

Town Clerk's Office

MEMORANDUM

To: Town Board
From: Erin Trostle
Date: November 13, 2025
Re: Meeting minutes

Please review the attached draft minutes of the October 21 and November 5 Town Board meetings.

MINUTES OF THE OCTOBER 21, 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 7:34 pm.

II. ANNOUNCEMENTS

- Early voting starts this Saturday, October 25 and continues through Sunday, November 2 at the Town House. There will be no early voting on Monday, November 3. Westchester County residents can vote at any early voting site county-wide. A complete list of times and locations is available on the Board of Elections website at citizenparticipation.westchestergov.com.
- The New York Public Service Commission is accepting comments regarding the NYSEG rate case through November 17 online at dps.ny.gov/pending-and-recent-electric-rate-cases.
- There will be two days of Halloween events in town this year: the Halloween Walk on October 31 in Scotts Corners, and Trunk or Treat at the Town Park on November 1.

III. PUBLIC COMMENT I

Because of a technical problem, comments by Resident John Nathan, of 155 Upper Shad Road, were not audible on the recording of the October 7 meeting. He repeated concerns about the Open Meetings Law that he expressed during that meeting. Mr. Nathan also reiterated his call for others to bring a lawsuit against the Town Board regarding what he described as a violation of the Open Meetings Law.

Councilperson Paschkes stated that nothing was done improperly in the executive session Mr. Nathan referenced. He said that discussions of the merits of individual candidates for an appointment properly occur in executive session and that it would not be appropriate to produce a transcript of such a discussion. He noted that the Town Clerk was called into the meeting to record the vote.

MINUTES OF THE MEETING OF THE TOWN BOARD
TOWN OF POUND RIDGE
POUND RIDGE, NY
OCTOBER 21, 2025

Resident Alex Goldberg, of 21 Patterson Road, said that his review of the tentative budget appears to indicate that revenue has been flat, while debt has doubled. He also noted that reconfiguring staffing in the Assessor's office does not appear to have resulted in substantial savings. Finally, he said that school tax increases are making Pound Ridge unaffordable, and asked that the Town Board advocate for more manageable school taxes.

Supervisor Hansan explained that debt reflects spending to address deferred maintenance on roads, the purchase of multiple vehicles, and the acquisition of the 7 Old Pound Road property. He also noted that the Town Board brought the school superintendent to a meeting to address the significant school tax increase and encouraged Pound Ridge residents to run for school board or join the school district finance committee.

Resident Katherine Biagiarelli, of 315 Salem Road, asked several questions regarding the community bus. Supervisor Hansan indicated that the Recreation Commission sets policy regarding the bus.

IV. OLD BUSINESS – Approve contract with AAA Contracting and Rubbish Removal

Building Inspector James Perry stated that he has been dealing with code violations at 22 Sherwood Road since 1998. Photographs of the property that he had taken earlier in the day were displayed. They showed extensive debris, including multiple inoperable vehicles.

Property owner Jared Silbersher requested additional time to remove the debris himself.

Building Inspector Perry emphasized that having multiple disassembled vehicles on a residential property is a violation of town and state law. He noted that past violations have led to court-ordered cleanups but that each time the debris is removed, it has reaccumulated.

The Town Attorney stated that given the history, it makes no sense for the Town Board to grant the property owner additional time.

RESOLUTION 223-25

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

RESOLVED, that the Town Board hereby authorizes the Supervisor to sign the contract with AAA Contracting and Rubbish Removal for cleanup and junk removal services at 22 Sherwood Road.

V. NEW BUSINESS

A. Supervisor – 2026 Tentative Budget

Director of Finance Steven Conti presented the 2026 Tentative Budget. The budget proposes a tax rate increase of 1.85%, which is under the state-mandated tax cap and also less than the current annual rate of inflation. This increase would cost an average household approximately \$53.98.

B. Police Department

1. Resignation of Police Officer Johnny Camacho

RESOLUTION 224-25

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

RESOLVED, that the Town Board hereby accepts the resignation of Police Officer Johnny Camacho effective October 17, 2025.

2. Appointment of Carl Hippolyte

RESOLUTION 225-25

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

RESOLVED, that the Town Board hereby appoints Carl Hippolyte to the position of part-time Police Officer effective immediately.

3. Promotion of Police Officer Nicholas Agolia

RESOLUTION 226-25

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

RESOLVED, that the Town Board hereby approves the promotion of Police Officer Nicholas Agolia to the position of Detective.

C. Receiver of Taxes – Overpayment refunds

RESOLUTION 227-25

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

RESOLVED, that the Town Board hereby authorizes the following tax refunds:

<u>Parcel</u>	<u>Payee</u>	<u>Amount</u>	<u>Reason</u>
10047-70.1	Corelogic/Cotality	\$6,541.11	overpayment
10236-77	Mark Lowenthal Trust	\$180.00	overpayment
10263-55	Corelogic/Cotality	\$90.63	duplicate payment
9816-22	Walter Merrigan	\$85.06	duplicate payment

D. Town Clerk

1. Cemetery transactions

RESOLUTION 228-25

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

RESOLVED, that the Town Board hereby approves the repurchase of Plot #85-B in Section 2 from Nancy Finne, of 48 Pound Ridge Road, at a price of \$75.00, AND BE IT FURTHER

RESOLVED, that the Town Board hereby approves the following cemetery plot sales:

<u>Name</u>	<u>Address</u>	<u>Plot</u>	<u>Price</u>
William and Judith Storey	86 Fancher Road Pound Ridge, NY 10576	85-B, Section 2 (1 gravesite)	\$1,000.00
Laura Brown	110 Oakridge Drive South Salem, NY 10590	213-B, Section 3 (1 gravesite)	\$1,000.00

2. Bid award for Parking District paving project

RESOLUTION 229-25

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 the Scotts Corners Parking District paving project to K&P Asphalt, Inc., of 41 Fairmount Avenue, Haverstraw, NY 10927, at a total cost of \$153,056.00.

