

Town Clerk's Office

MEMORANDUM

To: Town Board
From: Erin Trostle
Date: June 12, 2025
Re: Minutes of the May 20 and June 3, 2025 Town Board meetings

Please review the attached.

MINUTES OF THE MAY 20, 2025 MEETING OF THE TOWN BOARD OF THE TOWN OF POUND RIDGE HELD AT 179 WESTCHESTER AVENUE, POUND RIDGE, NEW YORK, AND VIA ZOOM VIDEOCONFERENCE, COMMENCING AT 7:30 PM

PRESENT: SUPERVISOR KEVIN HANSAN
DEPUTY SUPERVISOR/COUNCILPERSON DIANE BRIGGS
COUNCILPERSON ALISON BOAK
COUNCILPERSON NAMASHA SCHELLING
COUNCILPERSON DANIEL PASCHKES

ALSO

PRESENT: TOWN ATTORNEY WILLIAM HARRINGTON
DEPUTY TOWN CLERK JOSHUA HAYES

NOT TOWN CLERK ERIN TROSTLE
PRESENT:

I. CALL TO ORDER OF REGULAR MEETING

Supervisor Hansan called the meeting to order at 7:32 pm.

II. CALL FOR EXECUTIVE SESSION

Board Action: Motion by Councilperson Paschkes, seconded by Councilperson Boak, all voting aye, to call for an executive session on Tuesday, June 5, 2025 at 6:30pm.

III. ANNOUNCEMENTS

- The annual Memorial Day parade will start at Pound Ridge Elementary School at noon on Monday, May 26. After a ceremony at the cemetery, there will be a barbeque in the Town Park courtesy of the Market at Pound Ridge Square and the Pound Ridge Police Benevolent Association. The Town Pool will be officially opened for the season.
- The Pound Ridge Historical Society will hold a musical ceremony at the Village Green on Saturday, May 31 from 11am-12:30pm. This ceremony will feature traditional tunes and historical melodies.
- Registration is still open for the 4th annual Color Run to be held on Sunday, June 1, a unique 5K road race and fun run event. This event was organized by the Pound Ridge Partnership and the Pound Ridge Human Rights Advisory Committee.
- This Juneteenth, The Pound Ridge Partnership and the Human Rights Advisory Committee will hold the third free on the Village Green from 7-8pm, showcasing some smooth jazz.

- The Recycling Center will be closed on Saturday, May 24, in observation of Memorial Day.

IV. MINUTES

Board Action: Motion by Councilperson Briggs, seconded by Councilperson Boak, all voting aye, to approve the minutes of the May 6, 2025 Town Board meeting.

V. PUBLIC COMMENT I

Resident John McCown, of 25 Miller Road, questioned auditing related to the budget, mentioning financial documentation and procedures.

Resident Norman Bernstein, of 2 Pheasant Road, pointed out that the Town is spending money to participate in Simons v. NYS EFC et al.

Resident John Nathan, of 151 Upper Shad Road, again reiterated complaints about the lack of 2021 functionality on the Town website calendar.

VI. PUBLIC HEARING

Board Action: Motion by Councilperson Briggs, seconded by Councilperson Boak, all voting aye, to call for a public hearing on a proposed police policy on immigration enforcement and discrimination on Tuesday, June 17.

VII. NEW BUSINESS

A. Finance

1. 2023 Audit Presentation

Director of Finance, Steve Conti, and auditors from PKF O'Connor Davies reviewed variances and findings line by line during their 2023 audit presentation. The budget remained under the tax cap for the eighth year in a row.

2. Year End Budget Transfers

RESOLUTION 134-25

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

RESOLVED, that the Town Board hereby approves budget transfers as detailed in the chart below:

	Department	Account	Transfer To	Transfer From
001-1010-410	Town Board	Prof. Serv	\$60,000.00	
001-1230-100	Town Administrator	Administrator		\$75,000.00
001-1420-420	Town Attorney	Tech. Assist	\$112,106.26	
001-1440-415	Town Engineer	Tech. Assist	\$3,409.20	
001-1910-400	Insurance		\$27,070.00	
001-9730-701	Bond Note	Interest	\$48,782.00	
001-8050-410	WasteWater	Prof. Serv		\$95,000.00
001-1990-400	Contingency			\$79,367.46
TOTAL			\$249,367.46	\$249,367.46

B. Town Board

1. AT&T Mobility Installation special use permit application

Board Action: Motion by Councilperson Paschkes, seconded by Councilperson Boak, all voting aye, to refer a special use permit application from AT&T for cell tower 5G improvements to the Planning Board for review and recommendation.

C. Town Clerk

1. Special event permit for Pound Ridge Historical Society

RESOLUTION 135-25

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

RESOLVED, that the Town Board hereby approves a special event permit for Pound Ridge Historical Society music event, to be held at the Village Green on May 31, 2025.

2. Cemetery plot sale

RESOLUTION 136-25

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

RESOLVED, that the Town Board hereby authorizes the following cemetery plot

sale:

Plot(s)	Price	Purchasers
406, section 3 (two gravesites)	\$2000	Joanne and Craig Padawer 48 Old Pound Road Pound Ridge, NY 10576

3. Monthly Reports

The following reports have been filed in the Town Clerk's office and are available for public inspection and copying:

- Building Department April 2025 Report
- Receiver of Taxes April 2025 Report
- Town Clerk April 2025 Report

D. Receiver of Taxes

1. Conference Attendance

RESOLUTION 137-25

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

RESOLVED, that the Town Board hereby authorizes the Receiver of Taxes to attend the NYS Association of Tax Receivers 2025 Training Seminar in Lake George at a cost not to exceed \$1,300.00.

2. Refund of Duplicate Payments

RESOLUTION 138-25

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

RESOLVED, that the Town Board hereby authorizes the refund of duplicate payments for property taxes in the total amount of \$259.68 as follows: \$199.75 for parcel 9816-67.15 and \$59.93 for parcel 10263-55, both to Corelogic.

E. Grants Coordinator

RESOLUTION 139-25

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

RESOLVED, that the Town Board hereby authorizes the Grants Administrator to attend the SUNY Potsdam Local Government: Grant Writing microcredentialing course online over two semesters at a cost not to exceed \$2,528.00.

AND BE IT FURTHER RESOLVED THAT the Town Board hereby authorizes a transfer of \$2,528.00 from contingency to budget line 001.1225.0400.

F. Conservation Board

RESOLUTION 140-25

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

RESOLVED, that the Town Board hereby accepts the resignation of Conservation Board Secretary, Roseann Vuotto.

G. Maintenance

Councilperson Boak recused herself from discussion of the matter.

RESOLUTION 141-25

Board Action: Motion by Councilperson Schelling, seconded by Supervisor Hansan, the motion passing 4-0 with Councilperson Boak abstaining, on the following:

RESOLVED, that the Town Board hereby authorizes the Maintenance Supervisor to advertise for and hire two temporary laborers at a rate of \$18 per hour.

VIII. PUBLIC COMMENT II

There were no further public comments from the public.

IX. FINANCIAL MATTERS – Pay bills

RESOLUTION 142-25

Board Action: Motion by Councilperson Boak, seconded by Supervisor Hansan, the motion passing 4–0 with Councilperson Schelling abstaining, on the following:

RESOLVED, that the Town Board hereby authorizes the Supervisor to pay the following claims as detailed in Abstract 10-2025:

Fund	Claim Numbers	Total Amount
General Fund	A00432–A00487	\$71,055.27

Highway Fund	D00105–D00115	\$86,329.20
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- I. **ADJOURNMENT:** There being no further business to come before the Town Board, Supervisor Hansan adjourned the meeting at 9:11 pm.
- II. **RECONVENE AS PARKING DISTRICT COMMISSION:** Supervisor Hansan called the meeting to order at 9:11 pm.

