTACHED SHEET.

Signature \_\_\_\_\_

Date \_\_\_\_\_



Transportation

Red Carpet Coach Ltd.

192 Cottage Street Poughkeepsie, NY 12601

Phone: 845-483-0432

Fax: 845-473-0438

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

**Charter # 66743**

Date Printed: Monday, March 4, 2024

PO #:

Group Name:

Phone: 914-764-3987 Fax:

Salesperson: Ben Delventhal

Email: ben@seeyouonthebus.com

Cust Email: arusso@townofpoundridge.com

		Departure Time	Date	# Vehicles	Description	Total Capacity
Pickup	Pound Ridge Town Park 199 Westchest Ave Pound Ridge, NY	11:00am	07/31/24	1	56 Passenger Coach	56
Dropoff	Manhattan, New York Manhattan, NY		07/31/24			56
Pickup	Manhattan, New York Manhattan, NY		07/31/24			56
Dropoff	Pound Ridge Town Park 199 Westchest Ave Pound Ridge, NY	5:00pm	07/31/24			56

Your Charter Includes:

	# Units	Cost/Unit	Total	Note
Already Quoted	1.00	1620.00	1620.00	
Driver Gratuity	1.00	130.00	130.00	

**Total Cost: \$ 1,750.00**

**is due: Jul 17, 24**

**Itinerary:**

Pickup 11:00am Pound Ridge Town Park

Going to Winter Garden Theater | 1634 Broadway | New York  
Between 50th and 51st

Depart approx. 5:00pm - Return to Town Park

PLEASE SIGN BELOW TO ACKNOWLEDGE YOU HAVE READ THE INFORMATION ABOVE AND HAVE READ AND UNDERSTAND THE TERMS AND CONDITIONS ON THE ATTACHED SHEET.

Signature \_\_\_\_\_

Date \_\_\_\_\_



Red Carpet Coach Ltd.

192 Cottage Street Poughkeepsie, NY 12601

Phone: 845-483-0432

Fax: 845-473-0438

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

**Charter # 66744**

Date Printed: Monday, March 4, 2024

PO #:

Group Name:

Phone: 914-764-3987 Fax:

Salesperson: Ben Delventhal

Email: ben@seeyouonthebus.com

Cust Email: arusso@townofpoundridge.com

		Departure Time	Date	# Vehicles	Description	Total Capacity
Pickup	Pound Ridge Town Park 199 Westchest Ave Pound Ridge, NY	7:00am	08/02/24	1	56 Passenger Coach	56
Dropoff	Hershey Park Hershey, PA		08/02/24			56
Pickup	Hershey Park Hershey, PA		08/02/24			56
Dropoff	Pound Ridge Town Park 199 Westchest Ave Pound Ridge, NY	8:00pm	08/02/24			56

Your Charter Includes:	# Units	Cost/Unit	Total	Note
Already Quoted	1.00	3400.00	3400.00	
Driver Gratuity	1.00	272.00	272.00	

**Total Cost: \$ 3,672.00**

**is due: Jul 19, 24**

**Itinerary:**

Pickup 7:00am Pound Ridge Town Park

Going to Hershey Park

Depart approx. 3:30pm - Return to Town Park

PLEASE SIGN BELOW TO ACKNOWLEDGE YOU HAVE READ THE INFORMATION ABOVE AND HAVE READ AND UNDERSTAND THE TERMS AND CONDITIONS ON THE ATTACHED SHEET.

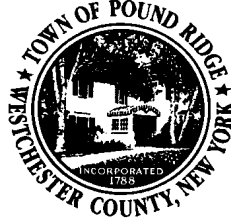
Signature \_\_\_\_\_

Date \_\_\_\_\_

# Town of Pound Ridge

Tel.: 914-764-5511

Fax: 914-764-0102



To: Town Board

From: Andrea Russo

Date: April 3, 2024

Re: Teen Travel School Bus

The Recreation Department is requesting approval to book and pay the cost for the school bus trips. The company Chappaqua Transportation came in with the lowest bid for each trip needed. This is within the budget. Please find below a list of dates, locations, and pricing for each coach bus trip.

Pick up & Drop off Location: Pound Ridge Elementary School,  
45-47 Passengers, 1 School Bus

1. July 8-Dave & Busters, 881 Pelham PKWY, Pelham Manor, NY 10803 \$790.00
2. July 9-Roller Magic Roller Rink, 60 Harvester Rd, Waterbury, CT 06706 \$840.00
3. July 16- Hudson Valley Guides, 218 Fullerton Ave Newburgh NY \$965.00
4. July 18-Bronx Zoo, 2300 Southern Blvd, Bronx NY 10460 \$1,005.00
5. July 19- Club Getaway, 59 S Kent Rd, Kent CT 06757 \$1,025.00
6. July 23-Lake Compounce Amusement & Water Park, 185 Enterprise Dr, Bristol CT 06010 \$1,160.00
7. July 29- TBD will be local (westchester county, Katonah or Mt Kisco) \$ tbd
8. August 1-Splash Down, 16 Old Rte 9 W, Fishkill NY 12524 \$1,025.00

Sincerely,

Andrea Russo  
Supervisor of Recreation & Parks



**Melissa Farella**

---

**From:** Melissa Fitzgibbon <Melissa.Fitzgibbon@chappaquaTransportation.com>  
**Sent:** Thursday, March 7, 2024 12:05 PM  
**To:** Melissa Farella  
**Subject:** RE: Pound Ridge Recreation - Bus Quote for 10 Trips

Hi Melissa,

Here are the quotes you requested;

**Quote 1: Teen Travel Camp**

Pick up & Drop off Location: Pound Ridge Elementary School, 7 Pound Ridge Road, Pound Ridge NY 10576  
45-47 Passengers, 1 Bus

1. July 8-Dave & Busters, 881 Pelham PKWY, Pelham Manor, NY 10803 \$790.00
2. July 9-Roller Magic Roller Rink, 60 Harvester Rd, Waterbury, CT 06706 \$840.00
3. July 16- Hudson Valley Guides, 218 Fullerton Ave Newburgh NY \$965.00
4. July 18-Bronx Zoo, 2300 Southern Blvd, Bronx NY 10460 \$1,005.00
5. July 19- Club Getaway, 59 S Kent Rd, Kent CT 06757 \$1,025.00
6. July 23-Lake Compounce Amusement & Water Park, 185 Enterprise Dr, Bristol CT 06010 \$1,160.00
7. July 29- TBD will be local (westchester county, Katonah or Mt Kisco) \$ tbd
8. August 1-Splash Down, 16 Old Rte 9 W, Fishkill NY 12524 \$1,025.00

**Quote 2: Day Camp**

Pick up and drop off location: Pound Ridge Town Park  
199 Westchester Ave, Pound Ridge NY, 10576  
2 Buses needed.

1. July 7 - Boundless Adventures, 735 Anderson Hill Rd, Purchase, NY 10577 \$785.00 Each
2. July 26 - Splash Down, 16 Old Rte 9 W, Fishkill NY 12524 \$985.00 Each

Best Regards,  
Melissa Fitzgibbon  
Operations Manager

\$8580



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**From:** Melissa Farella <mfarella@townofpoundridge.com>  
**Sent:** Thursday, March 7, 2024 11:26 AM  
**To:** Melissa Fitzgibbon <Melissa.Fitzgibbon@chappaquaTransportation.com>  
**Subject:** RE: Pound Ridge Recreation - Bus Quote for 10 Trips

Good Morning,

Circling back to see if you received the information below.

4498

Thank you for choosing First!



**First Student Charter Center** Monday-Friday 8am-5pm EST  
 Phone Number 800-774-3885 Email: Z1CustomerCare@firstgroup.com

Company Name	TOWN OF POUND RIDGE RECREATION	Please check one of the following below:	
Primary Contact Name:	Melissa Farella	QUOTE	X
Primary Contact Email (This email will be used for all confirmations and communications):	Melissa.Farella@townofpoundridge.com	BOOK	
Phone Number:	914-746-0703	***QUOTE DOES NOT INCLUDE TAX**	
Billing Address:	179 Westchester Ave, Pound Ridge, NY 10576		
Accounts Payable Contact Name:	Melissa Farella		
Accounts Payable Contact Email (This email will be used to send all invoices or request for payment):	Melissa.Farella	Reference Number (FS USE ONLY):	Q-00345

**FIELD TRIPS** **Total:** \$8,707.50

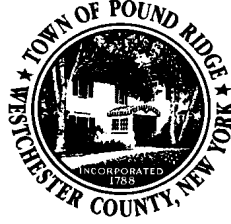
Bus Count	Passenger Count	Trip Date	# of Service Days	Pickup Arrival Time	Pickup Departure Time	Pickup	Destination	Destination Departure Time	Trip End Time	Comments	Day of Trip Contact (On the bus the day of)	Price Per Bus (FS USE ONLY)	Total (FS USE ONLY)	WEEK # (FS USE ONLY)	Trip Number (FS USE ONLY WHEN BOOKED)	BUS # (FS USE ONLY)	Location Comments (FS Location Use Only)
1	TBD	7/7/2024	1	8:45AM	9:00AM	Pound Ridge Town Park 199 Westchester Ave. Pound Ridge NY, 10576	Boundless Adventures, 735 Anderson Hill Rd, Purchase, NY 10577	2:00PM	3:00PM		TBD	\$967.50	\$967.50				
1	TBD	7/8/2024	1	9:00AM	9:15AM	Pound Ridge Elementary School - 7 Pound Ridge Road Pound Ridge NY 10576	Dave & Susie's, 881 Pelham Pt NY, Pelham Manor, NY 10803	1:15PM	2:30PM		TBD	\$848.50	\$848.50				
1	TBD	7/9/2024	1	8:45AM	9:00AM	Pound Ridge Elementary School - 7 Pound Ridge Road Pound Ridge NY 10576	Roller Magic Roller Rink, 60 Harvest Rd, Waterbury, CT 06706	12:00PM	1:30PM	RETURN DROP OFF ADDRESS : Pound Ridge Town Park - 199 Westchester Ave. Pound Ridge NY, 10576	TBD	\$789.00	\$789.00				
1	TBD	7/16/2024	1	8:45AM	9:00AM	Pound Ridge Elementary School - 7 Pound Ridge Road Pound Ridge NY 10576	Hudson Valley Guides, 218 Fullerton Ave Newburgh NY	1:30PM	3:00PM		TBD	\$967.50	\$967.50				
1	TBD	7/18/2024	1	8:45AM	9:00AM	Pound Ridge Elementary School - 7 Pound Ridge Road Pound Ridge NY 10576	Bronx Zoo, 2300 Southern Blvd, Bronx NY 10460	2:00PM	3:30PM		TBD	\$1,027.00	\$1,027.00				
1	TBD	7/19/2024	1	8:30AM	8:45AM	Pound Ridge Elementary School - 7 Pound Ridge Road Pound Ridge NY 10576	Club Getaway, 59 S Kent Rd, Kent NY 10575	2:00PM	3:30PM		TBD	\$1,027.00	\$1,027.00				
1	TBD	7/23/2024	1	8:30AM	8:45AM	Pound Ridge Elementary School - 7 Pound Ridge Road Pound Ridge NY 10576	Lake Compounce Amusement Park, 185 Enterprise Dr, Bristol CT 06010	2:00PM	3:30PM		TBD	\$1,027.00	\$1,027.00				
1	TBD	7/26/2024	1	8:30AM	8:45AM	Pound Ridge Town Park - 199 Westchester Ave. Pound Ridge NY, 10576	Splash Down, 16 Old Rte 9 W, Fishkill NY 12524	2:00PM	3:00PM		TBD	\$1,027.00	\$1,027.00				
1	TBD	7/29/2024	1	TBD	TBD	Pound Ridge Elementary School - 7 Pound Ridge Road Pound Ridge NY 10576	TBD	TBD	TBD	NEED TRIP DETAILS PRIOR TO QUOTING	TBD	\$0.00					
1	TBD	8/1/2024	1	8:30AM	8:45AM	Pound Ridge Elementary School - 7 Pound Ridge Road Pound Ridge NY 10576	Splash Down, 16 Old Rte 9 W, Fishkill NY 12524	2:00PM	3:30PM		TBD	\$1,027.00	\$1,027.00				

44

# Town of Pound Ridge

Tel.: 914-764-5511

Fax: 914-764-0102



To: Town Board

From: Andrea Russo

Date: April 3, 2024

Re: Camper Shirts, Seasonal Staff Shirts, Road Race Shirts, & Road Race Glasses

I respectfully request to purchase our camper shirts, staff shirts, lifeguard shirts, and 5k Road Race shirts from Diamondback Sportswear, in addition to pint glasses. Diamondback Sportswear came in with the lowest price (\$6,530).