3. Monthly reports

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

- September 2025 Building Department report
- September 2025 Receiver of Taxes report
- September 2025 Town Clerk's report

E. Climate Smart Communities Task Force – Sign placement

The town has earned bronze certification as a Climate-Smart Community. There will be further discussion about where to locate signs indicating this designation.

IV. PUBLIC COMMENT II

Mr. Nathan reiterated complaints regarding the Open Meetings Law.

Councilperson Paschkes stated that the board had acted appropriately and that a case cited by Mr. Nathan was not on point.

The Town Attorney said that there was no violation of the Open Meetings Law.

Resident Michael Hammer, of 27 Hoyt Road, expressed appreciation for his neighbors and noted that there is more economic diversity in town than most people think.

In response to a letter in support of the former Assessor that was sent to many residents, Councilperson Briggs pointed out that petition signatures cannot supersede the law on personnel matters. She stated that the Town Board appointed a new Assessor because it determined that doing so was in the best interest of the town and would best serve residents.

Councilperson Briggs also noted that the letter also said that Town Board meetings have become uncivil. She said that Town Board meetings had been more civil than ever until recently, when a small number of residents began making complaints and accusations, often reflecting false assumptions, at every meeting. She expressed disappointment that the residents who make frequent criticisms have not attempted to meet with her to discuss their concerns.

Councilperson Briggs then outlined procedures and plans for the Assessor's office going forward. Noting that there were no complaints during the two years when the prior

Assessor worked remotely, she said there was no reason a part-time assessor with a full-time assistant should not be able to meet the needs of the community.

V. FINANCIAL MATTERS – Pay bills

RESOLUTION 230-25

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 20-2024:

Fund	Claim Numbers	Total Amount
General Fund	A00960–A00997	\$52,634.32
Highway Fund	D00232–D00244	\$536,851.75
Trust & Agency Fund	AT00076–AT00083	\$7,125.00

AND BE IT FURTHER RESOLVED, that the following advance-of-audit payments listed in Abstract 20-2024 are hereby allowed:

Fund	Claim Numbers	Total Amount
General Fund	A00998–A01002	\$14,125.09

VI. ADJOURNMENT: There being no further business to come before the Town Board, Supervisor Hansan adjourned the meeting at 9:01 pm.

VII. RECONVENE AS PARKING DISTRICT COMMISSION: Supervisor Hansan called the meeting to order at 9:01 pm.

RESOLUTION 231-24

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

RESOLVED, that the Town Board hereby authorizes the Supervisor to pay the following claims as described in Abstract 20-2024:

MINUTES OF THE MEETING OF THE TOWN BOARD
TOWN OF POUND RIDGE
POUND RIDGE, NY
OCTOBER 21, 2025

Fund	Claim Number	Total Amount
Parking District	ST00029–ST00030	\$5,748.75

AND BE IT FURTHER RESOLVED, that the following advance-of-audit payments listed in Abstract 20-2024 are hereby allowed:

Fund	Claim Numbers	Total Amount
Parking District	ST00031–ST00032	\$768.50

VI. ADJOURNMENT: There being no further business to come before the Parking District Commission, Supervisor Hansan adjourned the meeting at 9:02 pm.

Erin Trostle, Town Clerk
Dated at Pound Ridge, New York
November 3, 2025

MINUTES OF THE NOVEMBER 5, 2025 MEETING OF THE TOWN BOARD OF THE TOWN OF POUND RIDGE HELD AT 179 WESTCHESTER AVENUE, POUND RIDGE, NEW YORK, AND VIA ZOOM VIDEOCONFERENCE, COMMENCING AT 7:30 PM

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

ALSO

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

I. CALL TO ORDER OF REGULAR MEETING

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

II. ANNOUNCEMENTS

- Supervisor Hansan said that he is honored to have been re-elected and that he and the Town Board members who were re-elected look forward to continuing to serve. Due to a malfunctioning voting machine, some ballots had to be hand-counted, and as this is completed, the Board of Elections will update unofficial vote totals on its website. Councilperson Briggs expressed appreciation for everyone who took the time to vote.
- The Pound Ridge Library is collecting non-perishable food items to support residents impacted by SNAP benefit delays. Items collected will be distributed to those in need by Feeding Westchester.
- The Pound Ridge Land Conservancy will host its final work session of the year at the Halle Ravine. Sign up at prlc.net.
- Students in grades 8-12, college students, and those taking a gap year are invited to a medical career expo at Northern Westchester Hospital on Saturday, November 22, from 9am to 12pm. More information is available at northwellhealth.com.

