

Town Clerk's Office

MEMORANDUM

To: Town Board
From: Erin Trostle
Date: July 31, 2025
Re: July 15, 2025 Town Board meeting minutes

Please review the attached.

MINUTES OF THE JULY 15, 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
TOWN CLERK ERIN TROSTLE

NOT

PRESENT: COUNCILPERSON ALISON BOAK

I. CALL TO ORDER OF REGULAR MEETING

Supervisor Hansan called the meeting to order at 7:37 pm.

II. ANNOUNCEMENTS

- The lawsuit brought against the Town and the Town Board by resident John Nathan has been resolved in the Town's favor. However, responding to the lawsuit has cost the town \$49,075 in legal fees through May 31. Thanks are due to the Town Attorney for his dedicated work in defending the town and protecting the taxpayers.
- Food Truck Friday returns on July 18 from 5:00 to 9:00 pm in the Barnwell Center. Live music will be provided by students from the School of Rock.
- The Pound Ridge Land Conservancy is hosting a night walk with amphibians at the Halle Ravine Preserve from 6:00 to 8:00 pm on Saturday, July 19. More information is available at prlc.net.
- The second in a series of Summer Sundays Concerts is scheduled for Sunday, July 27, at 5:00 pm.
- The Recreation Department is hosting a comedy night for adults only on Saturday, September 27 at 8:00 pm at Conant Hall.

III. MINUTES

Board Action: Motion by Councilperson Briggs, seconded by Councilperson Schelling, all voting aye, to approve the minutes of the July 1, 2025 Town Board meeting.

IV. PUBLIC COMMENT I

Resident John Nathan, of 155 Upper Shad Road, said that he intends to appeal the case he brought against the town.

Resident Pete Marchetti, of 25 High Ridge Road, who is also a member of the Board of Assessment Review (BAR), expressed the BAR's support for Assessor Diane Briganti, praising her professionalism, fairness, competence, and thoroughness.

Supervisor Hansan thanked Mr. Marchetti for presenting the BAR statement and said that such input is very helpful.

Resident Katherine Biagiarelli, of 315 Salem Road, stated that email communications from the Neighbor 2 Neighbor program should not include the street addresses of residents who need rides.

Resident Anthony Browne, of 37 Fox Hill Road, questioned the proposed expenditure for cleanup at 22 Sherwood Road.

V. NEW BUSINESS

A. Police Department

1. Appointment of Colin Miller

RESOLUTION 170-25

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

RESOLVED, that the Town Board hereby appoints Colin Miller to the position of part-time Police Officer at a pay rate of \$44.26/hour for up to 1,040 hours annually, effective immediately.

2. Appointment of Kevin Finateri

RESOLUTION 171-25

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

RESOLVED, that the Town Board hereby appoints Kevin Finateri to the position of part-time Police Officer at a pay rate of \$44.26/hour for up to a maximum of \$35,000 annually, effective immediately.

B. Town Board – Amendment to special use permit for wireless communications facility at 29 Adams Lane

RESOLUTION 172-25

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

RESOLVED, that the Town Board hereby refers the application for an amendment to the special use permit for the wireless communications facility at 29 Adams Lane to the Planning Board for its review and recommendation.

C. Recreation Department – Safety padding for gaga pit

Recreation Superintendent Andrea Russo thanked the Town Board for the new camp shelter, which has been very helpful during the recent rainy weather. She then explained the need for safety padding for the gaga pit in the Town Park. Supervisor Hansan stated that it would have been preferable to receive this request from the Recreation Commission during budget season in the fall.

RESOLUTION 173-25

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

RESOLVED, that the Town Board hereby authorizes the purchase of safety padding for the gaga pit in the Town Park from Global Industrial at a cost of \$3,809.40 including shipping, of which \$725.00 is to be funded from the Nordheim and Prezioso Memorial Tribute Fund.

D. Town Clerk

1. RFQ for Clean-up and Junk Removal Services

RESOLUTION 174-25

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

RESOLVED, that the Town Board hereby awards the bid for cleanup and junk removal services at 22 Sherwood Road to AAA Carting at a price of \$109,999.00, subject to the Town Attorney's review and approval of the contract, which must include a clause that will allow the Town Board to cancel the contract before work commences.

2. Sale of cemetery plot

RESOLUTION 175-25

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

RESOLVED, that the Town Board hereby approves the sale of Plot 213-A1 in Section 2 of the Pound Ridge Cemetery to former Pound Ridge Lorraine F. Moller of 36 Linden Shores, Branford, CT 06405.

3. Special event permit for Artisan & Vintage Flea

RESOLUTION 176-25

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

RESOLVED, that the Town Board hereby approves the Pound Ridge Business Association's application for a special event permit for the Artisan and Vintage Flea, to be held on September 1, 2025.

4. Special event permit for Harvest Festival

This matter was tabled. It will be revisited at a future meeting.

5. Special event permit for Halloween Walk

RESOLUTION 177-25

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

RESOLVED, that the Town Board hereby approves the Pound Ridge Business Association's application for a special event permit for the Halloween Walk, to be held on October 31, 2025.

E. Conservation Board – Eastwoods Preserve parking lot cleanup

RESOLUTION 178-25

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

RESOLVED, that the Town Board hereby authorizes the Conservation Board to improve the Eastwoods Preserve parking lot.

F. Planning Board – Return of unused escrow

Councilperson Briggs recused herself from the discussion.

RESOLUTION 179-25

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

RESOLVED, that the Town Board hereby approves the refund of an unused Planning Board escrow Diane Briggs, of 2 Trinity Lane in the amount of \$3,192.50.

G. Liaison Report

Councilperson Briggs, who serves as liaison to the Recreation Commission, reported that a recent emergency management drill at camp went well and that the teen travel camp's first overnight trip was a success.

IV. PUBLIC COMMENT II

There were no further comments from members of the public.

V. FINANCIAL MATTERS – Pay bills

RESOLUTION 181-25

Board Action: Motion by Councilperson Paschkes seconded by Councilperson Briggs, 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 14-2024:

Fund	Claim Numbers	Total Amount
General Fund	A00661–A00685	\$95,864.24
Highway Fund	D00149–D00159	\$13,349.76

VI. ADJOURNMENT: There being no further business to come before the Town Board, Supervisor Hansan adjourned the meeting at 8:33 pm.

VII. RECONVENE AS PARKING DISTRICT COMMISSION: Supervisor Hansan called the meeting to order at 8:33 pm.

RESOLUTION 182-24

Board Action: Motion by Councilperson Briggs, seconded by Councilperson Paschkes, 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 described in Abstract 14-2024:

Fund	Claim Number	Total Amount
Parking District	ST00017–ST00018	\$10,198.75

VI. ADJOURNMENT: There being no further business to come before the Parking District Commission, Supervisor Hansan adjourned the meeting at 8:34 pm.

LEASE AGREEMENT

The Landlord and Tenant agree to lease the Premises at the Rent and for the Term stated on these terms:

LANDLORD: TOWN OF POUND RIDGE

179 Westchester Avenue
Pound Ridge, NY 10676

**TENANT: REBECCA AMIR &
OR AMIR**

7 Old Pound Rd
Pound Ridge, NY 10676

PREMISES: 7 Old Pound Road, Pound Ridge, NY 10676 (entire one family house)

Lease date: April, 2025 Term: April 16, 2025 - April 14, 2027

Yearly Rent \$48,000. Monthly Rent \$4,000. Security Deposit \$4,200.

1. Use

The Premises must be used to live in only and for no other reason. Only a party signing this Lease, spouse and children of that party may use the Premises *unless otherwise provided by law*. **SEERIDER**

2. Failure to give possession

Landlord shall not be liable for failure to give Tenant possession of the Premises on the beginning date of the Term. Rent shall be payable as of the beginning of the Term unless Landlord is unable to give possession. In that case rent shall be payable when possession is available. Landlord will notify Tenant as to the date possession is available. The ending date of the Term will not change.

3. Rent, added rent

The rent payment for each month must be paid on the fifteenth day of that month at Landlord's Address above. Landlord need not give notice to pay the rent. Rent must be paid in full and no amount subtracted from it. The first month's rent is to be paid when Tenant signs this Lease. Tenant may be required to pay other charges to Landlord under the terms of this Lease. They are to be called "added rent." This added rent is payable as rent together with the next monthly rent due. If Tenant fails to pay the added rent on time, Landlord shall have the same rights against Tenant as if it were a failure to pay rent. **SEERIDER**

The whole amount of rent is due and payable when this Lease is effective. Payment of rent in installments is for Tenant's convenience only. If Tenant defaults, Landlord may give notice to Tenant that Tenant may no longer pay rent in installments. The entire rent for the remaining part of the Term will then be due and payable.

4. Notices

Any bill, statement or notice must be in writing and delivered or mailed to the Tenant at the Premises and to the Landlord at the Address for Notices. It will be considered delivered on the day mailed or if not mailed, when left at the proper address. Any notice **not personally delivered to a property address** must be sent by certified mail or by reputable overnight carrier. Landlord must send Tenant written notice if Landlord changes the Address for Notices.

5. Security

Tenant has given Security to Landlord in the amount stated above. If Tenant fully complies with all the terms of this Lease, Landlord will return the security after the Term ends **within 20 days after the later of the date Tenant vacates the Premises, surrenders the keys OR Landlord inspects the Premises**. If Tenant does not fully comply with the terms of this Lease, Landlord may use the Security to pay amounts owed by Tenant, including damages. If Landlord sells the Premises, Landlord may give the Security to the buyer. Tenant will look only to the buyer for the return of the Security.

16. Subordination

This Lease and Tenant's rights are subject and subordinate to all present and future (a) leases for the Premises or the land on which it stands, (b) mortgages on the leases or on the Premises or on the land, (c) agreements securing money paid or to be paid by the lenders under mortgages, and (d) terms, conditions, renewals, changes of any kind in and extensions of the mortgages or leases or Lender agreements. Tenant must promptly execute any certificate(s) that Landlord requests to show that this Lease be subject and subordinate

17. Condemnation

If all of the Premises is taken or condemned by a legal authority, the Term, and Tenant's rights shall end as of the date the authority takes title to the Premises. If any part of the Premises is taken, Landlord may cancel this Lease on notice to Tenant setting forth a cancellation date not less than 30 days from the date of the notice. If the Lease is canceled, Tenant must deliver the Premises to Landlord on the cancellation date together with all rent due to that date. The entire award for any taking belongs to Landlord. Tenant give Landlord any interest Tenant might have to any part of the award and shall make no claim for the value of the remaining part of the Term.

18. Compliance with authorities

Tenant must, at Tenant's cost, promptly comply with all laws, orders, rules and directions of all governmental authorities, property owners' associations, insurance carriers or Board of Fire Underwriters or similar group. Tenant may not do anything which may increase Landlord's insurance premiums. If Tenant does cause an increase, Tenant must pay the increase as added rent.

19. Tenant's defaults and Landlord's remedies

A. Landlord may give 5 days written notice to Tenant to correct any of the following defaults:

1. Failure to pay rent or added rent on time.
2. Improper assignment of the Lease, improper subletting all or part of the Premises, or allowing another to use the Premises.
3. Improper conduct by Tenant or other occupant of the Premises.
4. Failure to fully perform any other term in the Lease.

B. If Tenant fails to correct the defaults in section A within the 5 days, Landlord may cancel the Lease by giving Tenant a written 3 day notice stating the date the Term will end. On that date the Term and Tenant's rights in this Lease automatically end and Tenant must leave the Premises and give Landlord the keys. Tenant continues to be responsible for rent, expenses, damages and losses.

C. If the Lease is canceled, or rent or added rent is not paid on time, or Tenant vacates the Premises, Landlord may in addition to other remedies take any of the following steps:

1. Enter the Premises and remove Tenant and any person or property;
2. Use dispossession, eviction or other lawsuit method to take back the Premises.

D. If the Lease is ended or Landlord takes back the Premises (and it is done by appropriate legal proceedings), rent and added rent for the unexpired Term becomes due and payable each month as if the Lease were not ended. Landlord may re-rent the Premises for any Term. Landlord may re-rent for a lower rent and give allowances to the new tenant. Tenant shall be responsible for Landlord's cost of re-renting. Landlord's cost shall include the cost of repairs, decorations, broker's fees, attorney's fees, advertising and preparation for renting. Tenant shall continue to be responsible for rent, expenses, damages and losses. Any rent received from the re-renting shall be applied to the reduction of money Tenant owes. Tenant waives all rights to return to the Premises after possession is given to the Landlord by a Court.

20. Bankruptcy

If (1) Tenant assigns property for the benefit of creditors, (2) Tenant files a voluntary petition or an involuntary petition is filed against Tenant under any bankruptcy or insolvency law, or (3) a trustee or receiver of Tenant or Tenant's property is appointed, Landlord may give Tenant 30 days notice of cancellation of the Term of this Lease. If any of the above is not fully dismissed within the 30 days, the Term shall end as of the date stated in the notice. Tenant must continue to pay rent, damages, losses and expenses without offset.

21. Correcting tenant's default

If Tenant fails to correct a default after notice from Landlord, Landlord may correct it for Tenant at Tenant's expense. The sum Tenant must repay to Landlord will be added rent.

RIDER TO LEASE DATED APRIL __, 2025 BETWEEN

TOWN OF POUND RIDGE, Landlord

and

REBECCA AMIR & OR AMIR, Tenant

1. If any provision of this Rider shall conflict with any provision of the printed form lease, the provision of this Rider shall control.
2. Supplementing Lease Paragraph 22, Tenant waives its rights, if any, to assert a counterclaim in any summary proceeding brought by Landlord against Tenant, and Tenant agrees to assert any such claim against Landlord only by way of a separate action or proceeding.
3. Supplementing Lease Paragraph 6, Tenant shall arrange for accounts in their own name and pay directly all providers of utilities, including oil and other items noted in Lease Paragraph 6. Landlord shall have no obligation to provide such services nor may the Tenant utilize any of the Landlord's accounts or order such services in the name of the Landlord. Landlord represents that there is fuel oil in the tank at the commencement of the Term of this Lease. Tenant shall leave the oil tank with at least the same amount at the end of the Term. Tenant shall maintain the heat at the Premises at a minimum of 55 degrees during the Term of the Lease.
4. If Tenant shall at any time be in default hereunder, and Landlord institutes a legal action including dispossess, eviction, or summary proceeding against Tenant based upon such default, then Tenant must reimburse Landlord for the expense of attorney's fees, costs and disbursements thereby incurred by Landlord so far as the same are reasonable in amount; and the amount of such expenses, costs and disbursements shall be deemed Additional Rent. The parties agree that any action or proceeding relating to this lease shall be governed by the laws of the State of New York, shall be commenced in Westchester County, New York and all parties consent to and shall be subject to jurisdiction in Westchester County, New York.
5. In the event that any payment of Rent or Additional Rent is not received by the Landlord within five (5) days of the date due hereunder or, for any reason whatsoever, Tenant's check fails to be collected by Landlord's bank, Tenant shall pay to Landlord a late charge of \$50.00 for such late payment. Such late charge shall be Additional Rent. If any Tenant check is returned for non-payment Tenant shall pay Landlord a charge of \$50.00 for each such returned check.
6. Tenant shall be responsible for keeping all gutters and downspouts clear and free from leaves, debris or other objects which would impair proper drainage of water. The Tenant shall be responsible for keeping, the sidewalk, driveway and all walkways and stairs clear and free of snow and ice.
7. Supplementing Lease paragraph 12, Tenant shall provide Landlord with evidence that all such insurance is in effect and paid. Landlord shall be a named or additional insured on all such policies.

19. Tenant shall, upon reasonable prior notice, permit access though the yard of the Premises to access the 18+/- acres of adjoining property that is owned by the Landlord for the purpose of improving or maintaining the adjoining property.

TOWN OF POUND RIDGE, Landlord

By
Kevin Hansan, Supervisor


REBECCA AMIR, Tenant

OR AMIR, Tenant



**A LOCAL LAW ESTABLISHING A SIX (6) MONTH MORATORIUM PROHIBITING
THE REVIEW AND APPROVAL OF APPLICATIONS AND ISSUANCE OF PERMITS
FOR
“BATTERY ENERGY STORAGE SYSTEMS” IN THE
TOWN OF POUND RIDGE**

LOCAL LAW NO. 1-2025

Be it enacted by the Town Board of the Town of Pound Ridge, Westchester County,
State of New York as follows:

Section 1: Purpose.

The purpose of this local law is to protect the public health, safety and welfare of the residents of the Town of Pound Ridge and to maintain the status quo by temporarily suspending the processing of land use approvals as provided herein and to further suspend the rights of landowners and their designees to obtain development approvals as identified below for a period of six months from the date of the adoption of this local law while the Town Board studies, analyzes, and determines potential appropriate revisions and amendments to the Town Code regarding the propriety of Battery Energy Storage Systems (as defined below).

Section 2: Definition.

BATTERY ENERGY STORAGE SYSTEM:

One or more devices, assembled together, capable of storing energy in order to supply electrical energy for commercial, industrial and/or utility applications.

Section 3: Legislative findings.

This ordinance is adopted to impose a six-month moratorium on the issuance of permits and/or approvals for Battery Energy Storage Systems. The Town of Pound Ridge recognizes that Battery Energy Storage Systems (“BESS”) are a key component to the viability and promotion of renewable energy sources. However, since the technology of these systems is still in its infancy, there is a significant amount of recent public concern about the potentially volatile nature of lithium-ion batteries, which stems from fires at three different BESS facilities in the State of New York beginning in May 2023.

In response to these BESS fires, New York State Governor Kathy Hochul found it necessary to form an Inter-Agency Fire Safety Working Group tasked with ensuring the safety of BESS across New York. On February 6, 2024, Governor Hochul released initial recommendations from the Inter-Agency Fire Safety Working Group, outlining enhanced safety standards for battery energy storage systems. The draft recommendations include potential updates to the Fire Code of New York State as well as a list of additional opportunities for defining and implementing best practices. If adopted, the changes will codify enhanced safety standards and continue to position New York as a national leader in responsible and reliable battery energy storage development.

Therefore, the Town Board, Planning Board, Zoning Board of Appeals, and Water Control Commission need additional information and assurances about the safety of these types of facilities, including but not limited to best practices for fire suppression and emergency response, ensuring the technology and availability of equipment necessary for local fire departments should a fire occur, precautions to take related to gas emissions and deterring any necessary fire suppression chemicals from impacting groundwater, and the adequacy of location and other standards for siting of BESS. The Town intends to study the safety and security of these energy storage systems, including thermal runaway, off gassing and toxicity, stranded energy, and ways to prevent fires, prevent by-product contamination, and ensure emergency responders have the necessary training and information to prepare and deploy resources in the event of a fire.

In addition, the Town is concerned about locating of BESS in proximity to residential properties and in other areas where fires from such facilities could result in substantial harm and damage to property and residents in the Town of Pound Ridge. The Town is also concerned about other adverse environmental impacts that may result from locating BESS on or in proximity to environmentally sensitive areas and with respect to adjacent properties.

In short, the Town is concerned about the detrimental effects of BESS on the health, safety, welfare and quality of life of the residents and citizens of the Town of Pound Ridge. Given these concerns and the current lack of relevant data and information with respect to these

issues, it is necessary for the Town Board to enact a six (6) month limited moratorium prohibiting the review and approval of applications and issuance permits for BESS in the Town of Pound Ridge while these issues are further considered, and the Town Code is adequately revised to address any outstanding concerns.

The Town of Pound Ridge, New York is located in two major watersheds: the Croton Watershed and the Long Island Sound Watershed. The northern part of Pound Ridge is in the Croton watershed, as is the Cross River Reservoir, a key part of the New York City water supply system. Other portions of Pound Ridge are part of the Silvermine, Mill, and Mianus Rivers subwatersheds, which ultimately drain to Long Island Sound. Pound Ridge also is a key part of the water supply system to the city of Stamford, Connecticut.