Respectfully,

Andrea Russo  
Supervisor of Recreation & Parks

**Diamondback Promotions & Sportswear Inc**

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



Estimate

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

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

ESTIMATE 1151  
 DATE 03/11/2024

DATE	DESCRIPTION	QTY	RATE	AMOUNT
SAN MAR	Tees (PC54) in Hunter green with white print L/C: Day Camp Logo Back: Staff / Care & Kindness	54	7.00	378.00
SAN MAR	Tees (PC54) in Hunter green with hunter green print L/C: Day Camp Logo Back: Staff / Care & Kindness	100	6.50	650.00
SAN MAR	Polo (G880) shirt with white print L/C: Day Camp Logo Back: Staff / Care & Kindness	36	8.25	297.00
SAN MAR	Tees (PC54) in neon blue with white print L/C: Day Camp Logo Back: Staff / Care & Kindness	40	7.00	280.00
SAN MAR	Tees (PC54) in neon green with print Front: Teen Travel Camp	100	4.75	475.00
SAN MAR	Tees (PC54) in light blue with white print L/C: Day Camp Logo Back: Staff / Care & Kindness	15	7.00	105.00
				Subtotal: 2,185.00
SAN MAR	Tees (PC54) in red with white print L/C: Pound Ridge Pools (arched over emergency response cross)	80	6.75	540.00

	BACK: STAFF (arched over emergency response cross)			
SAN MAR	Tank top in white with red print L/C: Pound Ridge Pools (arched over emergency response cross) BACK: STAFF (arched over emergency response cross)	80	7.50	600.00
BRODER	Hooded sweatshirts (g185) in red with white print L/C: Pound Ridge Pools (arched over emergency response cross) BACK: STAFF (arched over emergency response cross)	60	16.00	960.00
SAN MAR	Tank tops in navy blue with white print L/C: Pound Ridge Pools (arched over emergency response cross) BACK: STAFF (arched over emergency response cross)	30	7.50	225.00
SAN MAR	Tees (PC54) in royal with white print L/C: Pound Ridge Pools (arched over emergency response cross) BACK: DIRECTOR (arched over emergency response cross)	15	8.75	131.25
OVERSIZE	Oversize: Tees (PC54) in royal with white print L/C: Pound Ridge Pools (arched over emergency response cross) BACK: DIRECTOR (arched over emergency response cross)	5	11.00	55.00
SAN MAR	Tees (PC54) in light blue with white print L/C: Pound Ridge Pools (arched over emergency response cross) BACK: STAFF (arched over emergency response cross)	30	6.75	202.50
				Subtotal: 2,713.75
SAN MAR	Adult Tees (PC54) in navy blue with red/white print FRONT: 2-color road race logo	150	5.25	787.50

SAN MAR	Youth Tees (PC54Y) in navy blue with red/white print FRONT: 2-color road race logo	75	5.25	393.75
Promotional Items	Pint glasses (TBD) Front: Road Race Logo in black	150	0.00	<del>0.00</del> \$450.00

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SUBTOTAL 6,080.00

TAX 0.00

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TOTAL **\$6,080.00**

+ 450.00

Accepted By

Accepted Date

\$6,530



**CAMP**

\$6.07 ea	T-Shirts - Hunter Green Left Chest: Day Camp Logo Back: STAFF, Care & Kindness Print Color: White	Quantity: 54 AS - 20 AM - 20 AL - 10 AXL - 4	\$327.78
\$5.77 ea	Tshirts - White Left Chest: Day Camp Logo Back: STAFF, Care & Kindness Print Color: Hunter Green	Quantity: 100 AS - 30 AM - 35 AL - 25 AXL - 10	\$577.00
\$12.90 ea	Polo Shirts - Royal Blue Left Chest: Day Camp Logo Back: STAFF, Care & Kindness Print Color: White	Quantity: 36 AS - 10 AM - 10 AL - 7 AXL - 5 A2XL - 4	\$464.40
	T-Shirts - White Full Front/Across Chest: Day Camp Logo Print Color: BLACK	Quantity: 300 4T - 28 95.20 YS - 70 YM - 100 859.20 YL - 70 AS - 30 AM - 10 146.80	Toddler - \$3.40 ea Youth - #3.58 ea Adult - #4.17 ea \$1,121.20
\$6.07 ea	T-Shirts - Neon Blue Left Chest: Day Camp Logo Back: STAFF, Care & Kindness Print Color: White	Quantity: 40 AS - 6 AM - 14 AL - 10 AXL - 10	\$242.80
\$6.07 ea	T-Shirts - Neon Green Full Front/Across Chest: Teen Travel Camp Logo	Quantity: 100 AS - 30 AM - 40 AL - 20 AXL - 10	\$607
\$6.07 ea	T-Shirts - Light Blue Left Chest: Day Camp Logo Back: STAFF, Care & Kindness Print Color: White	Quantity: 15 AS - 5 AM - 5 AL - 5	\$91.05

**POOLS**

\$6.14 ea	<p>T-Shirts - Red                  Left Chest: Pound Ridge Pools (arched over emergency response cross)                  Back: STAFF (arched over emergency response cross)                  Print Color: White</p> <p align="right">\$491.20</p>	<p>Quantity: 80                  AS - 20                  AM - 30                  AL - 20                  AXL - 10</p>
\$6.64 ea	<p>Tank Top - White                  Left Chest: Pound Ridge Pools (arched over emergency response cross)                  Back: STAFF (arched over emergency response cross)                  Print Color: White</p> <p align="right">\$531.20</p>	<p>Quantity: 80                  AS - 20                  AM - 30                  AL - 20                  AXL - 10</p>
\$16.08 ea	<p>Hooded Sweatshirts - Red                  Left Chest: Pound Ridge Pools (arched over emergency response cross)                  Back: STAFF (arched over emergency response cross)                  Print Color: White</p> <p align="right">\$964.80</p>	<p>Quantity: 60                  AS - 20                  AM - 20                  AL - 10                  AXL - 10</p>
\$7.37 ea	<p>Tank Top - Navy Blue                  Left Chest: Pound Ridge Pools (arched over emergency response cross)                  Back: STAFF (arched over emergency response cross)                  Print Color: White</p> <p align="right">\$221.10</p>	<p>Quantity: 30                  AS - 10                  AM - 10                  AL - 10</p>
\$9 ea add for 2X	<p>T-Shirt - Royal Blue                  Left Chest: Pound Ridge Pools (arched over emergency response cross)                  Back: DIRECTOR (arched over emergency response cross)                  Print Color: White</p> <p align="right">\$180</p>	<p>Quantity: 20                  AM - 5                  AL - 5                  AXL - 5                  A2XL - 5</p>
\$6.14 ea	<p>T-Shirt - Light Blue                  Left Chest: Pound Ridge Pools (arched over emergency response cross)                  Back: STAFF (arched over emergency response cross)                  Print Color: White</p> <p align="right">\$184.20</p>	<p>Quantity: 30                  AS - 10                  AM - 10                  AL - 10</p>



**ROAD RACE**

<p>Adult T-Shirt - Navy Blue          Front Print - Two Color Road Race Logo          Front Color - Red &amp; White</p>	<p>Quantity: 150          AS - 30          AM - 40      \$6.62 ea          AL - 30      2XL and 3XL are additional          AXL - 30          A2XL - 10          A3xl - 10</p> <p align="right"><i>~ \$993</i></p>
<p>Youth T-Shirt - Navy          Front Print - Two Color Road Race Logo          Front Color - Red &amp; White</p>	<p>Quantity: 75          YXS - 20          YS - 20      \$6.32 ea          YM - 20      (assumes we use same size          YL - 15      screens for Youth &amp; Adult)</p> <p align="right"><i>~ \$474</i></p>
<p>Pint Glasses          Front: Road Race Logo          Font Color - Black</p>	<p>150      1 color Set Up - \$50          \$2.20 ea          plus freight</p> <p align="right"><i>\$330</i></p>

*~ \$7800.73*

Submitted by:  
 Carolyn Kingston  
 AIA Promotional Source  
 kingston.aia@gmail.com  
 (914) 232-1700 x119

## Melissa Farella

---

**From:** Andrea Russo  
**Sent:** Monday, March 4, 2024 4:15 PM  
**To:** Melissa Farella  
**Subject:** FW: Bids 2024  
**Attachments:** Scanned Documents (1).pdf

All the best,  
Andrea Russo  
Recreation Supervisor  
Town of Pound Ridge  
179 Westchester Avenue  
Pound Ridge, NY 10576  
Office: 914-764-3987  
Cell: 914.916.0613  
**Instagram:** <https://www.instagram.com/poundridgerecreation/>  
**Website:** <https://www.townofpoundridge.com/recreation>

---

**From:** BSP Apparel Studio <newmilford@bspapparelstudio.com>  
**Sent:** Monday, March 4, 2024 4:14 PM  
**To:** Andrea Russo <arusso@townofpoundridge.com>  
**Subject:** Bids 2024

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon,  
Attached are our bids for the 2024 packet we were sent over. Please let me know if you have any questions for me. I look forward to hearing from you!

- Mykenzee

---

Custom garments will get your business,  
club, family, or organization noticed.