RESOLUTION 143-25

Board Action: Motion by Councilperson Boak, seconded by Supervisor Hansan, the motion passing 4-0 with Councilperson Schelling abstaining, on the following:

RESOLVED, that the Town Board hereby authorizes the Supervisor to pay the following claim as described in Abstract 10-2025:

Fund	Claim Number	Total Amount
Parking District	ST00013	\$1318.75

- X. **ADJOURNMENT:** There being no further business to come before the Parking District Commission, Supervisor Hansan adjourned the meeting at 9:13pm.

Joshua M. Hayes, Deputy Town Clerk
Dated at Pound Ridge, New York
May 28, 2025

MINUTES OF THE JUNE 3, 2025 MEETING OF THE TOWN BOARD OF THE TOWN OF POUND RIDGE HELD AT 179 WESTCHESTER AVENUE, POUND RIDGE, NEW YORK, AND VIA ZOOM VIDEOCONFERENCE, COMMENCING AT 7:30 PM

PRESENT: SUPERVISOR KEVIN HANSAN
DEPUTY SUPERVISOR/COUNCILPERSON DIANE BRIGGS
COUNCILPERSON NAMASHA SCHELLING
COUNCILPERSON DANIEL PASCHKES

ALSO

PRESENT: TOWN ATTORNEY WILLIAM HARRINGTON (via Zoom)
TOWN CLERK ERIN TROSTLE

NOT

PRESENT: COUNCILPERSON ALISON BOAK

I. CALL TO ORDER OF REGULAR MEETING

Supervisor Hansan called the meeting to order at 7:31 pm.

II. EXECUTIVE SESSION

There is an executive session scheduled for Thursday, June 5, 2025, at 6:30 pm.

III. ANNOUNCEMENTS

- The Pound Ridge Business Association presents sidewalk sales in the business district this Friday, June 6 through Sunday, June 8.
- The Pound Ridge Partnership's Bake-Off Challenge is scheduled for Saturday, June 14, starting at 10:00 am, at the Village Green.
- The first of the Pound Ridge Partnership's Summer Sundays Concerts will be on Sunday, June 15 from 11:00 am to 12:00 noon at the Village green.
- A concert sponsored by the Human Rights Advisory Committee in cooperation with the Pound Ridge Partnership will be held from 7:00 pm to 8:00 pm on Thursday, June 19 in celebration of Juneteenth.
- Councilperson Briggs wished Dr. Eduard Kleiner, whose generous donation helped fund the Village Green, a happy birthday.

IV. PUBLIC COMMENT I

Resident Katherine Biagiarelli, of 315 Salem Road, reported several maintenance issues involving Conant Hall.

V. NEW BUSINESS

A. Maintenance Department – Gravel installation

RESOLUTION 144-25

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

RESOLVED, that the Town Board hereby authorizes the transfer of \$9,500 from contingency to budget line 7110.0406; AND BE IT FURTHER

RESOLVED, that the Town Board hereby approves the expenditure of \$9,500 for the installation of a gravel patch/pathway adjacent to the Town Park pond to facilitate the July 4 fireworks event , with said installation to be completed by AC&S Excavating Contractors, Inc.

B. Police Department – Resignation of Officer Carl Yuan

RESOLUTION 145-25

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

RESOLVED, that the Town Board hereby accepts the resignation of Police Officer Carl Yuan.

C. Recreation Department – Summer staff

RESOLUTION 146-25

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

RESOLVED, that the Town Board hereby approves the following salaries for seasonal summer pool and camp staff:

<u>Position</u>	<u>Number</u>	<u>Salary Range</u>	<u>Raise for Returning Staff</u>
Booth Guards	20–25	\$13.00–14.00/hour	
Lifeguards	70	\$16.00–18.00/hour	\$0.50/hour
Head Guards	4	\$20.00–22.00/hour	
Directors and Assistant Directors	3	\$25.00–31.00/hour	\$1.00/hour
Lessons Instructors	6	\$16.00–26.00/hour	
Swim Team Coaches	5	\$2,000–7,000/season	
Camp Counselors	40-60	\$2,610-3,800/season	3%
Activity Specialists	10–15	\$3,800–6,000/season	3%
Directors and Assistant Directors	1–4	\$6,000–14,500/season	3%

D. Town Clerk – Sale of cemetery plots

RESOLUTION 147-25

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

RESOLVED, that the Town Board hereby approves the sale of Plots 467 and 475 in Section 3 of the Pound Ridge Cemetery to James Nagel of 26 Doe View Lane at a price of \$4,000.00

E. Conservation Board – Appointment of Joshua Hayes

RESOLUTION 148-25

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

RESOLVED, that the Town Board hereby appoints Joshua Hayes as secretary to the Conservation Board effective immediately.

IV. PUBLIC COMMENT II

There were no further comments from the public.

V. FINANCIAL MATTERS – Pay bills

RESOLUTION 149-25

Board Action: Motion by Councilperson Briggs, seconded by Councilperson Paschkes, the motion passing 3–0 with Councilperson Schelling abstaining, on the following:

RESOLVED, that the Town Board hereby authorizes the Supervisor to pay the following claims as detailed in Abstract 11-2024:

Fund	Claim Numbers	Total Amount
General Fund	A00488–A00522	\$33,138.53
Highway Fund	D00116–D00122	\$6,174.72
Trust & Agency Fund	AT00043–AT00050	\$7,350.00

VI. ADJOURNMENT: There being no further business to come before the Town Board, Supervisor Hansan adjourned the meeting at 7:43 pm.

Erin Trostle, Town Clerk
Dated at Pound Ridge, New York
June 12, 2025

TOWN OF POUND RIDGE POLICE DEPARTMENT MANUAL

General Order 76

Immigration Status

Last Review / Revision 05/2025

I. PURPOSE AND SCOPE

To establish procedures to be followed by Sworn Members when encountering a person who actually or are suspected to have entered or remained in the United States unlawfully.

To encourage crime reporting and cooperation in the investigation of criminal activity, all individuals, regardless of their immigration status, must feel secure that in contacting or being addressed by members of the Pound Ridge Police Department will not lead to an immigration inquiry and/or deportation.

II. POLICY

It is the policy of the Town of Pound Ridge Police Department that Sworn Members shall not engage in enforcement activities solely for the purpose of enforcing federal immigration law nor detain persons based solely upon suspicion that such persons have entered or remained in the United States unlawfully.

III. PROCEDURE

General:

1. Department members will provide police services to all persons in the Town of Pound Ridge, regardless of their citizenship status.
2. ***Except as otherwise provided herein***, Sworn Members shall not stop, question, interrogate, investigate, or arrest an individual based solely on any of the following:
 - a. Actual or suspected immigration or citizen status; or
 - b. A civil immigration warrant, administrative warrant, or an immigration detainer (collectively, Immigration Detainers”) in the individual’s name, including those identified in the National Crime Information Center (NCIC) database.

NOTE: Immigration Detainers are not criminal warrants issued by a judge and may not provide sufficient basis to detain an individual or to prolong the detention of an individual detained for other reasons.