The Town's geography is varied across multiple ecosystems with changing topography, fauna and hydrography that are unique to the northeast. Across the Town, land elevation varies from close to sea level to approximately 600 feet. The Town contains geological rock outcroppings, wetlands, 100-year flood zones, and other environmentally sensitive lands. Much of the undeveloped land is wooded, with a large amount of preserved land, including over 3,000 acres of the Ward Pound Ridge Reservation.

The Town intends to study the safety and security of BESS, including thermal runaway, off gassing and toxicity, stranded energy, ways to prevent fires, prevent by- product contamination, and ensure emergency responders have the necessary training and information to prepare and deploy resources in the event of a fire.

Section 4: Moratorium.

Pursuant to the statutory authority vested in the Town to regulate and control land use and to protect the health, safety and welfare of its residents, the Town Board of the Town of Pound Ridge hereby declares a six (6) month moratorium on the review and approval of new as of yet unfiled and any and all pending applications for any and all land use approvals, including site plan approvals, subdivision plats, building permits, special use permits and variances (hereinafter "Land Use Approvals") for all Battery Energy Storage Systems within the Town. During the period of this local law:

1. The Planning Board shall not accept any application, grant any approval to, or continue the review of a subdivision plat, site plan, special use permit, or other permit that includes the permitting, construction and/or development of a Battery Energy Storage System within the Town.
2. The Zoning Board of Appeals shall not accept any application or grant any approval for a variance or other permit that would have as a result the permitting, construction and development of a Battery Energy Storage System within the Town.

LONG ISLAND STREET SWEEPERS INC.

1670 NEW HIGHWAY
NY 11755

Invoice

Date

Invoice #

4/14/2025

37

Customer

TOWN OF POUND RIDGE
290 STONE HILL ROAD
POUND RIDGE, NY 10576

Ship To

P.O. No.

250240

Ship Date

4/14/2025

Ship Via

S.O. #

P.O. No.		Ship Date		Ship Via	S.O. #	
250240		4/14/2025				
Quantity	Item Code	Description	Price Each	Amount		
1	RENTAL - LS-06.	RENTAL OF ELGIN BROOM BADGER SN – CJ41073 / VIN # JALEEW16XP7305941 SOURCEWELL CONTRACT #093021-ELG TOWN OF POUND RIDGE MEMBER # 116297 3/15/2025-4/15/2025	12,000.00	12,000.00		
			Subtotal			\$12,000.00
			Sales Tax (8.63%)			\$0.00
			Total			\$12,000.00
			Payments/Credits			\$0.00
			Balance Due			\$12,000.00
Federal Tax ID - 85-1559033		TERMS - PAYMENT DUE UPON RECEIPT THANK YOU FOR YOUR BUSINESS				
Phone #						
631-531-9292						



CHEMUNG.SUPPLY.COM



EVOLUTIONEDGES.COM



BUILTBLADES.COM

HEADQUARTERS

2420 CORNING

ELMIRA, NY 14903

PHONE: 607-733-5506

FAX: 607-732-5379

Invoice No.	Date
037953	7/15/2025
Refer to Invoice Number When Remitting	

REMIT TO: CHEMUNG SUPPLY CORPORATION,
2420 CORNING ROAD, ELMIRA, NY 14903

Sold To

POUND RIDGE HIGHWAY
C/O VINCENT DUFFIELD, JR., T.S
290 STONE HILL ROAD
POUND RIDGE, NY 10576

Ship To

POUND RIDGE HIGHWAY
290 STONE HILL ROAD
POUND RIDGE, NY 10576

Attn:

ATTN: VINNIE- 914-764-5690

Sales Order	Cust No	Customer PO	Order Date	Tax	Mark	Shipment	Terms	Loc
0237597-0000	101865	VERBAL	7/10/2025	E			NET 30	
Salesperson	Ship Date	Shipped Via	FOB Point	Ins	Waybill Number			
TAG WILLIAMSON	7/15/2025	DIRECT SHIP	ORIGIN	N				

Item	T	Quantity			Part Number/Revision	Description	Unit Price \$	Amount \$
		Order	BO	Ship				
001	D	100.0000		100.0000	PL-BE-P-1951-DS	BELL END SOLID PIPE 12"X20' L PLASTIC BELL END	9.09000	909.00
002	D	100.0000		100.0000	PL-BE-P-1953-DS	BELL END SOLID PIPE 15"X20' L PLASTIC BELL END	12.45000	1,245.00
003	D	60.0000		60.0000	PL-BE-P-1957-DS	BELL END SOLID PIPE 24"X20' L PLASTIC BELL END	28.79000	1,727.40
004	D	60.0000		60.0000	PL-BE-P-1959-DS	BELL END SOLID PIPE 30"X20' L PLASTIC BELL END	39.97000	2,398.20
						SUBTOTAL		6,279.60
Total \$								6,279.60

Please remit electronically to: Chemung Supply Corporation c/o M&T Bank
Account: 9878805556
ACHABA: 022000046

Send remittance email to:
accountsreceivable@chemungsupply.com or include
customer number in descriptive field of your payment



(914)764-3983

POUND RIDGE JUSTICE COURT
Sonia Mercado-Jimenez, Court Clerk

(914)764-3990-Fax

July 24, 2025

TO: SUPERVISOR KEVIN HANSAN
AND TOWN BOARD

FROM: SONIA MERCADO-JIMENEZ
COURT CLERK

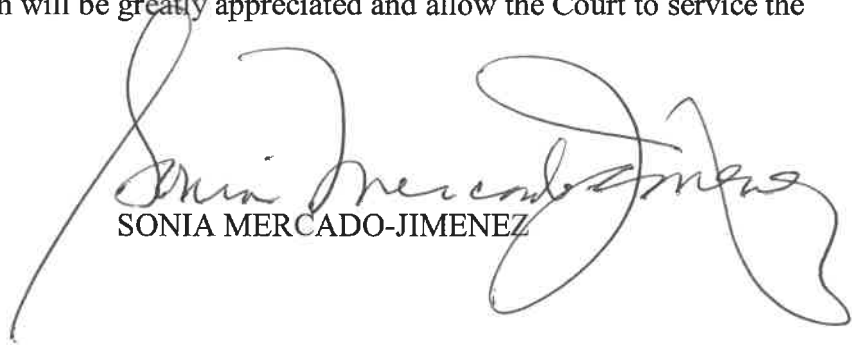
SUBJECT: NEW YORK STATE ASSOCIATION OF MAGISTRATES
COURT CLERK, INC. – ANNUAL CONFERENCE
September 28th through October 1, 2025

The Annual Conference of the New York Association of Magistrates Court Clerks, Inc. will convene in Albany, New York, September 28th through October 1st at Albany Desmond Hotel, 660 Albany Shaker Road, Albany, NY. Once again, I request to attend this conference.

It is necessary to attend the Annual Court Clerk's conference in order to stay up-to-date with the new procedures for the Court. (Mandatory Court Clerk Training Rule Section 17.2) This is an ongoing process. It is a good way to network and see how other Courts are addressing certain challenging issues plus sharing shortcuts. Plea by Mail and having a Prosecutor has added another dimension on how to process tickets. The plea by mail responses move the processing of vehicle and traffic smoothly. It is a win, win, situation because the end result of the plea bargain is a parking ticket. No points for the driver and the Town benefits once the ticket is closed. There is a broad definition of Court Clerks, designed to ensure that all non-judicial clerical employees, including part-time clerks – no matter how many hours (or how few) hours they may work have a basic understanding of their role and responsibilities toward the Court and judges. In addition to performing my Court Clerk duties I am also the Westchester County Representative which entails helping new Court Clerks with the Court procedures and processing of information.

The estimated expenses for the conference are \$1213.00 which includes: hotel accommodations (with meals); along with the conference and Pre-registration paid July 23, 2025 – (early hotel reservation and pre-registration required online) and transportation.

Your favorable consideration will be greatly appreciated and allow the Court to service the community efficiently

A handwritten signature in black ink, appearing to read 'Sonia Mercado-Jimenez', is written over the printed name. The signature is fluid and cursive, with a large loop at the end.

SONIA MERCADO-JIMENEZ

Cc: Finance Director



July 1, 2025

Louis Fusco Landscape Architects
26 Woodland Road/PO Box 362
Pound Ridge, NY 10576

RE: 77 Westchester Ave 2025 Plantings

Enclosed are three (3) bids for 2025 planting list:

1. Domenick Bulfamante & Sons, Inc. 94 1st Street
New Rochelle, NY 10801, 914-636-0722

Total Plant Materials and Labor; \$7,610.00

2. Arborscape
75 Fields Lane
Brewster, NY 10509, 845-940-0555

Total Plant Materials and Labor; \$9,800.00

3. Copia Home and Garden
475 Smith Ridge Road
South Salem, NY 10590, 914-533-7242

Total Plant Materials and Labor; \$4,242.50

The lowest bidder is **Copia Home and Garden.**

Please see attached the bids received.



475 Smith Ridge Road
South Salem, Ny 10590
(914)-533-7242

2025 Pound ridge Village Green Landscape Estimates						
Symbol	Latin Name	Common Name	Quantity	Size	Unit Cost	Notes Alternatives
TREES						
AC	<i>Abies Concolor</i>	White fir	1	B & B 8-9'	\$ 300.00	
QRS	<i>Quercus robur 'Skyrocket'</i>	Fastigiata English Oak	3	2"-2 1/2"	\$ 177.00	
SHRUB						
CL	<i>Clethra alnifolia</i>	Summersweet Clethra	5	5 gal.	\$ 58.00	10 gal. at \$150
HAA	<i>Hydrangea arborescens 'Annabelle'</i>	Annabelle Hydrangea	3	7 gal.	\$ 90.00	
HQ	<i>Hydrangea quercifolia</i>	Oakleaf Hydrangea	3	7 gal.	\$ 87.00	
IVS	<i>Itea virginica 'Little Henry'</i>	Virginia sweetspire	3	7 gal.	\$ 68.00	
PERENNIALS						
HES	<i>Heuchera sanguinea</i>	Coral-Bells	15	1 gal.	\$ 24.00	
AI	<i>Asclepias incarnata</i>	Milkweed	6	1 gal.	\$ 17.00	'Ice Ballet'
SC	<i>Symphyotrichum cordifolium</i>	Blue Aster	12	2 gal.	\$ 19.00	'East Street'
GP	<i>Gaultheria procumbens</i>	Creeping Wintergreen	25	1 gal.	\$ 36.00	
PV	<i>Panicum virgatum</i>	Switchgrass	6	2 gal.	\$ 19.00	
		Bumper Crop 2 cf	15		\$ 21.00	
		Bio Tone 25 lbs	5		\$ 45.00	
		Mulch	15		\$ 9.50	
		TOTAL			\$ 4,242.50	



Stefan Karlson
75 Fields Lane
Brewster, NY 10509
Tel 845 940 0555
914 242 7110
203 244 5254
Fax 845 940 0550
Stefan@arborscape.com
www.arborscape.com

Louis Fusco Landscape Architects
26 Woodland Road
Pound Ridge, NY 10576

July 1, 2025

Re: 77 Westchester Ave Planting Work.

Dear Louis,

The following document is an estimate for the work we had discussed the other day. This project is based on our site visit and the plant list prepared on 06-27-25. Listed below are the different tasks to be performed and the associated costs.

Please review the estimate and feel free to call with any questions.

Thanks,
Stefan

Work to be performed:

1. Replacement Plantings.

- The existing dead plants will be removed.
- The plants will be set and installed with the supervision of the Landscape Architect.
- The following plants will be installed:
 - 1 B & B 8-9' White fir
 - 3 2"-2 1/2" Fastigiata English Oak
 - 5 5 gal. Summer sweet Clethra
 - 3 7 gal. Annabelle Hydrangea
 - 3 7 gal. Oakleaf Hydrangea
 - 3 7 gal. Virginia sweet spire
 - 15 1 gal. Coral-Bells
 - 6 1 gal. Milkweed
 - 12 2 gal. Blue Aster
 - 25 1 gal. Creeping Wintergreen
 - 6 2 gal. Switchgrass

- The new plants will be installed in the topsoil and compost planting medium.
- The new planting will be mulched with the shredded hardwood mulch.
 - **This planting will cost \$9,800 for materials and labor.**



Proposal

Domenick Bulfamante & Sons, Inc.

94 1st Street

New Rochelle, NY 10801

914-636-0722

Pound Ridge Village Green 20250630: 2025 Plantings

Monday, June 30, 2025

Pound Ridge Village Green

77 Westchester Ave

Pound Ridge, NY 10576

Phone: Not on File

Salesperson: Nick Bulfamante

914-447-6408

nick@dbilandscapigroup.com

Worksite: 77 Westchester Ave

Pound Ridge, NY 10576

#	Description	Qty	Cost
1	Supply & Install		\$7,610.00

Sym	Latin Name	Common Nam	Qty	Size	Unit Cost	Ext Cost
Trees						
AC	Abies Concolor	White Fir	1	B&B 8-9'	\$ 925.00	\$ 925.00
QRS	Quercus Robur 'Skyrocket'	Fastigiata English Oak	3	2" - 2.5"	\$ 825.00	\$ 2,475.00
Shrubs						
CL	Clethra Alnifolia	Summersweet Clethra	5	5 gal	\$ 120.00	\$ 600.00
HAA	Hydrangea Arborescens 'Annabelle'	Annabelle Hydrangea	3	5 gal	\$ 140.00	\$ 420.00
HQ	Hydreagea Quercifolia	Oakleaf Hydrangea	3	5 gal	\$ 140.00	\$ 420.00
IVS	Itea Virginica 'Little Henry'	Virginia Sweetspire	3	5 gal	\$ 110.00	\$ 330.00
Perennials						
HES	Heuchera Sanguinea	Coral Bells	15	1 gal	\$ 30.00	\$ 450.00
AI	Asclepias Incarnata	Milkweed	6	1 gal	\$ 35.00	\$ 210.00
SC	Symphotrichum Cordifolium	Blue Aster	12	2 gal	\$ 40.00	\$ 480.00
GP	Gaultheria Procumbens	Creeping Wintergreen	25	1 gal	\$ 40.00	\$ 1,000.00
PV	Panicum Virgatum	Switchgrass	6	3 gal	\$ 50.00	\$ 300.00
						\$ 7,610.00

2 Please Note

Warranty only valid with automatic sprinkler system

Removals will be additional charge

3 Payment Terms

\$3,805 Due upon signing

\$3,805 Due upon completion

Proposal

Domenick Bulfamante & Sons, Inc.

94 1st Street

New Rochelle, NY 10801

914-636-0722

- [illegible]

Our work will be done in a standard manner. According to standard practices, any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Our workers are fully covered by Workers Compensation Insurance. Owner to carry fire, tornado, and other necessary insurance.

I understand that this proposal, together with my written acceptance and deposit shall constitute a binding contract.

Authorized Signature

Customer Signature

Date _____

Subtotal: \$7,610.00

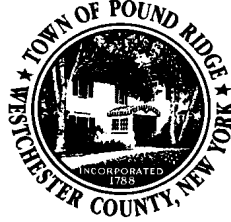
Tax: \$0.00

Total:	\$7,610.00
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Town of Pound Ridge

Tel.: 914-764-5511

Fax: 914-764-0102



To: Town Board

From: Andrea Russo

Date: July 31, 2025

Re: Camp Carnival Day

I hereby request to move forward with the company Fun time Amusements for our camp carnival day, on Monday August 4. Camp carnival day has been a long-standing tradition and the campers truly enjoy the games, and different structures the company provides. The cost is \$3,056.25, this is within the camp budget.

Sincerely,

Andrea Russo
Superintendent of Recreation & Parks



Event

Today's Date	Day of Event
3/31/2025	Thursday
Hours of Event	Date of Event
9:30am-2:30pm	07/31/2025

Store Hours: Monday - Friday
10:00am-5:00pm

To
Camp Poundridge 199 Westchester Ave Poundridge, NY 10576

Additional Information
Location: On Premises Camp Carnival Day

Delivery Date/Time
07/31/2025

Invoice #
2025-28132
Salesperson
John/Pauline

Contact Person	Phone	Cell Phone	P.O. #
Andrea Russo	914-764-3987	c#914-916-0613	

QTY	Description	Amount
1	Blue Marble Wave Water Slide (CLIENT SUPPLIES WATER AND HOSE) - with Supervision - Dimensions: 19'L x 14'.6"W x 33'H	850.00T
1	Polar Bear Extreme Artic Adventure Obstacle Course - with Supervision - Dimensions: 43'L x 45'W x 19'H	1,575.00T
1	4 Player Wrecking Ball - with Supervision	950.00T
	Client to provide staff for the following: 8 Carnival Games (listed below)	0.00T
1	Frog Fling Rental with Launcher, Mallet, Can & 2 Frogs - \$50.00 - No Charge	0.00T
1	Plinko Midway Game Rental w/3 Discs - \$50.00 - No Charge	0.00T
1	Mickey Toss Rental w/3 Hula Hoops & Base - \$25.00 - No Charge	0.00T
1	Deluxe Tip Cats w/4 beanbags - \$100.00 - No Charge	0.00T
1	Duck Toss Game Rental with base and 3 bean bags - \$50.00 - No Charge	0.00T
1	Basketball Toss Rental with two mini basketballs - \$25.00 - No Charge	0.00T
1	Milk Can Rental w/2 Softballs - \$25.00 - No Charge	0.00T
1	Roller Bowler w/ball and track - \$50.00 - No Charge	0.00T
4	8 Foot Tables - \$15 each - No Charge	0.00T
4	Table Cloth for 8' Table - \$15.00 each - No Charge - BLACK Linens	0.00T
1	5' Kids High Striker with mallet (For 10 year olds and younger)	75.00T
5	Gas-Powered Generator Rental (Bring Gates to Surround Generators)	625.00T
	Subtotal	4,075.00
	WRAPS Discount (25%)	-1,018.75

		Total
Terms	Payment Due	
Standard	4/30/2025	



Event

Today's Date	Day of Event
3/31/2025	Thursday
Hours of Event	Date of Event
9:30am-2:30pm	07/31/2025

Store Hours: Monday - Friday
10:00am-5:00pm

To
Camp Poundridge 199 Westchester Ave Poundridge, NY 10576

Additional Information
Location: On Premises Camp Carnival Day

Delivery Date/Time
07/31/2025

Invoice #
2025-28132
Salesperson
John/Pauline

Contact Person	Phone	Cell Phone	P.O. #
Andrea Russo	914-764-3987	c#914-916-0613	

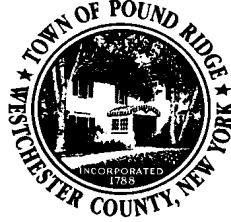
QTY	Description	Amount
	Tax Exempt	0.00
	Total Amount of This Invoice	3,056.25
	<p>Dear Andrea</p> <p>Here is the Contract that you have requested. Let me know if you would like to move forward with this contract. A Signed Copy of this contract MUST be returned to our office by email. A returned signed invoice is Confirmation that all elements of this invoice is correct. Items are not guaranteed until a signed invoice and deposit have been received. A 50% deposit in the amount of \$1,528.13 is required to secure your date and equipment. The balance is due prior to the event. Please note if you wish to pay by Credit Card, we only accept credit card payments through our KEY BANK email portal or checks. The link for payment will be sent under separate cover. The email address will be from funtimeamusements@corecommerce.com If there is any additional information needed, please feel free to contact me.</p> <p>Regards, John Iorio</p> <p>Please look for a separate email from funtimeamusement@corecommerce.com to make Credit Card payments on line.</p> <p>Thank you for choosing Funtime Amusements, Inc. for your event needs.</p> <p>Balance Due Is Shown In Total Below</p>	0.00

		Total \$3,056.25
Please pay from this invoice. All sales and rentals final. Deposits are non refundable.		Payment Due
Signature _____		4/30/2025

Town of Pound Ridge

Tel.: 914-764-5511

Fax: 914-764-0102



To: Town Board

From: Andrea Russo

Date: July 31, 2025

Re: Community Bus Purchase

I respectfully request the approval to purchase a new, community bus. The total cost of the new bus is \$122,000, which is a 14PASS/2WC. We would like to move forward with the company DonBrown Bus Sales. This company provided the best pricing and best built option without needing a CDL license required.

