

Kevin C. Hansan
Supervisor

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Chief of Staff



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

Town Board Meeting

Meeting Date: Tuesday, January 6, 2026

Meeting Time: 7:30 pm

1. CALL REGULAR MEETING TO ORDER

2. CALL FOR EXECUTIVE SESSION

3. ANNOUNCEMENTS

4. MINUTES

5. PUBLIC COMMENT I

6. PUBLIC HEARING

7. OLD BUSINESS

8. NEW BUSINESS

A. Reappointments for Boards, Commissions, and Committees

Board of Ethics:

- Catherine Marino, Mark Rosenbloom, and Sallie Stelter for a 1-year term.

Conservation Board:

- Anthony Girardi, Andrew Karpowich, Richard Mendes, and Marilyn Shapiro for a 2-year term.

Housing Board:

- Marie Moreno for a 2-year term.

Human Rights Advisory Committee:

- Amy Kenney, Marie Moreno, Allison O'Rourke, and Ava Zukowsky for a 2-year term.

Landmarks & Historical District Commission:

- Toni Nagel-Smith and Chris Shaffer for 3-year term.

Recreation Commission:

- Matt Polinsky for a 7-year term.

Sustainability Committee:

- Bill Hewitt, Jane Holmes, Lise Lamatia, and Jamie Perna for a 2-year term.

THRIVE:

- Jennifer Coulter for a 2-year term.

Water Control Commission:

- Chris Hayes for a 5-year term.

Zoning Board of Appeals:

- AnnMarie Fusco for a 5-year term.

B. Town Board

- Update Credit Card Policy
- Update Personnel Policies Handbook

C. Police Department

- Request to accept the resignation of Colin Miller, effective January 30, 2026.

D. Recreation Department

- Request approval for updated Instructional Basketball, League Basketball, and coaches' apparel purchases.

E. Town Clerk

- Request approval for cemetery plot sale.

F. Water Control Commission

- Request approval for bond release.

9. PUBLIC COMMENT II

10. FINANCIAL MATTERS

11. ADJOURN REGULAR MEETING

12. RECONVENE AS ORGANIZATIONAL MEETING

13. CALL TO ORDER ORGANIZATIONAL MEETING

A. Appointments

Deputy Supervisor: Diane Briggs

Chief of Staff to Supervisor: Nicole Engel

Director of Finance: Steve Conti

Office of Emergency Management Director: David Dow

Office of Emergency Management Deputy Director: Kevin Hansan

B. Special Advisors to Supervisor and Town Board

Bedford Central School District: Kevin Hansan

East of Hudson Watershed: Kevin Hansan

Environmental Initiatives: Elyse Arnow

Fire District: Kevin Hansan

Insurance: Steve Conti

Library Board: Kevin Hansan

New Dawn: Alison Boak

Sustainable Westchester: Dan Paschkes

Water Wastewater Task Force: Alison Boak

Westchester County Shared Services: Erin Trostle

WEMS: Tom Mulcahy

Wireless Communications: Diane Briggs

C. Appointment of Town Board Liaisons to Boards, Commissions, Committees, Departments

Audit Bills: Namasha Schelling

Board of Assessment Review: Alison Boak

Board of Ethics: Kevin Hansan

Comprehensive Plan: Kevin Hansan

Conservation Board: Dan Paschkes

Highway and Maintenance: Diane Briggs

Housing Board: Dan Paschkes

Human Rights Advisory Committee: Namasha Schelling

Landmarks & Historical District Commission: Namasha Schelling

Old Pound Road Committee: Diane Briggs

Open Space Acquisitions Committee: Dan Paschkes

Planning Board: Namasha Schelling
Police Department: Kevin Hansan
Recreation Commission: Diane Briggs
Sustainability Committee: Dan Paschkes
THRIVE: Alison Boak
Trails Working Group: TBD
Water / Wastewater Task Force: Alison Boak
Water Control Commission: Dan Paschkes
Zoning Board of Appeals: Diane Briggs

