

## **Town Clerk's Office**

### **MEMORANDUM**

**To:** Town Board  
**From:** Erin Trostle  
**Date:** December 10, 2025  
**Re:** Draft meeting minutes

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Please review the attached minutes of the November 18, December 2, and December 8 Town Board meetings.

**MINUTES OF THE NOVEMBER 18, 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  
TOWN CLERK ERIN TROSTLE

**I. CALL TO ORDER OF REGULAR MEETING**

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

**II. ANNOUNCEMENTS**

- Sustainable Westchester has announced that the Westchester Power program will end this year. In December, customers who do not elect a new energy supplier will automatically be transitioned into NYSEG's variable-rate brown energy supply.
- The rear parking lot on the north side of Westchester Avenue will be paved during the week of December 1–5, weather permitting.
- The food drive sponsored by State Senator Shelley Mayer and Feeding Westchester continues through November 30.

**III. MINUTES**

**Board Action:** Motion by Councilperson Boak, seconded by Councilperson Briggs, all voting aye, to approve the minutes of the October 21 and November 5, 2025 Town Board meetings.

**IV. PUBLIC COMMENT I**

Resident John Nathan, of 155 Upper Shad Road, said that he has filed an appeal brief in response to the dismissal of his case against the Town Board.

Resident John McCown, of 25 Miller Road, claimed that the board does not have a source of water for the drinking water project.

**V. NEW BUSINESS**

**A. Supervisor – Eagle Scout proclamations**

**RESOLUTION 240-25**

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

RESOLVED, that the Town Board hereby authorizes the Supervisor to sign proclamations for Marc Desforbes and James Ronan in recognition of their achievement in earning the rank of Eagle Scout.

**B. Recreation Department**

**1. Online registration policy**

**RESOLUTION 241-25**

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

RESOLVED, that the Town Board hereby approves the online registration policy for all Recreation Department programs.

**2. Purchase of instructional, league, and coaches' apparel**

**RESOLUTION 242-25**

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

RESOLVED, that the Town Board hereby approves the expenditure of \$3,685.85 for the purchase of instructional, league, and coaches' apparel from AIA.

**C. Town Clerk**

**1. Scotts Corners Flower Baskets**

**RESOLUTION 242-25**

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

RESOLVED, that the Town Board hereby awards the bid for Scotts Corners hanging flower baskets to Valley View at a total price of \$3,600 for plant material only, to be installed in existing wire baskets.

**2. Candy Cane Run**

**RESOLUTION 243-25**

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

RESOLVED, that the Town Board hereby approves a special event permit for the final stop on the Recreation Department's Candy Cane Run, to be held at the Green on December 13, 2025

### **3. Cemetery Plot Sale**

#### **RESOLUTION 244-25**

**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 333-B in Section 3 to former resident Hilary Major of Providence, RI at a price of \$1,000.

### **4. Monthly Reports**

The following monthly reports are on file and available for public inspection in the Town Clerk's office

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

### **D. Open Space Acquisition Committee – Name change**

#### **RESOLUTION 245-25**

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

RESOLVED, that the Town Board hereby approves a name change for the Open Space Acquisition Committee to Open Space Advisory Committee.

### **E. Liaison Report**

Councilperson Boak said that the Old Pound Road Committee is finalizing work on the charge for the Trails Subcommittee.

## **IV. PUBLIC COMMENT II**

Resident Katherine Biagiarelli, of 315 Salem Road, said that she had asked for regular updates regarding the community bus in the Supervisor's newsletter. Supervisor Hansan responded that updates will be included when there is progress to report.

## **V. FINANCIAL MATTERS – Pay bills**

#### **RESOLUTION 246-25**

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

RESOLVED, that the Town Board hereby authorizes the Supervisor to pay the following claims as detailed in Abstract 22-2024:

Fund	Claim Numbers	Total Amount
General Fund	A01033–A01076	\$74,948.02
Highway Fund	D00251–D00253	\$16,518.91
Trust & Agency Fund	AT00075–AT00077	\$5,540.00

**VI. ADJOURNMENT:** There being no further business to come before the Town Board, Supervisor Hansan adjourned the meeting at 7:53 pm.

**VII. RECONVENE AS PARKING DISTRICT COMMISSION:** Supervisor Hansan called the meeting to order at 7:53 pm.

Councilperson Briggs left the meeting before the vote on the Parking District claim.

**RESOLUTION 247-25**

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

RESOLVED, that the Town Board hereby authorizes the Supervisor to pay the following claim as described in Abstract 22-2024:

Fund	Claim Number	Total Amount
Parking District	ST00034	\$1,318.75

**VI. ADJOURNMENT:** There being no further business to come before the Parking District Commission, Supervisor Hansan adjourned the meeting at 7:54 pm.

Erin Trostle, Town Clerk  
Dated at Pound Ridge, New York  
November 26, 2025

**MINUTES OF THE DECEMBER 2, 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 DANIEL PASCHKES

ALSO

PRESENT: DEPUTY TOWN ATTORNEY JOHN LOVELESS  
TOWN CLERK ERIN TROSTLE

NOT

PRESENT: COUNCILPERSON NAMASHA SCHELLING  
TOWN ATTORNEY WILLIAM HARRINGTON

**I. CALL TO ORDER OF REGULAR MEETING**

Supervisor Hansan called the meeting to order at 7:33 pm.

**II. ANNOUNCEMENTS**

- Thank you to the Garden Club for the swags and wreaths on street signs and other locations around town.
- Thanks as well to Dave Anderson Landscaping and the Pound Ridge Business Association (PRBA) for the lights and wreaths in Scotts Corners.
- The north lot in the Scotts Corners Parking District is being paved this week.
- The PRBA Holiday Market will be at the Village Green from 10:00 am to 4:00 pm on December 6.
- The Recreation Department will host its annual holiday luncheon for seniors on December 11.
- The Recreation Department, Fire Department, Police Department, and Pound Ridge Community Church will host a Candy Cane Drive-Around on December 13, starting at the elementary school and proceeding through various stops around town to the Village Green.
- Existing dog licenses can now be renewed online via the Town Clerk page of the website if the dog has current rabies vaccine information on file.
- Please note that the town website is now located at [townofpoundridge.gov](http://townofpoundridge.gov) and that all town email addresses have been updated to include that domain name.

**III. PUBLIC COMMENT I**

There were no comments from members of the public.

#### **IV. PUBLIC HEARING – 2026 Preliminary Budget**

**Board Action:** Motion by Councilperson Boak, seconded by Councilperson Briggs, all voting aye, to open the public hearing.