BSP Apparel Studio  
Brewster Screen Printing, Inc.  
Full Circle Promos

**Showroom**  
103 Danbury Road, Unit A  
New Milford, CT 06776

860-323-0025

Headquarters & Showroom  
55 Fields Lane, Suite A  
North Salem, NY 10560  
914-798-0025

NewMilford@bspApparelStudio.com  
[www.bspApparelStudio.com](http://www.bspApparelStudio.com)

**CAMP**

<p>T-Shirts - Hunter Green                  Left Chest: Day Camp Logo                  Back: STAFF, Care &amp; Kindness                  Print Color: White</p>	<p>Quantity: 54                  AS - 20                  AM - 20                  AL - 10                  AXL - 4</p> <p align="right">\$8.48    \$457.92</p>
<p>Tshirts - White                  Left Chest: Day Camp Logo                  Back: STAFF, Care &amp; Kindness                  Print Color: Hunter Green</p>	<p>Quantity: 100                  AS - 30                  AM - 35                  AL - 25                  AXL - 10</p> <p align="right">\$6.86    \$686</p>
<p>Polo Shirts - Royal Blue                  Left Chest: Day Camp Logo                  Back: STAFF, Care &amp; Kindness                  Print Color: White</p>	<p>Quantity: 36                  AS - 10                  AM - 10                  AL - 7                  AXL - 5                  A2XL - 4</p> <p align="right">S-XL: \$8.48                  2XL: \$10.95    \$305.28</p>
<p>T-Shirts - White                  Full Front/Across Chest: Day Camp Logo                  Print Color: BLACK</p>	<p>Quantity: 300                  4T - 28                  YS - 70                  YM - 100                  YL - 70                  AS - 30                  AM - 10</p> <p align="right">Toddler: \$3.57    99.96                  Adult: \$4.27    128.10                  Youth: \$4.45    1335.00</p>
<p>T-Shirts - Neon Blue                  Left Chest: Day Camp Logo                  Back: STAFF, Care &amp; Kindness                  Print Color: White</p>	<p>Quantity: 40                  AS - 6                  AM - 14                  AL - 10                  AXL - 10</p> <p align="right">\$8.48    \$339.20</p>
<p>T-Shirts - Neon Green                  Full Front/Across Chest: Teen Travel Camp Logo</p>	<p>Quantity: 100                  AS - 30                  AM - 40                  AL - 20                  AXL - 10</p> <p align="right">\$4.87    \$487</p>
<p>T-Shirts - Light Blue                  Left Chest: Day Camp Logo                  Back: STAFF, Care &amp; Kindness                  Print Color: White</p>	<p>Quantity: 15                  AS - 5                  AM - 5                  AL - 5</p> <p align="right">\$8.48    \$127.2</p>

**POOLS**

T-Shirts - Red Left Chest: Pound Ridge Pools (arched over emergency response cross) Back: STAFF (arched over emergency response cross) Print Color: White	\$7.10	Quantity: 80 AS - 20 AM - 30 AL - 20 AXL - 10
Tank Top - White Left Chest: Pound Ridge Pools (arched over emergency response cross) Back: STAFF (arched over emergency response cross) Print Color: White	\$8.79	Quantity: 80 AS - 20 AM - 30 AL - 20 AXL - 10
Hooded Sweatshirts - Red Left Chest: Pound Ridge Pools (arched over emergency response cross) Back: STAFF (arched over emergency response cross) Print Color: White	\$16.31	Quantity: 60 AS - 20 AM - 20 AL - 10 AXL - 10
Tank Top - Navy Blue Left Chest: Pound Ridge Pools (arched over emergency response cross) Back: STAFF (arched over emergency response cross) Print Color: White	\$8.33	Quantity: 30 AS - 10 AM - 10 AL - 10
T-Shirt - Royal Blue Left Chest: Pound Ridge Pools (arched over emergency response cross) Back: DIRECTOR (arched over emergency response cross) Print Color: White	S-XL: \$9.06    2XL: \$11.53	Quantity: 20 AM - 5 AL - 5 AXL - 5 A2XL - 5
T-Shirt - Light Blue Left Chest: Pound Ridge Pools (arched over emergency response cross) Back: STAFF (arched over emergency response cross) Print Color: White	\$7.10	Quantity: 30 AS - 10 AM - 10 AL - 10

\$568

\$703.20

\$978.60

\$249.90

135.90  
57.65  
193.55

\$213

ROAD RACE

Adult T-Shirt - Navy Blue Front Print - Two Color Road Race Logo Front Color - Red & White	Quantity: 150 AS - 30 AM - 40 AL - 30 AXL - 30 A2XL - 10 A3xl - 10 S-XL: \$5.38 2XL: \$7.85 3XL: \$9.45
Youth T-Shirt - Navy Front Print - Two Color Road Race Logo Front Color - Red & White	Quantity: 75 YXS - 20 YS - 20 YM - 20 YL - 15 \$5.56
Pint Glasses Front: Road Race Logo Font Color - Black	150 X

~~438~~  
 699.4  
 70.5  
 94.5

417

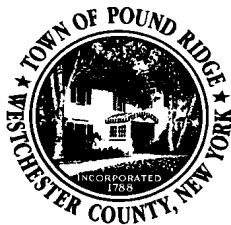
↓  
 unable to  
 full order

Total \$7,937.01  
 \* Cant do road race cups

# Town of Pound Ridge

Tel.: 914-764-5511

Fax: 914-764-0102



To: Town Board

From: Andrea Russo

Date: April 3, 2024

Re: New Pound Ridge Swim Team Record Board Donation

In May of 2023, the Recreation Commission approved a gift by the Peck family to donate the funds for a new Record Board to the Pound Ridge Swim & Dive Team in memory of Mark Davey. Mark was a long-time summer employee of the town, serving as a day camp counselor, lifeguard, swim instructor, and perhaps most importantly to Mark – swim coach.

The Peck family has raised over \$3,000 for a new record board. The Swim Team will purchase the record board. The rec and maintenance departments will work together to replace and install the new record board.

Sincerely,

Andrea Russo  
Supervisor of Recreation & Parks

## Melissa Farella

---

**From:** Melissa Trail  
**Sent:** Wednesday, May 3, 2023 11:18 AM  
**To:** Carrie Trippe Peck; Andrea Russo  
**Cc:** Erin Trostle; Andrew Powers  
**Subject:** RE: Mark Davey Memorial

Carrie,

Thank you for reaching out and we are sorry about the lapse in communication with Dave's Retirement. It was brought to the Commission and we are all on board with helping to make this happen.

I have been the Pound Ridge Swim & Dive Head Coach for 10 years, this year will be my 11<sup>th</sup> year. I swam on the team since I was 8 so I have a lot of love for the team!

The Team has been wanting a new record board for years now. I am thinking this would be an amazing way to remember Mark if we name the Record Board after him.

Would you guys like to come in Friday for a meeting?

Thank you!

### Melissa Trail

Recreation Leader  
Pound Ridge Recreation & Parks  
Office: 914-764-0947  
Work Cell: 914-746-0703  
Instagram: <https://www.instagram.com/poundridgerecreation/>  
Website: <https://www.townofpoundridge.com/recreation>

---

**From:** Carrie Trippe Peck [mailto:carrietpeck@gmail.com]  
**Sent:** Wednesday, May 3, 2023 10:49 AM  
**To:** Andrea Russo <arusso@townofpoundridge.com>; Melissa Trail <mtrail@townofpoundridge.com>  
**Cc:** Erin Trostle <townclerk@townofpoundridge.com>; Andrew Powers <ahpowers34@msn.com>  
**Subject:** Mark Davey Memorial

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Andrea and Melissa,

My name is Carrie Trippe Peck and I am a proud former resident of Pound Ridge. My father, Jim Trippe, was Town Supervisor and Councilman for many years during the 1980's and early 90's. Pound Ridge holds a very special place in my heart.

I am writing to follow up on a request made by my Pound Ridge childhood friend, Andrew Powers, copied here (incidentally, also the child of a former supervisor and councilman) regarding a memorial for our dear friend, Mark



Colors:  
black, green, white

Logo will be changed

6' 10"

9' 4"



# POUND RIDGE DOLPHINS

## Swim & Dive Records

GIRLS			6 & Under			BOYS		
TIME	YR		FREESTYLE			TIME	YR	
GIRLS			8 & Under			BOYS		
TIME	YR		FREESTYLE			TIME	YR	
			BUTTERFLY					
			BACKSTROKE					
			BREASTSTROKE					
GIRLS			10 & Under			BOYS		
TIME	YR		FREESTYLE			TIME	YR	
			BUTTERFLY					
			BACKSTROKE					
			BREASTSTROKE					
GIRLS			12 & Under			BOYS		
TIME	YR		FREESTYLE			TIME	YR	
			BUTTERFLY					
			BACKSTROKE					
			BREASTSTROKE					
GIRLS			DIVING			BOYS		
SCORE	YR		13 & Under			SCORE	YR	
			18 & Under					
GIRLS			14 & Under			BOYS		
TIME	YR		FREESTYLE			TIME	YR	
			BUTTERFLY					
			BACKSTROKE					
			BREASTSTROKE					
GIRLS			18 & Under			BOYS		
TIME	YR		FREESTYLE			TIME	YR	
			BUTTERFLY					
			BACKSTROKE					
			BREASTSTROKE					
GIRLS			RELAYS			BOYS		
TIME	YR		10 & Under			TIME	YR	
			FREESTYLE					
			14 & Under					
			FREESTYLE					

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PROJECT: POUND RIDGE SWIM & DIVE RECORDS (2" Letters) FDC 106 FDC 003

APPROVED CUSTOMER'S SIGNATURE \_\_\_\_\_



THIS IS AN ORIGINAL DRAWING OF A PROJECT PLANNED FOR YOU BY ADVANCED SPORTS RECORD BOARDS. IT IS NOT TO BE SHOWN, DISPLAYED OR EXHIBITED TO ANYONE OUTSIDE YOUR ORGANIZATION IN ANYWAY, SHAPE OR FORM, WITHOUT EXPRESS PERMISSION AND CONSENT FROM ADVANCED SPORTS RECORD BOARDS. RIGHTS RELEASED BY ACT OF SALE ONLY.

# Memo

To: Town Board  
From: Drifa Segal  
Date: 3/20/2024  
Re: PERFORM PRINTING TOWN COUNTY BILL

---

Please authorize the Finance Director to pay the attached invoice from Perform Printing for the 2024 Town/County bills. This was a budgeted item.

# CLAIM

TOWN OF POUND RIDGE  
POUND RIDGE NY 10576



PURCHASE ORDER NO.:

DATE: 3/20/2024

CLAIMANT'S  
NAME  
AND  
ADDRESS

Perform Printing LLC  
7B Red Maple Lane  
Halfmoon, NY 12065

VENDOR #:

APPROPRIATION	AMOUNT	VOUCHER #
1330 0400	\$2,868.70	
<b>TOTAL</b>	<b>\$2,868.70</b>	

DATES	DESCRIPTION OF MATERIALS OR SERVICES	QUANTITY	UNIT PRICE	AMOUNT
3/20/2024	2024 Town/County Tax Bill forms	5000		\$837.20
	Art Composition for Bill Forms	1		\$70.00
	#10 Window Envelopes	5000		\$445.00
	#9 Return Envelopes	3500		\$378.00
	#9 Special Window Envelopes	5500		\$918.50
	Freight	1		\$220.00
			<b>TOTAL</b>	<b>\$2,868.70</b>

I, Drifa A. Segal, certify that the above account in the amount of \$2,868.70 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.

3/20/2024  
date

signature

Receiver of Taxes  
title

## SPACE BELOW FOR TOWN USE

### DEPARTMENT APPROVAL

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

3/20/2024

date

*[Signature]*  
authorized official

### APPROVAL FOR PAYMENT

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

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

# **Perform Printing LLC.**

**75 Marlin Road**

**Sandy Hook CT 06482-1360**

**P 203.512.1474 F 203.270.6778**

## **Invoice**

**Town of Pound Ridge  
179 Westchester Ave  
Pound Ridge NY 10576  
Attn: Drifa Segal**

**Inv. Date 2/28/24  
Inv. No. P 1482  
Cust. PO VBL  
Terms:Net 20**

<b>5000 Pound Ridge 2024 County/Town Tax bills</b>	<b>\$167.44/m</b>	<b>\$837.20</b>
<b>Art/Composition</b>	<b>\$ 70.00</b>	<b>\$ 70.00</b>
<b>5,000 No 10 window envelopes</b>	<b>\$89.00/m</b>	<b>\$445.00</b>
<b>3,500 No 9 regular envelopes tax return</b>	<b>\$108.00/m</b>	<b>\$378.00</b>
<b>5,500 No 9 special window envelope (receipt)</b>	<b>\$167.00/m</b>	<b>\$918.50</b>

**Freight \$220.00**

**Total Due \$2,868.70**

# Memo

To: Town Board  
From: Drifa Segal  
Date: 4/1/2024  
Re: KVS Enterprise DB extract

---

Please authorize the attached quote for four database extracts from Springbrook / KVS for the Tax Records. A budget transfer will be required from Contingency 1.1990.400 to 1.1330.418.

