

Town Of Pound Ridge Ad Hoc Trails Working Group

Charge:

The Trails Working Group is an ad-hoc sub-committee of the Sustainability Committee. The sub-committee is established to advise, support, and collaborate with the Town of Pound Ridge in the planning, stewardship, and promotion of a safe, accessible, and well-maintained trail network for public use and enjoyment. The committee is committed to enhancing community wellness, outdoor recreation, environmental awareness, and conservation.

Committee Structure & Operation:

The Trails Working Group shall be composed of **(10)** members:

A Chairperson shall be selected annually by Sustainability Committee members by a majority vote.

The Committee shall consist of 10 volunteer members, the Chair plus...

2 members of the Sustainability Committee

2 appointed by Old Pound Road Committee

1 appointed by the Conservation Board

1 appointed by Recreation Committee

1 appointed by Pound Ridge Land Conservancy

1 appointed by Pound Ridge Partnership

1 at-large member preferably with relevant experience in trail development, conservation, recreation, fundraising, etc.

The committee will be led by a chairperson appointed from the Sustainability Committee. The term for all members is one year.

Meetings:

Meeting frequency will be determined by the chair depending upon the workload. Meetings will be publicly noticed and conducted in accordance with New York State

Open Meetings Law. Minutes shall be recorded and made available to the public and Town Board.

Responsibilities:

1. The Trails Working Group will coordinate and advance efforts related to the planning, development, maintenance, and promotion of an expanded trail system within the Town of Pound Ridge. The group will act as a collaborative advisory body to ensure trail initiatives align with conservation, recreation, and land-use goals of the town.
2. Work collaboratively to bring the Trails Grant Project to fruition.
3. Identify and prioritize future trail projects, including new trails, trail improvements, and connectivity enhancements.
4. Identify and support funding opportunities, including grants, donations, or partnerships to support trail planning and maintenance.
5. Ensure trail-related activities are consistent with environmental conservation and sustainability and walkability goals.
6. Provide annual updates to the Town Board, including accomplishments, priorities, and long-term goals.

MEMORANDUM

To: Town Board
From: Joshua Hayes
Cc: Jonah Maddock, Erin Trostle
Date: November 21, 2025
Re: 2026 Flower Basket Plant Materials

Quotes for plant material for the recycled hanging flower baskets in Town were sent out to three bidders; both Perennial Gardens and Valley View Greenhouses responded with timely quotes. On our last submission, we accidentally omitted the info for Perennial Gardens, and wanted to be sure that the additional higher bidder was still catalogued.

The following two quotes were received:

	<u>Perennial Gardens</u>	<u>Valley View</u>
72 16" hanging basket		
Plant Material + Delivery	\$4213.62	\$3,600

As we are recycling the hanging baskets, the quotes are only for plant material and delivery. After conferring with the Maintenance Supervisor, he still thinks that Valley View would be a good fit given the consistency of their work and their lower price point.

CLAIM

TOWN OF POUND RIDGE
POUND RIDGE NY 10576



PURCHASE ORDER NO.:

DATE: 11/24/2025

CLAIMANT'S
NAME
AND
ADDRESS

Richard Sarkis
6 Samuel Dann Way
Pound Ridge, NY 10576

VENDOR #:

999999

APPROPRIATION	AMOUNT	VOUCHER #
T-31-3102	\$2,000.00	
TOTAL	\$2,000.00	

DATES	DESCRIPTION OF MATERIALS OR SERVICES	QUANTITY	UNIT PRICE	AMOUNT
11/24/2025	Release of Bond #2023-67	1	\$2,000.00	\$2,000.00
	\$2,000 held by the Town for the WCC			\$0.00
	for property located a 6 Samuel Dann Way			\$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	\$2,000.00

CLAIMANT'S CERTIFICATION

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

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.