Sincerely,

Andrea Russo
Superintendent of Recreation & Parks

DOCUMENT VERSION NUMBER: SA.13.MK Effective July 1, 2025

2025 HLE MAVRYK ORDER FORM



(FORD E-SERIES & CHEVY G-SERIES CHASSIS)

Dealer Name:	DON BROWN BUS SALES	Shipping Method:	OEM DRIVE AWAY SERVICE
Billing Address:	703 COUNTY HIGHWAY 107	Shipping Location Name:	DON BROWN BUS SALES
City/State/ZIP Code:	JOHNSTOWN, NY 12095	Shipping Address:	703 COUNTY HIGHWAY 107
Dealer Contact:	DAKOTA JONES	City/State/ZIP Code:	JOHNSTOWN, NY 12095
Phone:	518-860-3333	Point of Contact Name:	
Dealer Contact Email:	DAKTOA@BUSCRAZY.NET	Point of Contact Phone:	
HLE Sales Rep:		Order Quantity:	1 Dealer P/O#: TBD
HLE Sales Rep Phone:		End User Name:	TOWN OF POUND RIDGE
HLE Sales Rep Email:		End User Zip Code:	
FIN CODE If Applicable:			

Basic Bus Description
(WB/Box/Config):

158/189/14P/2WC

ARE FTA FUNDS USED? YES OR NO?

NO

Area reserved to enter contract, fleet, or other FTA information.

ALTERNATE FUELS INFORMATION REQUIRED

Converter Name:		Enter the Alternate Fuel GGE for Weight Analysis
Converter Address:		
Converter Contact:		
Converter Phone:		

Internal Use Only:

Original Order Date: JUNE 26TH, 2025

HLE Order Confirm & 925-40295

Body Number(s):

Starting Number

Ending Number

ORDER REVISION INFO:

DATE:

REV NO:

CHASSIS INFORMATION

CHASSIS VIN:	TBD	CHASSIS MAKE:	FORD	CHASSIS YEAR:	2026
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ORDERS WILL NOT BE SCHEDULED FOR PRODUCTION UNTIL THE CHASSIS IS ON GROUND AT HLE

OEM Driver Seat Installed, YES or NO?	YES	OEM Co-Pilot Seat Installed, YES or NO?	NO	Delete Co-Pilot Seat and Door: YES or NO?	N/A
Drop Ship or HLE Chassis:	HLE	If Drop Ship, Shipping Dealer and Details:			
Chassis Special Options:	DUAL BATTERIES, OEM AM/FM/BT RADIO, OEM MANUAL DRIVER SEAT, NO OEM RUNNING BOARDS, NO OEM EXTERIOR MIRRORS				

HLE SUPPLIED CHASSIS

2026 Ford E450 Single Door 158WB 14,500 GVWR	0	1	\$ 43,400.00	\$ 43,400.00
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EXTERIOR GRAPHIC INFORMATION REQUIRED

Optional Exterior Graphics, YES or NO?	NO	Brief description of graphics requested:	
Graphics price will be listed under "Special Build Options".			

MODEL INFORMATION

*MODEL IS SUBJECT TO A WEIGHT ANALYSIS AND ENGINEERING APPROVAL.
Pricing and specifications are subject to change without notice - COD only - FOB WAKARUSA, IN

HLE Coach - FORD E450 - 7.3L PREMIUM GAS ENGINE W/ 240 AMP FORD ALTERNATOR

CONVERSION ONLY PRICING

Electrical Access Door with Locking Slam Latch on Entry Door Header	O	1	\$	50.00	\$	50.00
INTERIOR LIGHTS						
Interior LED Dome Lights (20-24ft = 4 Lights; 25-30ft = 6 Lights)	ST	1	\$	-	\$	-
Door Activated Interior Lights With 5 Second Delay	O	1	\$	40.00	\$	40.00
ELECTRICAL						
SWITCH PANEL STANDARD	ST	1	\$	-	\$	-
INTERMOTIVE FLEXTech PROGRAMMABLE ELECTRICAL SYSTEM	ST	1	\$	-	\$	-
Interlock Optional System - Ford Chassis - REQUIRED with Lift or Rear Door	O	1	\$	375.00	\$	375.00
Laminated Wiring Schematic ***AS BUILT*** ON ELECTRICAL PANEL DOOR	ST	1	\$	-	\$	-
Wiring Diagram "AS BUILT" ON USB Flash Drive	ST	1	\$	-	\$	-
PREMIER CLIMATE CONTROL OPTIONS						
PREMIER CLIMATE CONTROL A/C SYSTEMS: DUAL COMPRESSOR / FLUSH MOUNT EVAPORATOR / SIDE CONDENSER						
70K TOTAL BTU HEAT/COOL SYSTEM, ELECTRIC WATER VALVES, BOOSTER PUMP						
1-KIT-B048 - FORD 7.3 LITRE GAS	O	1	\$	6,900.00	\$	6,900.00
HEATERS						
CLIMATE CONTROL MISCELLANEOUS OPTIONS						
Insulated Heater Hoses	ST	1	\$	-	\$	-
Insulated A/C Hoses - Inwall J-Channel - For Condensation Control	ST	1	\$	-	\$	-
AUDIO / VISUAL						
FORD OEM RADIO ORDERED ON CHASSIS	ST	1	\$	-	\$	-
4 Speakers with Wire to Chassis OEM Radio (If supplied)	O	1	\$	200.00	\$	200.00
LUGGAGE RACK / STORAGE						
Driver Storage in Cab Overhead with Lock With Hold-Open Device	O	1	\$	325.00	\$	325.00
GRAB RAIL / STANCHION / PANELS						
Left Hand Vertical Grab Rail Mounted on Entry Door Portal - 1-1/4" x 36"	O	1	\$	125.00	\$	125.00
Right Hand Grab Rail Mounted From Entry Door Portal to Driver Bulkhead, Parallel to Entry Steps - 1-1/4"	O	1	\$	125.00	\$	125.00
Left Hand Stanchion and Modesty Panel at Entry Door, with Grab Rail Parallel to Entry Steps	ST	1	\$	-	\$	-
Stanchion and Modesty Panel Behind Driver	O	1	\$	175.00	\$	175.00
Modesty Panel at Wheelchair Lift (extend from floor to top of lift)	O	1	\$	175.00	\$	175.00
Add Tinted Plexiglass Upper Panel LOCATION: DRIVER	O	1	\$	145.00	\$	145.00
OEM STANDARD DRIVER / CO-PILOT SEATING						
OEM DRIVER'S SEAT ORDERED ON CHASSIS	ST	1	\$	-	\$	-
FREEDMAN SEATING						
SEATING - PASSENGER						
STD RIGID SEATS						
Mid High Double Seat	O	5	\$	675.00	\$	3,375.00
FOLD-AWAY SEATS						
Foldaway Seat, Double AM Benchback	O	2	\$	1,455.00	\$	2,910.00
Wheel Well Option	O	1	\$	50.00	\$	50.00
PASSENGER SEAT FABRICS						
Seat Cover - Level 1	O	14	\$	-	\$	-
SEAT OPTIONS						
Anti-Vandal Grab Handle, N/A with HB Seats, Black - Each LOCATION: AISLE	O	7	\$	57.00	\$	399.00
Black US Armrest - Each LOCATION: AISLE	O	7	\$	58.00	\$	406.00
SEAT BELTS						
Seat Belt, Non-Retractable - STANDARD - ENTER QUANTITY	ST	14	\$	-	\$	-
FREEDMAN SEATING UPHOLSTERY COLOR						
Driver / Co-Pilot Seats: OEM	99	1	\$	-	\$	-
Passenger Seats: LEVEL 1 - COLOR TBD	99	14	\$	-	\$	-
PARATRANSIT OPTIONS						
WHEELCHAIR LIFT DOOR						
Single W/C Door w/Window, (1) LED Interior Light, (1) LED 4" Exterior Grommet Light, Post & Socket Door Holder, No Gas Shocks, Warning Light and Buzzer in Driver Area	O	1	\$	1,185.00	\$	1,185.00
BRAUN LIFTS						

Braun Century NCL917-2 800# Lift (34"x54") With Timbren Rear Only Suspension Kit and Installed Braun Seat Belt	O	1	\$ 7,550.00	\$ 7,550.00
IS THE LIFT IN THE FRONT OR REAR OF THE UNIT? REAR	99	1	\$ -	\$ -
LIFTS CANNOT BE INSTALLED AS A FRONT LIFT WITH A 138/139" WB BUS.	99		\$ -	\$ -
WHEELCHAIR SECUREMENT KITS AND ACCESSORIES				
L-TRACK STYLE SECUREMENTS				
Q STRAINT SECUREMENT				
Q-10007 - 4 QRT 360 Retractors with L-Track Fittings (Q011012) & Wall Mount Retractable Comb-Lap/Shldr Belt (Q8-6326-A1)	O	2	\$ 975.00	\$ 1,950.00
Q5-8522 Q Straint Belt Storage Pouch, Nylon	O	2	\$ 50.00	\$ 100.00
Q-Straint Belt Cutter with Velcro - Shipped Loose	O	1	\$ 10.00	\$ 10.00
ACCESSORIES				
Priority Seating Sign **Required for ADA Compliance for Fixed-Route Systems**	O	1	\$ 15.00	\$ 15.00
SAFETY OPTIONS				
5 Lb Fire Extinguisher	ST	1	\$ -	\$ -
16 Unit First Aid Kit	ST	1	\$ -	\$ -
Emergency Triangle Kit	ST	1	\$ -	\$ -
Back-Up Alarm SAE Type C 97 db(A)	ST	1	\$ -	\$ -
LCD Combo Rearview Mirror/Monitor Backup Camera Kit	ST	1	\$ -	\$ -
Interior Flat Mirror, 6" x 16" (N/A ON DUAL DOOR CHASSIS)	O	1	\$ 65.00	\$ 65.00
Decal "Watch Your Step" - At Entry Steps and Additional at Raised Floor If Equipped	ST	1	\$ -	\$ -
Decal "Vehicle Height Sticker"	ST	1	\$ -	\$ -
Additional Emergency Exit Decal Black - LOCATION: EXTERIOR REAR DOOR	O	1	\$ 20.00	\$ 20.00
Door Handle Operation Arrow Decal - Black, Exterior Installed on Rear Door	O	1	\$ 20.00	\$ 20.00
Door Handle Operation Arrow Decal - Black, Exterior Installed on W/C Door	O	1	\$ 20.00	\$ 20.00
Door Handle Operation Arrow Decal - Red, Interior Installed on Rear Door	O	1	\$ 20.00	\$ 20.00
HLE DISCOUNTS	O	1	\$ (3,559.50)	\$ (3,559.50)
MOBILITY REBATE	O	1	\$ (1,000.00)	\$ (1,000.00)
DOCUMENTATION FEE	O	1	\$ 175.00	\$ 175.00
DELIVERY TO NY	O	1	INCLUDED	INCLUDED

CONVERSION ONLY PRICE SUB-TOTAL	1		\$ 85,339.00
GOOD STANDING STOCKING DEALER 6% DISCOUNT ON CONVERSION ONLY TOTAL. REQUIRES CHASSIS PAYMENT PRIOR TO CHASSIS ALTERATION.	1	\$ (4,400.00)	\$ (4,400.00)
CONVERSION ONLY PRICE TOTAL	1		\$ 80,939.00
CHASSIS / HANDLING FEE TOTAL	1		\$ 43,400.00
DELIVERY FEE (Price is per mile from Zip Code 46573 and does not include tolls or permits.)	690	\$ 1.90	\$ 1,311.00
TOLLS AND PERMITS FEE (Required If Delivery Fee is selected.)	1	\$ 50.00	\$ 50.00
TOTAL	26		\$ 125,700.00

\$122,000

MS

FORMER SITE 2220 TRUCKS TRUCKS

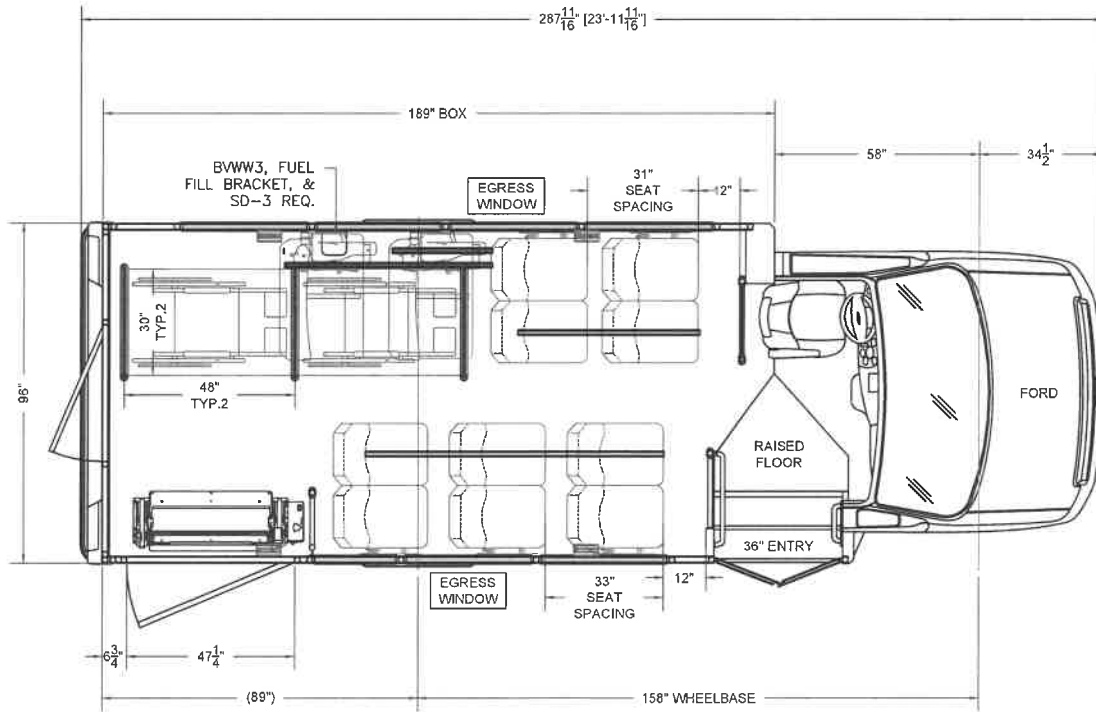
1. PAGE 1 IS FOR SALE'S USE. ANY ADDITIONAL PRINTS ARE FOR PRODUCTION USE ONLY.

SIGNATURE

DATE

APPROVED BY (PRINT)

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VIEW: FLOOR PLAN

SALESPERSON			DEALER/COMPANY			CLIENT		COPYRIGHTED		DRAWN BY		DRAWING NUMBER		
M. SEBAST			DBBS			TRANSIT		6/27/2025		NELLETT		HLE 925-40295		
MAKE	FORD E450	MODEL	HLE-24 TRANSIT BUS	DESCRIPTION	158/189; 14 PASSENGER; 2 WHEELCHAIR; NEW YORK STATE;						REVISION	REL	PAGE	1 OF 4



COMMENTS AND NOTATIONS

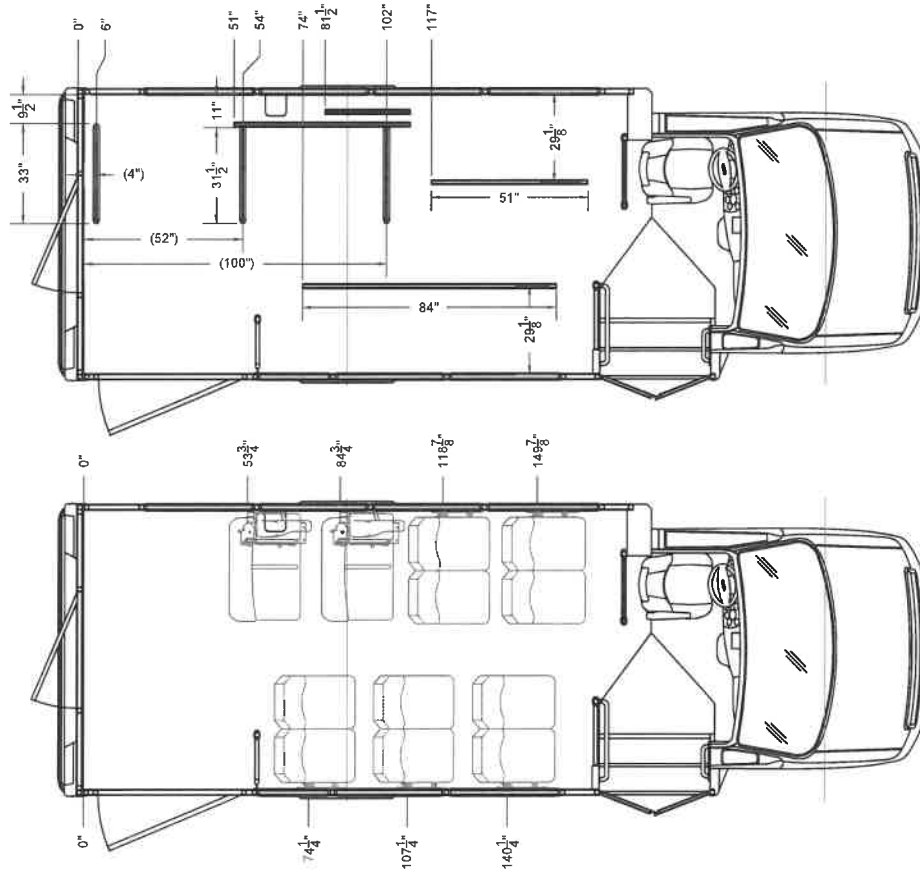
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DATE

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VIEW: TRACK AND SEAT

SALESPERSON		DEALER/COMPANY		CLIENT		COPYRIGHTED		DRAWN BY		DRAWING NUMBER	
M. SEBAST		DBBS		TRANSIT		6/27/2025		NELLETT		HLE 925-40285	
MAKE	FORD E450	MODEL	HLE-24 TRANSIT BUS	DESCRIPTION	158/189; 14 PASSENGER; 2 WHEELCHAIR; NEW YORK STATE;	REVISION	REL	PAGE	2 OF 4		



PROPOSED 2025 HLE-24

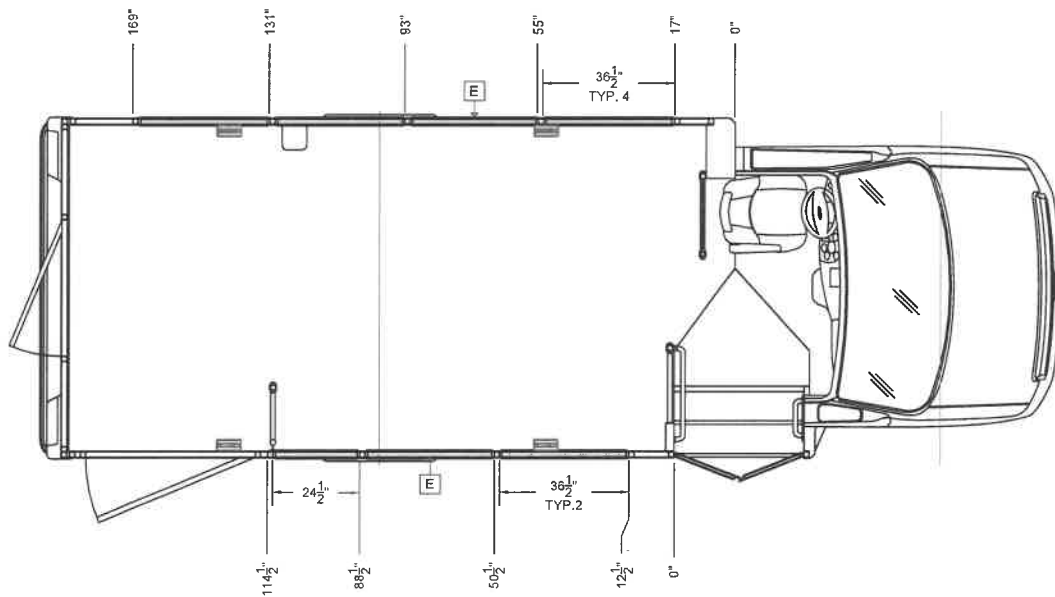
1. PAGE 1 IS FOR SALE'S USE. ANY ADDITIONAL PRINTS ARE FOR PRODUCTION USE ONLY.