3. Sworn Members shall not inquire about the immigration status of an individual, including a crime victim, a witness, or a person who calls or approaches them or any

TOWN OF POUND RIDGE POLICE DEPARTMENT MANUAL

other Sworn Members seeking assistance, unless necessary to investigate criminal activity by that individual.

4. Unless acting pursuant to a legitimate law enforcement purpose that is unrelated to the enforcement of a civil immigration law, no department member shall assist with or permit U.S. Immigration and Customs Enforcement (ICE) agent's access to a person being detained by, or in custody of, the Department or a Department member.
5. In the absence of a judicial warrant, Pound Ridge Police Department may in its discretion notify federal immigration authorities in advance of an individual's release from custody, without extending their detention, if:
 - a. There is probable cause to believe that the individual has illegally re-entered the country after a previous removal or return as defined by 8 USC §1326, and
 - b. The individual has been convicted of a specifically enumerated set of serious crimes under the New York Penal Law (eg: Class A felony, Attempt of a Class A felony, Class B felony, etc) or
 - c. A federal crime or crime under the law of another state that would constitute a predicate felony conviction, as defined under the New York Penal Law, for any of the preceding felonies; or
 - d. There is probable cause to believe that the individual has or is engaged in terrorist activity
6. The Pound Ridge Police shall limit the information collected from individuals concerning immigration or citizenship status to that necessary to perform agency duties and shall prohibit the use or disclosure of such information in any manner that violates federal, state, or local law.
7. Any denial of a request from ICE for assistance in matter that are based solely on the enforcement of a civil immigration law and have no other legitimate law enforcement purpose will be documented in the Department's Records Management System

Town of Pound Ridge

Job Announcement

Town Assessor

The Town of Pound Ridge is seeking to appoint a full-time Town Assessor, effective October 1, 2025. This appointment would be for a six-year term, commencing on October 1, 2025, and ending on September 30, 2031. In order to be considered for this appointment, the candidate must meet the minimum qualifications set forth by the Westchester County Department of Human Resources, as stated below:

Job Duties and Responsibilities:

- Annually values and revalues each parcel of real property;
- Utilizes and maintains current tax maps and appraisal cards;
- Attends all hearings of the Board of Assessment Review;
- Makes changes in assessments in accordance with Law as directed by the Board of Assessment Review;
- Receives complaints filed and transmits them to the Board of Assessment Review;
- Prepares reports of assessment activities as required by the appointing authority or the New York State Office of Real Property Services;
- Provides school districts within the assessing unit a copy of the current pertinent portion of the assessment roll;
- Reviews and makes determinations with respect to applications for tax exemptions;

Minimum Qualifications: Prior to appointment, the candidate for Assessor must meet the minimum qualification standards for sole appointed assessor as set forth in 20 NYCRR Rules for Real Property Tax Administration Section 8188-2.2, as evidenced by a copy of the letter from the Office of Real Property Tax Services approving the candidate's qualifications. Such qualifications are specified as:

(1) (i) graduation from high school, or possession of an accredited high school equivalency diploma; and (ii) two years of satisfactory full-time paid experience in an occupation involving the valuation of real property, such as assessor, appraiser, valuation data manager, real property appraisal aide or the like. Such experience shall be deemed satisfactory if it is demonstrated that the experience primarily was gained in the performance of one or more of the following tasks: collection and recording of property inventory data, preparation of comparable sales analysis reports, preparation of signed valuation or appraisal estimates or reports using cost, income or market data approaches to value. Mere listing of real property for potential sale, or preparation of asking prices for real estate for potential sale, using multiple listing reports or other published asking prices is not qualifying experience; or

(2) graduation from an accredited two-year college and one year of the experience described in subparagraph(1)(ii); or

(3) graduation from an accredited four-year college and six months of the experience described in subparagraph (1)(ii); or graduation from an accredited four-year college and a written commitment

from the county director that the county will provide training in assessment administration, approved by the NYS Office of Real Property Tax Services (ORPTS), within a six-month period; or

(4) certification by NYS Office of Real Property Tax Services (ORPTS) as a candidate for assessor.

Submission Requirements: Applicants must submit their resume or complete a Town of Pound Ridge job application and return via email or mail to:

SPECIAL REQUIREMENTS:

1. Each assessor must obtain certification as a State certified assessor by completing the basic course of training as set forth in 20 NYCRR 8188, Section 8188-2.6 within three years of beginning his or her initial term of office. An assessor who begins a new term of office without having attained certification during a prior term of office must attain certification within 12 months of beginning this new term, but in no event shall any assessor be required to attain certification in less than 36 months of time in office, subject to the interim certification requirements of section 8188-2.7 of the Rules for Real Property Tax Administration.
2. A State certified assessor must be recertified upon reappointment or reelection by successfully completing the ethics component course within one year.
3. Additional requirements for certified, uncertified and interim certifications of assessors is defined in section 8188-2.1 of the Rules for Real Property Tax Administration.
4. After certification, assessors must participate in a continuing education program by successfully completing an average of 12 continuing education credits each year.
5. As specified in Real Property Tax Law Section 322, assessors who fail to satisfy training requirements are subject to non-compliance proceedings and removal from office.

Submission Requirements: Applicants must submit their resume and cover letter via email or mail to:

Nicole Engel, Chief of Staff
179 Westchester Avenue
Pound Ridge, NY 10576
chiefstaff@townofpoundridge.com

The Town of Pound Ridge offers a competitive wage and benefits package. The salary range for this position will be between \$90,000 and \$110,000.

The Town of Pound Ridge is an equal opportunity employer.

REPLACEMENT OF THE TOWN OF POUND RIDGE COMMUNITY BUS

Community Resiliency, Economic Sustainability, and Technology Grant Program

WHEREAS the Town of Pound Ridge, New York (hereinafter the "Town") has established the public benefit of purchasing a replacement for the existing Community Bus (hereinafter the "Project"); AND

WHEREAS the Town plans to undertake the Project due to the fact that the existing Community Bus is nearing the end of its useful life; AND

WHEREAS the Project will enable the Town provide transportation for senior programs and other town and community events that support arts, cultural, educational, recreational, economic development, and other purposes related to the improvement of the Town; AND

WHEREAS the Project has been reviewed by the Recreation Commission of the Town of Pound Ridge and the Town Board of the Town of Pound Ridge, and both support the Project as currently planned; AND

WHEREAS the total cost of the Project is estimated at \$122,000; AND

WHEREAS the Town has the opportunity to apply for and receive grant funds from the Dormitory Authority of the State of New York (DASNY) via the New York State Legislature in an amount up to \$122,000 to cover the Project cost; NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of the Town of Pound Ridge hereby authorizes the Town Supervisor to request that Assembly Member Chris Burdick and Senator Shelley Mayer each nominate the Town for DASNY funding for half of the total Project cost and to sign and submit all associated paperwork required.

Memo

To: Town Board
From: Steven Conti
Date: 6/12/2025
Re: Workers' Compensation Renewal

I respectfully request authorization for the Workers' Compensation renewal effective 07/01/2025 through 06/30/2027 at an annual cost of \$105,980. This is an increase of 6% from our last renewal 07/01/2023 but in line with past years. Fluctuations are influenced by budget increases and experience/claims.