III. MINUTES

Board Action: Motion by Councilperson Paschkes, seconded by Councilperson Boak, all voting aye to approve the minutes of the October 7 Town Board meeting.

IV. PUBLIC COMMENT I

There were no comments from members of the public.

V. NEW BUSINESS

A. Police Department – STOP-DWI Patrol/Datamaster Project Agreement

RESOLUTION 232-25

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

RESOLVED, that the Town Board hereby authorizes the Supervisor to sign the Intermunicipal agreement with Westchester County for 2026–2030 regarding the STOP-DUI Patrol Datamaster Project.

B. Town Board – Rutgers University (Newark) paleo-ecological study

RESOLUTION 233-25

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

RESOLVED, that the Town Board hereby approves a request by Nohham Cachat-Schilling to obtain sediment samples for the Mahikaniitukw Project.

C. Sustainability Committee – Trails Grant

RESOLUTION 234-25

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

RESOLVED, that the Town Board hereby reaffirms the Recreational Trails Grant Preliminary Design Report AND BE IT FURTHER

RESOLVED, that the Town Board hereby authorizes the Supervisor to sign the aforesaid report.

D. Town Clerk – Chabad of Bedford Hanukkah menorah lighting and display

RESOLUTION 235-25

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

RESOLVED, that the Town Board hereby approves a special event permit for Chabad of Bedford to hold a menorah lighting ceremony at the Village Green on Monday, December 15, 2025, with the condition that Chabad will obtain a certificate of insurance naming the town as an additional insured.

E. Planning Board – Return of unused escrow

RESOLUTION 236-25

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

RESOLVED, that the Town Board hereby approves the return of an unused Planning Board escrow for 205 Honey Hollow Road in the amount of \$202.50 to Aris Samad-Yahaya.

F. Water Control Commission – Bond release

RESOLUTION 237-25

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

RESOLVED, that the Town Board hereby approves the release of Water Control Commission Bond #2022-47 in the amount of \$5,000.00 to Aris Samad-Yahaya of 205 Honey Hollow Road, Pound Ridge, NY 10576.

IV. PUBLIC COMMENT II

There were no comments from members of the public.

V. FINANCIAL MATTERS – Pay bills

RESOLUTION 238-25

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 21-2024:

Fund	Claim Numbers	Total Amount
General Fund	A01003–A01030	\$49,945.83
Highway Fund	D00245–D00250	\$11,935.65

AND BE IT FURTHER RESOLVED, that the following advance-of-audit payments listed in Abstract 21-2024 are hereby allowed:

Fund	Claim Numbers	Total Amount
General Fund	A01030–A01032	\$14,125.09

VI. ADJOURNMENT: There being no further business to come before the Town Board, Supervisor Hansan adjourned the meeting at 9:01 pm.

VII. RECONVENE AS PARKING DISTRICT COMMISSION: Supervisor Hansan called the meeting to order at 9:01 pm.

RESOLUTION 239-24

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

RESOLVED, that the following advance-of-audit payment listed in Abstract 21-2024 is hereby allowed:

Fund	Claim Numbers	Total Amount
Parking District	ST00033	\$768.50

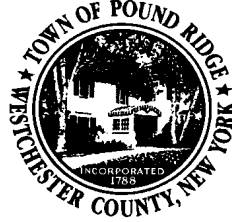
G. **ADJOURNMENT:** There being no further business to come before the Parking District Commission, Supervisor Hansan adjourned the meeting at 9:02 pm.

Erin Trostle, Town Clerk
Dated at Pound Ridge, New York
November 13, 2025

Town of Pound Ridge

Tel.: 914-764-5511

Fax: 914-764-0102



To: Town Board

From: Andrea Russo

Date: November 13, 2025

Re: Policy on Online Registration for Recreation Programs

The Recreation Department and Recreation Commission have approved that all program participants, from infants and youth to adults 62+, will utilize the town's online registration platform. If at any time participants need assistance with registering, the Recreation Department will assist in setting up the account for the participant. Information collected for each program includes name, address, phone number, emergency contact, and form of payment. This information will not be used for any other purpose than logging participation.

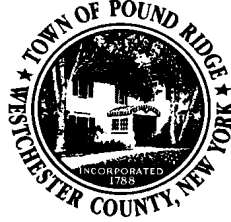
Thank you,

Andrea Russo Superintendent of Recreation & Parks
Recreation Commission

Town of Pound Ridge

Tel.: 914-764-5511

Fax: 914-764-0102



To: Town Board

From: Andrea Russo

Date: November 13, 2025

Re: Instructional Basketball, League Basketball, and Coaches Apparel Purchase

I respectfully request to purchase instructional, league and coaches' apparel from AIA. AIA submitted the lowest quote at \$3,685.85.

Respectfully,

Andrea Russo
Superintendent of Recreation & Parks

Melissa Farella

From: Carolyn Kingston-AIA <kingston.aia@gmail.com>
Sent: Monday, November 3, 2025 2:19 PM
To: Melissa Farella
Cc: Andrea Russo
Subject: Re: Basketball Quote - PR REC

Hi
Here's the quote:

Reversible Green/White Pinnie \$1320
120 Youth - no #s - \$11 ea
60 Youth w/#s - \$22 ea \$1320
28 Adult w/#s - \$23 ea \$644
9 Black Coach T - \$11.75 ea (no XS) \$105.75
9 Black 1/4 Zip - \$32.90 ea \$296.10

\$3

Jerseys
\$3284

Coaches
\$401.85

We require 10 business days production.