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DATE

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VIEW: ELECTRICAL

SALESPERSON		DEALER/COMPANY			CLIENT		COPYRIGHTED		DRAWN BY		DRAWING NUMBER	
M. SEBAST		DBBS			TRANSIT		6/27/2025		NELLETT		HLE 925-40295	
MAKE	FORD E450	MODEL	HLE-24 TRANSIT BUS	DESCRIPTION	158/189; 14 PASSENGER; 2 WHEELCHAIR; NEW YORK STATE;			REVISION	REL	PAGE	3 OF 4	



COMPLETION AND SIGNATURE

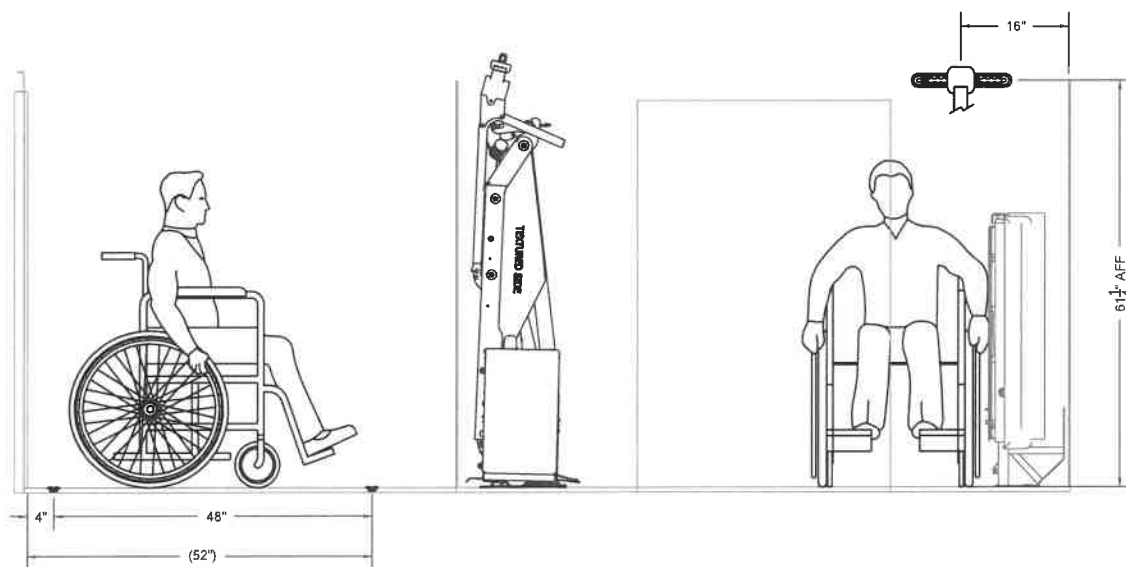
1. PAGE 1 IS FOR SALE'S USE. ANY ADDITIONAL PRINTS ARE FOR PRODUCTION USE ONLY.

SIGNATURE

DATE

APPROVED BY (PRINT)

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VIEW: SHOULDER RESTRAINT

SALESPERSON		DEALER/COMPANY			CLIENT		COPYRIGHTED		DRAWN BY		DRAWING NUMBER		
M. SEBAST		DBBS			TRANSIT		6/27/2025		NELLETT		HLE 925-40295		
MAKE	FORD E450	MODEL	HLE-24 TRANSIT BUS	DESCRIPTION	158/189; 14 PASSENGER; 2 WHEELCHAIR; NEW YORK STATE;					REVISION	REL	PAGE	4 OF 4



BUDGET QUOTE: Pricing reflected on this quote is valid through the time of final invoice for 2026/2027 NYS school budget year bus purchases only. Final invoice WILL NOT EXCEED the NYS OGS contract pricing in effect at the time of invoice.



4 Leonard Way, Deposit, NY 13754 | T 800-554-4504 F 607-467-4550

Customer Name: Town Of Pound Ridge
Lot A (Item 5): Type A-2, DRW, Cutaway, 5 Rows (2026MY)
Capacity 12A + 2WC (14A+Driver)
NYSDOT APPROVAL XXX-NY-12-00WC-TTB
TT 2025 FORD Item #5-G DRW 30C
Transportation Advisor: Jose Fontanez 845-500-1505

Contract #: PC69861
Award/Year: 23254/2022
Group # 40524
Date: 6/25/2025
Quote #: JF-25120-002

Vehicle will be provided with standard features listed on page 2 with the following additions and/or modifications:

OEM Factory Installed Options (Subject to NYSC Discount)

	CAPACITY OPTION: 12A+2WC Activity Seats	\$5,457.90
	Storage Bag, QSTRAINT, for W/C Tie Down Kit, Shipped Loose (\$169.00 x 2)	\$388.70
	MFSAB: Exterior Paint WHITE	\$0.00
05-0012	Door Control, Electrically Operated No T-Bar - Inc Emerg Release 05-0014	\$1,613.45
05-0042	MIRROR, INTERIOR REARVIEW, 6" X 30", ROSCO VISION SYSTEMS, STSK6630, WITH INTEGRATED 7" BACKUP MONITOR CAMERA, REPLACES STANDARD REARVIEW MIRROR ABOVE DRIVER	\$2,295.40
10-0000	PAINT, CHASSIS CAB, LINEN WHITE , SHERWIN WILLIAMS G2A3458147, DOOR JAMBS AND UNDER HOOD TO REMAIN OEM COLOR, FOR OEM NON-WHITE PAINTED CABS PAINT, DOOR JAM & UNDER HOOD TO MATCH NEW COLOR	\$1,975.70
10-0005	PAINT, Exterior, Sherwin William, DOOR JAMB & UNDER HOOD TO REMAIN OEM COLOR	\$2,589.80
11-0059	SPEAKERS, Additional Set of 2	\$239.20
11-0157	STEREO, AM/FM/USB, WITH PA, INCLUDES (2) INTERIOR SPEAKERS AND (1) SPEAKER MOUNTED UNDER HOOD, & GM CHIME BOX (11-0111)	\$2,438.00
12-0106	GRAB RAIL, STAINLESS STEEL, ENTRANCE DOOR, INSTALL RIGHT SIDE OF STEPWELL, MOUNTED ONTO INTERIOR DOOR VERTICAL STRUCTURE	\$313.95
13-0050	LIFT, BRAUN, CENTURY-2, NCL9191B-2, REAR PUMP, 800 LBS, 34" X 51" PLATFORM, 48" FLOOR TO GROUND	\$9,220.70
13-0094	TIE DOWN KIT, Q-STRAINT RETRACTABLE QRT MAX Q-8306-SC SLIDE N CLICK (\$2,342.00 x 2)	\$5,386.60
14-0124	A/C, TRANS AIR, TA452, 45K BTU, FM45 IN-WALL EVAP, 2-FAN SKIRT COND, TIE-IN FREEBLOW SYSTEM, E-SERIES, 7.3L V6 GASOLINE (#23042)	\$6,730.95
Item#5-G.FORD:WCRecessedFloor	Floor w/ Recessed W/C Restraint Track for One W/C Station- SLIDE & CLICK - INCLUDES Interlock, Pilot Light - 2" Red Installed in Driver's Area and Warns of Lift Door Open, Lift Stanchion, W/C Decal, Fire Blanket, Seat Belt Cutter, Fire Alarm System, & Roof Hatch	\$5,645.35
MFSAB:Item#5-G Ford	Upgrade Unit to MFSAB: REMOVE: "School Bus" Decal, Lighted Sign Box, Flasher-Inpower, 8-Way Warning Light System, & Stop Arm	(\$789.65)

Subtotal: \$43,506.05

Non-OEM Installed Options (Subject to NYSC Discount)

Restraints/Pouches MUST BE INSTALLED PRIOR TO DELIVERY	\$0.00
INSTALL - Storage Bag, for W/C Tie Downs, Install within reach of each W/C position (per tie down - add quantity) (\$36.38 x 2)	\$72.76
TRANS TECH HANDI EMERGENCY EQUIPMENT OPTWCET	\$600.22

Subtotal: \$672.98

Beyond the Bus (Provided at NO CHARGE)

LEONARD FAMILY SCHOLARSHIP FUND	FOR EVERY SCHOOL BUS SOLD, LEONARD BUS SALES WILL DONATE \$10 TO THE LEONARD FAMILY SCHOLARSHIP FUND WHICH BENEFITS CHILDREN OF NYAPT	\$0.00
---------------------------------	---	--------

BUDGET QUOTE: Pricing reflected on this quote is valid through the time of final invoice for 2026/2027 NYS school budget year bus purchases only. Final invoice WILL NOT EXCEED the NYS OGS contract pricing in effect at the time of invoice.



4 Leonard Way, Deposit, NY 13754 | T 800-554-4504 F 607-467-4550

Customer Name: Town Of Pound Ridge
Lot A (Item 5): Type A-2, DRW, Cutaway, 5 Rows (2026MY)
Capacity 12A + 2WC (14A+Driver)
NYSDOT APPROVAL XXX-NY-12-00WC-TTB
TT 2025 FORD Item #5-G DRW 30C
Transportation Advisor: Jose Fontanez 845-500-1505

Contract #: PC69861
Award/Year: 23254/2022
Group # 40524
Date: 6/25/2025
Quote #: JF-25120-002

Beyond the Bus (Provided at NO CHARGE)

AND NYSCA MEMBERS. PLEASE ASK YOUR TRANSPORTATION ADVISOR FOR DETAILS

Projected Payment/Delivery Date:

PROJECTED DELIVERY DATE SUBJECT TO FUTURE CONFIRMATION

Vote Date:

REVIEWED AND ACCEPTED BY:

SIGNATURE

DATE

Base Price	\$98,333.13
Options Subject to Discount	\$44,968.68
Options Discount (5%)	(\$2,248.43)
Option Credits	(\$789.65)
Other Charges	\$0.00
NYS Contract Options:	\$0.00
Incentives:	\$0.00
Unit Price Per Bus	\$140,263.73
Quantity	1
Subtotal	\$140,263.73
Rebates:	\$0.00
Trades	\$0.00
Tax (if applicable)	\$0.00
Waste Tire Fee (if applicable)	\$0.00
Total Purchase Amount	\$140,263.73

PAYMENT DUE UPON DELIVERY

LOT E BUSES : Dual Rear Wheel Cutaway 11 Passenger (10A/1WC)
New York STATE OGS Group 40523
Award Number: 23306
Contract Number: PC70592

CLICK ON CELL OR USE TAB BUTTON TO ADVANCE TO NEXT REQUIRED CELL

ORDER DATE: 6/10/2025

PURCHASE ORDER #: _____ (Purchase Orders Made Out to Coach and Equipment Bus Sales)

NAME OF AGENCY: Town of Pound Ridge

ADDRESS: <u>179 Westchester Ave.</u>	DELIVERY ADDRESS (If different): _____
CITY: <u>Pound Ridge</u>	CITY: _____
STATE: <u>NY</u>	STATE: _____
ZIP CODE: <u>10576</u>	ZIP CODE: _____
CONTACT: <u>Andrea Russo</u>	CONTACT: _____
PHONE: <u>914-704-3987</u>	PHONE: _____
FAX: _____	FAX: _____
EMAIL ADDRESS: <u>arusso@townofpoundridge.com</u>	EMAIL ADDRESS: _____

Pricing Effective - 3/21/25

BASE VEHICLE

158" WHEEL BASE DUAL REAR WHEEL VEHICLE 10 PASSENGERS 1 WHEELCHAIR BASE VEHICLE CAPACITY

Optional Equipment available directly under NYS Contract IFB

Additional Interior Cabin Space (Requires the selection of at least 1 additional Wheel Chair position)
 Additional Wheel Chair Restraint System
 Continuous "L" Track
 Raised Floor
 Additional 3 Step Fold-away Seat
 Change Auxiliary A/C To Roof Mounted Condensor
 6 Camera Seon System
 Reverse Camera
 Spare Tire and Rim (Spare Tire And Rim Not Able to Be Stored on bus during operation)
 Driver's Side Running Board

\$98,100.00 X	1	=	\$98,100.00
<hr/>			
\$1,343.00 X		=	\$0.00
-\$80.00 X		=	\$0.00
\$529.00 X		=	\$0.00
\$0.00 X		=	\$0.00
\$1,465.00 X		=	\$0.00
\$776.00 X		=	\$0.00
\$4,437.00 X		=	\$0.00
\$529.00 X		=	\$0.00
\$240.00 X		=	\$0.00
\$180.00 X		=	\$0.00

TOTAL VEHICLE QUANTITY

= 1

States's 80% Portion
 Grantee's 20% Portion
 NYS Contract Options Total
 Total Grant Vehicle Base Price Plus State Contract Options (Per Bus)

= \$78,480.00
 = \$19,620.00
 = \$0.00
 = \$98,100.00

Total Non-Contract Optional Equipment (Requires a separate agency purchase order, NOT COVERED BY NYS GRANTS) PER BUS

= \$7,403.00

Per Bus Grand Total X 1 buses

\$105,503.00

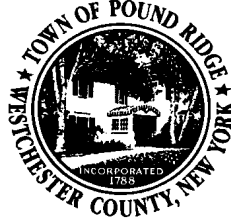
Confirm NYS DOT Insepection Status (Please verify NYS Equipment order form shows what is required)

Please indicate Ongoing or One Time

Town of Pound Ridge

Tel.: 914-764-5511

Fax: 914-764-0102



To: Town Board

From: Andrea Russo

Date: July 31, 2025

Re: Camp Refund

I hereby request the refund of \$300 for a kindergarten camper who did not finish out the last two weeks of camp. Recreation commission has approved the refund. The refund will be placed back in the payment it was received, credit card.

Sincerely,

Andrea Russo
Superintendent of Recreation & Parks

Town Clerk's Office

MEMORANDUM

To: Town Board
From: Erin Trostle
Date: August 1, 2025
Re: OSC audit

Please be advised that having completed an examination of the fiscal affairs of the Town of Pound Ridge for the period beginning on January 1, 2022 and ending on November 27, 2023, the State Comptroller has filed the report of such examination as a public record in my office, where it is available for inspection by all interested persons during normal business hours.

Pursuant to General Municipal Law §35, I have caused a public notice regarding the audit report to be published in the town's newspaper of record, and I am presenting the report to you here for your consideration.



Town of Pound Ridge

Procurement and Claims Auditing

2024M-150 | August 2025

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 Competitive Bidding Requirements 2

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 The Board Did Not Properly Audit Claims Prior to Payment. 4

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Report Highlights

Town of Pound Ridge

Audit Objective

Determine whether the Town of Pound Ridge (Town) Board (Board) procured goods and services in accordance with Board policy and applicable statutory requirements and properly audited claims prior to payment.

Key Findings

Town officials did not procure all goods and services in accordance with Board policy and applicable statutory requirements. As a result, officials cannot support that all goods and services were procured in the most cost-effective manner, which may have resulted in higher operational costs that would be passed onto taxpayers. The Board also did not always properly audit claims before approving them for payment. When a thorough and effective claims audit is not conducted, the Board diminishes its ability to effectively monitor Town financial operations and there is an increased risk that claims could have been paid for inappropriate purposes. For example:

- Town officials did not seek competition or maintain supporting documentation for 28 purchases totaling approximately \$745,372.
- 48 claims totaling approximately \$299,716 were not properly audited by the Board before payment, including 23 credit card claims (685 purchases) totaling \$179,716.
- 226 credit card purchases totaling \$54,359 did not have supporting documentation such as receipts or itemized invoices.

Key Recommendations

Ensure compliance with New York State General Municipal Law (GML) and Town procurement policy requirements and conduct a thorough audit of all claims prior to approval for payment.

Town officials generally agreed with our findings and indicated that they plan to initiate corrective action.

Audit Period

January 1, 2022 – November 27, 2023

Background

The Town is located in Westchester County and is governed by an elected five-member Board composed of the Town Supervisor (Supervisor) and four Board members.

The Supervisor serves as the chief fiscal officer and is responsible for the day-to-day operations.

The Board is responsible for the overall management and oversight of Town financial operations including auditing and approving claims for payment. Claims are approved for payment by vote at each Board meeting. The Director of Finance (Director) is responsible for processing claims and presenting them to the Board for approval.

Quick Facts	
Purchases Made in Audit Period	
Total Purchases Not Subject to Competitive Bidding	\$147,479
Total Credit Card Purchases	\$179,716
Purchases Subject to Competitive Bidding	\$2.6 million

Procurement and Claims Auditing

How Should Town Officials Procure Goods and Services?

GML Section 103 requires competitive bidding for purchase contracts exceeding \$20,000 with certain exceptions. In lieu of seeking competition, towns are also authorized to make purchases using other publicly awarded government contracts, such as those of a county or the New York State Office of General Services (State contract). In addition, the Town procurement policy states that when purchasing from a State contract, the purchaser must obtain two written requests for quotes (RFQ) from at least two other vendors to confirm that the State contract amount is the lowest price available.

GML Section 104-b also requires that goods and services not required by law to be procured pursuant to competitive bidding must be procured in a manner to assure the prudent and economical use of public money. A board shall by resolution adopt internal policies and procedures governing all procurements of goods and services, including professional services which are not required to be made pursuant to the competitive bidding requirements. For example, a good business practice would be to use some type of competitive method, such as a request for proposals (RFP) or quotations process, to obtain these services with the most favorable terms and conditions.

The Town procurement policy further requires all estimated purchases of supplies or equipment less than \$20,000 to be subjected to the following requirements (Figure 1):

Figure 1: Town Procurement Policy Requirements

Contract Type	Dollar Range	Policy Requirements
Purchase Contracts	Between \$100 - \$999	Two published price quotes
	Between \$1,000 - \$4,999	An oral RFP and two RFQs
	Between \$5,000 - \$19,999	Three written RFPs or RFQs

The Board Did Not Ensure Compliance with the Town’s Procurement Policy and Competitive Bidding Requirements

We reviewed 40 purchases totaling approximately \$2.5 million to determine whether the Board ensured Town officials obtained quotes or solicited competitive bids, as required. We determined that Town officials either did not properly seek competition or maintain supporting documentation to show they sought competition for 28 purchases totaling \$745,372.