Director of Finance Steven Conti presented the 2026 Preliminary Budget, which proposed a tax increase of 1.9%, which is under the 2.6% increase that would be allowed by the state-mandated cap. This will be the ninth year in a row that the budget has been under the cap. The 1.9% increase would have an average cost of approximately \$54 per household.

Resident John McCown, of 25 Miller Road, said it would be helpful if the budget could include full-year estimates rather than partial year-to-date figures that sometimes cover different periods.

Resident John Nathan, of 155 Upper Shad Road, questioned the amount allocated for legal expenses.

Mr. McCown also said that the budget should specify medical insurance costs by department.

**Board Action:** Motion by Councilperson Paschkes, seconded by Councilperson Briggs, all voting aye, to close the public hearing.

#### **RESOLUTION 248-25**

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

RESOLVED, that the Town Board hereby approves the 2026 Preliminary Budget as presented in its entirety.

#### **V. NEW BUSINESS**

##### **A. Town Board – Formation of Trails Working Group**

#### **RESOLUTION 249-25**

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

RESOLVED, that the Town Board hereby approves the formation of the Ad Hoc Trails Working Group as described below:

**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, each appointed to a one-year term:

- A chairperson shall be selected annually by Sustainability Committee members by a majority vote
- 2 additional 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.

**Meetings:**

Meeting frequency will be determined by the chair depending upon the workload. Meetings will be publicly noticed and conducted in accordance with the New York State Open Meetings Law. Minutes shall be recorded and made available to the public and to the 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.



MINUTES OF THE MEETING OF THE TOWN BOARD  
TOWN OF POUND RIDGE  
POUND RIDGE, NY  
December 2, 2025

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.

**B. Town Clerk – Acknowledgment of flower basket quote**

The Town Clerk indicated that a second bid, from Perennial Gardens, was omitted from the November 18, 2025 meeting packet. No action on this matter was required, and none was taken.

**C. Police Department – Resignation of Officer Felix Corona**

**RESOLUTION 250-25**

**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 Felix Corona.

**D. Water Control Commission – Bond release**

**RESOLUTION 251-25**

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

RESOLVED, that the Town Board authorizes the release of Water Control Commission Bond #2023-67 in the amount of \$2,000.00 to Richard Sarkis of 6 Samuel Dann Way.

**E. New Dawn – Payment for facility rental**

**RESOLUTION 252-25**

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

RESOLVED, that the Town Board hereby authorizes the payment of \$6,000.00 to New Dawn Family Resource Center for the rental of a facility at 62 June Road in North Salem.

**IV. PUBLIC COMMENT II**

Mr. Nathan asked whether costs associated with lawsuits brought by himself, SMMB Inc., Donna Simons, and Marc de la Bruyère will be paid by the town's insurance company. Mr. Conti responded that the town's insurance does not cover those legal fees.

**V. FINANCIAL MATTERS – Pay bills**

Because Councilwoman Schelling was unable to attend the meeting, the bills will be paid at a special meeting of the Town Board on a date to be determined.

**VI. ADJOURNMENT:** There being no further business to come before the Town Board, Supervisor Hansan adjourned the meeting at 8:21 pm.

Erin Trostle, Town Clerk  
Dated at Pound Ridge, New York  
December 10, 2025

**MINUTES OF THE DECEMBER 8, 2025 SPECIAL 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 4:00 PM**

PRESENT: SUPERVISOR KEVIN HANSAN  
DEPUTY SUPERVISOR/COUNCILPERSON DIANE BRIGGS  
COUNCILPERSON NAMASHA SCHELLING (via Zoom)

ALSO

PRESENT: TOWN CLERK ERIN TROSTLE

NOT

PRESENT: COUNCILPERSON ALISON BOAK  
COUNCILPERSON DANIEL PASCHKES  
TOWN ATTORNEY WILLIAM HARRINGTON

**I. CALL TO ORDER OF SPECIAL MEETING**

Supervisor Hansan called the meeting to order at 4:04 pm.

**II. FINANCIAL MATTERS – Pay bills**

**RESOLUTION 252-25**

**Board Action:** Motion by Councilperson Briggs seconded by Supervisor Hansan, the motion passing 2–0 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 23-2025:

Fund	Claim Numbers	Total Amount
General Fund	A01077–A01121	\$84,903.04
Highway Fund	D00254–D00259	\$4,527.96

**III. ADJOURNMENT:** There being no further business to come before the Town Board, Supervisor Hansan adjourned the meeting at 4:05 pm.

**IV. RECONVENE AS PARKING DISTRICT COMMISSION:** Supervisor Hansan called the meeting to order at 4:05 pm.

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MINUTES OF THE SPECIAL MEETING OF THE TOWN BOARD  
TOWN OF POUND RIDGE  
POUND RIDGE, NY  
December 8, 2025

- V. ADJOURNMENT:** There being no business to come before the Parking District Commission, Supervisor Hansan adjourned the meeting at 4:06 pm.

Erin Trostle, Town Clerk  
Dated at Pound Ridge, New York  
December 10, 2025

DRAFT



**Kenneth W. Jenkins**  
**Westchester County Executive**

Department of Public Works and Transportation

Hugh J. Greechan, Jr., P.E., Commissioner  
Gayle M. Katzman, P.E., First Deputy Commissioner  
Hernane N. De Almeida, P.E., Deputy Commissioner

December 10, 2025

Mr. Kevin Hansan  
Town Supervisor  
Town of Pound Ridge  
The Town House  
179 Westchester Avenue  
Pound Ridge, New York 10576

Re: **Agreement No. 25-934-O**  
Removal of Snow and Ice from County Roads for the  
Five (5) Year Term October 1, 2025 through September 30, 2030

Dear Mr. Hansan:

Enclosed for execution please find one (1) agreement document for the above referenced services. Kindly have the agreement signed by the appropriate official of your municipality, and have the Acknowledgment form notarized for that official. In addition, please have an official **other than** the official signing the agreement complete and sign the top half of the Certificate of Authority form. The bottom half of the Certificate of Authority form must be notarized for the other officer. All forms shall contain original signatures and be notarized where applicable.