Carolyn

On Fri, Oct 31, 2025 at 2:37 PM Melissa Farella <mfarella@townofpoundridge.com> wrote:

Sorry!

Can we do this one:

<https://aiaps.com/ProductDetails/?productId=550703601&imageId=49142766&tab=Tile&referrerPage=ProductResults&refPgId=531744818&referrerModule=PRDREB>

Melissa Farella

Recreation Leader, CPRP

Town of Pound Ridge Recreation & Parks

179 Westchester Ave, Pound Ridge, NY 10576

Office: 914-764-0947

ESTIMATE

Diamondback Promotions and
Sportswear
1575 Stillwell Ave
Bronx, NY 10461

Artie@diamondbackny.com
+1 (718) 994-4988
www.diamondbackny.com



Town of Pound Ridge | Andrea Russo

Bill to

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

Ship to

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

Estimate details

Estimate no.: 1386

Estimate date: 11/13/2025

#	Product or service	Description	Qty	Rate	Amount
1.	SAN MAR	Style YST5000 youth reversible mesh jerseys, green/white. Front print on both sides. NO NUMBERS	120	\$13.50	\$1,620.00
2.	SAN MAR	Style YST/ST5000 reversible mesh jerseys, green/white. Front print and 6" on back.	88	\$22.00	\$1,936.00
3.	OTHER	tee shirts, black. Left chest print	9	\$11.50	\$103.50
4.	SAN MAR	Style K806 quarter zip with left chest print	9	\$24.50	\$220.50
5.		***FREE DELIVERY INCLUDED ***			
				Total	\$3,880.00

Accepted date

Accepted by



SOLD TO
Pound Ridge
Andrea Russo
179 Westchester Avenue
Pound Ridge, NY
US, 10576

SHIP TO
Pound Ridge
Andrea Russo
179 Westchester Avenue
Pound Ridge, NY
US, 10576

QUOTATION
#2241323-5

Date
Oct/30/2025

Contact
Jeff LaMay

Tel : 801-893-9158
jeff@teambilt.com

Ship Via
U/S

FOB
Factory

Production Time
15 working days from artwork approval

Terms
Net 30 days

Tax #

QTY	DESCRIPTION	UNIT PRICE	EXTENSION
	Basketball		
208	JERSEYS - Reversible Mesh Tank		
	Decoration Method:		
	Color:		
120	• Size: NO #S - Youth XS - XL, Adult S - 3XL	\$8.35	\$1,002.00
88	• Size: WITH #S - Youth XS - XL, Adult S - 3XL	\$12.25	\$1,078.00
208	Shipping		
208	Pricing:	\$0.45	\$93.60
Customer Instructions / Comments		Artwork	EXTRA
		Freight	EXTRA
		Tax	EXTRA
		Total	\$2,173.60

⚠ This icon denotes that a Proposition 65 warning has been issued for the related products.

CONDITIONS & ACCEPTANCE

DUE TO THE PROCESS OF MANUFACTURING ITEMS TO CUSTOM SPECIFICATIONS, OVERRUNS OR UNDERRUNS, OF NOT MORE THAN 10% WILL OCCUR. THESE WILL BE DEEMED ACCEPTABLE AND BILLED ON A PRO-RATA BASIS. THIS QUOTE SHALL NOT BE ACCEPTED AS AN ORDER UNTIL ACCEPTANCE THEREOF BY ORIGIN BRAND MERCH (FORMERLY YEA SHIRTS); AND SUCH ACCEPTANCE MAY BE EITHER BY NOTIFICATION TO CUSTOMER OR BY OUR COMMENCEMENT OF WORK ON THE MERCHANDISE ORDERED.

YOUR SIGNATURE BELOW INDICATES ACCEPTANCE OF THIS QUOTATION AND AUTHORIZES ORIGIN BRAND MERCH (FORMERLY YEA SHIRTS) TO PROCEED WITH THIS ORDER. VALID FOR 30 DAYS.

Main Office
Origin Brand Merch (Formerly YEA
Shirts)
518 W 600 N
Orem, UT
United States, 84057
Tel : 800-825-4626
accounting@yebashirts.com
shop.originbrandmerch.com

NAME

SIGNATURE

DATE



SOLD TO
Pound Ridge
Andrea Russo
179 Westchester Avenue
Pound Ridge, NY
US, 10576

SHIP TO
Pound Ridge
Andrea Russo
179 Westchester Avenue
Pound Ridge, NY
US, 10576