Comparison to recent years

2018-2019	\$109,690
2019-2020	\$113,781
2020-2021	\$116,399
2021-2022	\$107,119
2022-2023	\$105,786
2023-2024	\$100,382
2024-2025	\$100,122



www.compalliance.org

Christopher A. Koetzle
Chairman

Michael E. Kenneally
Executive Director

June 6, 2025

Steve Conti
Town of Pound Ridge
179 Westchester Avenue
Pound Ridge, NY 10576
Via Email: sconti@townofpoundridge.com

RE: Workers' Compensation Funding Contribution July 1, 2025 - June 30, 2027

Dear Mr. Conti:

A renewal funding contribution of \$195,586.00 has been developed for the Town of Pound Ridge's funding year beginning on July 1, 2025 - June 30, 2027. A payroll breakdown by job classification used to determine your Comp Alliance funding contribution, along with your Certificate of Insurance and an invoice for your Comp Alliance funding contribution are attached. A Certificate of Insurance can only be issued by our office. Please request all certificates by email to Jaclyn Czarnecki at jczarnecki@wrightinsurance.com or Tricia Murphy at pmurphy@wrightinsurance.com.

The funding contribution listed above does not include your estimated New York State assessment. The invoice for the estimated assessment is included in your renewal packet. As the 2024 estimated assessment amount was billed earlier this year and cannot yet be reconciled, the invoice in this packet reflects the estimated total due for 2025 with the 2023 reconciliation balance or credit applied. Please review and remit payment for the estimated assessment as directed on the invoice. Should you have any questions, please contact me directly.

The new law and accompanying rules established by the Workers' Compensation Board require that this assessment be calculated based on your actual payroll and remitted to the State on a quarterly basis along with a quarterly payroll report. They have also reserved the right to adjust the assessment rate during the fiscal year.

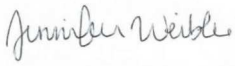
As a member of the Comp Alliance, you are responsible for submitting quarterly payroll reports to the Comp Alliance so that we may accurately report this information to the Workers' Compensation Board when assessment payments are remitted. The new regulations require that the payroll reported to the Comp Alliance for each quarter must be consistent with payroll reported to state or federal government agencies for other purposes. The amount of your estimated assessment may change based on your quarterly payroll or a change in rates by the Workers' Compensation Board. The 2025 assessment rate has been revised to 7.1%.

Also enclosed please find your copy of the Participation Agreement which reflects the basic terms of membership in the Program. If you have not done so already, please sign and send back to pmurphy@wrightinsurance.com. Retain the original for your records.

As a program designed exclusively for municipalities, we understand that local government resources are stretched. The Board of Trustees of the Comp Alliance, the Association of Towns of the State of New York (the Plan Administrator) and Wright Risk Management (the Plan Manager) remain committed to keeping rates stable and the costs of the program as low as possible for all members.

We value our relationship with you, and it is our intention to continue to deliver a dynamic and fiscally sound workers' compensation program to all members of the Comp Alliance for many years to come.

Very truly yours,



Jennifer Weible
Director, Workers' Compensation Underwriting
516-944-2804
JWeible@wrightinsuarance.com

Enclosures

CC: Ms. Vanessa Segarra, Brown & Brown Insurance Services, Inc. Email: v.segarra@bbbrown.com;
fdesk@bbhvins.com



Plan Manager: Wright Risk Management
900 Stewart Avenue, Suite 600, Garden City, NY 11530
Phone: 866-697-6922 Fax: 516-227-2352



Town of Pound Ridge

179 Westchester Avenue
Pound Ridge NY, 10576

Brown & Brown Insurance Services, Inc.

625 Route 6
Mahopac, NY 10541

Coverage Period (7/1/2025 - 6/30/2027)
Workers' Compensation & Employer's Liability - Statutory

Class Code	Description	Annual Payroll	Annual Contribution
5191	Office Mach Install & Repair	\$5,000	\$63
5506	Street or Road Construction	\$156,148	\$16,731
7720	Police Officers & Drivers	\$932,897	\$22,726
8391	Auto Gasoline Station	\$103,894	\$2,322
8810	Clerical Office Employees	\$1,713,383	\$1,866
8820	Attorney - All Emp & Clerical	\$78,923	\$66
8831	Hospitals - Veterinary	\$2,000	\$18
9015	Bathhouse - Beach	\$191,512	\$2,517
9026	Building Operation - Commercial	\$251,581	\$8,971
9063	YMCA - All Employees & Clerical	\$336,477	\$2,592
9102	Parks noc - All Employees & Drivers	\$542,110	\$13,341
9402	Street Cleaning & Drivers	\$216,002	\$8,499
9410	Municipal Township noc	\$300,006	\$18,082
	Totals	\$4,829,933	\$97,793

Experience Modification Factor	1.18
Total Funding Contribution (7/1/2025 -6/30/2027)	\$195,586
Annual Funding Contribution	\$97,793
Annual NYS Assessment will be invoiced separately for the estimated amount	\$8,187
Total Annual Funding + Estimated Annual NYS Assessment	\$105,980

Please be advised that the payroll used in this quote was extracted from your most recent budget.

STATE OF NEW YORK WORKERS' COMPENSATION BOARD

CERTIFICATE OF PARTICIPATION IN WORKERS' COMPENSATION GROUP SELF-INSURANCE

1a. Legal Name and Address of Business Participating in Group Self-Insurance (Use Street Address Only) Town of Pound Ridge 179 Westchester Avenue Pound Ridge, NY 10576	1d. Business Telephone Number of Business referenced in box "1a" 914-764-3976
1b. Effective Date of Membership in the Group <u>7/1/2015</u>	1e. NYS Unemployment Insurance Employer Registration Number of Business referenced in box "1a"
1c. The Proprietor, Partners or Executive Officers are <input type="checkbox"/> included (only check box if all partners/officers included) <input type="checkbox"/> all excluded or certain partners/officers excluded	1f. Federal Employer Identification Number of Business referenced in Box "1a"
2. Name and Address of the Entity Requesting Proof of Coverage (Entity Being Listed as Certificate Holder) <div style="text-align: center;">PROOF OF COVERAGE</div>	3. Name and Address of Group Self-Insurer NEW YORK STATE MUNICIPAL WORKERS' COMPENSATION ALLIANCE CLAIMS ADMINISTERED BY: WRIGHT RISK MANAGEMENT 900 STEWART AVENUE, SUITE 600 GARDEN CITY, NY 11530


This certifies that the business referenced above in box "1a" is complying with the mandatory coverage requirements of the New York State Workers' Compensation Law as a participating member of the Group Self-Insurer listed above in box "3" and participation in such group self-insurance is still in force. The Group Self-Insurer's Administrator will send this Certificate of Participation to the entity listed above as the certificate holder in box "2". The Group Self-Insurer's Administrator will notify the above certificate holder within 10 days IF the membership of the participant listed in box "1a" is terminated. (These notices may be sent by regular mail.) Otherwise, this Certificate is valid for a maximum of one year from the date certified by the group self-insurer.

If this certificate is no longer valid according to the above guidelines and the business referenced in box "1a" continues to be named on a permit, license or contract issued by the certificate holder, the business must provide the certificate holder either with a new certificate or other authorized proof the business is complying with the mandatory coverage requirements of the New York State Workers' Compensation Law.

Under penalty of perjury, I certify that I am an authorized representative of the Group Self-Insurer referenced above and that the business referenced in box "1a" has the coverage as depicted on this form.

Certified by: Eric Hartcorn July 1, 2025 - June 30, 2027

(Print name of authorized representative of the Group Self-Insurer) Date

Certified by: 
(Signature)

Title: PROGRAM MANAGER

For inquiries, contact Tricia Murphy (516) 750-9448

WORKERS' COMPENSATION LAW

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

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

2. The head of a state or municipal department, board, commission or office authorized or required by law to enter into any contract for or in connection with any work involving the employment of employees in a hazardous employment defined by this chapter, notwithstanding any general or special statute requiring or authorizing any such contract, shall not enter into any such contract unless proof duly subscribed by an insurance carrier is produced in a form satisfactory to the chair, that compensation for all employees has been secured as provided by this chapter.