**Please make a note of the revised Standard Insurance Provisions, as set forth in Schedule "C" of the agreement that has been updated to add additional insurance requirements.** A Certificate of Insurance evidencing coverage for Worker's Compensation, Disability and Employer's Liability, Commercial Umbrella/Excess Insurance, Automobile Liability, and General Liability must be submitted with the executed Agreement document. **Please note that the County of Westchester must be named as "Additional Insured" with respect to General Liability, Automobile Liability and Commercial Umbrella/Excess Insurance.**

Please be advised that effective December 1, 2008 the State of New York Workers' Compensation Board has advised us that we can no longer accept the ACORD form as acceptable proof of New York State workers' compensation or disability benefits insurance coverage. Acceptable forms are noted below:

- **Certificate Form C-105.2 or State Fund Insurance Company Form U-26.3; or**
- **If your municipality is self-insured for Workers' Compensation, please submit Form SI-12, Certificate of Workers' Compensation Self-Insurance, or Form GSI-105.2, Certificate of Participation in Workers' Compensation Group Self-Insurance.**
- **State Workers' Compensation Board Form DB-120.1 is required for proof of compliance with the New York State Disability Benefits Law.**

Michaelian Office Building  
148 Martine Avenue, Room 522  
White Plains, New York 10601

Telephone: (914) 995-2594

Fax: (914) 995-6409



Please make a note of the Schedule “E” Vendor Direct Program Instructions and Electronic Funds Transfer (EFT) Form. If your municipality is not already enrolled in this program, please complete and sign both Sections I and II of the EFT Form and **attach a voided check**. If a voided check cannot be provided, please have your financial institution certify Item 14, Financial Institution Certification under Section II. **If your municipality has previously submitted this form and there is no change to the information previously submitted, please check the “No Change” box located in the upper right-hand corner of the form, and complete lines 1 through 6 only of Section I.**

Please return the above to my attention, Westchester County Department of Public Works and Transportation, 148 Martine Avenue, Room 522, White Plains, New York 10601, within fourteen (14) days from the date of this letter.

**\*\*WHEN RETURNING THE AGREEMENT, PLEASE INCLUDE YOUR E-MAIL ADDRESS.\*\***

Upon receipt of the above, the agreement will be processed and a fully executed copy will be **e-mailed** to you for your files. Should you have any questions, please call me at (914) 995-2594.

Very truly yours,

*Michael R. Dispenza*

Michael R. Dispenza  
Contract Administrator

MRD/ys  
Encl.

cc: H. Greechan, Jr.  
G. Katzman  
H. De Almeida  
A. Finateri  
R. Griffith  
V. Cottini  
T. Zwahlen  
S. Curtin, Dept. of Law  
File

**THIS AGREEMENT** made \_\_\_\_\_ by and between

**THE COUNTY OF WESTCHESTER**, a municipal corporation of the State of New York, having an office and place of business in the Michaelian Office Building, 148 148 Martine Avenue, White Plains, New York 10601 (hereinafter referred to as the "County");

and

**TOWN OF POUND RIDGE**, a municipal corporation of the State of New York, having offices at The Town House, 179 Westchester Avenue, Pound Ridge, New York 10576 (hereinafter referred to as the "Municipality").

**W I T N E S S E T H:**

**WHEREAS**, the County desires to obtain services for the removal of snow and ice from designated County roads within the Municipality to provide for reasonable passage and movement of vehicles over such roads; and

**WHEREAS**, the Municipality is willing to furnish such services and the County desires to purchase same subject to the terms of the Agreement.

**NOW, THEREFORE**, in consideration of the terms, conditions and covenants hereinafter set forth, the parties agree as follows:

**FIRST**: This Agreement shall commence on October 1, 2025 and shall expire on September 30, 2030 unless sooner terminated as herein provided.

**SECOND**: The Municipality agrees to furnish all necessary personnel, machinery, tools, supplies and equipment to provide snow removal and ice control services upon County roads within the boundaries of the Municipality as identified in the list attached hereto and made a part hereof as Schedule "D". Said services shall be provided upon the paved portions of County roads as well as County road bridges and bridge sidewalks and shall include the plowing or removal of snow and ice, all necessary sanding, and appropriate measures to keep catch basins and drains clear of ice and debris, until the end of the snow removal season.

The Municipality shall not be required to provide the following services: filling pot holes, removal of trash, removal of dead animals, grass and weed cutting, maintenance and repair of guide rails, or graffiti removal upon County roads as identified in Schedule “D”, unless damage to County property is caused by the Municipality, its employees, agents or contractors.

All work shall be performed in the manner prescribed by the Westchester County Commissioner of Public Works and Transportation (“Commissioner”) or his authorized representative and shall be completed to his satisfaction.

**THIRD:** For the services performed pursuant to Paragraph **SECOND** above, the County shall pay the Municipality as follows:

(i) At such time as the Municipality’s salt storage and application rates shall be in compliance with the recommendations of the 208 Water Quality Program, as described in the “Best Management Practices Manual” published as part of that Program as amended or supplemented, then payment shall be provided in accordance with the rates set forth in Schedule “B” for those seasons the municipality is in compliance.

(ii) In the event the Municipality shall not be in compliance with the 208 Water Quality Program “Best Management Practices Manual” as amended or supplemented or, if in compliance, shall fail to so comply during the term of this Agreement, then the Municipality shall be entitled to payment only for the actual amounts expended to provide snow and ice removal services up to the maximum rates set forth in Schedule “A”.

(iii) Schedule “D” will be modified to add and/or delete roads, or sections of roads, as they may be added to and/or deleted from the County road system. Such addition and/or deletion may only take place upon the completion of action by the Westchester County Board of Legislators.

Payments will be prorated to pay as follows:

	<b><u>Roads Added</u></b>	<b><u>Roads Deleted</u></b>
November	90%	10%
December	80%	20%
January	60%	40%
February	30%	70%
March	10%	90%



**FOURTH:** Any and all requests for payment to be made shall be submitted within thirty (30) days after notice by the Department of Public Works and Transportation, on a properly executed claim form together with an itemized schedule of amounts expended to furnish such services. Payment shall be made only after approval by the Commissioner.

This Agreement shall be deemed executory only to the extent of money appropriated and allocated by the County for the performance of the terms hereof and no liability under this Agreement shall be incurred by the County beyond moneys available for the purposes thereof.

**FIFTH:** The Municipality shall keep accurate records of its business operations hereunder in accordance with generally accepted accounting principles.

The Commissioner, or his duly authorized representative, shall have the right to inspect and audit such records and statements at all reasonable times to insure that the Municipality is complying with the terms of this Agreement. To the extent practicable such inspections shall take place at the offices of the Municipality. The Municipality agrees that all equipment charges shall be in accordance with rates established by the New York State Department of Transportation and all labor charges shall be in accordance with the prevailing rates within the Municipality for similar highway work.