D. Town Board Appointments

Town Attorney: William P. Harrington, Esq.
Deputy Town Attorney: John Loveless, Esq.
Town Historian: Johanna O'Keeffe
Town Engineer: Pitingaro & Doetsch
Human Resources: Public Sector HR Consultants LLC
Animal Control Officer: Joan Dooley
IT Manager: Steve Conti
Cemetery Commissioner: Vinnie Duffield
Highway Superintendent: Vinnie Duffield
ADA Parking Issuance Agent: Erin Trostle
Benefits: Steve Conti
FOIL Officers: Erin Trostle and Tom Mulcahy (Police Records)
Registrar of Vital Statistics: Erin Trostle
Reception Admin.: Erin Trostle
NYS Grant Gateway Admin.: Christeen Dur

E. Appointment of Chairpersons to Boards, Commissions, and Committees

Board of Assessment Review: TBD
Board of Ethics: TBD
Climate Smart Communities: Nicole Shaffer
Comprehensive Plan: Elyse Arnow
Conservation Board: Melinda Avellino
Deer Management: Tom Mulcahy

Housing Board: Melinda Avellino
Human Rights Advisory Committee: Namasha Schelling
Landmarks & Historic District Commission: Ed Forbes
Old Pound Road: Diane Briggs & Joe Virgilio
Open Space Advisory Committee: Elyse Arnow & Pamela Corey
Parking District: Fred Albano
Planning Board: Rebecca Wing
Recreation Commission: Rich Wetchler & Van Muller
Safety Committee: Steve Conti
Slade Preserve: Steve Conti
Sustainability Committee: Gayle Reichler & Nicole Shaffer
THRIVE: Sally Corbett-Turco
Trails Working Group: Nicole Shaffer
Water Control Commission: Bill Bedford
Water Wastewater Task Force: Alison Boak & James Best
Zoning Board of Appeals: Tom Smith

F. Procedures

a. Authorization to Receive Payments by Credit Card

The Building Department, Receiver of Taxes, Recreation Department, Town Clerk, and Town Courts are hereby authorized to accept payment by credit card.

b. Meeting Dates & Procedures

The regular meetings of the Town Board of the Town of Pound Ridge will be held on the first and third Tuesday evening of the month commencing at 7:30 pm at the Town House, 179 Westchester Avenue, Pound Ridge, NY, and unless otherwise posted publicly.

Town Board meetings will be live streamed when such meetings take place and will be recorded and made available for future viewing via a link on the Town's website. Written minutes of Town Board meetings shall be prepared by the Town Clerk.

Minutes will be posted on the Town's website within one week of their approval by the Town Board. Regular meeting minutes may be approved by the Board at a work session, and work session minutes may be approved at regular meetings of the Town Board. Work sessions will be held on the second Tuesday of each month, commencing at 6:30 pm at the Town House, unless otherwise publicly posted.

Meetings of the Town Board (including Work Sessions), Planning Board, Zoning Board of Appeals, and Water Control Commission, along with other such boards, commissions, and committees as the Town Board may determine, will be streamed online as well.

All meetings of the Pound Ridge Town Board shall be conducted in accordance with the New York State Town Law, including §63. In addition, in a public hearing proceeding, Roberts Rules will generally be followed.

c. Town Board Agenda Policy

The Town Board agendas will be closed at noon on Friday before the meeting and posted to the Town's website that day.

d. Chief Administrative Officer – Chief Fiscal Officer

The Supervisor is hereby designated as the Chief Administrative Officer and Chief Fiscal Officer of the Town of Pound Ridge and shall be responsible for executing such duties as are detailed in New York State Town Law and as the Town Board shall from time to time assign to those offices.

e. Procurement Procedures

Guideline 1:

Every prospective purchase of goods or services shall be evaluated to determine the applicability of General Municipal Law §103. Every Town officer, board member, department head, or other personnel with purchasing authority (hereinafter the “Purchaser”) shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. This estimate shall include a canvass of other Town departments and a review of past purchasing history to determine the likely annual value of the commodity to be acquired. All information gathered and conclusions reached shall be documented and retained with the file supporting the purchase.