Quotes or RFP – We reviewed 30 purchases under the bidding threshold, totaling \$147,479, to determine whether the Board ensured compliance with Town procurement policy requirements and determined that 25 purchases totaling \$120,000 were not in compliance. We found no evidence of the following:

- The required written RFP or RFQ from at least three vendors were obtained for 8 purchases between \$5,000 and \$19,999 totaling \$91,665.

-
- The required oral RFP or RFQ from at least two vendors were obtained for eight purchases between \$1,000 and \$4,999 totaling \$21,998.
 - The two required published price quotes were obtained for nine purchases between \$100 and \$999 totaling \$6,337.

These purchases were made without evidence of required quotes or RFP/RFQ because department heads and the Director did not ensure compliance with the Town's procurement policy. The Director told us that the purchaser, who is normally the department head, submits the oral and/or written quotes and RFPs at Board meetings. However, while reviewing the purchase documentation, there was no evidence of quotes and/or RFPs attached. The Director was unable to provide an explanation why purchase documentation was not maintained.

Competitive Bidding – We reviewed 10 purchases totaling \$2.3 million that were required to be competitively bid. Although the Town competitively bid or used NYS contract pricing on all 10 purchases, when using NYS contract pricing, the Town's procurement policy requires that the purchaser obtain two other price quotes to ensure NYS contract pricing is the best price. Three purchases totaling \$625,372 made on NYS contract pricing did not have any documentation supporting that other price quotes were sought. These purchases were for:

- 14,567 square yards of paving material (bituminous material) and 772 gallons of crack seal totaling \$367,958.
- 2,683 tons of road salt totaling \$202,729.
- One Asphalt Roller costing \$54,685.

These purchases were made without the required quotes because neither the department heads, nor the Director ensured compliance with the Town's procurement policy and GML.

The Director told us:

- The department heads check for competitive quotes when using NYS contract pricing.
- There are limited vendors that provide salt locally to Public Works Departments and the Town guarantees a set annual volume to the vendor for salt purchases to obtain bulk pricing.
- Larger paving projects are limited to specialized vendors, and said it is beneficial to use the state procurement vetting process for quality paving work.
- The vendor for the Asphalt Roller was on a bidding consortium which he said uses piggybacking and other state contracts to obtain the best pricing.

However, the Director could not provide documentation to support his claims.

We also reviewed the Town's procurement of professional services and minor discrepancies were verbally communicated to Town officials.

When Town officials do not use a competitive process to procure goods and services, there is an increased risk that goods and services may not be procured in the most cost-effective manner to ensure the most prudent and economical use of public money. By not seeking competition, the Board

has less assurance that the Town obtained the most favorable terms and conditions in the best interest of its taxpayers.

How Should Town Officials Properly Audit Claims?

A proper claims audit ensures every claim, including claims for credit card purchases, is subjected to an independent, thorough and deliberate review to determine that each claim is properly supported by itemized invoices or receipts which are mathematically correct, are approved by the proper department head and that the goods and services were received and for a legitimate town purpose. Once a board has determined that the claim satisfies these conditions, it then can approve the claim for payment.

An effective claims audit process ensures that every claim against a town is subjected to an independent, thorough and deliberate review; each claim contains enough supporting documentation to determine whether it complies with statutory requirements and town policies (e.g., procurement policy and any corresponding procedures); is supported by sufficient appropriations; and that the amounts claimed are for legitimate and necessary Town expenditures. Officials should adhere to Town Law Section 118 that requires the board to audit all claims before payment, unless an exception applies, such as the Board authorization of the payment of public utilities (electric, gas, water, sewer, telephone services and fuel oil) prior to audit.

In addition, Town procurement policy requires all claims between \$1,000 and \$19,999 receive advance Board approval and must have attached to the claim a formal purchase order with all appropriate supporting documentation.

The Board Did Not Properly Audit Claims Prior to Payment

We determined that, while all claims reviewed were for legitimate Town purposes, were mathematically correct and there was documentation the goods were received, claims submitted to the Board were not properly audited or supported with adequate documentation. Claims that did not contain sufficient documentation to allow for a proper audit were approved for payment by the Board. We reviewed 30 claims, totaling \$147,479, subject to the Town's procurement policy to determine whether they were properly audited, supported and for a legitimate Town purpose. Twenty of the 30 claims were subject to advance Board approval. We identified the following:

- 25 of the 30 (83 percent) claims totaling \$120,000 had no evidence in the form of quotes and/or RFPs that they were procured as required by the Town's procurement policy. Paying claims without evidence of competition increases the likelihood the Town will pay more than necessary for purchases.
- 20 of the 30 (67 percent) claims, totaling \$140,266, did not have purchase orders. Without purchase orders the Director cannot track expenses, control costs and ensure purchases align with the requirements of the procurement policy.
- 16 of 20 (80 percent) claims subject to advance Board approval, totaling \$113,663, did not have evidence of advance Board approval. When claims are approved without prior Board approval as

required by policy, it reduces the Board's ability to ensure the purchase complies with policy before being approved for payment and is for a necessary and legitimate Town purpose.

- 10 of 20 (50 percent) claims subject to advance Board approval, totaling \$80,427, did not have sufficient appropriations available to pay the claims. When claims are approved without sufficient appropriations, it diminishes the Board's ability to adequately monitor fiscal operations and could lead to subsequent budgetary shortfalls.
- Five of 30 (17 percent) claims, totaling \$26,233, were not sufficiently itemized. When claims are approved that are not sufficiently itemized, it increases the likelihood of approving purchases that are not for appropriate Town purposes.
- One of 20 (5 percent) claims subject to advance Board approval, totaling \$17,500, was paid prior to audit. The Director told us that this purchase consisted of supplies for their Independence Day celebration. However, when claims are paid prior to Board approvals, there is an increased risk that unauthorized purchases could occur.

These exceptions occurred because the Board, department heads and personnel in the finance office did not ensure compliance with the Town's procurement policy when reviewing and approving purchase orders or claims. Despite the procurement policy requiring that formal purchase orders must be attached to the claim form with appropriate supporting documentation, the Director stated that oral and written RFQs or RFPs are presented to the Board at the Board meetings prior to review and approval by the Board. However, the Director was unable to provide us with any of the quote or RFP documentation he said was presented to the Board. Without reviewing sufficient documentation, the Board cannot properly audit claims.

When the Board does not ensure that all claims are adequately supported and a thorough and effective audit of claims is not conducted prior to approving claims, the Board's ability to effectively monitor Town financial operations is diminished, and errors and irregularities could occur and remain undetected and uncorrected. Furthermore, when Town officials do not ensure that the Town's procurement policy is followed before purchases are made, significant cost savings may be missed, and those increased costs are passed on to taxpayers.

Credit Card Claims Were Not Audited or Adequately Supported

The Town has 11 credit cards, one for each department head's use. We reviewed all 23 credit card statements issued to the Town during the audit period totaling \$179,716 to determine whether the purchases were properly supported and audited prior to payment. We identified the following:

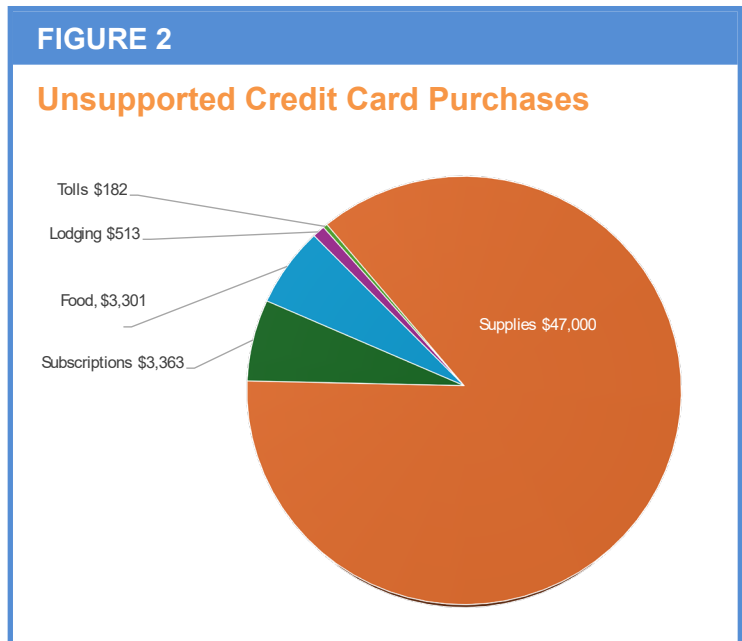
- None of the 23 (100 percent) credit card statements were audited before payment. These 23 statements had 685 purchases totaling \$179,716.
- 20 of 23 statements (579 transactions totaling \$147,844) were never audited. The remaining three credit card statements (106 transactions totaling \$31,872) were audited after payment.

- 22 of 23 (96 percent) credit card statements containing 226 transactions totaling \$54,359 did not have supporting documentation attached, such as detailed invoices or receipts. These purchases included supplies¹ totaling approximately \$47,000, subscriptions totaling \$3,363, food totaling \$3,301, hotels totaling \$513 and tolls totaling \$182 (Figure 2).
- The Town paid \$156 in late fees, \$209 in credit card interest and \$182 in sales tax.

These exceptions occurred because the Board did not adopt a credit card policy and procedures to ensure credit card claims were for legitimate Town purposes, adequately supported and audited before payment. In addition, the Board improperly adopted a resolution authorizing the Supervisor to pay credit card statements in advance of audit to avoid late and penalty fees. However, the resolution to pay credit card payments in advance of audit is not an allowable exception to Town Law Section 118, unless the payments made are for public utilities. The Director and a member of the Board told us that this was done because Board meetings are held the first Monday and second Tuesday of each month, and credit card payments are usually due before the meetings.

We reviewed the 23 credit card statement due dates and the dates when the finance department paid the credit card statements, and compared them to the dates of the Board meeting minutes listed on the Town website. Twenty-one of the 23 credit card statements and the corresponding supporting documentation could have been presented to the Board at the respective month's Board meeting, which would have allowed for audit prior to payment and no late and penalty fees being incurred. We determined eight of the 23 credit card statements totaling \$59,348 were paid after their due dates. This resulted in \$156 in late fees and \$209 of interest being incurred and paid.

We asked the Director to provide supporting documentation for the 226 unsupported purchases (transactions) totaling \$54,359. He said that the \$3,363 of subscriptions are purchased annually and there are no monthly invoices, but while reviewing the credit card statements, we identified monthly subscription invoices attached to the credit card statements. While the Director was able to support a purchase for Town function party rentals, he could not provide an explanation for most of the



¹ Examples of supplies purchased included mobile think pads, playground toys and equipment, fitness equipment, pool repair supplies, signs and banners.

unsupported purchases of supplies, nor could he provide an explanation for the purchases of \$3,301 in food, \$513 for hotels and \$182 for tolls.

The Board's failure to adopt a credit card policy and procedures, as well as the general lack of an audit of the corresponding credit card claims before payment, resulted in charges paid that were not adequately supported. Because these charges were not adequately supported, the Board has no assurance that they were actual and necessary Town expenses.

What Do We Recommend?

The Board should:

1. Perform a thorough and deliberate audit of all claims, including credit card claims, ensuring they comply with the Town's procurement policy and GML, and are supported by adequate documentation and sufficient appropriations, prior to payment and Board audit approval.
2. Develop and adopt a written credit card policy and procedures to ensure credit card claims are for legitimate Town purposes, adequately supported, and audited before payment.
3. Ensure that the Town does not incur credit card late fees and interest charges.
4. Ensure that the Town does not pay sales tax.
5. Modify the prepayment resolution so that it only includes prepayments allowed by law.

The Director and department heads should:

6. Ensure all necessary quotes and proposals required by Town procurement policy are obtained and all relevant documentation is retained and attached to claims.

Appendix A: Response From Town Officials

Kevin C. Hansan
Supervisor

Nicole Engel
Chief of Staff



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

Town Council
Alison Boak
Diane Briggs, *Deputy Supervisor*
Daniel S. Paschkes
Namasha Schelling

July 15, 2025

Office of the New York State Comptroller
Division of Local Government and School Accountability
110 State Street, 12th Floor
Albany, NY 12236

Dear Comptroller DiNapoli and Audit Team,

Thank you for the opportunity to respond to your draft audit report titled "*Town of Pound Ridge – Procurement and Claims Auditing (2024M-150)*." We appreciate the professionalism and courtesy your audit staff demonstrated during their review of our Town's financial operations.

We are pleased that the audit found no misuse, misappropriation, or fraudulent use of Town funds, which we believe is a direct reflection of the exceptional professionalism and dedication of our Town of Pound Ridge employees. At the same time, we fully acknowledge the areas identified for improvement regarding procurement procedures, claims auditing, and credit card administration, and we are committed to addressing them promptly.

See
Note 1
Page 10

We take the audit's findings seriously and have already taken or initiated the following actions to strengthen our internal controls and financial oversight:

- **Procurement Compliance:**

Based on feedback during the audit period, the Board adopted a revised procurement policy in January 2024 to strengthen our procurements, and we are continuing to revise internal procedures to ensure that all required quotes, RFPs, and supporting documentation are consistently obtained and retained with purchase records. Department heads and the Director of Finance have been reminded of these obligations under both the Town's procurement policy and GML.

Town House

179 Westchester Avenue

Pound Ridge, NY 10576

- **Claims Auditing:**

The Board has reinforced its process for thoroughly reviewing all claims prior to payment, ensuring that claims contain complete supporting documentation, purchase orders where required, and evidence of proper authorization.

- **Credit Card Use:**

Based on feedback during the audit, the Board adopted a new credit card policy in January 2024 that clearly defines permissible uses, documentation requirements, and approval protocols. Additionally, we have adjusted our scheduling to better align Board meetings with billing cycles to eliminate late fees and interest charges.

- **Prepayment Resolution:**

Based on feedback during the audit, the Board modified our prepayment resolution in January 2024 to comply strictly with Town Law Section 118, limiting prepayments to allowable exceptions such as utilities.

We are committed to addressing each of the audit's recommendations in more detail through a formal Corrective Action Plan (CAP), which we will submit within the required 90-day period. Furthermore, we will make this CAP available for public review in the Town Clerk's office, reflecting our dedication to transparency and sound fiscal management.

Once again, we thank your office for its thorough review and constructive recommendations. We look forward to continuing to enhance the Town of Pound Ridge's financial practices for the benefit of our residents.

Sincerely,

Kevin C. Hansan
Supervisor, Town of Pound Ridge

Appendix B: OSC's Comment on the Town's Response

Note 1

The audit objective focused on procurement and claims auditing. The audit team assessed the risk of fraud occurring that is significant within the context of this audit objective, as required by generally accepted government auditing standards. Therefore, these audit results cannot be used to conclude there is no fraud, theft or professional misconduct in the Town's operations.

Appendix C: Audit Methodology and Standards

We conducted this audit pursuant to Article V, Section 1 of the State Constitution and the State Comptroller's authority as set forth in Article 3 of the New York State General Municipal Law. We obtained an understanding of internal controls that we deemed significant within the context of the audit objective and assessed those controls. Information related to the scope of our work on internal controls, as well as the work performed in our audit procedures to achieve the audit objective and obtain valid audit evidence, included the following:

- We reviewed the Town procurement policy, Board meeting minutes, interviewed Town officials and Board members and reviewed applicable laws to gain an understanding of the claims auditing process and determine whether claims were audited properly.
- We interviewed the Director to determine whether the Town uses credit cards and to gain an understanding of the credit card approval process. We selected all credit card statements totaling \$179,716. We then reviewed the bank statements for the amount paid, date of payment, reviewed all vouchers and attached receipts to determine whether claims were audited prior to payment, receipts were attached for all charges and all charges were for Town purposes.
- We reviewed the cash disbursements journal and used our professional judgment to select and review 30 claims for purchases totaling \$147,479 that were subject to the Town's procurement policy requirements. We reviewed the claim packages for any logs of verbal quotes, written quotes, advance Board approvals, use of formal purchase orders, and RFPs to determine whether goods and services were purchased as per the procurement policy requirements.
- We reviewed the cash disbursements journal to determine the population of purchases subject to GML bid requirements over \$20,000 and public works over \$35,000. From a population of \$3 million in purchases subject to GML competitive bidding, we used our professional judgement to choose 10 purchases totaling \$2.3 million to determine whether they were competitively bid, properly advertised, a State contract was used, and quotes were sought to ensure State contract pricing was the lowest.
- We reviewed cash disbursements to determine the professional services population. We identified 14 professional services providers that were paid \$730,132. We used our professional judgement to select five of the providers totaling \$303,805 in purchases. We then reviewed Board meeting minutes, vouchers and invoices to determine whether RFPs were issued in the selection method for professional service providers.

We conducted this performance audit in accordance with generally accepted government auditing standards (GAGAS). Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objective. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objective.

Unless otherwise indicated in this report, samples for testing were selected based on professional judgment, as it was not the intent to project the results onto the entire population. Where applicable, information is presented concerning the value and/or size of the relevant population and the sample selected for examination.

The Board has the responsibility to initiate corrective action. A written corrective action plan (CAP) that addresses the findings and recommendations in this report should be prepared and provided to our office within 90 days, pursuant to Section 35 of General Municipal Law. For more information on preparing and filing your CAP, please refer to our brochure, *Responding to an OSC Audit Report*, which you received with the draft audit report. We encourage the Board to make the CAP available for public review in the Town Clerk's office.

Appendix D: Resources and Services

Regional Office Directory

www.osc.ny.gov/files/local-government/pdf/regional-directory.pdf

Cost-Saving Ideas – Resources, advice and assistance on cost-saving ideas

www.osc.ny.gov/local-government/publications

Fiscal Stress Monitoring – Resources for local government officials experiencing fiscal problems

www.osc.ny.gov/local-government/fiscal-monitoring

Local Government Management Guides – Series of publications that include technical information and suggested practices for local government management

www.osc.ny.gov/local-government/publications

Planning and Budgeting Guides – Resources for developing multiyear financial, capital, strategic and other plans

www.osc.ny.gov/local-government/resources/planning-resources

Protecting Sensitive Data and Other Local Government Assets – A non-technical cybersecurity guide for local government leaders

www.osc.ny.gov/files/local-government/publications/pdf/cyber-security-guide.pdf

Required Reporting – Information and resources for reports and forms that are filed with the Office of the State Comptroller

www.osc.ny.gov/local-government/required-reporting

Research Reports/Publications – Reports on major policy issues facing local governments and State policy-makers

www.osc.ny.gov/local-government/publications

Training – Resources for local government officials on in-person and online training opportunities on a wide range of topics

www.osc.ny.gov/local-government/academy

Contact

Office of the New York State Comptroller
Division of Local Government and School Accountability
110 State Street, 12th Floor, Albany, New York 12236
Tel: (518) 474-4037 • Fax: (518) 486-6479 • Email: localgov@osc.ny.gov
<https://www.osc.ny.gov/local-government>
Local Government and School Accountability Help Line: (866) 321-8503

NEWBURGH REGIONAL OFFICE – James L. Latainer, Chief of Municipal Audits
33 Airport Center Drive, Suite 102 • New Windsor, New York 12553-4725
Tel (845) 567-0858 • Fax (845) 567-0080 • Email: Muni-Newburgh@osc.ny.gov
Serving: Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster, Westchester counties

Town Clerk's Office

MEMORANDUM

To: Town Board
From: Erin Trostle
Date: July 31, 2025
Re: Harvest Festival

Attached for your review is a special event permit application from the Pound Ridge Partnership for the Harvest Festival, which is tentatively scheduled for October 4, 2025. Please note that the end time is now listed as 6:00 pm. The proposed hours are thus the same as those approved in 2023, the last time the event took place.



SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

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

Applicant Name:	Pound Ridge Partnership
Applicant Type:	Group
Address:	PO Box 402
Mailing Address:	Pound Ridge, NY 0576
Phone Number:	9149803475
Email Address:	kevinmlong@gmail.com

EVENT INFORMATION

In addition to indicating event **type** (eg, street fair, festival, road race, parade, concert, etc.), please provide a detailed event description. Examples of event **purpose** include fundraising, promoting awareness, providing education, building community spirit, promoting local businesses, etc. ***If the event is a fundraiser, the purpose should include information about how the resulting funds will be used.*** Identify all locations where event activity will take place, including parking.

Event Name:	Pound Ridge Harvest Festival
Event Type:	Community
Description:	Music, Food Trucks, Drink, Kids Entertainment, Community Booth
Purpose:	Community Engagement and Community Project Fundraising

Event Date:	October 4, 2025	Alternate Date:	N/A
Event Start Time:	12PM	Event End Time:	6PM
Setup Start Time:	7AM	Setup End Time:	
Takedown Start:	6PM	Takedown End:	

Location(s):	Pound Ridge Town Park		
On private property?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Parking location(s):	PRES, Pr Community Church, PR Nursery, PRTP Tennis Courts		
On private property?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

Road closure(s) requested:	No. Police discretion
Closure times requested:	

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

VENDORS/LICENSES

Will the event include food and/or beverage vendors?		
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Number, if any:10?
Will any food or beverages be served without charge in conjunction with the event?		
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Will the event include non-food vendors?		
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Number, if any:50
Will the event include alcoholic beverage vendors?		
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Number, if any:1
Will any alcohol be served without charge in conjunction with the event?		
<input type="checkbox"/> Yes	<input 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.

*presumably
not?*

CONTACTS

Primary Contact Name:	Kevin Long		
Cell Phone Number:	9149803475	Email Address:	kevinmlong@gmail.com
Event Day Contact Name:	Same as above		
Cell Phone Number:		Email Address:	
Weather Contact Name:	James Best		
Cell Phone Number:	(914) 391-8182	Email Address:	jbest@poundridgepartners.com

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

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

LOGISTICS

CROWD MANAGEMENT

Anticipated attendance:	4000	
Describe crowd control plan:	Plan in place in conjunction with town and police officials	
Describe perimeter control plan:	Plan in place in conjunction with police officials	
Emergency services present?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Will event be ADA compliant?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

VOLUNTEERS

Indicate number of volunteers:	100
Describe role(s) of volunteers:	Kidds entertainment, greeting, ticket sales, beverage servers

SANITATION/GARBAGE		
Portable toilets provided:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If so, how many?	As many as we need to comply with crowd size	
Garbage/recycling bins provided?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Describe garbage/recycling plan:	Volunteers in conjunction with town park employees	

NEIGHBORHOOD IMPACT/NOTIFICATION		
Will there be noise impacts?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Will there be amplified music?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Will there be light impacts?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Have neighbors been notified?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

STRUCTURES/SAFETY		
Tents or canopies?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe:	Tents for volunteers, VIP, potentially other areas	
Stage or other structures?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe:	Mobile stage, same as years past	
Fireworks or open flame?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		

UTILITIES		
Water access needed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		
Electricity needed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		
WiFi access needed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please indicate # of users:	20	

PROMOTION		
Banner permission requested?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please indicate location and dates:	9/1/25, Westchester Ave, Scotts Corners	
Other signage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe:	Potential lawn signs and town park banner	

TOWN RESOURCES		
Town bus needed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please indicate time:	10-6pm	
Barricades or cones needed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please specify:	police/rec dept barricades	
Other town-owned property needed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please specify:	Maintenance garage for green room	

OUTSIDE RESOURCES		
Outside bus transportation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe:	Will have bus service to and from parking areas	
Outside parking assistance?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe:	Parking Systems, Inc., as in years past	
Other outside resources?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe:		

SUPPORTING DOCUMENTS

MAPS/PLANS

Event Site Plan

☒ Yes

☐ 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

Parking/Traffic Plan

☒ Yes

☐ 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)

☒ Yes

☐ No

Indemnity Agreement(s)

☒ Yes

☐ No

Permits/Licenses (other than for vendors)

☒ Yes

☐ 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:

☒ Yes

☐ No

Application Fee Paid (Indicate Amount):

Waiver Requested:

☒ Yes

☐ No

ENDORSEMENT

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

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

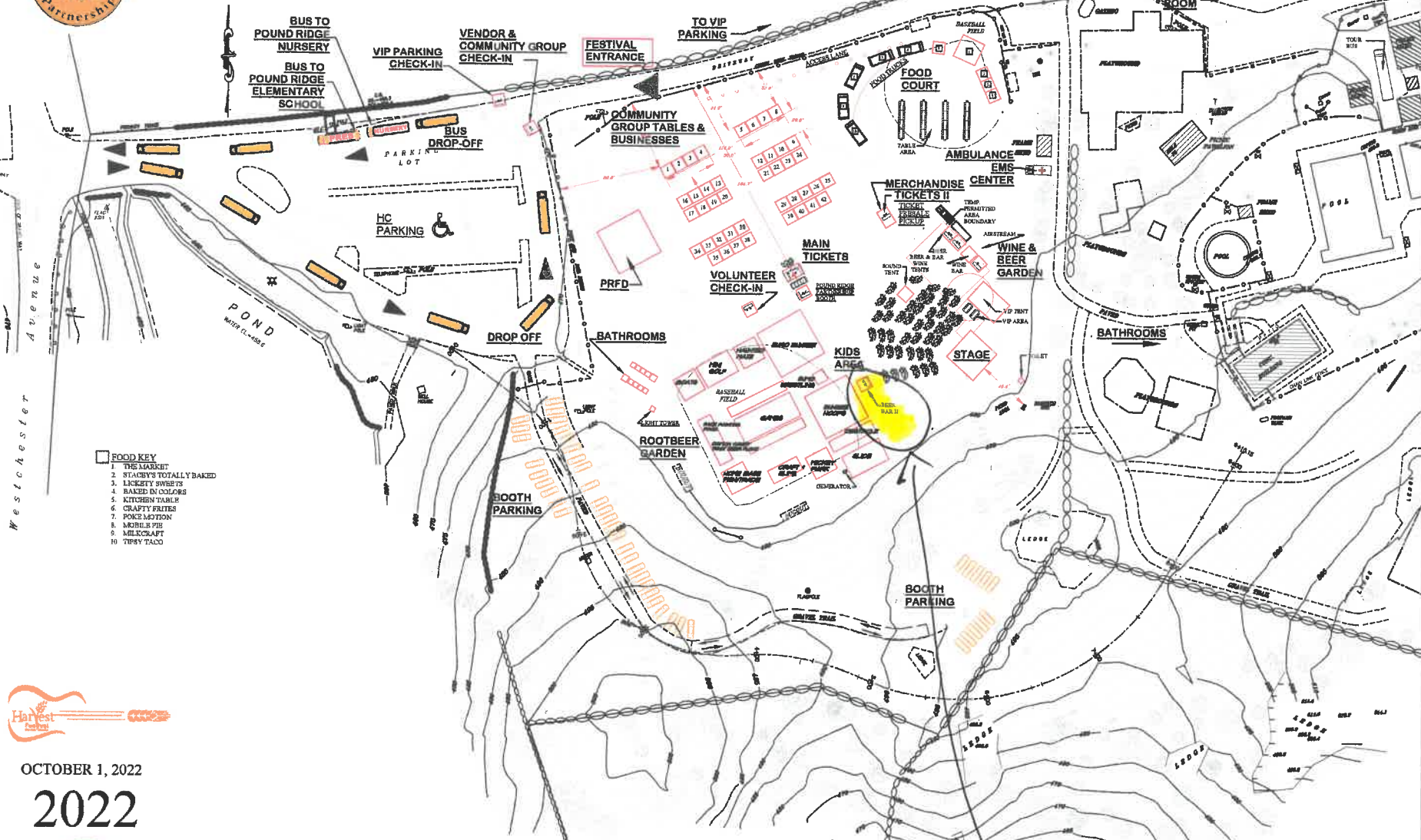
X *Kevin M. Long*

Kevin M. Long

(Printed Name)

6/6/2025

(Date)



- FOOD KEY**
- 1. THE MARKET
 - 2. STACEY'S TOTALLY BAKED
 - 3. LICKETY SWEETS
 - 4. RANDED IN COLORS
 - 5. KITCHEN TABLE
 - 6. CRAFTY FRITES
 - 7. POKE MOTION
 - 8. MICHELLE'S
 - 9. MILKSHAKES
 - 10. TONY'S TACO



OCTOBER 1, 2022

2022



1 HARVEST FESTIVAL PLAN

1" = 80'-0"

Parcel #2
Now or Formerly
The C. F. Roe Slide Foundation

JAMES T. BEST ARCHITECT + ASSOCIATES
P.O. BOX 240
POUND RIDGE, NEW YORK 10576
914.964.8889 FAX 914.964.8887
EMAIL: james@jamesbestarchitect.com
www.jamesbestarchitect.com

HARVEST FESTIVAL
TOWN OF POUND RIDGE
TOWN PARK
199 WESTCHESTER AVE
POUND RIDGE, NY 10576

HARVEST FESTIVAL PLAN

SP-1

Root Beer Garden?
or addl. alcoholic bev.
station?



OCTOBER 2, 2022

2022



JAMES T. BEST ARCHITECT + ASSOCIATES
P.O. BOX 240
POUND RIDGE, NEW YORK 10576
914.64.8888 FAX 914.64.8887
EMAIL: jtb@jamesbestarchitect.com
www.jamesbestarchitect.com

HARVEST FESTIVAL
POUND RIDGE PARTNERSHIP
TOWN PARK
199 WESTCHESTER AVENUE
POUND RIDGE, NY 10576

POUND RIDGE PARTNERSHIP
HARVEST FESTIVAL
PARKING PLAN

SP-2



SPECIAL EVENT APPLICATION REVIEW

EVENT: Harvest Festival 10/4/25

DATE: 6/28/25

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

SIGNATURE: *Thomas D. Mulcahy*

NAME: Thomas D. Mulcahy, Chief of Police

DEPARTMENT:

☒ POLICE DEPARTMENT

☐ BUILDING DEPARTMENT

☐ FIRE DEPARTMENT

☐ MAINTENANCE DEPARTMENT

☐ RECREATION DEPARTMENT

☐ EMERGENCY SERVICES

☐ HIGHWAY DEPARTMENT

☐ OTHER (PLEASE SPECIFY): _____

APPROVAL/CONDITIONS:

☐ APPROVED

☐ DISAPPROVED

☒ APPROVED SUBJECT TO THE FOLLOWING CONDITIONS:

See attached

FOR TOWN DEPARTMENTS ONLY:

STAFFING NEEDED:	<u>3 Supervisors, 8 Officers (10am-7pm)</u>	STAFFING COST:	<u>\$ 5,477.42</u>
EQUIPMENT NEEDED:	_____	EQUIPMENT COST:	<u>\$</u>
OTHER COST ITEMS:	_____	OTHER COST:	<u>\$</u>
		TOTAL COST:	<u>\$ 5,477.42</u>

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

Town of Pound Ridge Police Department

Tel.: 914-764-4206

Fax: 914-764-0847

Thomas D. Mulcahy
Chief of Police



June 25, 2025

2025 Harvest Festival Permit Review

Upon review of application by the Police Department, the following is a list of areas for the Town Board to take into consideration while approving this permit. There were some earlier questions as to items missing on the initial application.

These are:

1. The question asking if any alcohol will be served without charge under Vendors is blank and thus incomplete?
2. Event end time is also blank – on previous applications it was 5pm which has been pushed day of event until 5:15 by band running over. Sunset that time of year is 6:30pm and 5pm completion time is necessary to make sure everyone out and to cars by then. It seems to me that they are looking to make event longer since takedown start time was changed from 5:30 to 6pm.
3. Map shows Beer Bar 2 is this another point of alcohol sales which is a change from previous or is it the Root Beer Bar since it is next to Children's area?? If alcohol, then opens up another series of questions and concerns.

Some of the points that were raised from previous years.

Parking Plan:

1. Number of parking passes sold not to exceed the parking capacity of Pound Ridge Elementary School and Pound Ridge Nursery. Need to take into account that the Nursery has a lot more inventory on site than last year and condition of grass field there if it rains. Partnership needs to secure permission for use of PRES from Bedford Central School district. Parking from Fireworks is typically 400-425 vehicles on property and Upper Lacrosse field, as a guide. Parking contractor to determine the capacity of Pound Ridge Nursery based on current configuration and allowable parking areas (There is no Parking Map for Nursery). Parking is sold out when this capacity is reached. Parking contractor is responsible for staffing and parking at all parking locations.
2. Must advertise like last year on event website and materials that ***"No Parking is allowed on any street surrounding the Event – Vehicles in violation are subject to being ticketed and/or towed at the owner's expense."***

Town of Pound Ridge Police Department

Tel.: 914-764-4206
Fax: 914-764-0847



Thomas D. Mulcahy
Chief of Police

3. Parking Contractor and/or Volunteer Parking Coordinator must meet with Police Department representatives at least 1 week prior to event to go over Parking Plan and to ensure they have enough staff for all designated parking areas.
4. Day of event- Parking Point of Contact must meet with on site Police Supervisors
5. Does Parking Contractor/Partnership want Upper Lacrosse Field lined according to Fireworks layout? If so, PD will coordinate with Highway prior to event.

Traffic Plan:

1. Variable Message Board to be utilized prior to event to alert public of delays and traffic surrounding event. On day of event to direct attendees to parking area at PRES and no street parking around event.
2. Necessary cones and barricades will be secured from Highway.

Alcohol Service:

This section was added based on observations and issues that arose at past years events and vendors must comply with NYSLA permit guidelines. Like all public sporting events and concerts, there is a defined time prior to the end of an event when alcohol sales cease. Since most of the crowd exits the Park after the end of the headliner's performance at 5pm, our recommendation is to stop all sales "Last Call" at 4pm. We also had an issue with individuals leaving the event with what appeared to be alcohol. The event has a roped off Beer Garden area for the consumption of alcohol which includes the VIP area. The volunteers that are trained to monitor this area need to keep an eye on this. Compliance with "Last Call" and not overserving individuals will be discussed with alcohol vendor prior to event. I have included the link to a best practice document that I found: (https://cdn2.hubspot.net/hub/37204/file-13889578-pdf/docs/serving_alcohol_guidelines_for_event_producers.pdf?t=1428444854000) but would follow the recommendations of our own Insurance Carrier. Some of these items we discussed with the Partnership in the review of last time it was held, like providing incentives for designated drivers. This is a great event and the last thing, we want to see is an unfortunate alcohol-related incident associated with it.

Other Notes:

Town of Pound Ridge Police Department

Tel.: 914-764-4206
Fax: 914-764-0847



Thomas D. Mulcahy
Chief of Police

The headlining act needs to conclude by 5pm, as in past events, to allow ample time for the safe egress of all attendees without the need for additional lighting at the Town Park and parking areas.

Maintenance Garage- as a Green Room. Reminder that this is a workplace environment and therefore a No Smoking area as per the NYS Clean Air Act. It is also utilized for meal breaks for Town Personnel and Officers working at the event. This was not an issue last time and went very well.

Police Department will request the assistance of the Westchester County Emergency Force for additional personnel for the event as in past years.

Staffing Costs: Day of Event: Tour: 10am to 7pm (9 hours) (8+1 OT)

3 Supervisors: \$1,831.70

8 Officers: \$3,645.72

Total: \$5,477.42

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Town Clerk's Office

MEMORANDUM

To: Town Board
From: Erin Trostle
Date: July 31, 2025
Re: Purchase of grant-funded courtroom chairs

In 2023, the Town was awarded a \$100,000 SAM grant to improve ADA compliance at the Town House. DASNY determined that these funds could be used for creation of an ADA-compliant entrance for the courtroom; improvement of the entrance near the tax office; and courtroom furniture, including tables, a lectern, and chairs. To date, the Board has approved expenditures totaling \$90,958.19 for the entrances, the tables, and the lectern. This leaves \$9,041.81 in unallocated funds.

The existing board chairs are near the end of their useful life due to failing hydraulic cylinders; their bulk limits the number of people who can sit at the board tables; and the arms on the chairs often bump into the tables. I am asking the board for approval to use the remaining grant funds to purchase replacement chairs.

The Receptionist performed an exhaustive search of the vendors listed on OGS Contract Award #23295 – Furniture, All Types (except Hospital and Patient Handling) – and determined that the 9to5 Cortina executive/conference chair best meets our needs because it has a narrow profile and is available without arms. She obtained prices from three OGS authorized resellers for twelve (12) Cortina chairs in the most durable grade of leather (L5). Those vendors' prices, which include delivery, are listed below, along with the manufacturer's list price.

<u>Vendor/Reseller</u>	<u>Total Cost</u>
9to5 (list price)	\$18,168.00 (not including delivery)
Stamford Office Furniture	\$9,810.72
Bell Office Furniture	\$9,171.08
Hudson Valley Office Furniture	\$8,711.00

I am respectfully requesting that you approve the purchase of twelve (12) 9to5 Cortina armless desk chairs from Hudson Valley Office Furniture, the vendor with the lowest price.



DASNY

KATHY HOCHUL
Governor

LISA GOMEZ
Chair

November 17, 2023

VIA EMAIL

Steve Conti
Director of Finance
Town of Pound Ridge
179 Westchester Avenue
Pound Ridge, New York 10576

Re: *State and Municipalities ("SAM")
Renovations and Purchase of FF&E to Improve ADA Compliancy
Project ID: 24778*

Dear Steve Conti:

As you know, the State has awarded the Town of Pound Ridge ("Grantee") a State and Municipalities ("SAM") grant for the above-referenced project in the amount of \$100,000.00 (the "Grant").

This letter outlines the documentation you will need to complete and return to DASNY in order to start the Grant Administration process.

- ***Please return the completed documentation electronically, as described below within thirty (30) days. If you are not able to meet this timeframe, please send an email to callcenter@dasny.org with your requested timeline for submission.***
- *If the information is not returned in a timely manner, or documentation is incomplete, your Grant will be delayed as DASNY generally reserves the right to request updated documentation throughout the administrative process to ensure the required reviews are based on accurate information.*
- *If there are any changes to the contact information for the primary contact for your organization, the authorized officer contact information, or change in your organizational address – please email (grants@dasny.org).*

Please also read the attached Frequently Asked Questions (FAQs) as it relates to the following requested documents and other questions that you may have regarding the Grant Process.

ALBANY (HEADQUARTERS): 515 Broadway, Albany, NY 12207 | 518-257-3000
BUFFALO: 6047 Transit Road, Suite 103 East Amherst, NY 14051 | 716-884-9780
NEW YORK CITY: 28 Liberty Street, Fl 55, New York, NY 10005 | 212-273-5000
ROCHESTER: 3495 Winton Place, Building C, Suite 1, Rochester, NY 14623 | 585-450-8400

DORMITORY AUTHORITY STATE OF NEW YORK
WE FINANCE, DESIGN & BUILD
NEW YORK'S FUTURE.

www.dasny.org

Town of Pound Ridge: Renovations & Purchase of FF&E to Improve ADA Compliancy Project ID: 24778, payment request #1

Vendor/Contractor Name	Date	Amount Requested from Grant Funds	Comment/Use/Purpose
Hudson Valley Door & Hardware	10/20/2023	\$ 6,973.12	commercial door & hardware - Court Room Entrance
Duque's Construction	10/11/2023	\$ 5,800.00	materials & install walkway - Court Room Entrance
NK Electric	10/17/2023	\$ 1,293.10	electrical work - Court Room Entrance
Mosolino Development	10/25/2023	\$ 4,480.00	remove window & frame & Install door - Court Room Entrance
David Burgess Woodworks	March to November 2024	\$ 26,335.00	ADA furniture due to ADA modification layout- Court Room
Ring's End	1/8/2025	\$ 5,620.20	commercial door - Tax Receiver Entrance
NK Electric	5/28/2025	\$ 2,850.00	electrical work -Tax Receiver Entrance
Duque's Construction	11/21/2024	\$ 27,600.00	materials & walkway Installation - Tax Receiver Entrance
Total Requested Payment #1:		\$ 80,951.42	

Remaining Items already approved for Reimbursement to Be Processed once canceled checks are submitted.