**SIXTH:** The parties recognize and acknowledge that the obligations of the County under this Agreement are subject to annual appropriations by its Board of Legislators pursuant to the Laws of Westchester County. Therefore, this Agreement shall be deemed executory only to the extent of the moneys appropriated and available. The County shall have no liability under this Agreement beyond funds appropriated and available for payment pursuant to this Agreement. The parties understand and intend that the obligation of the County hereunder shall constitute a current expense of the County and shall not in any way be construed to be a debt of the County in contravention of any applicable constitutional or statutory limitations or requirements concerning the creation of indebtedness by the County, nor shall anything contained in this Agreement constitute a pledge of the general tax revenues, funds or moneys of the County. The County shall pay amounts due under this Agreement exclusively from legally available funds appropriated for this purpose. The County shall retain the right, upon the occurrence of the adoption of any County Budget by its Board of Legislators during the term of this Agreement or any amendments thereto, and for a reasonable period of time after such adoption(s), to conduct an analysis of the impacts of any such County Budget on County finances.

After such analysis, the County shall retain the right to either terminate this Agreement or to renegotiate the amounts and rates set forth herein. If the County subsequently offers to pay a reduced amount to the Municipality, then the Municipality shall have the right to terminate this Agreement upon reasonable prior written notice.

This Agreement is also subject to further financial analysis of the impact of any New York State Budget (the "State Budget") proposed and adopted during the term of this Agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption(s), to conduct an analysis of the impacts of any such State Budget on County finances. After such analysis, the County shall retain the right to either terminate this Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Municipality, then the Municipality shall have the right to terminate this Agreement upon reasonable prior written notice.

**SEVENTH:** Either party, upon thirty (30) days written notice to the other, may terminate this Agreement in whole or in part when deemed to be in its best interest. Subject to the availability of funds, the Municipality shall be compensated for services rendered under this Agreement prior to the effective date of such termination.

In the event the Commissioner determines that there has been a material breach by the Municipality of any of the terms of the Agreement and such breach either, (i) remains uncured for forty-eight (48) hours after service on the Municipality of written notice thereof, or (ii) is not capable of being cured, the County, in addition to any other right or remedy it might have, may terminate this Agreement and the County shall have the right, power and authority to complete the services provided for in this Agreement, or contract for their completion, and any additional expense or cost of such completion shall be charged to and paid by the Municipality. Notice shall be effective on the date of receipt. Without limiting the foregoing, upon written notice to the Municipality, repeated breaches by Municipality of any particular duty or obligation under this Agreement shall be deemed a material breach of the Agreement justifying termination for cause hereunder without requirement for further opportunity to cure. Notice shall be effective on the date of receipt.

**EIGHTH:** Except in an emergency, the Municipality shall not assign, sublet, subcontract or otherwise dispose of this Agreement, or any right, duty or interest herein, without previous written consent of the County. No assignment, subcontracting, subletting or other such disposition of this Agreement, either with or without such consent of the County, shall serve to relieve the Municipality of its obligations hereunder.

All subcontracts entered into by the Municipality shall provide that subcontractors are subject to and must comply with all terms and conditions set forth in this Agreement. All work performed by the subcontractor shall be deemed work performed by the Municipality.

**NINTH:** The Municipality shall comply, at its own expense, with the provisions of all applicable federal, state and local laws, rules, regulations, orders or ordinances and requirements of every kind and nature, which now exist or are hereinafter be enacted or promulgated (“Laws”) including, but not limited to, all applicable provisions of the Labor Law, Workers’ Compensation Law, State Unemployment Insurance Law, Federal Social Security Law and any and all rules and regulations promulgated by the United States Department of Labor and/or the Industrial Commissioner of the State of New York and all amendments and additions thereto.

It is the intent and understanding of the County and Municipality that each and every provision required by law, contract, or other proper authority to be included in this Agreement shall, for all intents and purposes, be considered and deemed included herein. The Municipality understands and acknowledges that for each and every such provision that has, through mistake or otherwise, either not been inserted in writing or been inserted in writing in an incorrect form, the Municipality hereby consents to amending this Agreement in writing, upon receipt of notice from the County, for the purpose of inserting or correcting the provision in question.

**TENTH:** The Municipality hereby acknowledges and agrees:

(a) that in the hiring of employees for the performance of work under this Agreement or any subcontract hereunder, no Municipality, subcontractor, nor any person acting on behalf of such Municipality or subcontractor, shall by reason of race, creed, color, religion, gender, age, ethnicity, disability, sex, alienage or citizenship status, national origin, marital status, sexual orientation, familial status, genetic pre-disposition or carrier status, discriminate against any citizen of the State of New York who is qualified and available to perform the work to which the employment relates;

(b) that no Municipality, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee hired for the performance of work under this Agreement on account of race, creed, color, religion, gender, age, ethnicity, disability, sex, alienage or citizenship status, national origin, marital status, sexual orientation, familial status, genetic pre-disposition or carrier status;

(c) that there may be deducted from the amount payable to the Municipality by the County under this Agreement a penalty of FIFTY (\$50.00) DOLLARS for each person for each calendar day during which such person was discriminated against or intimidated in violation of the provisions of this Agreement;

(d) that this Agreement may be cancelled or terminated by the County, and all moneys due or to become due hereunder may be forfeited, for a second or any subsequent violation of the terms and conditions of this section of the Agreement; and

(e) the aforesaid provisions of this section covering every agreement for or on behalf of the County for the manufacture, sale or distribution of materials, equipment or supplies shall be limited to operations performed within the territorial limits of the State of New York.

(f) The Municipality acknowledges and understands that the County maintains a zero tolerance policy prohibiting all forms of harassment or discrimination against its employees by co-workers, supervisors, vendors, contractors, or others.

**ELEVENTH:** The Municipality, in its own name and naming the County as an additional named insured, shall, at the commencement of the term hereof, obtain and maintain in continuous effect for the term of this Agreement, policies of insurance providing for coverage in the limits and subject to the conditions set forth in Schedule "C", attached hereto and made a part hereof.

The Municipality agrees to indemnify, defend and hold the County of Westchester and its officers, employees and agents harmless from and against any and all liability, loss, damage or expense the County may suffer as a result of any and all claims, demands, causes of action or judgments arising out of this Agreement due to the negligent acts or omissions of the Municipality.

The Municipality shall, within ten (10) days of the occurrence thereof, notify the Commissioner of any action, proceeding, claim or demand arising hereunder.