# CLAIM



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

**PURCHASE ORDER NO.:**  
**DATE:** 4/1/2024

**CLAIMANT'S  
NAME  
AND  
ADDRESS**

Cassidy Peters  
Springbrook

**VENDOR #:** Springbrook

APPROPRIATION	AMOUNT	VOUCHER #
	\$960.00	
<b>TOTAL</b>	<b>\$960.00</b>	

DATES	DESCRIPTION OF MATERIALS OR SERVICES	QUANTITY	UNIT PRICE	AMOUNT
4/1/2024	4 DB Extracts from Springbrook / KVS for the Tax Records	4	\$240.00	\$960.00
			<b>TOTAL</b>	<b>\$960.00</b>

I, Drifa Segal, certify that the above account in the amount of \$960.00 is true and correct; that the items, services, and disbursements charged were rendered to or for the town on the dates stated; that no part has been paid or satisfied; that taxes, from which the municipality is exempt, are not included; and that the amount claimed is actually due.

4/1/2024  
date

signature

**Receiver of Taxes**  
title

## SPACE BELOW FOR TOWN USE

### DEPARTMENT APPROVAL

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

4/1/2024  
date

authorized official

### APPROVAL FOR PAYMENT

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

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

**Order Form:** Q-25648-1  
**Date:** 3/26/2024, 1:04 PM  
**Expires On:** 5/10/2024



**Phone:** (866) 777-0069  
**Email:** info@sprbrk.com

**Ship To:**  
Drifa Segal  
Town of Pound Ridge, NY  
179 Westchester Ave  
Pound Ridge, New York 10576  
taxreceiver@townofpoundridge.com

**Bill To:**  
Steven Conti  
Town of Pound Ridge, NY  
179 Westchester Ave  
Pound Ridge, New York 10576  
sconti@townofpoundridge.com

Account Manager	E-mail	Phone Number	Payment Terms
Cassidy Peters	cassidy.peters@sprbrk.com	(503) 820-2249	Net 30

Estimated Professional Services						
PRODUCT	DESCRIPTION	LIST PRICE	NET PRICE	QTY	DISC %	NET PRICE
Standard Professional Services	Data Project	USD 240.00	USD 240.00	4	0.000	USD 960.00
<b>Estimated Professional Services Total:</b>						<b>USD 960.00</b>

**Grand Total: USD 960.00**  
\* excludes applicable sales tax

## Order Details

Customer Name: Town of Pound Ridge, NY

Customer Contact: Drifa Segal

Governing Agreement(s): This Order Form is governed by the applicable terms found at:  
MSA: <https://sprbrk.app.box.com/v/sprbrk-saas-terms>  
MLA: <https://sprbrk.app.box.com/v/sprbrk-onpremise-terms>  
Professional Services: <https://sprbrk.app.box.com/v/sprbrk-svcs-terms>

Term(s): 3 Years

## Order Terms

In the event of an inconsistency between this Order Form, any governing agreement, purchase order, or invoice, the Order Form shall govern as it pertains to this transaction.

- This Order Form shall become effective as of the last date of signature (the "Effective Date").
- Order Start Date: Software Licenses, Subscriptions, Maintenance, and Hosting commence upon the earlier of a) date of delivery\* or log-in to hosted software to Customer; or b) 60 days after Order Form Effective Date.
- Subscriptions, Maintenance, Hosting, and Support ("Recurring Services") continue from the Order Start Date through the term listed in this Order Form (or if not listed, one (1) year).
- Orders for Recurring Services auto-renew unless the Customer or Springbrook provides a written notice of non-renewal at least sixty (60) days before the end of the Order Term.
- Subscription Service fees and any Recurring Services will be subject to an automatic annual increase by not more than seven percent (7%) of the prior year's Subscription Service fees ("Standard Annual Price Increase").
- Any Software Licenses or Hardware are one-time non-refundable purchases.
- CivicPay Online Subscription fee and CivicPay IVR Subscription fee are subject to increase at per account rate, based on actual accounts.
- CivicPay IVR Message Block Subscriptions expire upon the earlier exhaustion of the Message Block or twelve (12) months from the Order Start Date. Upon expiration, Message Blocks automatically renew.

*\* The date of delivery of software to the Customer is the date the software is made available to the Customer, either by delivery of software or delivery of first log-in to a hosted environment, which may be either a test or production environment. This date of delivery is frequently earlier than the dates professional services are completed, the Customer completes user acceptance testing, the Customer distributes additional logins to end-users, and the Customer go-live in a production environment.*



## Invoice Timing and Delivery

Invoices are delivered electronically via e-mail to the billing contact on file for the Customer. Customer invoices are issued for the full amount of software and services purchased as follows:

### Products Ordered

### Invoice Timing

Estimated Professional Services,  
On-Site Professional Services, and  
Travel Expenses\*:

Monthly, in arrears for services in the prior month unless specified in Special Terms.

Fixed Fee Professional Services:

The Effective Date of this Order Form unless specified in Special Terms.

Print Services and Transaction Fees:

Monthly, in arrears for transactions in the prior month.

Hardware and One-Time Licenses:

Upon the Effective Date of this Order Form.

Software Licenses, Subscriptions,  
Maintenance,  
and Hosting (New):

Annually in advance upon Order Start Date.

Software Licenses, Subscriptions,  
Maintenance, and Hosting  
(Renewal):

Sixty (60) days in advance of the Order Start Date.

Software Subscriptions, Maintenance,  
and Hosting (Add-Ons):

Upon delivery of the product, order will be pro-rated to sync with the existing anniversary billing date and will renew annually thereafter.

Software Subscriptions (Migrations):

Upon delivery of the product, order will be synced with the existing anniversary billing date and will renew annually thereafter unless specified in the Special Order Terms. This order replaces and supersedes any previously executed order as it relates to the products listed within this order. Upon delivery of new product, customer will receive a prorated credit for any prepaid, unused maintenance fees that will be applied to the customer's first invoice.

*\* Professional Services pricing is based on expected hours using Springbrook's standard implementation methodology. Actual hours and billings may vary from this estimate. Please note that only when project costs exceed \$5,000 of this estimate, a signed change order will be required to continue work. Changes under \$5,000 will continue to be delivered and billed accordingly. On-site Professional Services will be subject to a daily minimum rate irrespective of hours on-site. All travel costs associated with on-site travel will be billed as incurred.*

## Special Order Terms

Special Order Terms (if any):

**By signing, both parties agree to the terms and conditions set forth in this agreement.**

\* If the Customer requires a PO number on invoices, the Customer must provide Springbrook with the PO number and a copy of the PO prior to invoice issuance. If a PO number is not provided prior to the invoice issuance date, invoices issued on this Order Form will be valid without a PO reference.

**Springbrook Holding Company, LLC**

**Town of Pound Ridge, NY**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Name (Print): Drifa Segal

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Purchase Order # (if required) \_\_\_\_\_

Please review the documents below.

FINISH

OTHER ACTIONS



START

DocuSign Envelope ID: A14A7176-6FF0-4F8F-B4F5-C43E62937E60

**Order Form:** Q-25648-1  
**Date:** 3/26/2024, 1:04 PM  
**Expires On:** 5/10/2024

**Phone:** (866) 777-0069  
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**Ship To:**  
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tax:receiver@townofpoundridge.com

**Bill To:**  
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<b>Estimated Professional Services Total:</b>						<b>USD 960.00</b>

**Grand Total: USD 960.00**  
\* excludes applicable sales tax

**MEMORANDUM**

**To:** Town Board  
**From:** Erin Trostle, Town Clerk  
**Cc:** Jim Perry, Building Inspector  
Josh Batchelder, Deputy Town Clerk  
**Date:** March 27, 2024  
**Re:** Outdoor Dining at the Inn at Pound Ridge

---

I am respectfully requesting that the Town Board take action to correct an error that occurred due to an oversight on my part. It has been brought to my attention that the Seasonal Special Use Permit for the Inn at Pound Ridge approved at the March 19, 2024 Town Board meeting is in conflict with the Special Use Permit for the Inn that was most recently amended on November 10, 2016. The Special Use Permit specifically prohibits outdoor dining.

At the June 2, 2020 meeting, the Town Board temporarily suspended certain portions of the zoning code to permit expanded outdoor dining at local restaurants. A subsequent resolution, passed at the April 6, 2021 meeting extended the suspension, but only through December 31, 2021. These actions allowed for outdoor dining at the Inn, but on a temporary basis only.

Now that the temporary suspension of zoning code restrictions has ended, the terms of the Inn's Special Use Permit prevail. I should not have allowed the Seasonal Special Use Permit application to be presented, and I ask that you vote to revoke the prior approval.

ET

## **Amended Special Use Permit**

**November 10, 2016**

258 Westchester Avenue  
Pound Ridge, New York 10576

This permit is issued pursuant to Chapter 113-28 of the Zoning Code of the Town of Pound Ridge.

On August 7, 2014, the Town Board of the Town of Pound Ridge approved the issuance of a further amended Special Use Permit to KKPR, LLC (fee owner) and Jean-Georges of Pound Ridge, LLC (the operator), collectively referred to herein as the "Applicant", to operate a commercial restaurant/catering facility at 258 Westchester Avenue, Pound Ridge, NY subject to the following terms and conditions:

1. All vehicle parking for the patrons and other invitees of the Applicant as well as its employees shall occur in accordance with the Amended Site Plan drawing set prepared by John Meyer Consulting, PC, last revised June 19, 2014 (attached in small scale as Exhibit A) as well as the Revised On and Off Premises Parking Management Plan prepared by the Applicants, dated August 7, 2014 (attached as Exhibit B), collectively detailing the on-site parking at the Premises and the off-site parking at the Bedford Central School District (see redacted Agreement attached as Exhibit D).
2. Notwithstanding the fact that the on-site parking complies with zoning, the Applicant is required to notify the Town Board within 7 days of their notice of any change to the off-site parking arrangements at the adjacent Bedford Central School District property reducing the total off-site parking below 20 spaces. Should the total of off-site parking fall below 20 spaces or should a new property be introduced, then the Applicant will immediately commence a Special Use Permit Amendment process with the Town Board.
3. The Applicant also will operate on the Premises in accordance with Chapter 100 (Vehicles and Traffic) and its penalties for offenses set forth in Sections 100-13, 100-15 and 100-27.
4. The Applicant will offer dinner and lunch seven days per week at the Premises.
5. Kitchen service at the Premises will be available until no later than 11:30 PM each day.
6. All dining services will be indoors, and all music or other forms of entertainment will be conducted indoors.
7. All refuse pick-up will occur between 7:00 a.m. and 7:00 p.m. in accordance with Chapter 90 (Solid Waste) and its penalties for offenses set forth in Section 90-4B as well as Chapter 84 (Refuse Disposal and Carters) and its penalties for offenses codified in Section 84-13. Likewise, all garbage and recycling will be placed in outdoor receptacles no later than 11 PM on any evening. Similarly, all deliveries will occur between 7:00 a.m. and 7:00 p.m.