Purchases shall not be artificially divided or split for the purpose of avoiding the monetary thresholds established in these Guidelines. When determining the estimated amount of a purchase or public works contract, departments must consider the total quantity of similar items or services reasonably expected to be needed within a twelve-month period. If the aggregate amount exceeds a threshold in these Guidelines, the higher procurement requirement applies, regardless of how the purchases are scheduled or invoiced.

Guideline 2:

Purchases of supplies or equipment greater than \$20,000.00, or Public Works contracts over \$35,000.00, shall be formally bid pursuant to GML §103.

Guideline 3:

Purchases of supplies or equipment less than \$20,000.00 have the following requirements:

- \$5,000 to \$19,999 - Written quotes from at least three vendors.
- \$2,500 to \$4,999 - Written or online quotes from at least two vendors.
- \$2,499 or less - Approval of the Department Head or Town Supervisor.

Purchasing decisions, in accordance with these guidelines, are the responsibility of each department head. Any purchase in excess of \$2,499 must have advance approval of the Town Board.

All public works contracts less than \$35,000.00 are subject to the following requirements:

- \$20,000 to \$34,999 - Three or more quotes from contractors.
- \$10,000 to \$19,999 – Two or more quotes from contractors.
- \$3,000 to \$ 9,999 - Approval of the Town Supervisor.
- \$2,999 or less - Approval of the department head or Town Supervisor.

Any written RFP shall describe the desired goods, quantity, and particulars of delivery. The Purchaser shall compile a list of all vendors from whom written quotes have been requested and from whom written quotes have been received.

All information gathered in complying with these requirements shall be attached and submitted with a payment voucher and procurement cover sheet, when required, to the Town Clerk and subsequently, the Finance Department.

Guideline 4:

The Town will consider the overall combination of price, quality and other elements that best meet the Town's need. The lowest responsible proposal or quote shall be awarded the purchase or contract unless the Purchaser prepares a written justification explaining why an award to another vendor is in the best interest of the Town and its taxpayers.

Guideline 5:

A good-faith effort shall be made to obtain the required number of proposals or quotations. If the Purchaser is unable to obtain the required number of proposals or quotations, the Purchaser shall document the attempts made at obtaining the proposals. The inability to obtain the required number of proposals or quotes shall not be a bar to procurement.

Guideline 6:

Except when directed by the Town Board, no written proposals or quotations are required under the following circumstances:

- Acquisition of professional services.
- Emergencies.
- Sole source purchases when required goods or services are available from only one vendor.
- Goods purchased from the agencies for the disabled.
- Goods purchased from correctional facilities.
- Goods purchased from another governmental agency.
- Goods purchased at auction.
- State, County, or other municipality requirements contract (State Contract). Purchasers are strongly encouraged to provide quotes from at least 2 other vendors to confirm that the State Contract amount is the lowest price available.
- Piggybacking is permitted on contracts awarded by the Federal government, New York State, other States, Counties or Local Governments provided that:
 - The original contract was competitively bid and,
 - The contract is approved for piggybacking by NYS OGS and,
 - The goods or services being purchased are substantially equivalent to those covered under the original contract.

Guideline 7:

Recognizing the responsibility of local governments to take effective measures to reduce or limit the environmental impacts of their operations and conserve resources, the Town of Pound Ridge adopts the following:

- Priority should be given to products and services which consume the least amount of energy in their manufacture, use, and disposal. Where possible, Energy Star qualification and/or an equivalent elevated measure of efficiency should be a minimum requirement in any energy consuming equipment, device, vehicle, or appliance purchase.
- Priority should be given to products and services that incorporate products that are made from sustainable materials and/or that contain a significant level of recycled or reprocessed material and that are manufactured locally and/or that are packaged to reduce transportation costs and/or that are certified by the Forest Stewardship Council.
- Priority should be given to products which are minimally packaged using recycled, recyclable, or biodegradable packaging materials.
- Priority should be given to products that reduce impacts on the environment during manufacture, use, or disposal.
- Priority should be given to products and services that reduce or eliminate health risks to employees and/or citizens in their manufacture, use, or disposal. In particular, products that contain chlorine or PVC and/or that emit unhealthy levels of chemical emissions during use should be avoided.
- Bid documents and requests for proposals should be drafted to encourage environmentally preferable purchases and services by incorporating bidding specifications that procure goods and services with a reduced environmental impact where appropriate.
- Nothing in this policy should be construed as requiring the procurement of products or services that do not perform adequately for the intended use or that are not available at a reasonable price in a reasonable period of time.