Notwithstanding the requirements set forth in the above and as set forth in Schedule "C", the Municipality may act as a self-insurer for the general liability insurance in lieu of procuring from an insurance company the insurance required by the terms of this Agreement and heretofore described. The Municipality hereby agrees that it will provide the exact same insurance coverage and protection for the benefit of the County and any other covered entity herein, in the same amount and under the same terms set forth in the paragraph above and as set forth in Schedule "C", as it would provide County if the Municipality were to purchase commercial insurance. The Municipality further agrees that its decision to self-insure shall in no way limit the defenses or indemnification available to the County.

**TWELFTH:** All notices of any nature referred to in this Agreement shall be in writing and either sent by registered or certified mail postage pre-paid, or sent by hand or overnight courier, to the respective addresses as set forth below or to such other addresses as the respective parties hereto may designate in writing. Notice shall be effective on the date of receipt.

To the County:

Commissioner  
Westchester County Department of Public Works and Transportation  
Michaelian Office Building  
148 Martine Avenue, Room 518  
White Plains, New York 10601

With a copy to:

County Attorney  
Michaelian Office Building  
148 Martine Avenue, Room 600  
White Plains, New York 10601

To the Municipality:

Town of Pound Ridge  
The Town House  
179 Westchester Avenue  
Pound Ridge, New York 10576

**THIRTEENTH:** **VENDOR DIRECT PAYMENT:** All payments made by the County to the Municipality will be made by electronic funds transfer ("EFT") pursuant to the County's Vendor Direct program. Municipalities doing business with Westchester County, who are not already enrolled in the Vendor Direct Program, will be required to fill out and submit an EFT Authorization Form prior to receiving an award or purchase order. The EFT Authorization Form, Instructions and related information are annexed hereto as Schedule "E."

Payments will be automatically credited to the Municipality's designated bank account at the Municipality's financial institution. Payments are anticipated to be deposited two business days after the voucher/invoice is processed for payment. Saturdays, Sundays, and legal holidays are not considered business days. Under the Vendor Direct program you will receive an e-mail notification two days prior to the day the payment will be credited to your designated account. The e-mail notification will come in the form of a remittance advice with the same information that currently appears on County check stubs and will contain the date that the funds will be credited to your account. All information received will be treated and handled as strictly confidential. The completed Authorization Form must be returned by the Municipality to the County prior to award of the contract. In rare cases, a hardship waiver may be granted. For a Hardship Waiver Request Form, please contact the Finance Department. Any Municipality that fails to return the completed authorization form(s) prior to award of the contract may be considered non-responsive and the proposal may be rejected.

**FOURTEENTH:** The failure of either party to insist, in any one or more instances, upon strict performance of any term or condition herein contained shall not be deemed a waiver or relinquishment for the future of such term or condition, but the same shall remain in full force and effect. No waiver by either party or any provision hereof shall be implied.

**FIFTEENTH:** This Agreement shall bind the successors, assigns and representatives of the parties hereto.

**SIXTEENTH:** This Agreement and its attachments constitute the entire Agreement between the parties with respect to the subject matter hereof and shall supersede all previous negotiations, commitments and writings. No change, modification or cancellation of this Agreement shall be effective except by an instrument in writing signed by a duly authorized representative of each of the parties.

In the event of any conflict between the terms of this Agreement and the terms of any schedule or attachment hereto, it is understood that the terms of this Agreement shall be controlling with respect to any interpretation of the meaning and intent of the parties.

**SEVENTEENTH:** This Agreement may be executed simultaneously in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

This Agreement shall be construed and enforced in accordance with the laws of the State of New York. In addition, the parties hereby agree that any cause of action arising out of this Agreement shall be brought in the County of Westchester.

If any term or provision of this Agreement is held by a court of competent jurisdiction to be invalid or void or unenforceable, the remainder of the terms and provisions of this Agreement shall in no way be affected, impaired, or invalidated, and to the extent permitted by applicable law, any such term, or provision shall be restricted in applicability or reformed to the minimum extent required for such to be enforceable. This provision shall be interpreted and enforced to give effect to the original written intent of the parties prior to the determination of such invalidity or unenforceability.

**EIGHTEENTH:** This Agreement shall not be enforceable until signed by all parties and approved by the Office of the County Attorney.

[NO FURTHER TEXT ON THIS PAGE. SIGNATURE PAGE FOLLOWS].

**IN WITNESS WHEREOF**, the County of Westchester and the Municipality have executed this Agreement.

**THE COUNTY OF WESTCHESTER**

By: \_\_\_\_\_  
Hugh J. Greechan, Jr., P.E.  
Commissioner of Public Works and Transportation

**TOWN OF POUND RIDGE**

By: \_\_\_\_\_  
Name:  
Title:

Authorized by the Westchester County Board of Legislators on the \_\_\_\_ day of \_\_\_\_\_,  
20\_\_.

Approved

\_\_\_\_\_  
Assistant County Attorney  
County of Westchester

*K:SJC/DPW/Snow&Ice.IMA.8.22.2025*



**MUNICIPALITY'S ACKNOWLEDGMENT**

STATE OF NEW YORK            )  
  ss.:  
COUNTY OF WESTCHESTER)

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned,  
personally appeared \_\_\_\_\_, personally known to me or  
proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is(are)  
subscribed to the within instrument and acknowledged to me that he/she/they executed the same  
in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the  
individual(s), or the person upon behalf of which the individual(s) acted, executed the  
instrument.

Date: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

**CERTIFICATE OF AUTHORITY**  
**(Municipality)**

I, \_\_\_\_\_  
*(Officer other than Officer signing agreement)*

certify that I am the \_\_\_\_\_ of the \_\_\_\_\_  
*(Title) (Name of Municipality)*

(the "Municipality"), a corporation duly organized and in good standing under the

\_\_\_\_\_  
*(Law under which organized, e.g., the New York Village Law, Town Law, General Municipal Law)*

named in the foregoing agreement that \_\_\_\_\_  
*(Person executing agreement)*

who signed said agreement on behalf of the Municipality was, at the time of execution

\_\_\_\_\_ of the Municipality, that said agreement  
*(Title of Person Executing Agreement)*

was duly signed for on behalf of said Municipality by authority of its

\_\_\_\_\_ thereunto duly  
*(Town Board, Village Board, Town Council)*

authorized, and that such authority is in full force and effect at the date hereof.

\_\_\_\_\_  
*(Signature)*

STATE OF NEW YORK )

ss.:

COUNTY OF WESTCHESTER)

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, before me, the undersigned, personally appeared \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the above certificate and acknowledged to me that he/she executed the above certificate in his/her capacity as

\_\_\_\_\_ of \_\_\_\_\_,  
*(Title) (Municipality)*

the municipal corporation described in and which executed the within instrument.