11/24/25

date

authorized official

WCC Admin

APPROVAL FOR PAYMENT

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



Matthew Grant
Architectural Design
Construction Services

November 15, 2025

Sarkis – 2nd Sty. Addition
6 Samuel Dann Way
Pound Ridge, New York

Via E-Mail

To Whom it May Concern:

This letter shall serve as certification to the best of MY knowledge, that all work was done in accordance with the approved plans filed with the town of Pound Ridge, NY, including the specifications of the Water Control board.

If you require any further information, feel free to contact me.

Sincerely,

Matthew Grant

Richard Sarkis
#21c

2023-67

11-8-23

OK per
Jim Lewis
11/24/25

Christeen Dur

From: Richard Sarkis <rich@richmoon.com>
Sent: Friday, November 21, 2025 9:54 AM
To: Christeen Dur
Cc: Matthew Grant; Rosemarie D'arcy
Subject: Re: 6 Samuel Dann Way

Yes confirmed thank you for your help.

Richard Sarkis
c: 203.214.8848

+=====+
This email is confidential and may be privileged. If you have received it
in error, please notify us immediately and then delete it. Please do not
copy it, disclose its contents or use it for any purpose.
+=====+

On Nov 21, 2025, at 9:50 AM, Christeen Dur <cdur@townofpoundridge.com> wrote:

Hi Matthew

Thank you for the letter. I will submit the \$2k Water Control Bond release for approval at the next Town Board meeting on December 2 and to finance at the same time for processing.

Please reply to confirm the check should be made payable to Richard Sarkis and mailed to 6 Samuel Dann Way.

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

From: Matthew Grant <grant.matts@gmail.com>
Sent: Thursday, November 20, 2025 11:32 PM
To: Rosemarie D'arcy <rdarcy@townofpoundridge.com>; Richard Sarkis <rich@richmoon.com>;
Christeen Dur <cdur@townofpoundridge.com>
Subject: Re: 6 Samuel Dann Way

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.

Christeen - Please refer to the attached requested letter. Please let me know if you have any questions or request additional information.

Thanks,
Matthew Grant
845.803.1156

On Thu, Nov 20, 2025 at 11:22 PM Matthew Grant <grant.matts@gmail.com> wrote:

Rosemarie - Hope this email finds you well. Owner of the property reached out and requested a certification letter in order to issue CO. Please refer to attached.

Let me know if you have any questions or request additional information.

Thank you,
Matthew Grant
845.803.1156

Memo

To: Town Board
From: Steven Conti
Date: 11/28/2025
Re: New Dawn

I respectfully request authorization for the approval for the payment of \$6,000 to New Dawn Family Resource Center for annual rent starting 7/1/2025.



October 1, 2025

Mr. Kevin Hansan
Town Supervisor
Town of Pound Ridge
179 Westchester Avenue
Pound Ridge, NY 10576-1741

Dear Supervisor Hansan:

Since New Dawn began providing support to domestic violence victims in 2018, each of the five towns whose constituencies receive that support have funded \$5,000 for the rental of the New Dawn Center. As a result of the school district's closure of that building, New Dawn had to relocate to continue its operation. We were fortunate to find a commercial rental at 62 June Road in North Salem.

New Dawn signed a five-year lease that began on July 1st. The first year's rent is \$30,000, with subsequent years increasing to \$33,000. This letter requests that each of the five towns include \$6,000 in the upcoming budget cycle to continue to support our activities.

In past years, the Town of Lewisboro coordinated the payment of the \$25,000 rent payment to the Katona-Lewisboro School District. Going forward, each town can send a check to New Dawn at P.O. Box 36, Pound Ridge, NY 10576 to my attention when those funds become available

We are very grateful for your past support and hope we can count on that to continue. Should you have any questions or need further information, please contact me by email at newdawnfrc.board.of.directors@gmail.com or on my personal cell phone 623-776-6657.

Very truly yours,

A handwritten signature in blue ink that reads "Frank L. Hillenbrand".

Frank L. Hillenbrand
Treasurer

cc: Lynn Borsellino, President