QUOTATION
#2241323-4

Date
Oct/30/2025

Contact
Jeff LaMay

Tel : 801-893-9158
jeff@teambilt.com

Ship Via
UPS

FOB
Factory

Production Time
15 working days from artwork approval

Terms
50% Deposit / Balance COD

Tax #

QTY	DESCRIPTION	UNIT PRICE	EXTENSION
	Coach		
9	HALF ZIP - PA Pinpoint Mesh 1/2-Zip Decoration Method: 2 Color Logo Left Chest - Heat Press Applied Color: Black • Size: Adult XS - XL	\$25.55	\$229.95
9	OPTION 1 TEES - P&C Core Cotton Tee Decoration Method: 2 Color Logo Left Chest - Heat Press Applied Color: Jet Black • Size: Adult S - XL	\$7.50	\$67.50
9	OPTION 2 TEES - NLA Adult CVC Tee Decoration Method: 2 Color Logo Left Chest - Heat Press Applied Color: Black • Size: Adult XS - XL	\$9.40	\$84.60
1	Shipping		
1	Pricing:	\$30.00	\$30.00
Customer Instructions / Comments		Artwork Freight Tax Total	EXTRA EXTRA EXTRA \$412.05

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YOUR SIGNATURE BELOW INDICATES ACCEPTANCE OF THIS QUOTATION AND AUTHORIZES ORIGIN BRAND MERCH (FORMERLY Y&A SHIRTS) TO PROCEED WITH THIS ORDER. VALID FOR 30 DAYS.

Main Office
Origin Brand Merch (Formerly Y&A
Shirts)
518 W 800 N
Orem, UT
United States, 84057
Tel : 800-825-4625
accounting@ybashirts.com
shop.originbrandmerch.com

NAME

SIGNATURE

DATE

Town Clerk's Office

MEMORANDUM

To: Town Board
From: Erin Trostle
Date: November 13, 2025
Re: Flower baskets

Quotes were requested from three bidders (Copia, Perennial Gardens, and Valley View Greenhouses) for hanging flower baskets for the light posts in the business district for 2026. Only Valley View responded.

Valley View is the vendor that has provided the flower baskets for the last few years. In the past, their prices have consistently been the lowest submitted, and the plant material provided has been very satisfactory.

Below are quotes provided by Valley View in past years, as well as several different options for 2026:

<u>Year</u>	<u>Description</u>	<u>Price</u>
2024	Plant material + new wire baskets	\$4,049
2025	Plant material only*	\$3,370
	*wire baskets were reused in 2025	
2026 (proposed options)		
	Plant material only.....	\$3,600 (\$50/basket)
	Plant material + coco basket	\$3,600 (\$50/basket)
	Plant material + 14" wire basket	\$3,672 (\$51/basket)
	Plant material + 16" wire basket	\$4,392 (\$61/basket)

Town of Pound Ridge

Office of the Town Clerk

Town Clerk
Erin Trostle
townclerk@townofpoundridge.com
914-764-5549



Deputy Town Clerk
Joshua M. Hayes
deputytownclerk@townofpoundridge.com
914-764-5212

REQUEST FOR QUOTES

2026 HANGING FLOWER BASKETS

The Town of Pound Ridge is seeking quotes for hanging flower baskets for the light posts in the Scotts Corners business district.

Delivery date:	Late May 2026
Number of baskets:	72
Basket type:	moss-lined black metal, 16"
Soil:	Cornell soil mix
Flowers:	Petunia Royal Magenta Petunia Bordeaux Petunia Royal Velvet Thunbergia Lemon O'Peel

Quotes should be submitted via email to the Town Clerk's office by October 28, 2025.

Quote

Page:

1

Quote expires
October 15, 2025 12:00 am



Valley View Wholesale Greenhouses
229 Smith Ridge Road
South Salem, NY 10590
PH:914-533-2526 / FAX:914-533-2050

Estimate #: Q-102315
Ticket date: 10/14/25

Customer PO#:

Sold to: TOWN OF POUND RIDGE
179 WESTCHESTER AVENUE
POUND RIDGE, NY 10576

Ship to:

Customer #: TOW2
Sales Rep: DH

Ship date:
Location: VV

Ship-via code: COD
Terms: Due in 30 days.

Notes: freight extra

QTY	QTY SHIP	Item #	Description	Price	Ext prc
72	72	MOSSMED	16" MOSS HANGING BASKET - SPECIAL ORDER includes, moss, plants, soil, chain wire frame reused from last year petunia royal magenta, petunia bordeaux, petunia royal velvet, thunbergia lemon	50.00	3,600.00

Same as 2025 - reus wire basket

Ord subtotal: 3,600.00
Order tax: 0.00
Order total: 3,600.00

Received By: _____

Date: _____

No Returns or exchanges, Please Check Receipt before Departing

All claims for damages and/or deficiencies must be made upon delivery/pickup

All claims of price discrepancies must be made within one business day of delivery/pickup

** We give no warranty, expressed or implied as to the life, description or quality of any nursery stock, plants or hardgood products that we sell**

No returns, exchanges, guarantees, please check your receipt before departing.

All claims for damages and/or deficiencies must be made upon delivery/pickup. All

claims of price discrepancies must be made within one business day of delivery

We give no warranty, expressed or implied as to the life, description or quality of any nursery stock, plants or hard good products that we sell



Quote

Page:

1

Quote expires
October 15, 2025 12:00 am



Valley View Wholesale Greenhouses
229 Smith Ridge Road
South Salem, NY 10590
PH:914-533-2526 / FAX:914-533-2050

Estimate #: Q-102317
Ticket date: 10/14/25

Customer PO#:

Sold to: TOWN OF POUND RIDGE
179 WESTCHESTER AVENUE
POUND RIDGE, NY 10576

Ship to:

Customer #: TOW2
Sales Rep: DH

Ship date:
Location: VV

Ship-via code: COD
Terms: Due in 30 days.