\_\_\_\_\_  
Notary Public

## **SCHEDULE “A”**

### **WITHOUT “208” INCENTIVE**

The rates of reimbursement for the 2025/2026 season shall be as follows:

\$3,257.00 per mile for 2 lane roads;  
\$4,296.00 per mile for 3 lane roads;  
\$4,748.00 per mile for 4 lane roads.

After the first year, the rates shall be increased annually by the allowable levy growth factor (tax cap) as defined in Chapter 97 of the New York State Laws of 2011, calculated by using the County’s fiscal year (calendar).

## **SCHEDULE “B”**

### **WITH “208” INCENTIVE**

\$5,030.00 per mile for 2 lane roads;  
\$6,540.00 per mile for 3 lane roads;  
\$7,327.00 per mile for 4 lane roads.

After the first year, the rates shall be increased annually by the allowable levy growth factor (tax cap) as defined in Chapter 97 of the New York State Laws of 2011, calculated by using the County’s fiscal year (calendar).

## **SCHEDULE " C "**

### **STANDARD INSURANCE PROVISIONS** **(Municipality)**

1. Prior to commencing work, and throughout the term of the Agreement, the Municipality shall obtain at its own cost and expense the required insurance as delineated below from insurance companies licensed in the State of New York, carrying a Best's financial rating of A or better. Municipality shall provide evidence of such insurance to the County of Westchester ("County"), either by providing a copy of policies and/or certificates as may be required and approved by the Director of Risk Management of the County ("Director"). The policies or certificates thereof shall provide that ten (10) days prior to cancellation or material change in the policy, notices of same shall be given to the Director either by overnight mail or personal delivery for all of the following stated insurance policies. All notices shall name the Municipality and identify the Agreement.

If at any time any of the policies required herein shall be or become unsatisfactory to the Director, as to form or substance, or if a company issuing any such policy shall be or become unsatisfactory to the Director, the Municipality shall upon notice to that effect from the County, promptly obtain a new policy, and submit the policy or the certificate as requested by the Director to the Office of Risk Management of the County for approval by the Director. Upon failure of the Municipality to furnish, deliver and maintain such insurance, the Agreement, at the election of the County, may be declared suspended, discontinued or terminated.

Failure of the Municipality to take out, maintain, or the taking out or maintenance of any required insurance, shall not relieve the Municipality from any liability under the Agreement, nor shall the insurance requirements be construed to conflict with or otherwise limit the contractual obligations of the Municipality concerning indemnification.

All property losses shall be made payable to the "County of Westchester" and adjusted with the appropriate County personnel.

In the event that claims, for which the County may be liable, in excess of the insured amounts provided herein are filed by reason of Municipality's negligent acts or omissions under the Agreement or by virtue of the provisions of the labor law or other statute or any other reason, the amount of excess of such claims or any portion thereof, may be withheld from payment due or to become due the Municipality until such time as the Municipality shall furnish such additional security covering such claims in form satisfactory to the Director.

In the event of any loss, if the Municipality maintains broader coverage and/or higher limits than the minimums identified herein, the County shall be entitled to the broader coverage and/or higher limits maintained by the Municipality. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the County.

2 The Municipality shall provide proof of the following coverage (if additional coverage is required for a specific agreement, those requirements will be described in the Agreement):

- a) Workers' Compensation and Employer's Liability. Certificate form C-105.2 or State Fund Insurance Company form U-26.3 is required for proof of compliance with the New York State Workers' Compensation Law. State Workers' Compensation Board form DB-120.1 is required for proof of compliance with the New York State Disability Benefits Law. Location of operation shall be "All locations in Westchester County, New York."

Where an applicant claims to not be required to carry either a Workers' Compensation Policy or Disability Benefits Policy, or both, the employer must complete NYS form CE-200, available to download at: <http://www.wcb.ny.gov>.

If the employer is self-insured for Workers' Compensation, he/she should present a certificate from the New York State Worker's Compensation Board evidencing that fact (Either SI-12, Certificate of Workers' Compensation Self-Insurance, or GSI-105.2, Certificate of Participation in Workers' Compensation Group Self-Insurance).

- b) Commercial General Liability Insurance with a combined single limit of \$1,000,000 (c.s.1) per occurrence and a \$2,000,000 aggregate limit naming the "County of Westchester" as an additional insured on a primary and non-contributory basis. This insurance shall include the following coverages:

- i. Premises - Operations.
- ii. Broad Form Contractual.
- iii. Independent Contractor and Sub-Contractor.
- iv. Products and Completed Operations.

- c) Commercial Umbrella/Excess Insurance: \$2,000,000 each Occurrence and Aggregate naming the "County of Westchester" as additional insured, written on a "follow the form" basis.

NOTE: Additional insured status shall be provided by standard or other endorsement that extends coverage to the County of Westchester for both on-going and completed operations.

- d) Automobile Liability Insurance with a minimum limit of liability per occurrence of \$1,000,000 for bodily injury and a minimum limit of \$100,000 per occurrence for property damage or a combined single limit of \$1,000,000 unless otherwise indicated in the contract specifications. This insurance shall include for bodily injury and property damage the following coverages and name the "County of Westchester" as additional insured:

- (i) Owned automobiles.
- (ii) Hired automobiles.
- (iii) Non-owned automobiles.

3. All policies of the Municipality shall be endorsed to contain the following clauses:

(a) Insurers shall have no right to recovery or subrogation against the County (including its employees and other agents and agencies), it being the intention of the parties that the insurance policies so effected shall protect both parties and be primary coverage for any and all losses covered by the above-described insurance.

(b) The clause "other insurance provisions" in a policy in which the County is named as an insured, shall not apply to the County.

(c) The insurance companies issuing the policy or policies shall have no recourse against the County (including its agents and agencies as aforesaid) for payment of any premiums or for assessments under any form of policy.

(d) Any and all deductibles in the above described insurance policies shall be assumed by and be for the account of, and at the sole risk of, the Municipality.

**SCHEDULE “D”**  
**COUNTY ROADS – SNOW AND ICE AGREEMENT (2025-2030)**

**TOWN OF POUND RIDGE**

C.R. NO.	COUNTY ROAD NAME	CTR- LINE MILES	2 LANE MILES	3 LANE MILES	4 LANE MILES
3	LONG RIDGE ROAD	<u>2.26</u>	<u>2.26</u>	<u>0.00</u>	<u>0.00</u>
<b>TOTAL MILEAGE – POUND RIDGE</b>		<b>2.26</b>	<b>2.26</b>	<b>0.00</b>	<b>0.00</b>



## **SCHEDULE "E"**

### **Westchester County Vendor Direct Program Frequently Asked Questions**

**1. WHAT ARE THE BENEFITS OF THE ELECTRONIC FUNDS TRANSFER (EFT) ASSOCIATED WITH THE VENDOR DIRECT PROGRAM?**

There are several advantages to having your payments automatically deposited into your designated bank account via EFT:

Payments are secure – Paper checks can be lost in the mail or stolen, but money deposited directly into your bank account is more secure.