Guideline 8:

The procurement policy shall be reviewed annually by the Town Board at its organizational meeting or as soon thereafter as is reasonably practical.

f Credit Card Policy

The Town Board hereby adopts the Credit Card Policy of the Town of Pound Ridge, adopted January 2, 2024, and revised January 6, 2026.

g Appointment of Marriage Officers

That the following be appointed as the Town's Marriage Officers for 2026: Town Clerk Erin Trostle, Town Justices Matthew Brotmann and Renee Motola, Town Attorney William Harrington, Esq., Supervisor Kevin Hansan, Councilmembers Alison Boak, Diane Briggs, Dan Paschkes, and Namasha Schelling.

h Mileage Reimbursement

That the Town of Pound Ridge pay the reimbursement rate as established by the IRS for

2026 for employees, Town Board, and Town officials, for mileage incurred in the use of one's personal automobile on Town business.

i. Official Newspaper

The Town Board designates The Recorder as the official newspaper of the Town of Pound Ridge. Bid notices will be published in this newspaper, posted on the Town's website, and in a second publication as necessary.

j. Bank Depository

TD Bank, KeyBank, JPMorgan Chase Bank, and any other commercial banking institution authorized to do business in the State of New York (each, a "Bank") are hereby designated as official depositories of the Town of Pound Ridge ("TOPR").

Each such Bank is authorized to receive and hold Town funds at its head office or any branch and to waive presentment, demand, protest, and notice of protest or dishonor of any check, note, draft, bill, or other negotiable instrument deposited by or on behalf of TOPR.

All Town funds on deposit may be withdrawn or otherwise charged, in accordance with the Bank's rules and regulations, upon checks or other payment instruments issued on behalf of TOPR and signed by the Supervisor or the Deputy Supervisor.

Each Bank is further authorized to honor and pay any such instrument, without limitation as to amount and without inquiry as to the circumstances of its issuance, negotiation, endorsement, or the disposition of proceeds, including instruments made payable to the individual order of an authorized signatory, whether drawn against an account in the name of TOPR or in the name of any officer or agent of TOPR acting in such capacity.

At the Bank's option, such instruments may be honored even if the applicable account is not in sufficient credit at the time of presentment.

The Supervisor, Deputy Supervisor, and Director of Finance are hereby authorized, on behalf of the Town of Pound Ridge, to invest Town funds; transact banking business with the designated depositories; execute all necessary banking documents (including signature cards, resolutions, and security or custody agreements); and maintain all Town accounts.

Authority granted herein shall attach to the office and not the individual holding such office, and shall remain in effect unless modified by resolution of the Town Board.

k. Annual Financial Report of Supervisor to State Comptroller

Pursuant to Article III, Section 29 subsection 10a of the New York State Town

Law, the Supervisor be and is hereby authorized to file with the Town Clerk within (90) days after the close of the fiscal year, a copy of the report to the State Comptroller required by Section 30 of the General Municipal Law, and pursuant to Section 27 of the Town Law, the Town Clerk shall publish a notice in the official newspaper that such report is on file in the Town Clerk's office and available for public inspection and copying. That report shall become a part of the minutes of the Town Board meeting following the Clerk's receipt of said report.

l Investment Policy

The investment policy of the Town, originally adopted January 6, 1987, as amended in April 1993 and January 2002, be and is hereby continued, and, that, our investments are reviewed periodically with the following objectives:

- To comply with all applicable federal, state and other legal requirements.
- To adequately safeguard principal.
- To provide sufficient liquidity to meet all operating requirements.
- To obtain a reasonable rate of return.

m. Indemnification of Town Officers

The indemnification of Town officials and employees adopted in September 1989 and January 4, 1990, providing for indemnification of those officers and employees now serving and who, at any time in the past, served the Town, be and is hereby continued. The scope of said indemnification shall be as broad and as comprehensive as may be permitted by applicable law.

n. Regulation on Reporting for Elected or Appointed Town Officials

The Town Board hereby acknowledges that, for new terms beginning on or after August 12, 2009, all elected or appointed Town Officials who are members of the New York State Retirement System shall be required to keep records of their time for a three-month period within 150 days of the beginning of the calendar year following their election or appointment, in accordance with requirements outlined by New York State. In addition, at the first Town Board meeting in June, a resolution establishing a standard workday for each elected or appointed Town Official shall be adopted or recertified.