**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.)       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       No  
How many chairs or seating would you have? 36
- 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:**       3/14/24

**Special Permit is:**       DENIED       GRANTED

**TOWN BOARD APPROVAL-PERMIT**      **Effective:** \_\_\_\_\_ **Expiration:** \_\_\_\_\_

**MINUTES OF THE MEETING OF THE TOWN BOARD  
TOWN OF POUND RIDGE  
POUND RIDGE, NY  
JUNE 2, 2020**

- **Approve agreement regarding new mobile radios**

The county is providing new digital mobile radios for all police, fire, and ambulance units in town. The Police Department and Fire Department will sign separate agreements with the county. The town is signing an agreement covering radios for the ambulance units because the county can only contract with municipalities, and the Pound Ridge Volunteer Ambulance Corps (PRVAC) is a private not-for-profit corporation. The ambulance corps has traditionally paid for maintenance and repairs and will continue to do so even though the town will own the radios. Deputy Supervisor Les Maron advised that the town confirm this understanding in a separate agreement with the PRVAC.

**RESOLUTION: #115-20**

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

RESOLVED, that the Supervisor is hereby authorized to sign a license agreement with Westchester County whereby the county will supply emergency communications equipment to the Pound Ridge Volunteer Ambulance Corps (PRVAC), provided that the town is able to enter into a second agreement with the PRVAC to ensure that the PRVAC will be responsible for repairs and maintenance.

- **Temporary suspension of certain code requirements to facilitate**

A temporarily waiver of town zoning code requirements will facilitate prompt reopening of local restaurants with expanded outdoor seating as soon as state guidelines permit.

Councilperson Boak asked whether there is a list of requirements that restaurants must still meet. Deputy Supervisor Maron noted that state building codes cannot be waived. Building Superintendent Jim Perry will consult with restaurant owners to ensure public safety and compliance with the building code.

The Pound Ridge Partnership has offered the assistance of engineers and other professionals to help with site plans.

**RESOLUTION: #116-20**

**MINUTES OF THE MEETING OF THE TOWN BOARD  
TOWN OF POUND RIDGE  
POUND RIDGE, NY  
JUNE 2, 2020**

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

WHEREAS, the COVID-19 pandemic has led to necessary closures of lawfully operating restaurants in the Town of Pound Ridge; and

WHEREAS, outdoor dining at lawfully operating restaurants and food establishments is subject to the permit provisions of Section 91 of the Town Code; and

WHEREAS, the Town Board is mindful of both the public health concerns and the public interest of safely and gradually reopening businesses; and

WHEREAS, allowing restaurants and food establishments, where feasible, the opportunity to reopen for the safe conduct of outdoor dining, subject to approval and conditions hereinafter set forth, is a prudent measure that rationally balances those public interests; NOW THEREFORE BE IT

RESOLVED, that the Town Board of the Town of Pound Ridge be and hereby is authorized to suspend the strict requirements of the Town Code and Zoning Code and may issue a Temporary Outdoor Dining Permit to lawful restaurant and food establishments, subject to the following conditions:

- An application for a Temporary Outdoor Dining Permit may be submitted to the Town Board to be considered at a meeting of the Town Board; and
- A plan to ensure social distancing and other applicable COVID-19 requirements and guidance shall be submitted, and, upon approval, implemented and observed; and
- No patron of the restaurant or food establishment shall be permitted within the interior of the restaurant or food establishment unless and until authorized by Order of the Governor of New York State or other controlling authority; and
- The application shall include two (2) copies of a property survey or scale drawing showing the proposed location of outdoor tables and chairs with the total outdoor occupancy indicated, as well as any areas on-site devoted to off-street parking; and



**MINUTES OF THE MEETING OF THE TOWN BOARD  
TOWN OF POUND RIDGE  
POUND RIDGE, NY  
JUNE 2, 2020**

- The application property survey or scale drawing shall show how all temporary outdoor dining areas will be protected from vehicular traffic for occupant safety; and
- The property survey or scale drawing shall show how tables and chairs of non-fixed seating shall maintain appropriate social distancing standards; and
- The Temporary Outdoor Dining Permit and the approved property survey shall be kept on premises during operation for viewing by municipal and law enforcement officials; and
- No temporary outdoor dining shall be permitted after 10:00 PM and, if required by the Temporary Outdoor Dining Permit, all tables and chairs shall be removed by said time;
- Any other conditions imposed for any restaurant or food establishment or location thereof; AND BE IT

FURTHER RESOLVED, that nothing herein shall be deemed to supersede any New York State Building and Fire Code or Westchester County requirements relating to restaurants and food establishments, including those dealing with the COVID-19 pandemic; AND BE IT

FURTHER RESOLVED, that this resolution shall take effect immediately upon its adoption by the Town Board and remain in effect until November 1, 2020.

**ADJOURNMENT:** There being no further business to come before the Board, Supervisor Hansan adjourned the meeting at 8:34 pm.

Erin Trostle, Town Clerk  
Dated at Pound Ridge, New York  
June 8, 2020

- **Approval for temporary waiver of zoning code requirements**

**RESOLUTION 78-21**

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

WHEREAS the COVID-19 pandemic has led to necessary closures of lawfully operating restaurants in the Town of Pound Ridge; and

WHEREAS outdoor dining at lawfully operating restaurants and food establishments is subject to the permit provisions of Section 91 of the Town Code; and

WHEREAS the Town Board is mindful of both the public health concerns and the public interest of safely and gradually reopening businesses; and

WHEREAS allowing restaurants and food establishments, where feasible, the opportunity to reopen for the safe conduct of outdoor dining, subject to approval and conditions hereinafter set forth, is a prudent measure that rationally balances those public interests; NOW THEREFORE BE IT

RESOLVED, that the Town Board of the Town of Pound Ridge hereby suspends the strict requirements of the Town Code and Zoning Code and may issue a Temporary Outdoor Dining Permit to lawful restaurant and food establishments, subject to the following conditions:

- An application for a Temporary Outdoor Dining Permit may be submitted to the Town Board to be considered at a meeting of the Town Board; and
- A plan to ensure social distancing and other applicable COVID-19 requirements and guidance shall be submitted, and, upon approval, implemented and observed; and
- No patron of the restaurant or food establishment shall be permitted within the interior of the restaurant or food establishment unless and until authorized by Order of the Governor of New York State or other controlling authority; and

MINUTES OF THE MEETING OF THE TOWN BOARD

TOWN OF POUND RIDGE

April 6, 2021

- The application shall include two (2) copies of a property survey or scale drawing showing the proposed location of outdoor tables and chairs with the total outdoor occupancy indicated, as well as any areas on-site devoted to off-street parking; and
- The application property survey or scale drawing shall show how all temporary outdoor dining areas will be protected from vehicular traffic for occupant safety; and
- The property survey or scale drawing shall show how tables and chairs of non-fixed seating shall maintain appropriate social distancing standards; and
- The Temporary Outdoor Dining Permit and the approved property survey shall be kept on premises during operation for viewing by municipal and law enforcement officials; and
- No temporary outdoor dining shall be permitted after 10:00 PM and, if required by the Temporary Outdoor Dining Permit, all tables and chairs shall be removed by said time;
- Any other conditions imposed for any restaurant or food establishment or location thereof; AND BE IT

FURTHER RESOLVED, that nothing herein shall be deemed to supersede any New York State Building and Fire Code or Westchester County requirements relating to restaurants and food establishments, including those dealing with the COVID-19 pandemic; AND BE IT

FURTHER RESOLVED, that this resolution shall take effect immediately upon its adoption by the Town Board and remain in effect until December 31, 2021.

- **Approval for PRBA Special Event Permit applications**

**RESOLUTION 79-21**

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

RESOLVED, that the Town Board hereby approves Special Event Permits for Pound Ridge Business Association's Puppy Parade from 1:00 to 2:00 pm on April

**MEMORANDUM**

**To:** Town Board  
**From:** Erin Trostle, Town Clerk  
**Date:** April 4, 2024  
**Re:** Special event permit applications

---

I received the attached special event permit application from Elida Sanabria, of Ela Flowers, for a proposed anniversary celebration, which would include amplified outdoor music, to be held on April 20, 2024. Chief Mulcahy has indicated that there will be no impact on police scheduling. Ms. Sanabria understands that she is responsible for obtaining any required permits if she serves alcohol, and she has submitted a permission letter from her landlord.



## 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:	Elida Sanabria
Applicant Type:	El La Flowers - Flower Shop.
Address:	73 Westchester Av. Pound Ridge N.Y.
Mailing Address:	191 Bedford Rd. Bedford Hills - N.Y. 10576
Phone Number:	914-461-6234 10507
Email Address:	ellaflowersco@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:	Celebration - Anniversary
Event Type:	Celebration
Description:	Second year in tow - Expand.
Purpose:	Celebration.



## SPECIAL EVENT PERMIT APPLICATION

### Instructions for Applicants

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. If you would like to hold an event that meets any of these conditions, you need to apply for a Special Event Permit. (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 circulating the application to various department heads and compiling their feedback, 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](mailto:townclerk@townofpoundridge.com); 914-764-5549).

#### Instructions

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. Submit your application and any supporting documents to the Town Clerk.
3. Attend the Town Board meeting when your application will be considered.
4. If the application is approved, you may still need to satisfy certain conditions for a permit to be issued or for your permit to be valid. Make sure you meet any conditions that are specified.
5. Make sure you have received a permit prior to your event.

Event Date:	04/20/84	Alternate Date:	—
Event Start Time:	10:00 AM	Event End Time:	4:30 PM
Setup Start Time:	8:00 AM	Setup End Time:	9:30 to 10:00 AM
Takedown Start:	4:30 PM	Takedown End:	5:00 PM

Location(s):	Ela Flowers - 73 Westchester Ave. P.R. N.Y.		
On private property?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Parking location(s):			
On private property?	<input type="checkbox"/> Yes	<input 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 checked="" type="checkbox"/> Yes	<input 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 checked="" type="checkbox"/> Yes	<input 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:	<i>Elida Senabria</i>		
Cell Phone Number:	<i>914-461-6234</i>	Email Address:	<i>elaflowerisco@gmail.com</i>
Event Day Contact Name:	<i>Same</i>		
Cell Phone Number:	<i>Same</i>	Email Address:	<i>Same</i>
Weather Contact Name:	<i>Same</i>		
Cell Phone Number:	<i>Same</i>	Email Address:	<i>Same</i>

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

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

**LOGISTICS**

<b>CROWD MANAGEMENT</b>		
Anticipated attendance:	<i>Not necessary</i>	
Describe crowd control plan:		
Describe perimeter control plan:		
Emergency services present?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will event be ADA compliant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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



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

<b>NEIGHBORHOOD IMPACT/NOTIFICATION</b>		
Will there be noise impacts?	<input 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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

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

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

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

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

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

## SUPPORTING DOCUMENTS

### MAPS/PLANS

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

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

\*PLEASE ATTACH\*

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

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

\* PLEASE ATTACH\*

### LEGAL DOCUMENTS

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

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

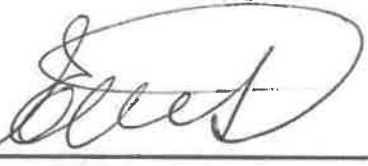
## DEPOSIT/FEEES

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

Elida Sanabria

(Printed Name)

04/02/24

(Date)

**From:** Douglas Sachs  
**To:** Erin Trostle  
**Cc:** "ELIDA SANABRIA"  
**Subject:** Elida Flowers  
**Date:** Wednesday, April 3, 2024 11:00:53 AM

---

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Morning Ms. Trostle

I am the owner of 73 Westchester Avenue in Pound Ridge. Elida Sanabria is a tenant of mine at that location. I spoke to her this morning and she asked if I would contact you regarding her plans for a Grand Opening event at her store on Saturday, April 20<sup>th</sup>. She has discussed her plans with me and I gave her my permission as owner of the building. Please let me know if you need anything from me in order for the town to grant her a permit for this event.