Please Note: This Certificate is valid only through the policy dates indicated above, OR a maximum of one year after this form is approved by the authorized representatives of the Group Self-Insurer. At the expiration of those dates, if the business continues to be named on a permit or contract issued by the above government entity, the business must provide that government entity with a new Certificate. The business must also provide a new Certificate upon notice of cancellation or change in status of the policy.



New York State
Municipal Workers'
Compensation Alliance

Member Participation Agreement

Member: **Town of Pound Ridge**

Agent: **Brown & Brown Insurance Services, Inc.**

Participation Period: **July 1, 2025 - June 30, 2027**

The New York State Municipal Workers' Compensation Alliance (Comp Alliance) is a group self-insurance program – a network of municipal employers that have joined together for the purpose of providing the workers' compensation and employers' liability coverages required by New York State Law. By participating in the Comp Alliance, you are pooling your resources with other municipalities in New York State to obtain workers' compensation coverage for your employees, leading to lower administrative costs, diligent claims management and loss control services specifically tailored to the unique risks faced by municipalities. As a member of the Comp Alliance, there are certain legal responsibilities that you must be aware of and which remain enforceable even in the event of withdrawal from the Comp Alliance. Please review this participation agreement carefully and contact the Comp Alliance with any questions.

How Group Self-Insurance Works: Each member of the Comp Alliance makes an annual funding contribution that is used to pay for claims incurred during the year over the lifetime of the claim. To help ensure that the funding contributions remain fair, they are designed to reflect each member's projected ultimate costs of claims based on their loss experience and payroll. Funds that are not used to pay claims during the year are placed in reserve to pay the future costs of the claims. These future funds are invested so that the interest received can help offset the future costs of the claims. In the event that there are surplus funds after all future liabilities are determined, the excess may be used to offset future rates or be paid back to the member. Conversely, in the event that the funds are not sufficient to pay future liabilities, members may be called upon to pay a supplemental assessment. To protect against this possibility, the Comp Alliance makes every effort to accurately determine the future liabilities of the program to ensure that its assets are sufficient to pay its total liabilities.

Joint and Several Liability

Each member shall be responsible, jointly and severally, for all liabilities of the Plan under the Workers' Compensation Law and all rules and regulations enacted pursuant thereto incurred during its respective period of membership in the Comp Alliance.

A supplemental assessment may be levied in the event that the Comp Alliance does not have sufficient assets to meet its anticipated liabilities. The Comp Alliance works diligently to protect against this possibility by ensuring the annual funding contribution collected from members is sufficient to meet its anticipated liabilities each year. It also strives to maintain a modest surplus that may be used to offset any assessment that is required. In the event that supplemental assessments shall ever be required for any given year, the assessments will be distributed equitably among members for that year in accordance with a plan adopted by the Board of Trustees. The proportionate share of the members funding contribution and ultimate loss for the year in question will be considered in distributing the assessment.

Executive Director: **Michael Kenneally**
518-465-0128

Claims: **Maria Luciano**
516-750-9376

Member Services: **John Triessi**
866-697-7665

A. Coverages Provided by the Comp Alliance

Workers' Compensation Coverage: provides medical and indemnity (lost time) benefits to employees who are injured in the course of their employment with the municipality.

Employers' Liability Coverage: provides coverage for third party actions that are brought against the municipalities arising out of an injury to a municipal employee that occurred in course of his or her employment.

The Comp Alliance provides Workers' Compensation Coverage and Employers' Liability Coverage pursuant to the New York State Workers' Compensation Law, along with coverage for benefits as required by the Volunteer Firefighters' Benefit Law and Volunteer Ambulance Workers' Benefits Law.

- The Comp Alliance will pay the medical and indemnity benefits required of its members by the Workers' Compensation Law for injuries to employees that arise out of the employment of its employees.
- The Comp Alliance will defend any claim or proceeding against its members for benefits payable under the Workers' Compensation Law.
- The Comp Alliance will pay amounts that its members are obligated to pay to third parties that arise from an injury to an employee caused by an event that occurred in the course of this agreement (Employer Liability payments).
- The Comp Alliance will not pay any amounts that the employer is not obligated to pay under the Workers' Compensation Law, or the rules and regulations adopted pursuant thereto. This includes any payments, or portion thereof, that a member may make that are covered by other insurance that the member may maintain, or that the employer may extend to its employees.
- The Comp Alliance will only make indemnity payments up to the amounts awarded by the Workers' Compensation Board. Any member who has in place a "full pay" or similar policy that grants a greater benefit to its employees will be solely liable for the difference between the amounts so paid and the amounts awarded by the Workers' Compensation Board.

B. Member Responsibilities

The responsibilities of each member are set forth in detail in the Plan Document. Each member is responsible for knowing its obligations to the Comp Alliance. As a member of the Comp Alliance, you agree to accept and be bound by the terms, conditions and provisions of the Plan Document and Bylaws of the Comp Alliance, and by the New York State Workers' Compensation Law and the regulations promulgated pursuant thereto.

Pursuant to the Plan Document, each member:

- agrees to cooperate with the plan and furnish information necessary for the administration of the plan.
- will timely pay all necessary funding contributions, supplemental assessments and NYS assessments.
- will keep accurate records of all workers' compensation and employers' liability claims.
- is responsible for the prompt reporting of the claims.
- will timely and accurately report its quarterly payroll to the Comp Alliance for NYS assessments.
- will assist the Comp Alliance with the reconciliation of payroll reported on form GA-4 each quarter.

Executive Director: Michael Kenneally
518-465-0128

Claims: Maria Luciano
516-750-9376

Member Services: John Triessi
866-697-7665

C. Services Provided by the Comp Alliance

The Comp Alliance is a full service, workers' compensation program that provides not only for the payment of claims, but a host of other services to help its members understand the workers' compensation law, their responsibilities, and how to minimize losses in the workplace. Among the services provided by the Comp Alliance are:

Claims Administration:

- Assist members with the implementation of an internal claims reporting system and, as necessary, train members' personnel to ensure the ongoing effectiveness of the reporting system.
- Review and, as necessary, investigate all reported claims to determine compensability
- Prepare and distribute checks for appropriate payment of medical, lost time benefits and expenses.
- Monitor medical treatment and review all medical bills in an effort to minimize medical costs.
- Pursue subrogation whenever it is reasonably anticipated that the Plan may be reimbursed for payments made.
- Provide each member with loss run on quarterly basis, which shall include, at a minimum, the: file/claim number; date of accident; name and occupation of injured employee/claimant; description of accident; type of injury/body part; status of claim and classification/severity code; and total medical, indemnity and expense incurred, including payments plus outstanding reserves established by the Plan Manager.
- Represent municipality before the workers' compensation board

Loss Control Services

- Loss control inspections to all of members on a regular, recurring basis
- Distribution of information on the establishment and maintenance of safety committees
- Development and training on best practice policies and procedures

Member Services

- Educate members on the changes to Workers' Compensation Law
- Interactive Website with information and resources on Workers' Compensation Law, municipal risk management,
- Online claims portal to allow members access to their claims information (in development).