Notes: freight extra

QTY	QTY SHIP	Item #	Description	Price	Ext prc
72	72	MOSSMED	16" MOSS HANGING BASKET - SPECIAL ORDER includes complete COCO basket, frame, moss, plants, soil, chain petunia royal magenta, petunia bordeaux, petunia royal velvet, thunbergia lemon different frame and moss from previous years	50.00	3,600.00

new type of basket

Ord subtotal: 3,600.00
Order tax: 0.00
Order total: 3,600.00

Received By: _____

Date: _____

No Returns or exchanges, Please Check Receipt before Departing

All claims for damages and/or deficiencies must be made upon delivery/pickup

All claims of price discrepancies must be made within one business day of delivery/pickup

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quality of any nursery stock, plants or hard good products that we sell**



Quote

Page:

1

Quote expires
October 15, 2025 12:00 am

Estimate #: Q-102316
Ticket date: 10/14/25



Valley View Wholesale Greenhouses
229 Smith Ridge Road
South Salem, NY 10590
PH:914-533-2526 / FAX:914-533-2050

Customer PO#:

Sold to: TOWN OF POUND RIDGE
179 WESTCHESTER AVENUE
POUND RIDGE, NY 10576

Ship to:

Customer #: TOW2
Sales Rep: DH

Ship date:
Location: VV

Ship-via code: COD
Terms: Due in 30 days.

Notes: freight extra

QTY	QTY SHIP	Item #	Description	Price	Ext prc
72	72	MOSSMED	16" MOSS HANGING BASKET - SPECIAL ORDER includes, complete 14" basket, wire frame, moss, plants, soil, chain petunia royal magenta, petunia bordeaux, petunia royal velvet, thunbergia lemon smaller wire frame by 2"	51.00	3,672.00

Same as 2025, just abit smaller
includes wire frame

Ord subtotal: 3,672.00
Order tax: 0.00
Order total: 3,672.00

Received By: _____

Date: _____

No Returns or exchanges, Please Check Receipt before Departing
All claims for damages and/or deficiencies must be made upon delivery/pickup
All claims of price discrepancies must be made within one business day of delivery/pickup
** We give no warranty, expressed or implied as to the life, description or quality of any nursery stock, plants or hardgood products that we sell**
No returns, exchanges, guarantees, please check your receipt before departing.
All claims for damages and/or deficiencies must be made upon delivery/pickup. All
claims of price discrepancies must be made within one business day of delivery
**We give no warranty, expressed or implied as to the life, description or
quality of any nursery stock, plants or hard good products that we sell**



Quote

Page:

1

Quote expires
October 15, 2025 12:00 am

Estimate #: Q-102314
Ticket date: 10/14/25



Valley View Wholesale Greenhouses
229 Smith Ridge Road
South Salem, NY 10590
PH:914-533-2526 / FAX:914-533-2050

Customer PO#:

Sold to: TOWN OF POUND RIDGE
179 WESTCHESTER AVENUE
POUND RIDGE, NY 10576

Ship to:

Customer #: TOW2
Sales Rep: DH

Ship date:
Location: VV

Ship-via code: COD
Terms: Due in 30 days.

Notes: freight extra

QTY	QTY SHIP	Item #	Description	Price	Ext prc
72	72	MOSSMED	16" MOSS HANGING BASKET - SPECIAL ORDER includes, complete basket, 16" wire frame, moss, plants, soil, chain petunia royal magenta, petunia bordeaux, petunia royal velvet, thunbergia lemon	61.00	4,392.00

Same as 2025 - includes new wire basket

Ord subtotal: 4,392.00
Order tax: 0.00
Order total: 4,392.00

Received By: _____

Date: _____

No Returns or exchanges, Please Check Receipt before Departing
All claims for damages and/or deficiencies must be made upon delivery/pickup
All claims of price discrepancies must be made within one business day of delivery/pickup

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All claims for damages and/or deficiencies must be made upon delivery/pickup. All
claims of price discrepancies must be made within one business day of delivery

**We give no warranty, expressed or implied as to the life, description or
quality of any nursery stock, plants or hard good products that we sell**



Town Clerk's Office

MEMORANDUM

To: Town Board
From: Erin Trostle
Date: November 13, 2025
Re: Special event permit application

Please review the attached special event permit application from the Recreation Department for its holiday "Candy Cane Run." The event, which is tentatively scheduled for Saturday, December 13 with a rain date of December 14, will end at the Village Green with hot cocoa and a photo op with Santa, Mrs. Claus, and Frosty the Snowman. The Police Chief has reviewed the application and has no concerns.