Unified Door & Hardware	6/19/2025	7,756.77	ADA compliant door hardware- Tax Receiver Entrance
Cosenza Enterprises	7/22/2025	2,250.00	door install - Tax Receiver Entrance
Hudson Valley Office Furniture	Aug-25	8,711.00	Chairs due to ADA modification layout- Court Room
Total Requested Payment #2		18,717.77	
Total Grant		\$ 99,669.19	



Office of General Services Procurement Services

Corning Tower, Empire State Plaza, Albany, NY 12242 | <https://ogs.ny.gov/procurement> | customer.services@ogs.ny.gov | 518-474-6717

Contract Award Notification

Title	:	Group 20915 – Furniture, All Types (Except Hospital Room and Patient Handling) (Statewide) Classification Code(s): 56
Award Number	:	<u>23295</u> (Replaces 23109)
Contract Period	:	December 5, 2023 – December 1, 2028
Bid Opening Date	:	June 28, 2023
Date of Issue	:	December 5, 2023 (April 25, 2025)
Specification Reference	:	As Incorporated In The Solicitation
Contractor Information	:	Appears on Page 2 of this Award

Address Inquiries To:

State Agencies & Vendors	Political Subdivisions & Others
Name : Bradford Deforge Title : Contract Management Specialist I Phone : 518-473-3876 E-mail : ogs.sm.ps.furniture@ogs.ny.gov Name : Alyssa Nolte Title : Contract Management Specialist I Phone : 518-473-1863 E-mail : ogs.sm.ps.furniture@ogs.ny.gov	Procurement Services Customer Services Phone : 518-474-6717 E-mail : customer.services@ogs.ny.gov

**Procurement Services values your input.
Complete and return "Contract Performance Report" at end of document.**

Description

Furniture All Types Statewide: Conference Furniture (seating and tables), Dormitory Furniture, General Purpose Tables, High Density Filing, Household Furniture, Library Furniture, Office and Courtroom Furniture, School/Higher Education Furniture (found in classrooms for elementary schools through college), Specialty Seating (includes big and tall seating, bariatric, gang seating and laboratory stools), Systems Furniture. This Award excludes furniture specific to Hospital Room & Direct Patient Care. Inside Delivery is offered by all contractors. Installation is an optional service offered by some contractors

This Award has 15% MBE, 15% WBE and 6% SDVOB goal requirements.

PR # 23295

(continued)

2091523295ra10

<u>CONTRACT #</u>	<u>CONTRACTOR & ADDRESS</u>	<u>TELEPHONE #</u>	<u>FED.IDENT.# / NYS VENDOR#</u>
PC70151	9 to 5 Seating, LLC* 3211 Jack Northrop Avenue Hawthorne, CA 90250	812-766-3736	Federal ID 84-3720624 Vendor ID 1100263571
PC70152 SBE	A2S, Inc. 62 Enter Lane Islandia, NY 11749	210-540-5325	Federal ID 30-1012200 Vendor ID 1100211002
PC70153 WBE SBE	A.F.C. Industries, Inc. 13-16 133rd Place College Point, NY 11356	718-747-0237 Ext 1232	Federal ID 11-3225387 Vendor ID 1100003175
PC70154	Affordable Interior Systems, Inc. 25 Tucker Drive Leominster, MA 01453	978-562-7500	Federal ID 04-3489948 Vendor ID 100059011
PC70155	Agati, Inc. 451 N. Claremont Avenue Chicago, IL 60612	312-632-6201	Federal ID 36-3529331 Vendor ID 1000009198
PC70156	Allied Plastics, Inc. 2001 Walnut Street Jacksonville, FL 32206	814-342-7000	Federal ID 59-1270942 Vendor ID 1100294466
PC70157	Allseating Corporation 5800 Avebury Rd, Unit 3 Mississauga, ON L5R 3M3	616-368-2166	Federal ID 98-0110664 Vendor ID 1000009836
PC70158	Allsteel LLC* 600 East 2nd Street Muscatine, IA 52761-5257	416-316-7209	Federal ID 36-0717079 Vendor ID 1000009164
PC70159	Alumni Classroom Furniture Inc. 210 Regina Street North Waterloo, ON N2J 3B6	833-939-9300 Ext 509	Federal ID 98-0619213 Vendor ID 1100097011
PC70160	Amcase, Inc. 2214 Shore Street High Point, NC 27263	336-784-5992	Federal ID 56-1443271 Vendor ID 1000009507
PC70161 MBE	AmTab Manufacturing Corporation 600 Eagle Drive Bensenville, IL 60106	630-301-7600	Federal ID 20-5211622 Vendor ID 1100081030
PC70162	Appalachian University Systems, Inc. D/B/A Smarter Furnishings 150 Commercial Ct. Alabaster, AL 35007	205-621-2502	Federal ID 63-1238956 Vendor ID 1100294055

(continued)



EXECUTIVE/CONFERENCE

Cortina

[PRICE & CUSTOMIZE](#)

[FEATURES](#)

[OPTIONS](#)

[SUSTAINABILITY](#)

[GALLERY](#)

[HIGHLIGHTS](#)

[RESOURCES](#)



Cortina

CERTIFICATE OF COMPLIANCE



9 to 5 Seating Cortina

10905-420

Certificate Number

21 Dec 2017 - 08 Sep 2025

Certificate Period

Certified

Status

UL 2818 - 2022 Gold Standard for Chemical Emissions for Building Materials, Finishes and Furnishings

Commercial furniture and furnishings are tested in accordance with ANSI/BIFMA M7.1-2011(R2016) and determined to comply with ANSI/BIFMA X7.1-2011(R2016) and ANSI/BIFMA e3-2019 Credit 7.6.1, 7.6.2, and 7.6.3. Seating products are modeled in the seating environment with a ventilation rate of 24.8 m³/hour. Products also determined compliant in accordance with California Department of Public Health (CDPH) Standard Method V1.2-2017.

Product tested in accordance with UL 2821 test method to show compliance to emission limits on UL 2818. Section 7.1 and 7.2.



UL investigated representative samples of the identified Product(s) to the identified Standard(s) or other requirements in accordance with the agreements and any applicable program service terms in place between UL and the Certificate Holder (collectively "Agreement"). The Certificate Holder is authorized to use the UL Mark for the identified Product(s) manufactured at the production site(s) covered by the UL Test Report, in accordance with the terms of the Agreement. This Certificate is valid for the identified

GREENGUARD Gold Certification Criteria for Office Furniture Seating

Criteria	CAS Number	Maximum Allowable Predicted Concentration	Units
TVOC ^(A)	-	0.22	mg/m ³
Formaldehyde	50-00-0	4.5 (3.65 ppb)	µg/m ³
Total Aldehydes ^(B)	-	0.043	ppm
4-Phenylcyclohexene	4994-16-5	6.5	µg/m ³
1-Methyl-2-pyrrolidinone ^(C)	872-50-4	80	µg/m ³
Individual VOCs ^(D)	-	1/4 CREL or 1/100th TLV	-

- (A) Defined to be the total response of measured VOCs falling within the C₆ – C₁₆ range, with responses calibrated to a toluene surrogate.
- (B) The sum of all measured normal aldehydes from formaldehyde through nonanal, plus benzaldehyde, individually calibrated to a compound specific standard. Heptanal through nonanal are measured via TD/GC/MS analysis and the remaining aldehydes are measured using HPLC/UV analysis.
- (C) Based on the CA Prop 65 Maximum Allowable Dose Level for inhalation of 3,200 µg/day and an inhalation rate of 20 m³/day.
- (D) Allowable levels for chemicals not listed are derived from the lower of 1/4 the California Office of Environmental Health Hazard Assessment (OEHHA) Chronic Reference Exposure Level (CREL) as required per the CDPH/EHLB/Standard Method v1.2 and BIFMA level credit 7.6.2 and 1/100th of the Threshold Limit Value (TLV) industrial work place standard (Reference: American Conference of Government Industrial Hygienists, 6500 Glenway, Building D-7, and Cincinnati, OH 45211-4438).





CERTIFIED
BIFMA LEVEL® 2

Intertek does hereby certify that an independent assessment has been conducted on behalf of

9TO5 SEATING

Certificate Number: LE-99247-2024a

Certificate Issued: 06 May 2024

Initial Certification Date: 03 May 2021

Certificate Valid Until: 06 May 2027

Applicant Address: 3211 Jack Northrop Ave.
Hawthorne, California 90250, USA

Product Category: Seating

Product Details: See Appendix

Conformance Criteria: BIFMA e3-2019 Furniture Sustainability Standard for LEVEL® 2 Certification

Issuing Office Name & Address: Intertek Testing Services NA, Inc.
4700 Broadmoor Ave SE, Suite 200
Kentwood, MI 49512 USA
Ph: +1-616-656-7401

Jesse Ondersma
Certification Officer
06 May 2024



This Certificate is for the exclusive use of Intertek's client and is provided pursuant to the agreement between Intertek and its Client. Intertek's responsibility and liability are limited to the terms and conditions of the agreement. Intertek assumes no liability to any party, other than to the Client in accordance with the agreement, for any loss, expense or damage occasioned by the use of this Certificate. Only the Client is authorized to permit copying or distribution of this Certificate. Any use of the Intertek name or one of its marks for the sale or advertisement of the tested material, product or service must first be approved in writing by Intertek. The observations and test/inspection results referenced in this Certificate are relevant only to the sample tested/inspected. This Certificate by itself does not imply that the material, product, or service is or has ever been under an Intertek certification program.



CERTIFIED
BIFMA LEVEL® 2

Certificate Appendix

9TO5 SEATING

Certificate Number: LE-99247-2024a

Product Subcategory	Executive, Guest/ Side, Lounge, Stacking, and Task
Model Name(s)	Acclaim, Agent, Aria, Aven, Bella, Bristol, Cavo, Clary, Core, Cortina, Cosmo, Cydia, Dash, Diddy, Indy, Jax, Kelley, Kip, Koble, Lilly, Link, Logic, Luna, Mila, Neo, Omnia, Prompt, Remy, Shuttle, Sol, Sophie, Strata, Strata Lite, Theory, Tori, Vault, Vesta, Vox, Zoom
Product Restrictions	None

This Certificate is for the exclusive use of Intertek's client and is provided pursuant to the agreement between Intertek and its Client. Intertek's responsibility and liability are limited to the terms and conditions of the agreement. Intertek assumes no liability to any party, other than to the Client in accordance with the agreement, for any loss, expense or damage occasioned by the use of this Certificate. Only the Client is authorized to permit copying or distribution of this Certificate. Any use of the Intertek name or one of its marks for the sale or advertisement of the tested material, product or service must first be approved in writing by Intertek. The observations and test/inspection results referenced in this Certificate are relevant only to the sample tested/inspected. This Certificate by itself does not imply that the material, product, or service is or has ever been under an Intertek certification program.

Environmental Information and LEED® Summary

310.220.2500

3211 Jack Northrop Avenue Hawthorne, CA 90250

www.9to5seating.com



Cortina

2900-GT

Mid-Back Task

LEED® 2009 Credit Information

Category	Credit	Contributes to
Materials and Resources	MR Credit 4: Recycled Content	1-2 point(s)
Materials and Resources	MR Credit 5: Regional Materials *	1-2 point(s)
Materials and Resources	MR Credit 6: Rapidly Renewable Materials **	1 point
Materials and Resources	MR Credit 7: Certified Wood **	1 point
Indoor Environment Quality	IEQ Credit 4.5: Low-emitting Materials ...Seating	1 point

* Contribution to this credit is only applicable if a minimum 20% of the combined value of construction and Division 12 (Furniture) materials and products is used in a project within radius of 500 miles from the 9to5 Seating factory in Southern California.

** Contribution to this credit not currently available from 9 to 5 Seating's products.

Material Content Description

Material	Description	Percentage By Weight	Recycled Content ¹	End Life Management
Metal	Steel, Rod, Tubing, Cold/Hot rolled flat stock	44%	60% PC	Recycle where possible
Wood	Plywood, Wood Parts	20%	0% From Rapidly Renewable Forests	Recycle where possible
Foam	Polyurethane	20%	0%	Recycle where possible
Fabric	Natural / Synthetic	8%	0%-100% ²	Recycle where possible
Plastic	Polypropylene, Nylon, ABS	6%	60% PC	Recycle where possible
Miscellaneous		2%	0%	Recycle where possible

Total Post Consumer Recycled Content 27.0% to 33.0%

PI = Post Industrial or Pre Consumer Recycled Content

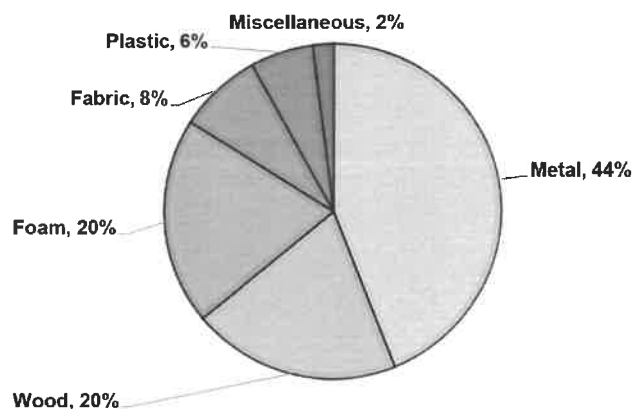
PC = Post Consumer Recycled Content

¹Values are based on the recycled content of the total chair weight and the specific chair style

²Range based on specific fabric brand and type

Comments:

1. 9to5 Seating complies with the FTC's Guide for the Use of Environmental Marketing Claims.
2. 9to5 Seating encourages blanket-wrapped shipping - corrugated cartons are used for other modes.
3. Product recycling depends on local program.



Indoor Air Quality (IAQ) - Greenguard Certification

Good, clean, indoor air quality is critical to providing healthy environments for building occupants. People today spend as much as 90% of their time indoors. GREENGUARD Certification offers a way to keep pollutants out in the first place. Using products bearing the GREENGUARD Indoor Air Quality

Certified® mark can rest easy knowing these products have been independently tested and meet one of the most rigorous chemical emission standards in the world. 9 to 5 Seating's GREENGUARD Certification makes them recommended by the U.S. Green Building Council's (USGBC) LEED® Rating System. We're proud of our certification and our commitment to the environment.



Cortina

SIMPLE, STRAIGHTFORWARD
ERGONOMICS AND
FUNCTIONALITY

HIGH-BACK

- Task, conference and executive seating
- Polished aluminum base standard
- Clean, graceful lines
- Mid- or high-back options
- Warranted to 300 lbs.

Webpage



GSA SIN # 33721

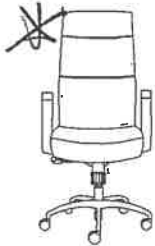
\$1564 - \$50 =

\$1514 ea

MODEL / CONTROL

ARMS MATERIAL

DIMENSIONS



2910 / S2

High-Back Swivel Tilt

- Upright lock
- Center knob tension adjustment
- 360° swivel
- Pneumatic cylinder height adjustment

	A	B/COM	C	D	E	F	G	L3/COL	L4	L5
A00	\$1084	\$1144	\$1189	\$1244	\$1349	\$1439	\$1529	\$1329	\$1379	\$1584
A8B/S	\$1189	\$1249	\$1294	\$1349	\$1454	\$1544	\$1634	\$1434	\$1484	\$1689
A9B/S	\$1199	\$1259	\$1304	\$1359	\$1464	\$1554	\$1644	\$1444	\$1494	\$1679
A16	\$1209	\$1269	\$1314	\$1369	\$1474	\$1564	\$1654	\$1454	\$1504	\$1689
A19	\$1319	\$1379	\$1424	\$1479	\$1584	\$1674	\$1764	\$1564	\$1614	\$1799
A36	\$1209	\$1269	\$1314	\$1369	\$1474	\$1564	\$1654	\$1454	\$1504	\$1689
A37	\$1224	\$1284	\$1329	\$1384	\$1489	\$1579	\$1669	\$1469	\$1519	\$1704
A90	\$1319	\$1379	\$1424	\$1479	\$1584	\$1674	\$1764	\$1564	\$1614	\$1799

WIDTH: 25.0
DEPTH: 25.0
HEIGHT: 47.0-51.5
SEAT WIDTH: 20.5
SEAT DEPTH: 19.0
SEAT HEIGHT: 18.5-23.0
BACK WIDTH: 18.5
BACK HEIGHT: 29.0
COM: 1.7 YD
COL: 40.0 SQ FT
WEIGHT: 48.0 LB



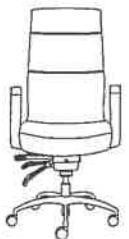
2910 / Y2

High-Back Heavy Duty Synchro Tilt

- 4-position tilt lock
- Side knob tension adjustment
- 2:1 back-to-seat tilt ratio
- 360° swivel
- Pneumatic cylinder height adjustment

	A	B/COM	C	D	E	F	G	L3/COL	L4	L5
A00	\$1164	\$1224	\$1269	\$1324	\$1429	\$1519	\$1609	\$1409	\$1459	\$1644
A8B/S	\$1269	\$1329	\$1374	\$1429	\$1534	\$1624	\$1714	\$1514	\$1564	\$1749
A9B/S	\$1279	\$1339	\$1384	\$1439	\$1544	\$1634	\$1724	\$1524	\$1574	\$1759
A16	\$1289	\$1349	\$1394	\$1449	\$1554	\$1644	\$1734	\$1534	\$1584	\$1769
A19	\$1399	\$1459	\$1504	\$1559	\$1664	\$1754	\$1844	\$1644	\$1694	\$1879
A36	\$1289	\$1349	\$1394	\$1449	\$1554	\$1644	\$1734	\$1534	\$1584	\$1769
A37	\$1304	\$1364	\$1409	\$1464	\$1569	\$1659	\$1749	\$1549	\$1599	\$1784
A90	\$1399	\$1459	\$1504	\$1559	\$1664	\$1754	\$1844	\$1644	\$1694	\$1879

WIDTH: 25.0
DEPTH: 25.0
HEIGHT: 47.0-51.5
SEAT WIDTH: 20.5
SEAT DEPTH: 19.0
SEAT HEIGHT: 18.0-22.5
BACK WIDTH: 18.5
BACK HEIGHT: 29.0
COM: 1.7 YD
COL: 40.0 SQ FT
WEIGHT: 53.0 LB



2910 / M1

High-Back Multi-Function

- Infinite back angle adjustment
- 6° forward tilt
- Center knob tension adjustment
- 360° swivel
- Pneumatic cylinder height adjustment

	A	B/COM	C	D	E	F	G	L3/COL	L4	L5
A00	\$1184	\$1244	\$1289	\$1344	\$1449	\$1539	\$1629	\$1429	\$1479	\$1664
A8B/S	\$1289	\$1349	\$1394	\$1449	\$1554	\$1644	\$1734	\$1534	\$1584	\$1769
A9B/S	\$1299	\$1359	\$1404	\$1459	\$1564	\$1654	\$1744	\$1544	\$1594	\$1779
A16	\$1309	\$1369	\$1414	\$1469	\$1574	\$1664	\$1754	\$1554	\$1604	\$1789
A19	\$1419	\$1479	\$1524	\$1579	\$1684	\$1774	\$1864	\$1664	\$1714	\$1899
A36	\$1309	\$1369	\$1414	\$1469	\$1574	\$1664	\$1754	\$1554	\$1604	\$1789
A37	\$1324	\$1384	\$1429	\$1484	\$1589	\$1679	\$1769	\$1569	\$1619	\$1804
A90	\$1419	\$1479	\$1524	\$1579	\$1684	\$1774	\$1864	\$1664	\$1714	\$1899