D. Purpose of Agreement:

The purpose of this Participation Agreement ("the Agreement") is to set forth the respective responsibilities of the Comp Alliance and its members for the efficient and economical evaluation, processing, administration, defense and payment of claims for workers' compensation payments and employers' liability payments through self-insurance and otherwise. The rights and responsibilities set forth in this agreement shall at all times be subject to, and read in conjunction with, the rights, duties and responsibilities of set forth in the Plan Document, the New York State Workers' Compensation Law and all applicable rules, regulations and procedures promulgated by the Workers' Compensation Board of the State of New York.

E. Assessments payable to the Workers' Compensation Board

Executive Director: Michael Kenneally
518-465-0128

Claims: Maria Luciano
516-750-9376

Member Services: John Triessi
866-697-7665



New York State
Municipal Workers'
Compensation Alliance

All members are required to pay an assessment to the New York State Workers' Compensation Board to fund its administration and operations. Until such time as the Workers' Compensation Board implements a system of direct employer charges, the Comp Alliance is required to collect and pay this amount on behalf of its members.

The assessment is charged on a quarterly basis, and is based upon the member's reported payroll for each quarter. This charge is separate from your funding contribution to the Comp Alliance, and an estimated, annual assessment fee is collected from each member with its yearly funding contribution. The collection of an estimated amount up front is necessary to comply with the strict payment schedule set by the Workers' Compensation Board and to help protect members from costly penalties resulting from late reporting and payment.

The assessment that is charged by the Workers' Compensation Board each quarter is based upon the member's actual payroll for the quarter, as reported to the Comp Alliance on form GA-4. Since the actual payroll reported each quarter may deviate from the payroll used to estimate the member's annual assessment charge, the Comp Alliance will reconcile the assessment charges paid on your behalf with the amount that we have collected. The reconciliation will show whether the member's estimated assessment is adequate to cover the *actual* assessment. Where the amount collected (estimated assessment) is more than the actual amount paid out, the member will receive a credit towards the following year's estimated assessment. Where the amount collected is less than the actual amount paid out, the member will receive a debit on the following year's assessment.

The payroll submitted by each member on form GA-4 will be reconciled against the payroll it submits to the NYS Department of Taxation and Finance by the Workers' Compensation Board each quarter. The Comp Alliance will receive this reconciliation and members will be called upon to assist the Comp Alliance in clarifying any discrepancies. The Comp Alliance will then submit a reconciliation report to the Workers' Compensation Board explaining any discrepancies along with a payment, if necessary, for the difference owed to the Workers' Compensation Board from the particular member's assessment funds.

Members who withdraw from the Comp Alliance program remain responsible for any assessments due and owing to the Workers' Compensation Board for the period of time that they were a member. Members who withdraw from the Comp Alliance will receive any overpayments after the assessment for the last quarter of their membership has been paid.

In witness whereof, the parties have executed this participation agreement intending to fully bound by its terms and conditions.

Member: Town of Pound Ridge

Participation Period: July 1, 2025 - June 30, 2027

Date: _____

By: _____

Name: _____

Title: _____

Comp Alliance

Date: June 1, 2025

By: *Michael Kenneally*

Name: Michael Kenneally

Title: Executive Director

Executive Director: Michael Kenneally
518-465-0128

Claims: Maria Luciano
516-750-9376

Member Services: John Triessi
866-697-7665

INVOICE

Town of Pound Ridge

TPR

Attn: Mr. Conti
Town of Pound Ridge
179 Westchester Avenue
Pound Ridge, NY 10576

Funding Period: 07/01/2025 - 06/30/2027

Workers' Compensation Funding Contribution

General Municipal Employees	\$195,586
Volunteer Fire Fighters	\$0
Volunteer Ambulance Corps	\$0
Total Funding	\$195,586

Payment Type	Due Date	Amount Due	Payment Amount	Payment Date
First installment	July 01, 2025	\$24,448.25		
Second installment	October 01, 2025	\$24,448.25		
Third installment	January 01, 2026	\$24,448.25		
Fourth installment	April 01, 2026	\$24,448.25		
Fifth installment	July 01, 2026	\$24,448.25		
Sixth installment	October 01, 2026	\$24,448.25		
Seventh installment	January 01, 2027	\$24,448.25		
Eighth installment	April 01, 2027	\$24,448.25		

Please Make Check Payable to:
N.Y.S. Municipal Workers' Compensation Alliance

Please Mail Check with Remittance Copy to:
Association of Towns of the State of New York
150 State Street
Albany, NY 12207
Attn: Kim Splain

REMITTANCE COPY

Town of Pound Ridge

TPR

Attn: Mr. Conti
Town of Pound Ridge
179 Westchester Avenue
Pound Ridge, NY 10576

Funding Period: 07/01/2025 - 06/30/2027

Workers' Compensation Funding Contribution

General Municipal Employees	\$195,586
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Please Make Check Payable to:
N.Y.S. Municipal Workers' Compensation Alliance

Please Mail Check with Remittance Copy to:
Association of Towns of the State of New York
150 State Street
Albany, NY 12207
Attn: Kim Splain

Town of Pound Ridge

Assessment Reconciliation Statement

Assessment Reconciliation Summary	
2023-24 Estimated Assessment Fee	\$8,132.00
2023-24 Actual WCB Assessment Paid	\$8,102.78
2023-24 (Over)/Under Payment	\$- 29.22

Assessment Transactions		
<u>Payment Period</u>	<u>Payroll Reported</u>	<u>Amount Paid to WCB</u>
Quarter 3 2023	\$1,463,589.00	\$2,725.20
Quarter 4 2023	\$1,072,386.00	\$1,996.78
Quarter 1 2024	\$970,288.00	\$1,696.06
Quarter 2 2024	\$963,808.00	\$1,684.74
TOTAL	\$4,470,071.00	\$8,102.78

Assessment Reconciliation Totals	
2024-25 Assessment Total	\$7,871.83
(Over)/Under Payment for 2023-24	\$- 29.22

New York State Municipal Workers' Compensation Alliance

Estimated Annual Assessment Invoice

**Town of Pound Ridge
TPR**

Funding Period: 7/1/2025-6/30/2026

6/6/2025

Workers Compensation Funding Contribution

Estimated Annual Assessment
July 1, 2025 - June 30, 2026

Payment Type	Total
2024-25 Assessment Total	\$ 7,871.83
Payment Rcvd on 9/30/2024	\$ (7,871.83)
2025-26 Estimated Assessment	\$ 8,187.00
2023-24 Under/(Over) Payment	\$ (29.22)
2025-26 TOTAL AMOUNT DUE	\$ 8,157.78

Please Make Check Payable to:

Comp Alliance NYS Assessment Account

Please Mail Check with Remittance Copy to:

Association of Towns of the State of New York
150 State Street
Albany, NY 12207
Attention: Kim Splain

I acknowledge that the assessment listed above is only an estimated amount and will be co-mingled with all Comp Alliance members' assessments. The Comp Alliance will make quarterly payments to the Workers' Compensation Board on the municipality's behalf and will reconcile the estimated assessment amount paid by the municipality against the actual payments made to the Board.

Name _____ Date _____

Title _____

Memo

To: Town Board
From: Steven Conti
Date: 6/12/2025
Re: 2025 Budget Transfers

I am respectfully requesting approval for the attached budget transfers:

	Department	Account	Transfer To	Transfer From
001.1310.103	Finance	Wages	\$25,000.00	
001.1320.410	Auditor	Professional Services	\$20,000.00	
001.1310.102	Finance	Accountant		\$45,000.00
001.6772.410	Programs - Disabled	N.E.W	\$60.00	
001.7180.402	Pool	Telephone	\$500.00	
001.7450.400	Museum	Expenses	\$700.00	
001.3020.400	Communications	Expenses	\$3,000.00	
001.1990.400	Contingency	Expenses		\$4,260.00
Totals			\$49,260.00	\$49,260.00

\$0.00

Town of Pound Ridge Highway Dept.