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 Recreation
Applicant Type:	The Green
Address:	179 Westchester Ave, Pound Ridge, NY 10576
Mailing Address:	
Phone Number:	914-764-0947
Email Address:	mfarella@townofpoundridge.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:	Candy Cane Run
Event Type:	Recreational
Description:	
Purpose:	Photo Op w/ Santa & Frosty, Hot Cocoa with The Scouts

→ ENDING POINT FOR CANDY CANE RUN
SANTA, MRS. CLAUS + FROSTY PHOTO OP + HOT COCOA
1 HOUR ONLY

Event Date:	Dec 13th	Alternate Date:	Dec 14th
Event Start Time:	4:00 PM	Event End Time:	5:00 PM
Setup Start Time:	3:45 PM	Setup End Time:	4:00 PM
Takedown Start:	5:00 PM	Takedown End:	5:15 PM

Location(s):	The Green		
On private property?	☐ Yes	☒ No	
Parking location(s):	N/A		
On private property?	☐ Yes	☒ No	

Road closure(s) requested:	N/A
Closure times requested:	N/A

Admission fee?	☐ Yes	☒ No
Parking fee?	☐ Yes	☒ No

VENDORS/LICENSES

Will the event include food and/or beverage vendors?		
☐ Yes	☒ No	Number, if any:
Will any food or beverages be served without charge in conjunction with the event?		
☒ Yes	☐ No	
Will the event include non-food vendors?		
☐ Yes	☒ No	Number, if any:
Will the event include alcoholic beverage vendors?		
☐ Yes	☒ No	Number, if any:
Will any alcohol be served without charge in conjunction with the event?		
☐ Yes	☒ No	
Will the event include gambling of any kind?		
☐ Yes	☒ No	

Please note that it is the applicant's responsibility to ensure that any vendors have all required licenses and/or permits.

CONTACTS

Primary Contact Name:	Melissa Farella		
Cell Phone Number:	914-746-0903	Email Address:	mfarella@townofpoundridge.com
Event Day Contact Name:			
Cell Phone Number:		Email Address:	
Weather Contact Name:			
Cell Phone Number:		Email Address:	

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:	N/A		
Describe crowd control plan:	N/A		
Describe perimeter control plan:	N/A		
Emergency services present?	☐ Yes	☒ No	
Will event be ADA compliant?	☐ Yes	☒ No	

VOLUNTEERS	
Indicate number of volunteers:	
Describe role(s) of volunteers:	

N/A - supervised by Rec Department

SANITATION/GARBAGE		
Portable toilets provided:	☐ Yes	☒ No
If so, how many?		
Garbage/recycling bins provided?	☐ Yes	☒ No
Describe garbage/recycling plan:		

NEIGHBORHOOD IMPACT/NOTIFICATION		
Will there be noise impacts?	☐ Yes	☒ No
Will there be amplified music?	☐ Yes	☒ No
Will there be light impacts?	☒ Yes	☒ No
Have neighbors been notified?	☐ Yes	☒ No

STRUCTURES/SAFETY		
Tents or canopies?	☐ Yes	☒ No
If yes, please describe:		
Stage or other structures?	☐ Yes	☒ No
If yes, please describe:		
Fireworks or open flame?	☐ Yes	☒ No
If yes, please describe:		

UTILITIES		
Water access needed?	☐ Yes	☒ No
If yes, please describe:		
Electricity needed?	☐ Yes	☒ No
If yes, please describe:		
WiFi access needed?	☐ Yes	☒ No
If yes, please indicate # of users:		

PROMOTION		
Banner permission requested?	☐ Yes	☒ No
If yes, please indicate location and dates:		
Other signage?	☐ Yes	☒ No
If yes, please describe:		

TOWN RESOURCES		
Town bus needed?	☐ Yes	☒ No
If yes, please indicate time:		
Barricades or cones needed?	☐ Yes	☒ No
If yes, please specify:		
Other town-owned property needed?	☐ Yes	☒ No
If yes, please specify:		

OUTSIDE RESOURCES		
Outside bus transportation?	☐ Yes	☒ No
If yes, please describe:		
Outside parking assistance?	☐ Yes	☒ No
If yes, please describe:		
Other outside resources?	☐ Yes	☒ 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

Melissa Farella

(Printed Name)

11/7/25

(Date)

Town Clerk's Office

MEMORANDUM

To: Town Board
From: Erin Trostle
Date: November 13, 2025
Re: Cemetery plot sale

Please approve the sale of Plot 333-B to Hilary Major, on behalf of her father, Richard Major, who served as Town Historian for many years.

Town Clerk's Office

MEMORANDUM

To: Town Board
From: Erin Trostle
Date: November 13, 2025
Re: Monthly reports

The following have been filed in the Town Clerk's office:

- October 2025 Building Department report
- October 2025 Receiver of Taxes report
- October 2025 Town Clerk report

TOWN OF POUND RIDGE
RECEIVER OF TAXES
October 1, 2025 to October 31, 2025

COLLECTION	OPENING BASE BALANCE	COLLECTION	MEMO/ CHK FEES	MISC	OVER/SHORT	CLOSING BALANCE
School Taxes 2025-2025						
Bedford Central	\$ 20,287,765.29	\$ 2,293,979.66				\$ 17,993,785.63
Katonah-Lewisboro	\$ 1,321,626.93	\$ 200,084.10				\$ 1,121,542.83
Total School Taxes		\$ 2,494,063.76				\$ 19,115,328.46
School Penalty 2025- 26		\$ 13,268.87				
Town & County 2025	\$ 176,865.43	\$ 66,120.78				\$ 110,744.65
Town & County Penalty		\$ 6,612.08				
Total Town, County, School, Pen		\$ 2,580,065.49				
Liens	\$ 503,278.37	\$ -				\$ 503,278.37
Lien Interest						
Total Lien & Interest		\$ -				
TOTALS Base & Interest Collected		\$ 2,580,065.49	\$ 70.00	\$ (1.00)	\$ 85.06	\$ 2,580,219.55