You save time – Money deposited into your bank account is automatic. You save the time of preparing and delivering the deposit to the bank. Additionally, the funds are immediately available to you.

**2. ARE MY PAYMENTS GOING TO BE PROCESSED ON THE SAME SCHEDULE AS THEY WERE BEFORE VENDOR DIRECT?**

Yes.

**3. HOW QUICKLY WILL A PAYMENT BE DEPOSITED INTO MY ACCOUNT?**

Payments are deposited two business days after the voucher/invoice is processed. Saturdays, Sundays, and legal holidays are not considered business days.

**4. HOW WILL I KNOW WHEN THE PAYMENT IS IN MY BANK ACCOUNT AND WHAT IT IS FOR?**

Under the Vendor Direct program you will receive an e-mail notification two days prior to the day the payment will be credited to your designated account. The e-mail notification will come in the form of a remittance advice with the same information that currently appears on your check stub, and will contain the date that the funds will be credited to your account.

**5. WHAT IF THERE IS A DISCREPANCY IN THE AMOUNT RECEIVED?**

Please contact your Westchester County representative as you would have in the past if there were a discrepancy on a check received.

**6. WHAT IF I DO NOT RECEIVE THE MONEY IN MY DESIGNATED BANK ACCOUNT ON THE DATE INDICATED IN THE E-MAIL?**

In the unlikely event that this occurs, please contact the Westchester County Accounts Payable Department at 914-995-4708.

**7. WHAT MUST I DO IF I CHANGE MY BANK OR MY ACCOUNT NUMBER?**

Whenever you change any information or close your account a new Vendor Direct Payment Authorization Form must be submitted. Please contact the Westchester County Accounts Payable Department at 914-995-4708 and we will e-mail you a new form.

**8. WHEN COMPLETING THE PAYMENT AUTHORIZATION FORM, WHY MUST I HAVE IT SIGNED BY A BANK OFFICIAL IF I DON'T INCLUDE A VOIDED CHECK?**

This is to ensure the authenticity of the account being set up to receive your payments.

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## Electronic Funds Transfer (EFT) Vendor Direct Payment Authorization Form

### GENERAL INSTRUCTIONS

Please complete both sections of the Vendor Direct Payment Authorization Form and forward the completed form (along with a voided check for the account to which you want your payments credited) to: Westchester County Department of Finance, 148 Martine Ave, Room 720, White Plains, NY 10601, Attention: Vendor Direct. Please see item 14 below regarding attachment of a voided check.

### Section I - VENDOR INFORMATION

1. Provide the name of the vendor as it appears on the W-9 form.
2. Enter the vendor's Taxpayer ID number or Social Security Number as it appears on the W-9 form.
3. Enter the vendor's complete primary address (not a P.O. Box).
4. Provide the name and telephone number of the vendor's contact person.
5. Enter the business e-mail address for the remittance notification. THIS IS VERY IMPORTANT. This is the e-mail address that we will use to send you notification and remittance information two days prior to the payment being credited to your bank account. We suggest that you provide a group mailbox (if applicable) for your e-mail address. You may also designate multiple e-mail addresses.
6. Please have an authorized Payee/Company official sign and date the form and include his/her title.

### Section II - FINANCIAL INSTITUTION INFORMATION

7. Provide bank's name.
8. Provide the complete address of your bank.
9. Enter your bank's 9 digit routing transit number.
10. Indicate the type of account (check one box only).
11. Enter the vendor's bank account number.
12. Enter the title of the vendor's account.
13. Provide the name and telephone number of your bank contact person.
14. If you are directing your payments to a Savings Account OR you can not attach a voided check for your checking account, this line needs to be completed and signed by an authorized bank official. IF YOU DO ATTACH A VOIDED CHECK FOR A CHECKING ACCOUNT, YOU MAY LEAVE THIS LINE BLANK.

NEW/CHANGE VEN EFT 9/08

# Town of Pound Ridge

Recreation Department



Tel: 914-764-0947/3987

Fax: 914-764-0102

Andrea Russo 3987

## APPLICATION FOR THE USE OF THE TOWN OF POUND RIDGE FACILITIES (Please Print and Submit Completed Form at least two weeks prior to event)

Name of Organization Ed Kleiner - celebration of Life  
Applicant/Contact Virginia Giardina, RN  
Address 29 Hemlock Hill Rd Pound Ridge NY  
Telephone 914-764-4096 Cell 203-803-0684 (TEXT) Nonprofit: Yes ☐ No ☐  
E-mail GiardinaFamily@yahoo.com \* (but need heads up Text to see EMail)  
Purpose of Activity Eduard Karl Kleiner Number Attending ? 100 (will know more)  
Contact person during event 'Nurse Ginny' (Virginia Giardina)

Date requested Jan 10, 2026 Rain Date 17th Time 2:00 to 4:00

Facility requested: ☒ Conant Hall, check one: ☐ Town Organization or ☒ Private Party\*  
☐ Town Parks, check one: ☐ Main parking lot ☐ Pool Party  
Circle one ☐ Lower shelter/New shelter ☐ Small ball field  
☐ Playground ☐ Large ball field  
☐ Sachs Park ☐ P.R.E.S. soccer/lax field  
Will you be using the oven or stove (in Conant Hall kitchen)? no but need power for Tea/Coffee  
Is event open to public? yes Will admission be charged? no If so, how much?  
Is the event a fund raiser? no If so, for what organization or purpose of funds?  
Refreshments served? Yes ☐ Request for alcohol to be served. ☐ Approved ☐ Not Approved  
NO

**I HAVE READ AND AGREE TO THE CONDITIONS ON THE REVERSE SIDE.** We/I release the Town of Pound Ridge, its officials, and employees from any responsibility or liability in connection with the use of this facility.  
**\*POOL PARTY: Rental Fee is \$75 for Residents and \$100 for Non-Residents (Must be pool members).** A designated area established by pool directors. Additional Fees: Non-members 10-Under \$5 and 11-Older \$25. No outside food allowed (birthday cake only). Please reach out to Gary King at gary@ridgefieldbagels.com for food orders.