MEMO

Date: June 12, 2025

To: Town Board

From: Highway Dept.

Members of the Board,

This memo is to get your approval to sell some surplus equipment:

4 old parts trucks

1 old water pump

1 old trailer

1 old police car

As usual we will sell through Auctions International.

Thanks, Vinnie Duffield

Highway Supt.

Town Clerk's Office

MEMORANDUM

To: Town Board
From: Erin Trostle
Cc: Building Inspector Jim Perry
Date: June 12, 2025
Re: Request for temporary scanning clerk

Thank you for approving my previous request to offer an internship to a local high school student this spring. In addition to scanning large-format Building Department records, the student was offered the opportunity to learn about Town Clerk's Office, the Assessor's Office, the Planning Board, and the Building Department.

At the start of the internship, approximately 65% of large-format records in the parcel folders had been scanned over the course of almost two years. Progress had been slow in part because records clerks were devoting significant time to identifying various record types, naming the files according to a somewhat complicated naming convention, and uploading the files to subfolders according to plan subtype.

After consulting with the Building Department, I determined that it would be beneficial to simplify the naming and filing process in an effort to accelerate the project. I'm happy to report that over the course of approximately five weeks, the intern scanned all large-format records in 227 parcel files. This figure represents over 10% of the total number of parcel files (2,142) and almost a third of the parcel files that were unscanned at the beginning of her internship.

I had hoped that simplifying procedures would help move the project along, but thanks to the intern's stellar work ethic, the progress made far exceeded my expectations. Luckily for the town, she is available to continue working until she leaves for college this fall. I would like to hire her on a temporary basis in the hope that she will be able to scan the remaining unscanned parcel files this summer.

I am respectfully requesting a transfer of \$7,000 from contingency to budget line 1410.0103, which would be sufficient to hire her to work thirty-five hours a week for ten weeks at a rate of \$20/hour.

Building Department Scanning Project

PROPOSED NAMING CONVENTIONS

PARCEL PLANS

Surveys [Block-lot_SUR_YYYY-#]

Eg: 9820-3_SUR_1979-1
9820-3_SUR_1979-2
10047-35.4_SUR_2021-1

Site plans [Block-lot_SITE_YYYY-#]

Eg: 9820-3_SITE_1979-1
9820-3_SITE_1979-2
10047-35.4_SITE_2021-1

Building plans [Block-lot_BUILD_YYYY-#]

Eg: 9820-3_BUILD_1979-1
9820-3_BUILD_1979-2
10047-35.4_BUILD_2021-1

Septic plans [Block-lot_SEP_YYYY-#]

Eg: 9820-3_SEP_1979-1
9820-3_SEP_1979-2
10047-35.4_SEP_2021-1

SUBDIVISION PLANS

[Block-lot_SUB_YYYY-# OR Block_SUB_YYYY-#]