G. Supervisor's Authorization to Execute Agreements and Pay Contractual Obligations

a. Association of Towns: \$1,975.00

The Town Board authorizes Supervisor Kevin Hansan to be designated as the Town's official delegate to attend the business session of the Association of Towns of the State of New York meeting, to be held in February 2026 and to cast the vote of the Town, pursuant to Section 6, Article III of the Constitution of By-Laws of said Association. Diane Briggs will be the alternate.

b. Network Support Services: \$10,815.00

Logically is hereby reappointed as the Town's computer network support firm for 2026, and the Supervisor be authorized to sign an agreement for said services.

c. July 4, 2026 – U.S. 250th Anniversary Event (July 4 Ever Fireworks, Inc.): \$39,900.00

d. Tax Map Maintenance: \$5,000.00

Cartographic Associates, Inc. (CAI) be continued for 2026, to provide standard updates and maintenance of our Tax Maps, and the Supervisor be authorized to sign an agreement for said services.

e. Agencies:

The Supervisor is hereby authorized to execute agreements with the following agencies for providing services to Pound Ridge residents at the approved denomination of funds as set forth in the 2026 budget:

- Westchester EMS (ALS Services) - \$217,747.00
- THRIVE - \$13,000.00
- North East Westchester Special Recreation (Program for Disabled) - \$6,250.00
- South Salem Animal Hospital – impoundment fees of \$65.00/night and emergency treatment costs of up to \$200.00/animal

f. Other Agreements:

Town Board authorization for payment of these annual agreements:

- Atlantic Westchester - \$6,585.00
- Attack Cat Security - \$9,192.00
- Capturepoint - \$7,000.00
- Catalis Tax & CAMA, Inc. - \$11,957.00
- CivicPlus - \$2,205.00
- F&F Cleaning Service - \$30,270.00
- ICC Community Development Solutions - \$3,077.00
- Metrocom Wireless Communications - \$51,009.00
- North East Westchester Special Recreation, Inc. - \$6,520.76.00
- NYMIR - \$191,911.03
- PKF O'Connor Davies - \$52,000.00
- Public Sector HR Consultants LLC - \$12,000
- Springbrook Software - \$7,269.00

H. 2026 General Staff Holiday Schedule - On date or observed date defined by payroll calendar.

New Year's Day	Indigenous Peoples' Day
Martin Luther King Day	Election Day
Presidents' Day	Veterans Day
Memorial Day	Thanksgiving
Juneteenth	Day after Thanksgiving
Independence Day	Christmas Day
Labor Day	

Staff may be permitted a half day on the following days with the Supervisor's discretion: day before Independence Day, observed day before Thanksgiving, observed day before Christmas, observed day before New Year's observed.

I. 2026 Highway Holiday Schedule - As shown in the 2024 Highway Contract.

J. 2026 Police Department Holiday Schedule

The Police Department shares the same holidays as all Town employees with the following adjustments:

Holidays are recognized on their celebrated date (applies to New Year's Day, July 4, and Christmas). The annual fireworks event is treated as a holiday. When this event is not held on July 4, the date of the event replaces the day after Thanksgiving as a holiday.

K. Personnel Policies Handbook

The Town Board hereby adopts the Personnel Policies Handbook of the Town of Pound Ridge, dated January 6, 2026.

L. Salary Ratification and Authorization to Pay

The salaries set forth on the Salary Ratification List and Authorization to Pay Report, dated January 1, 2026, be and are hereby ratified and the Supervisor be and is hereby authorized to pay said salaries.

14. ADJOURN ORGANIZATIONAL MEETING