Thank You  
Douglas Sachs, Managing Member  
73 Westchester LLC

**MEMORANDUM**

**To:** Town Board  
**From:** Erin Trostle  
**Cc:** Vinnie Duffield  
**Date:** April 4, 2024  
**Re:** Highway materials bids

---

A bid opening for Highway Materials was held at 10:00 am on Thursday, April 4, 2024, at the Town House. Notice had previously been published in the Journal News and posted to the sign board and the town website. Bid specs were sent to a number of vendors, posted to the website, and made available upon request.

The Highway Superintendent's recommendations regarding bid awards are attached.

**Highway Bid Data Sheet**

**Catch Basin Cleaning**

	<b><u>2021</u></b>	<b><u>2022</u></b>	<b><u>2023</u></b>
	<b>Fred A. Cook Jr. Inc.</b>	<b>Fred A. Cook Jr. Inc.</b>	
	\$300/hour	NA	N/A
	\$2,400/day	\$2,600/day	N/A
	\$10,000/week	\$12,500/week	N/A

**Tree Work**

	<b><u>2021</u></b>	<b><u>2022</u></b>	<b><u>2023</u></b>
	<b>Barney Zipkin Tree</b>	<b>Barney Zipkin Tree</b>	<b>Barney Zipkin Tree</b>
	<b>(Daily/Weekly)</b>	<b>(Daily/Weekly)</b>	<b>(Daily/Weekly)</b>
Bucket truck with operator	\$1,000/\$5,000	\$1,200/\$5,500	\$1,300/\$6,000
Bucket truck with operator & chipper	\$1,400/\$6,000	\$1,400/\$6,000	\$1,400/\$6,000
Chip Truck with operator & chipper	\$1,000/\$5,000	\$1,000/\$5,000	\$1,100/\$5,000
Stump Grinder with operator		\$1,000/\$4,800	\$1,000/\$4,800
Track Lift with operator			\$1,500/\$6,500
Crane with operator			\$2000/daily
Additional grounds person			\$680/daily
Log truck with operator			\$1,300/daily

**Heavy Equipment**

	<b><u>2021</u></b>	<b><u>2022</u></b>	<b><u>2023</u></b>
	<b>AC&amp;S Excavating</b>	<b>AC&amp;S Excavating</b>	<b>AC&amp;S Excavating</b>
	<b>(Daily/Weekly)</b>	<b>(Daily/Weekly)</b>	<b>(Daily/Weekly)</b>
Large Dump Truck with operator	\$1,000/\$5,000	\$1,080/\$5,400	\$1,200/\$6,000
Large Excavator with operator	\$1,400/\$7,000	\$1,480/\$7,000	\$1,600/\$8,000
Mini Excavator with operator	\$1,100/\$5,500	\$1,120/\$5,600	\$1,200/\$6,000
Excavator w/operator & Hydraulic Rock Hammer	\$2400/\$12,000	\$2,600/\$13,000	\$2,400/\$12,000
306 Cat Skid Steer with operator	\$1,100/\$5,500	\$1,120/\$5,600	\$1,500/\$7,500

**Line Striping**

	<b><u>2021</u></b>	<b><u>2022</u></b>	<b><u>2023</u></b>
	<b>Safety Marking</b>	<b>Safety Marking</b>	<b>Safety Marking</b>
Double Yellow	\$418/mile	\$437/mile	\$688/mile
Single White	\$232/mile	\$248/mile	\$378/mile

**Refuse**

	<b><u>2021</u></b>	<b><u>2022</u></b>	<b><u>2023</u></b>
	<b>City Carting</b>	<b>City Carting</b>	<b>(details attached)</b>
Vendor			
Town House (3 cans)	\$80/month	\$85/month	CRP \$100/month
30 yd. as requested	\$650/pull	\$689/pull	City/Win \$615/pull
20 yd. as requested	\$550/pull	\$589/pull	City/Win \$575/pull
10 yd. once a week pick-up	\$350/pull	\$374/pull	City/Win \$269.22/month
2 yd. once a week pick-up	\$85/pull	\$91/pull	CRP \$120/month

**Blacktop picked up per ton**

	<b><u>2021</u></b>	<b><u>2022</u></b>	<b><u>2023</u></b>
	<b>Peckham of Bedford Hills</b>	<b>Peckham of Bedford Hills</b>	<b>Peckham of Bedford Hills</b>
Base	\$84.50/ton	\$89/ton	\$92.40/ton
Binder	\$84.50/ton	\$89.25/ton	\$93.45/ton
Shim	\$101/ton	\$108/ton	\$114/ton
Top 6f	\$84.50/ton	\$92.50/ton	\$94.50/ton
Top 7	\$91.50/ton	\$100/ton	\$101.50/ton
Playground	\$91.50/ton	\$100/ton	\$101.50/ton
Curb Mix	\$98/ton	\$104/ton	\$110/ton
Recycled Item 4	\$8/ton	\$8/ton	\$8.50/ton

**Blacktop Laid in Place**

	<b><u>2021</u></b>	<b><u>2022</u></b>	<b><u>2023</u></b>
	<b>Kect Const. Co.</b>	<b>Kect Const. Co.</b>	<b>Intercounty Paving</b>
	\$93.80/ton	\$104.80/ton	\$111.98

**Aggregates**

	<b><u>2021</u></b>	<b><u>2022</u></b>	<b><u>2023</u></b>
White Item 4	<b>Putnam</b> \$24.98/ton	<b>Putnam</b> \$27/ton	<b>Putnam</b> \$34.65/ton
Brown Item 4	<b>Thalle</b> \$25/ton	<b>Thalle</b> \$27/ton	<b>Thalle</b> \$29/ton
3/4 Trap Rock	<b>Thalle</b> \$29/ton	<b>Thalle</b> \$32/ton	<b>Thalle</b> \$35/ton
3/4 Stone	<b>Thalle</b> \$29/ton	<b>Putnam</b> \$31.70/ton	<b>Thalle/Wingdale</b> \$35/ton - \$35/ton
3/8 Washed Blue Stone	<b>Thalle</b> \$30/ton	<b>Thalle</b> \$34/ton	<b>Thalle</b> \$36/ton
Rip-Rap 5-6 in.	<b>Thalle</b> \$32/ton	<b>Thalle</b> \$34.50/ton	<b>Thalle</b> \$37/ton
Rip-Rap 5 or less	<b>Thalle</b> \$32/ton	<b>Thalle</b> \$34.50/ton	<b>Thalle</b> \$37/ton
Road Sand	<b>Thalle</b> \$25.50/ton	<b>Wingdale</b> \$26.50/ton	<b>Wingdale</b> \$29/ton
8"-12" Light Stone Fill	N/A	<b>Thalle</b> 34.50/ton	<b>Thalle</b> \$37/ton



The Town Clerk held a bid opening for Highway road materials on Thursday, April 4th, 2024 at 10:00 A.M., and the results are as follows:

**BLACKTOP LAID IN PLACE – PER TON**

ELQ Industries, Inc                        \$180.00

Intercounty Paving                        \$116.85

Clove Excavators, Inc                        \$111.50

Kect Contruction Corp                        \$113.00

**LINE STRIPING**

Safety Marking LLC

Double yellow line                        \$895.00 per mile

Single white line                        \$395.00 per mile

Layout                        \$200.00 per man hour

**PREVIOUSLY AWARDED BIDS:**

2023

Safety Marking LLC

Double yellow line                        \$688.00 per mile

Single white line                        \$378.00 per mile

2022

Safety Marking LLC

Double yellow line                        \$437.00 per mile

Single white line                        \$248.00 per mile

## BITUMINOUS CONCRETE

Peckham – price per ton

<u>Base course type 1</u>	\$93.40
<u>Binder course type 3</u>	\$94.50
<u>Shim course type 5</u>	\$118.00
<u>Top course type 6f</u>	\$95.50
<u>Top course type 6f modified</u>	\$95.50
<u>Top course type 7</u>	\$102.50
<u>Playground mix</u>	\$102.50
<u>Curb mix</u>	\$114.00
<u>Recycled Item 4</u>	\$ 10.00

### **PREVIOUSLY AWARDED BIDS**

2023

Peckham of Bedford Hills

Base: \$89.00/ton  
Binder: \$89.25/ton  
Shim: \$108.00/ton  
Top 6f: \$92.50/ton  
Top 7: \$100.00/ton  
Playground: \$100.00/ton  
Curb mix: \$104.00/ton  
Recycled item 4: \$8.00/ton

2022

Peckham of Bedford Hills

Base: \$89.00/ton  
Binder: \$89.25/ton  
Shim: \$108.00/ton

Top 6f: \$92.50/ton

Top 7: \$100.00/ton

Playground: \$100.00/ton

Curb mix: \$104.00/ton

Recycled item 4: \$8.00/ton

**REFUSE/CARTERS**

(price per pull)	<u>CRP SANITATION</u>	<u>CITY CARTING</u>
3 cans w/ weekly pickup	\$200.00	\$95.00 per month
30 yards as requested	\$655 3 tons + \$135 per ton over 3	\$500.00 per pull incl. 2 tons + \$110.00/ton over 2 tons OR \$235 per pull + \$110.00/ton
20 yards as requested	\$590 2 tons + \$135 per ton over 2	\$500.00 per pull incl. 2 tons + \$110.00/ton over 2 tons OR \$235 per pull + \$110.00/ton
10 yards w/weekly pickup	\$425 1 ton + \$135 per ton over 1	\$269.22 per month
2 yards w/weekly pickup	\$120 per month per location	\$135.00 per month

**RECYCLABLES AND HOUSEHOLD JUNK CONTAINERS**

(price per pull)	<u>CRP SANITATION</u>	<u>CITY CARTING</u>
30 yards cardboard	\$275 flat	\$235.00
30 yards mixed paper	\$275 flat	\$235.00
30 yards commingled	\$275 + \$135 per ton	\$235.00 + \$75.00/ton
30 yards metal	\$275 flat	\$235.00
30 yards household junk (no hazardous materials, tires, chemicals, etc)	\$655.00 (3 tons)	\$500 per pull incl. 2 tons + \$110.00 over 2 tons OR \$235 per pull + \$110.00/ton
other fees (if any)	\$135 per ton over	N/A

**SINGLE STREAM RECYCLING**

	<u>CRP SANITATION</u>	<u>CITY CARTING</u>
Three cans paper w/ Weekly pickup	\$95.00	\$95.00 per month
Four-yard single-stream Container w/weekly pickup	\$95.00	\$135.00 per month

**HEAVY EQUIPMENT**

ACS Construction

Lg. Dmp. Truck w/op.	\$1200.00 (Daily)	\$6000.00 (Weekly)
Lg. Exc. w/op.	\$1800.00 (Daily)	\$9000.00 (Weekly)
Mini Exc. w/op.	\$1400.00 (Daily)	\$7000.00 (Weekly)
Exc. w/op & hammer	\$2800.00 (Daily)	\$14000.00 (Weekly)
306 CAT	\$1500.00 (Daily)	\$7500.00 (Weekly)

Fred A. Cook Jr. Inc

Vacuum Exc. w/op. & labor	\$2950.00 (Daily)	\$14000.00 (Weekly)
---------------------------	-------------------	---------------------

**PREVIOUSLY AWARDED BIDS:**

2023

AC&S Excavating

Large dump truck with operator \$1,200.00 daily/\$6,000.00 weekly  
Large excavator with operator \$1,600.00 daily/\$8,000.00 weekly  
Mini excavator with operator \$1,200.00 daily/\$6,000.00 weekly  
Excavator with operator and hydraulic rock hammer \$2,400.00 daily/\$12,000.00 weekly  
306 Cat skid steer with operator \$1,500.00 daily/\$7,500.00 weekly

2022

AC&S Excavating

Large dump truck with operator: \$1,080.00/day

\$5,400.00/week

Large excavator with operator: \$1,480.00/day

\$7,400.00/week

Mini excavator with operator: \$1,120.00/day

\$5,600.00/week

Excavator and hydraulic rock hammer: \$2,600.00/day

\$13,000.00/week

**CATCH BASIN AND VOR-TECH UNIT CLEANING**

Fred A. Cook Jr. Inc

Vacuum Truck w/op.