Eg: 9820-3_SUB_1979-1
9820-3_SUB_1979-2
10047_SUB_2021-1

MISCELLANEOUS PLANS – Format TBD

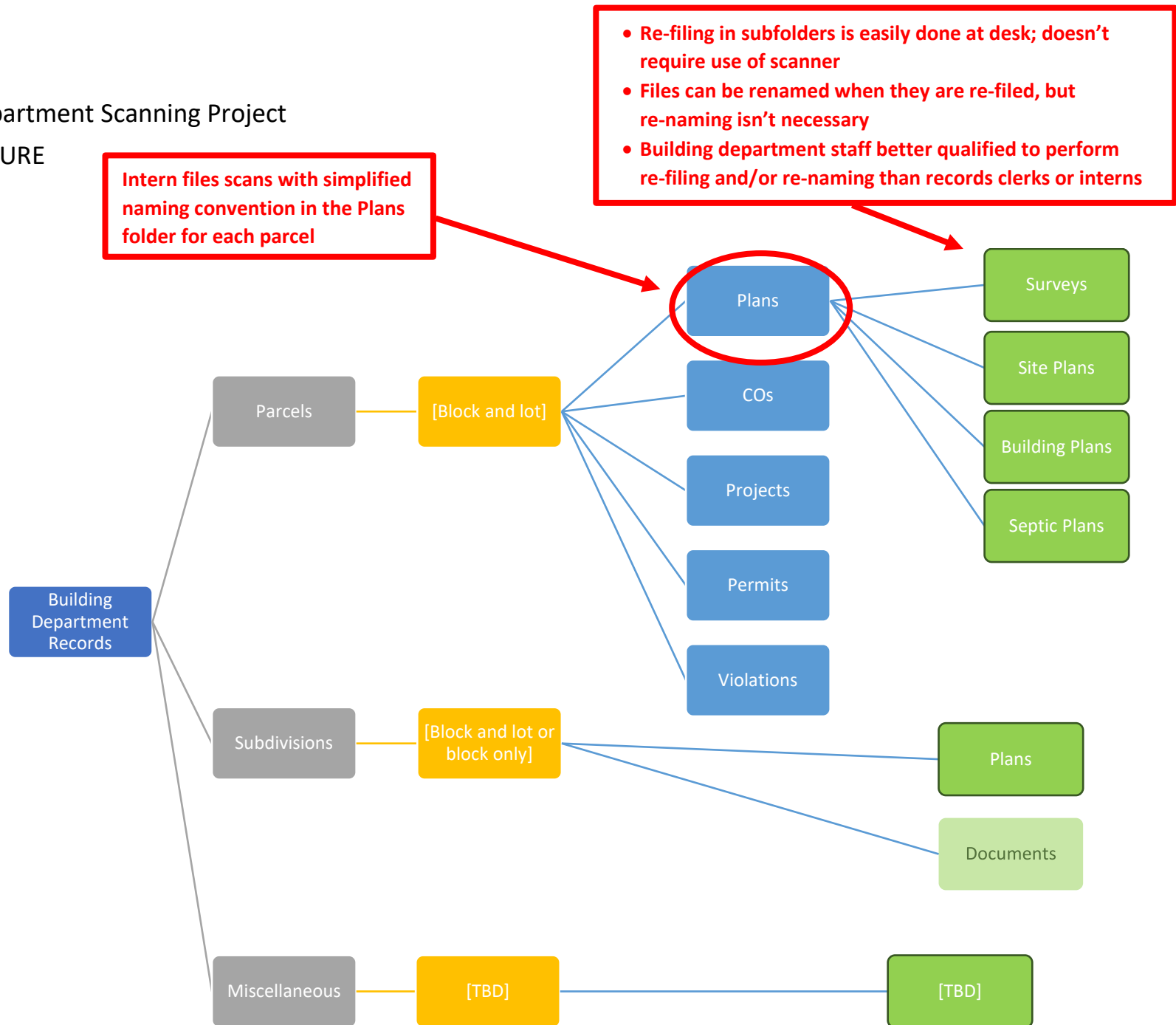
SIMPLIFIED NAMING CONVENTION

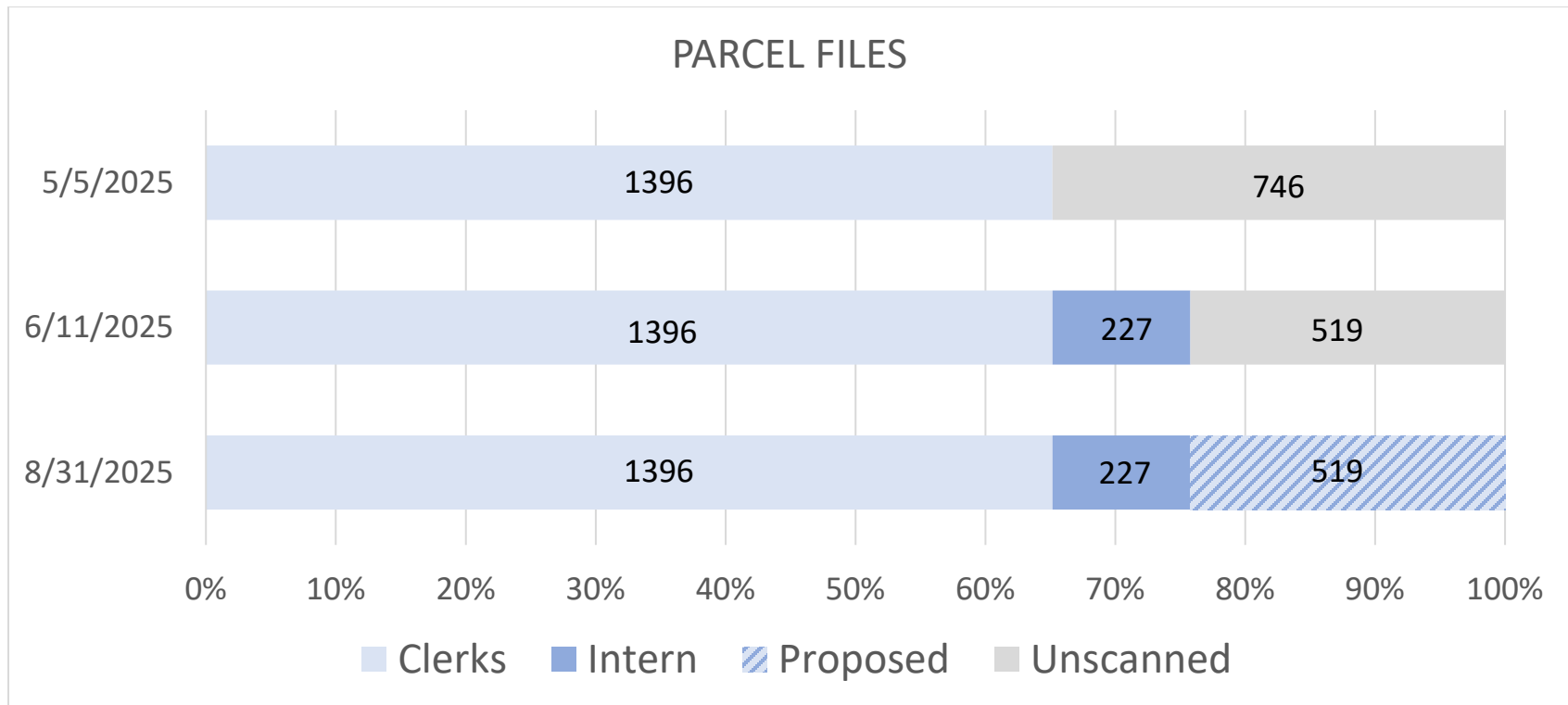
All plan types [Block-lot_###]

Eg: 9820-3_001
9820-3_002
10047-35.4_001

Building Department Scanning Project

FILE STRUCTURE





Current scanning rate (simplified filenames): 1.5 parcels/hour
52.5 parcels/week

Estimated time to scan remaining parcels: 10 weeks

10 weeks @ 35 hours/week = 350 hours
350 hours @ \$20/hour = \$7,000

Town Clerk's Office

MEMORANDUM

To: Town Board
From: Erin Trostle
Cc: Vinnie Duffield
Date: June 12, 2025
Re: Sale of cemetery plot

Please authorize the sale of Plot 399-B in Section 3 of the Pound Ridge Cemetery to former residents Robert and Barbara Carroll of Raccoon Key Court, Johns Island, SC, 29455, at a price of \$1,000.

Town of Pound Ridge Municipality Parking lot Paving Project
Contract Bid Form North Lot

All prices shall include all work required to complete the project as detailed in the plans and specifications, including furnishing and installation unless mentioned otherwise, safety during construction and daily site cleaning with broom along roads. Includes furnishing all labor, materials, equipment, tools and services to complete the work.

	Item Description	Unit Mea.	Base Quantity	Unit Cost	Amount in Words	Total Amount
1	Mobilization/Demobilization	LS	1	\$ 10,000.00	Ten Thousand Dollars	\$10,000
2	2" Asphalt Top Coat	Tons	640	\$ 195.00	One Hundred Twenty Four Thousand Eight Hundred Dollars	\$124,800
3	Asphaltic Curbs	LF	168	\$ 27.00	Four Thousand Five Hundred Thirty Six Dollars	\$4,536
4	Manhole Risers	EA	5	\$ 600.00	Three Thousand Dollars	\$3,000
6	Fine Grading	SY	500	\$ 18.00	Nine Thousand Dollars	\$9,000
7	Aggregate	Tons	30	\$ 150.00	Four Thousand Five Hundred Dollars	\$4,500
8	Cold Milling	SY	5440	\$ 15.33	Eighty Three Thousand Three Hundred Ninty Five Dollars	\$83,395
9	Stated Allowance for Unforeseen Items	LS	1	\$ 20,000.00	Twenty Thousand Dollars	\$20,000
				Total Amount Page C-3	Two Hundred Fifty Nine Thousand Two Hundred Thirty One Dollars	\$259,231
				Company Name	Pitingaro and Doetsch	

Town of Pound Ridge Municipality Parking lot Paving Project
Contract Bid Form South Lot

All prices shall include all work required to complete the project as detailed in the plans and specifications, including furnishing and installation unless mentioned otherwise, safety during construction and daily site cleaning with broom along roads. Includes furnishing all labor, materials, equipment, tools and services to complete the work.

	Item Description	Unit Mea.	Base Quantity	Unit Cost	Amount in Words	Total Amount
1	Mobilization/Demobilization	LS	1	\$ 10,000.00	Ten Thousand Dollars	\$10,000
2	2" Asphalt Top Coat	Tons	652	\$ 195.00	One Hundred Twenty Seven Thousand One Hundred Forty Dollars	\$127,140
3	Asphaltic Curbs	LF	977	\$ 27.00	Twenty Six Thousand Three Hundred Seventy Nine Dollars	\$26,379
4	Manhole Risers	EA	28	\$ 600.00	Sixteen Thousand Eight Hundred Dollars	\$16,800
5	Conduit Box Riser 20"x14"	EA	4	\$ 400.00	One Thousand Six Hundred Dollars	\$1,600
6	Fine Grading	SY	500	\$ 18.00	Nine Thousand Dollars	\$9,000
7	Aggregate	Tons	30	\$ 150.00	Four Thousand Five Hundred Dollars	\$4,500
8	Cold Milling	SY	800	\$ 15.33	Twelve Thousand Two Hundred Sixty Four Dollars	\$12,264
9	Stated Allowance for Unforeseen Items	LS	1	\$ 20,000.00	Twenty Thousand Dollars	\$20,000
				Total Amount Page C-3	Two Hundred Twenty Seven Thousand Six Hundred Eighty Three Dollars	\$227,683
				Company Name	Pitingaro and Doetsch	

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