WIDTH: 25.0
DEPTH: 25.0
HEIGHT: 47.0-51.5
SEAT WIDTH: 20.5
SEAT DEPTH: 19.0
SEAT HEIGHT: 18.5-23.0
BACK WIDTH: 18.5
BACK HEIGHT: 29.0
COM: 1.7 YD
COL: 40.0 SQ FT
WEIGHT: 56.0 LB

\$1514

x 12

3028

1514

\$18,168

Cortina

HIGH-BACK

Webpage

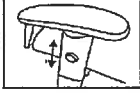
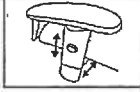

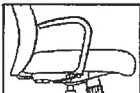





GSA SIN# 33721

SHIPPING OPTIONS

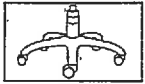
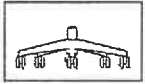
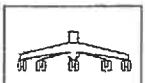
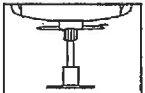
CODE	DESCRIPTION	PRICE
AB	Assembled in Bag	+\$0
PAC	Partially Assembled in Carton	+\$0
BAC	Back Assembled in Carton	+\$80

ARM OPTIONS

CODE	DESCRIPTION	PRICE	
A8B	Height Adjustable Arm • Black	+\$105	
A8S	Height Adjustable Arm • Silver	+\$105	
A9B	Height/Width Adjustable Arm • Black	+\$115	
A9S	Height/Width Adjustable Arm • Silver	+\$115	
A16	Soft Touch C-Shape Arm	+\$125	
A19	Polished Aluminum C-Shape Arm with Black Urethane Surface	+\$235	
A36	Height Adjustable Pivot/Slide Arm	+\$125	
A37	Height/Width Adjustable Pivot/Slide Arm	+\$140	
A90	Height/Width Adjustable Breakaway Arm	+\$240	

*A00 Armless

BASE OPTIONS

CODE	DESCRIPTION	PRICE	
*BA1B	26" Nylon Base • Black • Only C1 casters available	-\$50	
BA11B	27" Mid-Profile Nylon • Black	-\$50	
BA12P	27" Mid-Profile Aluminum Base • Polished • C7 Chrome-Accented Casters Standard with Polished Base	+\$0	
JB1	Jury Base	+\$300	

CASTER OPTIONS

CODE	DESCRIPTION	PRICE	
*C6	Large Diameter Carpet Casters	+\$0	
C6S	Large Diameter Hard Floor and Carpet Casters	+\$35	
C7	Chrome-Accented Hard Floor and Carpet Casters	+\$0	



328 Selleck Street
Stamford, CT 06902
203.348.2657
FAX 203.348.0712
www.stamfordofficefurniture.com

Rob Pedicano
203 388-2321
THIS IS YOUR PROPOSAL 00002 99027

Contract No. 07-73

T O
TOWN OF POUND RIDGE 33597
ATTN: GALE WILD-EBERS
179 WESTCHESTER AVE
POUND RIDGE NY 10576

PHONE: 914-764-3975
FAX:

S H I P T O
TOWN OF POUND RIDGE
ATTN: GALE WILD-EBERS
914-764-3975
179 WESTCHESTER AVE
POUND RIDGE NY 10576

EST. DELIVERY / /	CUSTOMER ORDER NO. & DATE	07/18/25
	NET 10 DAYS	
INSTALLATION	SPECIAL INSTRUCTIONS	INVOICE DATE

ITEM #	ORDERED	SHIPPED	DESCRIPTION	UNIT COST	EXTENSION
1	12		Cortina - High-Back, Swivel-Tilt✓ Control, No Arms✓ No Ballistic Nylon Top Grain - Leather/Vinyl (we want L5) Black L3 BA1B 26" Nylon Base - Black (List✓ Deduction) C1 Carpet Casters ✓ Standard Knob / Hand Wheel✓ No Cal TB 133 (standard upholstery)?	L3 690.66 L5 817.50 - 5% Tariff	8,287.92 9,810.72
2	1		Tariff on 9to5	306.96	306.96
3	1		Receive Delivery & Installation NON-Union Straight Time	0.00	0.00
			DEPOSIT REQUIRED: \$ 0.00		
			SUBTOTAL.....:		8,594.88
			FINAL TOTAL.....:		8,594.88
			ACCEPTED BY _____		
			DATE ACCEPTED _____		
			Buyer has received, reviewed, agrees and accepts the terms and conditions on the reverse side. Buyer understands that unless modified by this agreement the terms and conditions on the reverse side apply to this transaction.		
				Total	(For L5 Leather) \$9,810.72

Affirmative Action/Equal Opportunity Employer

Needs Tax-Exempt Form - sent 7/17/25
original 1



Office Furniture

333 Adams Street
Bedford Hills, NY 10507
(914)-242-7474 P

Quote #:

Date Printed: 7/21/2025

Sales Name: Jeremy Mills

Sales Phone: (914)-242-7474

SOLD TO:

Pound Ridge Town House
179 Westchester Ave
Pound Ridge, NY 10576

SHIP TO:

Bell Office Furniture
333 Adams Street
Bedford Hills, NY 10507

INSTALL:

Pound Ridge Town House
179 Westchester Ave
Pound Ridge, NY 10576

NOTES:

9to5 NY STATE CONTRACT - PC70151: PURCHASE ORDER TO BE ADDRESSED TO 9to5SEATING C/O BELL OFFICE
FURNITURE, 3211 JACK NORTHROP AVE, HAWTHORNE, CA 90250

PROPOSAL

POUND RIDGE TOWN HOUSE - 9to5 (PC70151)

LINE	QTY	PRODUCT	LIST PRICE	DISC %	UNIT SELL	EXT SELL
1	12	2910-Y2-A00 Cortina - High-Back, <i>Swivel</i> Synchro-Tilt Control, No Arms	\$1,594.00 ? <i>(11644)</i>	-60.70	\$626.44	\$7,517.28
		BALLISTIC NYLON SELECTION ~ No Ballistic Nylon				
		FABRIC GRADE SELECTION L5 Top Grain - Leather				
		L5 LEATHER PATTERNS LENA Green Hides - Lena				
		LENA COLORS BLACK Black				
		BASE SELECTION BA1B BA1B 26" Nylon Base - Black (List Deduction)				
		CASTERS SELECTION C1 C1 Carpet Casters				
		CAL TB 133 FIRE BARRIER ~ No Cal TB 133 (standard upholstery)				

Subtotal	\$7,517.28
Inside Delivery	\$1,653.80
GRAND TOTAL	\$9,171.08



NYS Contract 9 to 5 Seating Town Of Pound Ridge

June 24, 2025



Issue Purchase Order To:

Hudson Valley Office Furniture

1404 Rt 9/Alpine commons Wappingers falls, NY 12590

P. 845-471-7910

www.TheWowGuys.com

Bill To:

Town Of Pound Ridge

179 Westchester Avenue

Pound Ridge, NY, 10576

Contact Gail Wild Ebers

914-764-3975

Issue Purchase Order To:

Vendor

9 To 5 Seating, LLC

3211 Jack Northrop Avenue

Hawthorne, CA 90250

Contact: Joni Stafford

Care Of HVOF

PC# 70151

ITEM #	Product Code / Vendor	DESCRIPTION	QTY	Price Each	Price Total
2910	Cortina	High Back Executive Armless (A00) Desk Chair Swivel Tilt Lock / Black Base Carpet Castors Fabric: Leather Grade LE5 List Price \$1564 (-\$50 Black Base) \$1514 List NYS Discount 60.7% Net \$595.00	12	\$595.00	\$7,140.00
		Down State Dealer Fee 22%			
		NYS CONTRACT DISCOUNT 60.7 %			

QUOTE NOTES: **If No Elevator Access: A Carry Up Charge Will Be Determined**

SALES REP: Blase Coppola

TEL: 845-471-7910

EMAIL: blase@TheWowGuys.com

It is the customers responsibility to review all quantities, sizes, colors, etc. on this quote for accuracy before placing an order. Items are NOT returnable.

Total List Price NYS \$7,140.00

N.Y.S. Tax Exempt

NYS Dealer Fee 22% \$1,571.00

TOTAL NET \$8,711.00

DATE: _____

CLAIM

TOWN OF POUND RIDGE
POUND RIDGE NY 10576



PURCHASE ORDER NO.:

DATE: 7/29/2025

CLAIMANT'S

ADDRESS

Joe Bivona
3 Cypress Drive
Stamford, CT 06903

VENDOR #:

APPROPRIATION	AMOUNT	VOUCHER #
T32.3794	\$6,965.00	
TOTAL	\$6,965.00	

ATES	DESCRIPTION OF MATERIALS OR SERVICES	QUANTITY	UNIT PRICE	AMOUNT
7/29/2025	Return of unused Planning Board Escrow	1	\$6,965.00	\$6,965.00
	payable to JMB Payroll LLC			\$0.00
	for South Lake and white Birch Subdivision, application withdrawn			\$0.00
	application under Levine- LHL LLC			\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
			TOTAL	\$6,965.00

CLAIMANT'S CERTIFICATION

I, _____, certify that the above account in the amount of \$6,965.00 is true and correct; that the items, services, and disbursements charged were rendered to or for the town on the dates stated; that no part has been paid or satisfied; that taxes, from which the municipality is exempt, are not included; and that the amount claimed is actually due.

date

signature

title

SPACE BELOW FOR TOWN USE

DEPARTMENT APPROVAL

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

date

authorized official

APPROVAL FOR PAYMENT

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

Date	Beginning Balance	Deposits Added	Payments Out	Ending Balance	Vendor	Comments	Invoice #
7/11/2024		8000.00		8000.00	Cacace Tusch Santagata	ck# 990	
9/13/2024	8000.00		1035.00		P&D	July	247901-1
					application withdrawn 10/21/24 notified of possible 2nd application November 2024		
					request Town Board approval for refund at July 15, 2025 meeting		

8/5/25

8000.00 1035.00 6965.00

#3794 Levine-LHL LLC 9031-8 White Birch Road

Christeen Dur

From: Joe Bivona <joe@cypresenterprisesct.com>
Sent: Thursday, July 10, 2025 3:15 PM
To: Christeen Dur
Subject: Re: South Lake and White Birch Subdivision

Hi

Please make payable to Jmb payroll LLC and mail to 3 cypress dr stamford ct 06903

On Thu, Jul 10, 2025 at 11:22 AM Christeen Dur <cdur@townofpoundridge.com> wrote:

Hi Joe

I received your request to refund your PB escrow balance of \$6,965 since you have decided to not come back with another application. The prior application was withdrawn in October 2024.

Please confirm who the check should be made payable to and where it should be mailed. If possible, please reply by noon so I can submit for the Town Board Agenda for their meeting on ~~Tuesday, July 15.~~

August 5

Thank you. Christeen

From: Christeen Dur
Sent: Friday, October 25, 2024 9:26 AM
To: Joe Bivona <joe@cypresenterprisesct.com>
Subject: RE: South Lake and White Birch Subdivision

Ok, thanks.

From: Joe Bivona <joe@cypresenterprisesct.com>
Sent: Thursday, October 24, 2024 8:53 PM
To: Christeen Dur <cdur@townofpoundridge.com>
Subject: Re: South Lake and White Birch Subdivision

For now yes. If he is unable to acquire the parcel he thinks he will be able to acquire I will send over the information for who to make the check out to.

Thank you,

Joseph Bivona
Cypress Enterprises
203-461-3893

On Oct 24, 2024, at 2:39 PM, Christeen Dur <cdur@townofpoundridge.com> wrote:

Ok, so a future planning board application ?

From: Joe Bivona <joe@cypressenterprisesct.com>
Sent: Thursday, October 24, 2024 12:14 PM
To: Christeen Dur <cdur@townofpoundridge.com>
Subject: Re: FW: South Lake and White Birch Subdivision

Hi Christeen the owner wants to keep the money deposited for now in case he acquires some more land

On Thu, Oct 24, 2024 at 11:56 AM Christeen Dur <cdur@townofpoundridge.com> wrote:

Joe, Please confirm who the check should be made payable to and where it should be mailed so I can get this on the town board agenda for you.

Thank you.

From: Christeen Dur
Sent: Monday, October 21, 2024 2:33 PM
To: Joe Bivona <joe@cypressenterprisesct.com>
Subject: RE: South Lake and White Birch Subdivision
Importance: High

Hi Joe

The charge does relate to their preparation- it relates to their review in advance of the meeting and the Memo you and the Planning Board received, I have it attached.

Please confirm who the check should be made payable to and where it should be mailed.

Thank you. Christeen

From: Joe Bivona <joe@cypressenterprisesct.com>
Sent: Monday, October 21, 2024 2:29 PM
To: Christeen Dur <cdur@townofpoundridge.com>
Subject: Re: South Lake and White Birch Subdivision

Can I see a breakdown of the engineers time spent? Our issue was heard for less than 10 minutes and the engineer had not prepared anything for the meeting. I find it hard to believe he spent multiple hours on this matter.

On Mon, Oct 21, 2024 at 1:37 PM Christeen Dur <cdur@townofpoundridge.com> wrote:

Hi Joe

I can use your email as confirmation that you are withdrawing the application. I will request the refund of the balance of the escrow (\$ 6,965) be added to the Town Board Agenda at their next meeting which is Tuesday, November 12.

Please confirm who the check should be made payable to and where it should be mailed. The summary of your escrow account activity and the respective bill is attached for your reference.

CLAIM

TOWN OF POUND RIDGE
POUND RIDGE NY 10576



PURCHASE ORDER NO.:

DATE: 7/29/2025

CLAIMANT'S
AND
ADDRESS

Homes and Harmonies
PO Box 25
Pound Ridge, NY 10576

VENDOR #:

APPROPRIATION	AMOUNT	VOUCHER #
T32.3811	\$3,175.00	
TOTAL	\$3,175.00	

DATES	DESCRIPTION OF MATERIALS OR SERVICES	QUANTITY	UNIT PRICE	AMOUNT
7/29/2025	Return of unused Planning Board Escrow	1	\$3,175.00	\$3,175.00
	payable to Homes and Harmonies			\$0.00
	for 148 Salem Road			\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
			TOTAL	\$3,175.00

CLAIMANT'S CERTIFICATION

I, _____, certify that the above account in the amount of \$3,175.00 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 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.

7/29/25
date

Christopher B. Dain
authorized official

APPROVAL FOR PAYMENT

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

PR Adam

Date	Beginning Balance	Deposits Added	Payments Out	Ending Balance	Vendor	Comments	Invoice #
5/8/2025		4000.00		4000.00	Homes & Harmonies by GC LLC	ck# 117196553	
7/22/2025	4000.00		825.00	3175.00	P&D	257913-1	May

refund request for 8/5/25

		4000.00	825.00	3175.00
--	--	---------	--------	----------------

#3811-Pecora- 148 Salem Road

Christeen Dur

From: Giancarlo Pecora <gchomesandharmonies@gmail.com>
Sent: Wednesday, July 23, 2025 1:57 PM
To: Christeen Dur
Subject: Re: PB escrow refund 148 Salem Road

Can mail it to PO Box 25, Pound Ridge, NY, 10576

On Wed, Jul 23, 2025 at 1:52 PM Christeen Dur <cdur@townofpoundridge.com> wrote:
Where should it be mailed ?

Get [Outlook for iOS](#)

From: Giancarlo Pecora <gchomesandharmonies@gmail.com>
Sent: Wednesday, July 23, 2025 1:49 PM
To: Christeen Dur <cdur@townofpoundridge.com>
Subject: Re: PB escrow refund 148 Salem 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.

Hey There!

Check can be made payable to Homes and Harmonies by GC LLC

Thanks for the update on this. Let me know what else you need on my side

On Wed, Jul 23, 2025 at 12:53 PM Christeen Dur <cdur@townofpoundridge.com> wrote:

Hi Giancarlo

Please find attached the summary of your PB escrow and the 1 bill from the town engineer that was applied to your PB application before the application was withdrawn. I will submit the refund of your balance of \$3,175 for approval at the next Town Board meeting on August 5. Please reply to confirm who the check should be made payable to and where it should be mailed.

Thank you. Christeen

Christeen CB Dür

Grants Coordinator & Administrator

Planning Board & Water Control Commission

CLAIM

TOWN OF POUND RIDGE
POUND RIDGE NY 10576



PURCHASE ORDER NO.:

DATE: 7/29/2025

CLAIMANT'S
NAME
AND
ADDRESS

Jason Schaffer
121 Brook Farm Road East
Pound Ridge, NY 10576

VENDOR #:

999999

APPROPRIATION	AMOUNT	VOUCHER #
T-31-3102	\$5,000.00	
TOTAL	\$5,000.00	

DATES	DESCRIPTION OF MATERIALS OR SERVICES	QUANTITY	UNIT PRICE	AMOUNT
7/29/2025	Release of Bond #2024-78	1	\$5,000.00	\$5,000.00
	\$5,000 held by the Town for the WCC			\$0.00
	for property located at 121 Brook Farm Road East			\$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
				\$0.00
				\$0.00
			TOTAL	\$5,000.00

CLAIMANT'S CERTIFICATION

I, _____, certify that the above account in the amount of \$5,000.00 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.

date

signature

title

SPACE BELOW FOR TOWN USE

DEPARTMENT APPROVAL

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

7/29/25

date

authorized official

WCC Admin

APPROVAL FOR PAYMENT

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

Christeen Dur

From: Jason Schaffer <jasonhschaffer@gmail.com>
Sent: Monday, July 21, 2025 12:27 PM
To: Christeen Dur
Cc: rvlarch@aol.com; eweiss.schaffer@gmail.com
Subject: Re: Weiss/Schaffer 121 Brook Farm Rd. East WCC BOND refund

Excellent -- thanks Christeen & Roger!

You can have the check made payable to:

Jason Schaffer
121 Brook Farm Rd. E
Pound Ridge, NY 10576

On Mon, Jul 21, 2025 at 10:54 AM Christeen Dur <cdur@townofpoundridge.com> wrote:

Hi Roger and Jason

I received the letter from Jim Perry. I will submit the bond refund for approval at the next Town Board meeting on August 5 and will submit it to finance as well.

Please confirm who the check should be payable to and where it should be mailed.

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



A r c h i t e c t u r e

Roger van Loveren, AIA, Architect • 6 Spruce Pond Lane, Bedford, NY 10506 • (914) 234-7823 • E-Mail: rvlarch@aol.com

July 11, 2025

James H. Perry, Building Inspector
Town of Pound Ridge
The Town House, 179 Westchester Avenue,
Pound Ridge, NY 10576

Re: Additions & Alterations to the Schaffer/Weiss Residence, 121 Brook Farm Road East
Pound Ridge NY

Dear Mr. Perry,

I have reviewed the Landscape Mitigation work performed at the above referenced project per
Drawings MP-1 & MP-2 dated April 25, 2023.

I found the work to be complete and done in accordance with the scope outlined on those drawings.

If you have any questions, please feel free to contact me.

Sincerely,

Roger van Loveren, AIA



7/21/25
OK per Jim Perry
Stk bond
2023-

RvL/dm
cc: EW & JS

	Kevin	Ali	Dan	Diane	Namasha	Other
Boards & Commissions						
Audit Bills					X	
Board of Assessment Review		X				
Board of Ethics	X					
Climate Smart Communities Task Force		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		