\$2800.00 (Daily)

\$13000.00 (Weekly)

**PREVIOUSLY AWARDED BIDS:**

2023

No bid submitted

2022

Fred A. Cook Jr.

\$2,600.00/day

\$12,500.00/week

**AGGREGATES AND ROAD SAND FOR ICE CONTROL**  
**(PRICE PER TON DELIVERED)**

	<u>Putnam</u> <u>Material</u>	<u>Wingdale</u> <u>Material</u>	<u>Thalle</u> <u>Indus.</u>	<u>Peckham</u>
<u>Recycled Item 4</u>			\$22.00	<b>\$10.00</b>
<u>¾" Trap Rock</u>			<b>\$37.00</b>	
<u>¾" Stone</u>	<b>\$36.00</b> (limestone)	\$37.95	\$37.00	
<u>3/8" blue stone</u>		<b>\$39.95</b>	\$41.00	
<u>Rip-Rap stone</u> <u>5" – 6"</u>	\$40.00	\$42.95	<b>\$39.00</b>	
<u>Rip-Rap stone</u> <u>5" or less</u>	<b>\$29.91</b>	\$42.95	\$39.00	
<u>Road Sand</u>			<b>\$34.00</b>	
<u>Light Stone</u> <u>Fill (8"-12"</u>			<b>\$39.00</b>	
<u>¾ Brown Item 4</u>		<b>\$30.95</b>	\$31.00	
<u>Item 4 - Limestone</u>	<b>\$29.95</b>			

**MEMORANDUM**

**To:** Town Board  
**Cc:** Jonah Maddock  
**From:** Erin Trostle  
**Date:** April 4, 2024  
**Re:** Scotts Corners Maintenance

---

Following the Town Board vote authorizing solicitation of bids for maintenance services in Scotts Corners, bid specs for those services were recently sent to five local landscaping companies and posted to the town website.

Only one timely complete bid was received, from Luppino Landscaping. Luppino is our current provider for Scotts Corners maintenance, and the rates per occurrence quoted for the services described in Items 1-4 (see bid specs) have not changed. (Note that arithmetic errors have been corrected.)

Last year, Luppino performed the services specified in Items 5-7 for a flat rate of \$2,750 for the year, so the fee quoted for these services is actually significantly less.

Please accept Maintenance Supervisor Jonah Maddock's recommendation to award the bid to Luppino Landscaping.



# Luppino Landscaping Corp

## AMENDED 2024 Bid Specifications

### Maintenance Services in Scotts Corners Parking District

Please indicate prices for the following services in the Scotts Corners Parking District, including the Village Green. Bids are due no later than 12:00 noon on Thursday, April 4, and may be submitted to the Office of the Town Clerk at 179 Westchester Avenue, Pound Ridge, NY 10576 by hand, email (townclerk@townofpoundridge.com), or regular mail.

#### A. SERVICES TO BE BILLED PER OCCURRENCE

Service	Description	Frequency	Price per occurrence		Estimated total
1. Spring/fall cleanup	Perform seasonal cleanup of unpaved areas, including Village Green and islands along Westchester Avenue and in rear parking lots	Twice (spring and fall)	\$200.00	x 2 =	<del>\$750.00</del> \$400
2. Swales	Clean out swales (ditches) on both sides of parking district (includes weed whacking)	As needed weekly (at least twice per month)	\$200.00	x 2 =	<del>\$1150.00</del> \$400
3. Mowing	Mow grass behind swales on both sides of parking district and at Village Green, as well as all grass not maintained by property owners (includes edging with weed whacker)	Weekly May through mid-August	\$250.00	x 20 =	<del>\$1500.00</del> \$5000
		Every other week mid-August through October			
4. Leaf removal	Rake and blow leaves in Parking District, including Village Green, and shoulders of Westchester Avenue in PBB zone	Every other week September through November; December as well if needed	\$250.00	x 13 =	<del>\$1400.00</del> \$3250
5. Mulching	Mulching of beds in spring, with mulch to be provided by the town	Once, in spring	\$0.00	x 1 =	\$0.00

**SUBTOTAL ITEMS 1-5 = \$4050.00** ~~\$9050~~

#### B. SERVICES TO BE BILLED MONTHLY

Service	Description	Frequency	Price per month		Total
6. Cleaning	Cleaning of tables at Village Green 64 visits total	Twice per week April–November	\$93.75	x 8 =	\$750.00
7. Weeding/trimming	Weeding of beds and trimming of shrubs at Village Green 32 visits total	As needed weekly April–November	\$93.75	x 8 =	\$750.00

**SUBTOTAL ITEMS 6-7 = \$1500.00**

**GRAND TOTAL ITEMS 1-7 = \$5550.00**

~~\$10,550~~

# CLAIM

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



**PURCHASE ORDER NO.:**

**DATE:** 4/2/2024

**CLAIMANT'S  
AND  
ADDRESS**

Giovanni Nanna  
 8 Maclean Drive  
 Pound Ridge, NY 10576

**VENDOR #:**

APPROPRIATION	AMOUNT	VOUCHER #
T32.3775	\$2,222.50	
<b>TOTAL</b>	<b>\$2,222.50</b>	

DATES	DESCRIPTION OF MATERIALS OR SERVICES	QUANTITY	UNIT PRICE	AMOUNT
4/2/2024	Return of unused Planning Board Escrow	1	\$7,237.50	\$7,237.50
	payable to Giovanni Nanna			\$0.00
	for 9 Great Hill Farms Road			\$0.00
				\$0.00
	please give check to Christeen Dur , do not mail			\$0.00
	Michelle Argila and Giovanni Nanna would like to pick up the check			\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
			<b>TOTAL</b>	<b>\$7,237.50</b>

### CLAIMANT'S CERTIFICATION

I, \_\_\_\_\_, certify that the above account in the amount of \$7,237.50 is true and correct; that the items, services, and disbursements charged were rendered to or for the town on the dates stated; that no part has been paid or satisfied; that taxes, from which the municipality is exempt, are not included; and that the amount claimed is actually due.

\_\_\_\_\_ date *per email* signature \_\_\_\_\_ title

### SPACE BELOW FOR TOWN USE

**DEPARTMENT APPROVAL**

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

4/2/24 date *Christeen Dur* authorized official  
*PB Admin*

**APPROVAL FOR PAYMENT**

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

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

## Christeen Dur

---

**From:** Michelle Argila <michelleargila@gmail.com>  
**Sent:** Tuesday, April 2, 2024 11:59 AM  
**To:** Christeen Dur  
**Subject:** Re: Subdivision escrow refund

Hi Christeen!

Let me know when you have the check in hand and I'll come pick it up. I'm Confirming to make the check payable to : Giovanni Nanna. Thank you so much  
Michelle Nanna

On Apr 2, 2024, at 11:35 AM, Christeen Dur <cdur@townofpoundridge.com> wrote:

Hi Michelle

Hope all is well and you had a nice Easter. This week, I will be submitting your escrow refund for the town board agenda for their April 9 meeting. Please confirm where you would like the check mailed and payable to Giovanni Nanna. The balance of the escrow is \$7,237.50.

Summary and bill attached for your reference.

Thank you. Christeen

**From:** Christeen Dur  
**Sent:** Tuesday, January 30, 2024 11:58 AM  
**To:** Michelle Argila <michelleargila@gmail.com>  
**Subject:** RE: Subdivision

I am so sorry Michelle. It was great to see you. As soon as I get the 1 bill I will update your summary and let you know the timing etc.

**From:** Michelle Argila <[michelleargila@gmail.com](mailto:michelleargila@gmail.com)>  
**Sent:** Tuesday, January 30, 2024 10:45 AM  
**To:** Christeen Dur <[cdur@townofpoundridge.com](mailto:cdur@townofpoundridge.com)>  
**Subject:** Re: Subdivision

Hi Christeen,

I'm requesting the release of the remaining escrow associated with 8 Maclean Drive. We have decided not to go to ZBA and just end the process here. Let me know when it gets approved so I can stop by and pick it up, since my address will be changed. Please make the check payable to : Giovanni Nanna. Thank you so much

Michelle Nanna

On Jan 25, 2024, at 11:03 AM, Michelle Argila <[michelleargila@gmail.com](mailto:michelleargila@gmail.com)> wrote:

Hi Christeen,

My engineer wants to zoom into the meeting tonight because he can't make it in person... is that ok?

Michelle Nanna

On Jan 23, 2024, at 4:05 PM, Christeen Dur <[cdur@townofpoundridge.com](mailto:cdur@townofpoundridge.com)> wrote:

Hi Michelle

Memo attached  
Thanks. christeen

**From:** Michelle Argila <[michelleargila@gmail.com](mailto:michelleargila@gmail.com)>  
**Sent:** Wednesday, January 10, 2024 10:02 PM  
**To:** Christeen Dur <[cdur@townofpoundridge.com](mailto:cdur@townofpoundridge.com)>  
**Subject:** Fwd: Subdivision

Date	Beginning Balance	Deposits Added	Payments Out	Ending Balance	Vendor	Comments	Invoice #	W&C	FPC
1/12/2024		8000.00		8000.00	Nanna ck#769				
3/13/2024	8000.00		762.50	7237.50	P&D	January	247902-1		

8000.00      762.50      **7237.50**

#3790 Nanna 8 Maclean drive

# CLAIM

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



**PURCHASE ORDER NO.:**

**DATE: 4/2/2024**

**CLAIMANT'S  
 NAME  
 AND  
 ADDRESS**

Melissa King  
 66 Dann Farm Road  
 Pound Ridge NY 10576

**VENDOR #:** 999999

APPROPRIATION	AMOUNT	VOUCHER #
T-31-3102	\$2,000.00	
<b>TOTAL</b>	<b>\$2,000.00</b>	

DATES	DESCRIPTION OF MATERIALS OR SERVICES	QUANTITY	UNIT PRICE	AMOUNT
4/2/2024	Release of Bond #2021-32	1	\$2,000.00	\$2,000.00
	\$2,000 held by the Town for the WCC			\$0.00
	for property located at 66 Fann Farm Road			\$0.00
				\$0.00
				\$0.00
	Conditions of wetlands permit have been completed and			\$0.00
	the inspection of the project was satisfactory.			\$0.00
				\$0.00
	Payable to Melissa King			\$0.00
				\$0.00
			<b>TOTAL</b>	<b>\$2,000.00</b>

### CLAIMANT'S CERTIFICATION

I, \_\_\_\_\_, certify that the above account in the amount of \$2,000.00 is true and correct; that the items, services, and disbursements charged were rendered to or for the town on the dates stated; that no part has been paid or satisfied; that taxes, from which the municipality is exempt, are not included; and that the amount claimed is actually due.