*Refunds requested: \$6541.11, \$180.00, \$90.63 & \$85.06

*Returns, Bounces & 1 Admin correction: \$3776.41, \$4971.24, \$785.33, \$8372.62, \$7863.61, \$8871.00, \$4,252.92

*MISC: 7 overpays under \$1.00 that total \$1.00 moved to Finance

Account#	Account Description	Fee Description	Qty	Local Share	
A1255	Conservation	Conservation	1	108.36	
	Marriage License	Marriage Fee	3	52.50	
	Misc Fee	Certified Copy	4	40.00	
		Miscellaneous Fees	1	87.00	
		Sub-Total:		\$287.86	
A2130	recycling	Dumpster paid by card	1	378.45	
		Sub-Total:		\$378.45	
A2190	Sale of cemetery plot(s)	Cemetery Plots	1	1,000.00	
		Sub-Total:		\$1,000.00	
A2544	Dog Licensing	Exempt Dogs	2	0.00	
		Female, Spayed	12	120.00	
		Male, Neutered	14	140.00	
		Male, Unneutered	1	20.00	
			Sub-Total:		\$280.00
Total Local Shares Remitted:				\$1,946.31	
Amount paid to:	NYS Ag. & Markets for Animal Population Program			29.00	
Amount paid to:	NYS Environmental Conservation			1,821.64	
Amount paid to:	State Health Dept.			67.50	
Total State, County & Local Revenues:		\$3,864.45	Total Non-Local Revenues:		\$1,918.14

To the Supervisor:

Pursuant to Section 27, Sub 1, of the Town Law, I hereby certify that the foregoing is a full and true statement of all fees and monies received by me, Erin Trostle, Town Clerk, Town of Pound Ridge during the period stated above, in connection with my office, excepting only such fees and monies, the application of which are otherwise provided for by law.

Supervisor

Date

Town Clerk

Date

 11.12.25

Memo to Pound Ridge Town Board/ Name Change for the Open Space Acquisition Committee (OSAC)

November 11, 2025- prepared for TB Meeting 11-18-25 agenda

Since being constituted in 2001 after the first successful open space fund referendum in 2000, OSAC has functioned with the name Open Space Acquisition Committee. It is the desire of the current co-chairs of OSAC as well as its members to change the committee's name to the Open Space Advisory Committee- still 'OSAC'.

It has come to the attention of committee members that the term 'acquisition' does not fully reflect the committee's practices, methodology and objectives. In fact, changing the name to 'advisory' will better reflect the committee's overall work throughout the year, the 'advisory' role it plays with respect to making recommendations to the Town Board on the purchase of targeted, undeveloped land to be held in fee by the Town or the purchase of restrictive easements on private lands with open space funds. Both vehicles include what the committee often terms simultaneous 'backup' easement protection held by a qualified local land trust with the aim of protecting open space in perpetuity with these taxpayer dollars.

With the newly reconstituted open space committee in 2021, an effective and quantifiable evaluation rating system was created and GIS overlay data was utilized for the first time with results that, over the past years, demonstrated unfragmented high quality forest cover, contiguous wetland/important soils for carbon sequestration and wildlife use as well as other high conservation value lands including 12 identified 'high resiliency' areas in Town. Two presentations of OSAC's work have been made to the Town Board as well as the PRLC board, Conservation and Planning Boards this past year with invitations to Water Control and ZBA.

The committee's goal is to extend our evaluation and open space identification for use by other Town Boards as they may see fit and to partner where possible. Also, and importantly, to use our mapping, data collection and analysis in visual and digital format to educate private landowners in the stewardship of their open space land with the aim to create a private and publicly held mosaic of protected lands, water sources and flows including riparian buffers important to water quality, as well as connected, varied and critical habitat in our local ecosystem. Already connections have been identified into surrounding towns that require follow-up and collaboration.

Hence- 'advice' and 'advisory' role to multiple parties including the Town Board, Town Committees and Boards, and landowners has been deemed by current and some former OSAC committee members to be critical to OSAC's overall mission.

Last- based on most recent landowner outreach and conversations, it has become clear the term 'acquisition' in OSAC's title might be a turn-off to landowners at the first point of contact or communication. If OSAC's objective is multiple 'touches' (to take a marketing term), to educate private landowners and town residents on tools for permanent conservation and stewardship best practices as they evolve, 'advice' and 'advisory' seem better suited to OSAC's evaluative work, communications and overall objectives. It is wonderful to have a pool of funds for actual purchase or easement protection when relationships with private landowners call for these tools however, many situations call for building trust over time which, of necessity, must begin with open and informed dialogue.

OSAC hopes the Town Board will consider this name change a positive result of important work and learnings of the committee over the past several years and beneficial to the next steps of outreach and targeted landowner education on the committee's docket for the near-term. Continued advice and recommendation to the Town Board will take precedence as properties become available. (It is to be noted the committee is currently considering best ways to interface with the local realtor community to build a pipeline of information perhaps prior to land coming onto the market).

Respectfully submitted,

OSAC- co-chairs Elyse Arnow and Pamela Corey

	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		