\_\_\_\_\_
per letter & email
\_\_\_\_\_  
 date signature title

### SPACE BELOW FOR TOWN USE

DEPARTMENT APPROVAL	APPROVAL FOR PAYMENT
The above services or materials were rendered or furnished to the town on the dates stated and the charges are correct.  <div style="display: flex; justify-content: space-between;"> <span style="font-size: 1.5em;">4/2/24</span> <span style="font-size: 1.5em;">Christina B. Biondi</span> </div> <div style="display: flex; justify-content: space-between;"> <span>date</span> <span>authorized official</span> </div> <p style="text-align: center; font-size: 1.2em;">WCC Admin</p>	This claim is approved and ordered paid from the appropriations indicated above.  <hr/> <hr/>



## Christeen Dur

---

**From:** Dean Pushlar <[dpushlar@charter.net](mailto:dpushlar@charter.net)>  
**Sent:** Tuesday, April 2, 2024 2:58 PM  
**To:** Christeen Dur  
**Cc:** 'Melissa King'  
**Subject:** RE: WCC Bond release 66 Dann Farm Road

Yes.

**Dean**  
Phone [203-733-8516](tel:203-733-8516)

**From:** Christeen Dur <[cdur@townofpoundridge.com](mailto:cdur@townofpoundridge.com)>  
**Sent:** Tuesday, April 2, 2024 2:57 PM  
**To:** Dean Pushlar <[dpushlar@charter.net](mailto:dpushlar@charter.net)>  
**Cc:** 'Melissa King' <[mking166@gmail.com](mailto:mking166@gmail.com)>  
**Subject:** RE: WCC Bond release 66 Dann Farm Road

And mailed to 66 Dann Farm Road, correct?

**From:** Dean Pushlar <[dpushlar@charter.net](mailto:dpushlar@charter.net)>  
**Sent:** Tuesday, April 2, 2024 2:56 PM  
**To:** Christeen Dur <[cdur@townofpoundridge.com](mailto:cdur@townofpoundridge.com)>  
**Cc:** 'Melissa King' <[mking166@gmail.com](mailto:mking166@gmail.com)>  
**Subject:** RE: WCC Bond release 66 Dann Farm Road

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Yes. Melissa King. Copied on this email.

**Dean**  
Phone [203-733-8516](tel:203-733-8516)

**From:** Christeen Dur <[cdur@townofpoundridge.com](mailto:cdur@townofpoundridge.com)>  
**Sent:** Tuesday, April 2, 2024 2:42 PM  
**To:** dpushlar <[dpushlar@charter.net](mailto:dpushlar@charter.net)>  
**Subject:** WCC Bond release 66 Dann Farm Road  
**Importance:** High

Hi Dean

I received your letter for 66 Dann Farm Road and I am submitting the bond release request to the Town Board for their meeting on April 9.



Can you confirm that the check should be mailed to 66 Dann Farm Road?  
Who should it be made payable to, Melissa King? Let me know. thank  
you. Christeen

Christeen CB Dür  
Grants Coordinator & Administrator  
Planning Board & Water Control Commission  
Town of Pound Ridge  
179 Westchester Ave., Pound Ridge, NY 10576  
Tel: 914.764.3982 Fax: 914.764.0102  
[townofpoundridge.com](http://townofpoundridge.com)

# CLAIM



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

**PURCHASE ORDER NO.:**

**DATE: 4/4/2024**

**CLAIMANT'S  
 NAME  
 AND  
 ADDRESS**

Chris Taussig  
 9 Great Hill Farms Road  
 Pound Ridge NY 10576

**VENDOR #:** 999999

APPROPRIATION	AMOUNT	VOUCHER #
T-31-3102	\$2,500.00	
<b>TOTAL</b>	<b>\$2,500.00</b>	

DATES	DESCRIPTION OF MATERIALS OR SERVICES	QUANTITY	UNIT PRICE	AMOUNT
4/2/2024	Release of Bond #2023-54 and 2022-44	1	\$2,500.00	\$2,500.00
	\$2,000 and \$500 held by the Town for the WCC			\$0.00
	for property located at 9 Great Hill Farms Road			\$0.00
				\$0.00
				\$0.00
	Conditions of wetlands permit have been completed and			\$0.00
	the inspection of the project was satisfactory.			\$0.00
				\$0.00
	Payable to Chris Taussig			\$0.00
				\$0.00
			<b>TOTAL</b>	<b>\$2,500.00</b>

### CLAIMANT'S CERTIFICATION

I, \_\_\_\_\_, certify that the above account in the amount of \$2,500.00 is true and correct; that the items, services, and disbursements charged were rendered to or for the town on the dates stated; that no part has been paid or satisfied; that taxes, from which the municipality is exempt, are not included; and that the amount claimed is actually due.

\_\_\_\_\_ date *per letter* signature \_\_\_\_\_ title

### SPACE BELOW FOR TOWN USE

#### DEPARTMENT APPROVAL

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

4/3/24 date *Christina CB Din* authorized official  
*WCC Admin.*

#### APPROVAL FOR PAYMENT

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

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

**TIM  
MILLER  
ASSOCIATES, INC.**

10 North Street, Cold Spring, NY 10516 (845) 265-4400 265-4418 fax [www.timmillerassociates.com](http://www.timmillerassociates.com)

December 18, 2023

Hon. Bill Bedford, Chairman  
and members of the Water Control Commission  
Town of Pound Ridge  
179 Westchester Avenue  
Pound Ridge, NY 10576

Re: 9 Great Hill Farms Road  
Christopher and Whitney Taussig  
Tax Map No. 9317-49.13  
Annual Report – Biofilter Construction

Dear Chairman Bedford and Members of the Commission:

On January 11, 2023, the Water Control Commission approved a wetland application for Christopher and Whitney Taussig, owners of the property at 9 Great Hill Farms Road. Included in that approval was the re-construction of a biofilter basin at the northern edge of the property closest to Great Hill Farms Road. In June of 2023, our office supervised the restoration of the biofilter area, repair of the existing catch basin and planting of the biofilter in compliance with the approved plans.

As shown in the attached photos, the biofilter area was overgrown with viny material, most of it non-native. Both the overflow manhole and the outlet at the north end of the site were choked with weedy vegetation. The manhole leaked around the edges of the structure, so that no water was stored for treatment during intense rain events. The biofilter was not able to function as designed and built back in the 1990's.

In June of 2023, the mass of viny material, primarily porcelainberry, multifloral rose and bittersweet, was removed from the area, along with landscape debris, logs and broken fencing. Accumulated sediments form around the overflow manhole were removed to provide capacity for water storage and treatment. The manhole itself was regouted to plug any leaks and made functional as a n overflow. Two 10-yard containers were filled with removed debris and transported offsite. The outlet structure at Great Hill Farms Road was also cleared of vegetation and sediment. Photos of the entire process are attached.

Following the clearing of the area, new plantings were installed as proposed on the approved plans. The following material was planted.

OK per Jim Long  
WCC Bond  
2023-54  
x \$2k.  
2022-44  
\$500

**Trees**

2 Red Maple *Acer rubrum* 15 gal

**Shrubs**

17 Summersweet *Clethra alnifolia* 3 gal

10 Winterberry holly *Ilex verticillata* 3 gal

5 Redosier dogwood *Cornus sericea* 3 gal

**Grasses**

200 Soft Rush *Juncus effusus* 2" plug

50 Rice cutgrass *Leerzia ozyroides* 2" plug

100 Green bulrush *Schoenoplectus atrovirens* 2" plug

100 Common three-square *Schoenoplectus pungens* 2" plug

50 Marsh mallow *Hibiscus moscheutos* 2" plug

10 lbs Pinelands Basin Bottom Seed Mix

Following the planting of the plugs and container material, erosion controls were installed and the entire area hayed and seeded. The silt fence remained in place until the grass seed that is part of the seed mix germinated.

By September of 2023, the majority of the seed had germinated and the site was stabilized. All trees and shrubs were fully leafed out and in good condition. Photos taken in September are also attached.

Maintenance inspections will begin in the Spring of 2024. Water quality testing has also been completed; test results and discussion will be forwarded under separate cover. Please contact this office if you have any further questions about the status of this permit.

Respectfully,



Steve Marino, PWS  
Principal/Senior Wetland Scientist  
Tim Miller Associates, Inc.

C: Chris and Whitney Taussig  
James Perry, Town of Pound Ridge

**From:** [Bob](#)  
**To:** [Kevin Hansan](#)  
**Cc:** [Nicole Engel](#); [Daniel Paschkes](#); [Alison Boak](#); [Diane Briggs](#); [Namasha Schelling](#); [Melinda Avellino](#)  
**Subject:** Resignation  
**Date:** Friday, March 15, 2024 3:03:45 PM

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CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Kevin,

As you may be aware, I am moving and will be leaving Pound Ridge in the Spring. Therefore, please accept this letter as my formal resignation as Vice-Chair of the Conservation Board, effective March 31, 2024.

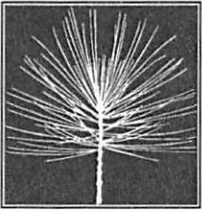
In preparing last year for the Conservation Board's 50th Anniversary, I discovered a 1973 booklet prepared by the Conservation Board entitled, "The Conservation of Pound Ridge," which showed how amazingly forward thinking the Town has been in understanding the importance of preserving the balance of nature and the essential role that green spaces play while developing a sense of stewardship to the land entrusted to us.

I hope the Town continues to preserve what makes Pound Ridge so unique, namely its untouched woods, wetlands and vistas, and appreciate having had the opportunity to have served the Town.

Sincerely,

Bob Siegel

Sent from my iPhone



# THE POUND RIDGE LAND CONSERVANCY

PO Box 173, Pound Ridge, NY 10576 • 914-205-3533 • www.prlc.net

Armstrong Education Center  
1361 Old Post Road, Pound Ridge, NY 10576

April 2, 2024

Member of Pound Ridge Town Board  
Town of Pound Ridge  
Pound Ridge, NY 10576  
c/o Nicole Engel: Chief of Staff

Re: PRLC's Request for Support for Summer Intern Stipend of \$1000

Dear Members of Pound Ridge Town Board:

With the support of Melinda Avellino, on behalf of the Conservation Board and Dan Paschkes and Steve Conti on behalf of the Town Board, and at the suggestion of Nicole Engel, Chief of Staff, we hereby request from the Town one-thousand (\$1,000) dollars to partially fund Pound Ridge Land Conservancy's (PRLC's) College Summer Intern Program. PRLC has been running a summer internship program for years. The interns have worked on our preserves and completed independent projects of value to our community and most of our interns have come from our local area. The funds will join funds from other local conservation groups to pay a modest stipend to a college student interested in learning more about conservation and environmental studies in return for work on PRLC's local preserves used by the Pound Ridge community. PRLC hopes that the Town's support will allow us to attract two interns for the 10-week program. The requested funds represent a fee for services to the Town (in support of our preserves, which in turn provide great value to our community).

We ask that you include this application on April 9, 2024 Town Board meeting agenda. We also request that the support requested be considered as a recurring annual expense within the Town's budget in support of our longstanding intern program.

Please let us know if you need anything further in support of this expense. Jack Wilson, Land Steward Dave Prosser and I would be happy to appear at the April 9th meeting to respond to any questions the Board may have.

Most appreciatively,

Pamela Corey, VP & Head of Programming

cc: Melinda Avellino  
Dan Paschkes, Town Board Liaison  
Jack Wilson, President, PRLC

## THE PRESERVES

Armstrong • Bye • Carolin's Grove • Clark • Della Torre • Goldfein • Halle Ravine • Honey Hollow • Isaacson • Laurel Ponds  
Meadow on Fancher • Olesen • Old Stone Hill • Richards • Russell • Sand • Schwartz • Thalheim • Robert Whitehead • Yaggi