**\*CONANT HALL RENTAL: The Rental Fee is \$500 for Residents and \$800 for Non-Residents.** The Security Deposit is \$500 for both residents and non-residents. Please send two separate checks (One for Rental Fee and one for Security Deposit) Checks Made Out: The Town of Pound Ridge, Memo: Recreation Department. Send Application & Checks Attn: Recreation Department to: 179 Westchester Avenue, Pound Ridge, NY 10576. Attn

Applicant's signature [Signature] Date: 12-12-25

**Town of Pound Ridge Highway Dept.**

**MEMO**

**Date: December 11, 2025**

**To: Town Board**

**From: Highway Dept.**

**Members of the Board,**

**This memo is to get your approval to sell some surplus equipment. We have an old trailer ,old water pump, 2 police vehicles and a couple old pickups.**

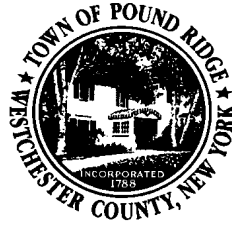
**Thanks, Vinnie Duffield**

**Highway Supt.**

# Town of Pound Ridge

Tel.: 914-764-5511

Fax: 914-764-0102



To: Town Board

From: Andrea Russo

Date: December 10, 2025

Re: Budget Transfer Request

I respectfully request to transfer the funds from budget line; pond maintenance 001.7110.0408 the amount is \$5,000 to budget line; Park & Recreation DEPT. SUPPLIES & EXPENSES 001.7140.0400. This will cover the last expenses for the recreation department in 2025, i.e. purchase of basketball jerseys, & senior events.

Respectfully,

Andrea Russo  
Superintendent of Recreation & Parks



# Town of Pound Ridge

Tel.: 914-764-5511

Fax: 914-764-0102



To: Town Board

From: Andrea Russo

Date: December 10, 2025

Re: Replace 2 Playground Steps Due to Safety Concern

The Recreation and Maintenance Department are requesting approval to have two set of steps replaced at the playground, in January 2026. The steps have become damaged and are a safety concern. Please see pictures attached. The quote provided is from Play World Park Solutions, which is the company that installed the current playground. The damaged steps did not fall under warranty. The repair is within the 2026 budget line under 001.7140.0201 (PARK EQUIPMENT). Cost for equipment & install is \$6,802.01

Respectfully,

Andrea Russo  
Superintendent of Recreation & Parks



December 8, 2025  
Valid Through: 1/8/26

Quote No.: PPS25172

Prepared For:  
Town of Pound Ridge Park  
Andrea Russo  
199 Westchester Ave  
Pound Ridge, NY 10576  
Email: [arusso@townofpoundridge.com](mailto:arusso@townofpoundridge.com)  
Phone: (914) 916-0613  
Ship To: Same

Prepared By:  
Christian Valdez  
550 Highway 36  
Belford, NJ 07718  
[c.valdez@playworldpark.com](mailto:c.valdez@playworldpark.com)  
Phone: 201-232-8331

**Re: Town of Pound Ridge – Quotation for Replacement Parts/Repair**  
**Original SO# 7559-1997**

**M/F: Approach Step – ZZUN2019**

Qty	Design/Item #	Description	List Price Each	Ext. Price
1	BPM0266BRW	Platform – 14in x 24in Approach	\$379.19	\$379.19
8	BAE0664	Bolt – 3/8-16 x 1in Button	\$1.38	\$11.04
24	BAE0600	Washer – 1in OD Flat	\$0.29	\$6.96
12	BAE0620	Nut – 3/8in – 16 Lock w/Nylon	\$0.88	\$10.56
4	BAE0666	Bolt – 3/8in – 16 x 1-1/4 in Button	\$1.69	\$6.76

**M/F: Transfer Station (36in Deck) – ZZPM2006**

1	BPM0262BRW	Platform – 24in x 24in Transfer	\$601.27	\$601.27
1	BPM0266BRW	Stair – 21in Accessible	\$761.43	\$761.43
12	BAE0666	Bolt – 3/8in – 16x 1-1/4in Button	\$1.69	\$20.28
36	BAE0600	Washer – 1in OD Flat	\$0.29	\$10.44
16	BAE0620	Nut – 3/8in – 16 Lock w/Nylon	\$0.88	\$14.08
4	BAE0664	Bolt – 3/8in – 16 x 1 in Button	\$1.80	\$7.20
4	BAE0610	Nut – 3/8in Thin Series Lock	\$1.89	\$7.56
4	BAE06675	Bolt – 3/8in – 16 x 2-1/4in Button	\$3.75	\$15.00

**M/F: Accessible Stair (Ground to 36in Deck) – ZZPM8995**

1	BPM0299BRW	Stair – 36in Accessible	\$1,624.05	\$1,624.05
4	BAE0666	Bolt – 3/8in – 16 x 1-1/4in Button	\$1.69	\$6.76
16	BAE0600	Washer – 1in OD Flat	\$0.29	\$4.64
12	BAE0620	Nut – 3/8in – 16 Lock w/ Nylon	\$0.88	\$10.56
4	BAE06673	Bolt – 3/8in – 16 x 2in Button	\$2.50	\$10.00
4	BAE0665	Bolt – 3/8in – 16 x 1 3/4in Button	\$3.75	\$15.00
1	Certified Installation of Replacement Parts (Owner is responsible for the disposal of replacement parts)		\$2,875.00	\$2875.00

550 Highway 36, Belford, NJ 07718





<b>Subtotal</b>	<b>\$6,397.78</b>
<b>Shipping &amp; Handling</b>	<b>\$404.23</b>
<b>Sales Tax (Provide Tax Exempt Form)</b>	<b>\$0.00</b>
<b>Grand Total</b>	<b>\$6,802.01</b>

**Notes:**

1. Full Payment is Due at the time of quote acceptance for the order to be placed.
2. Customer is responsible for performing all utility checks and all permitting required.
3. "CANCELLATION - All orders are subject to a 20% cancellation fee. This fee will apply if you cancel your order or change your color choice after your order is placed. No cancellations are allowed on orders that have been shipped.
4. RETURNS - Most of our products are made to order to the customer's design and/or color specifications. No returns will be accepted for these custom items. Returns will be accepted for only a very limited selection of items, which are considered stock items, and only with prior authorization from Playworld Systems, Inc., within 30 days of delivery acceptance. The customer is responsible for the original freight charges and the return freight charges. All returns are subject to a 20% restocking fee. No returns will be accepted for products once they have been installed.

Quote No.: PPS25172

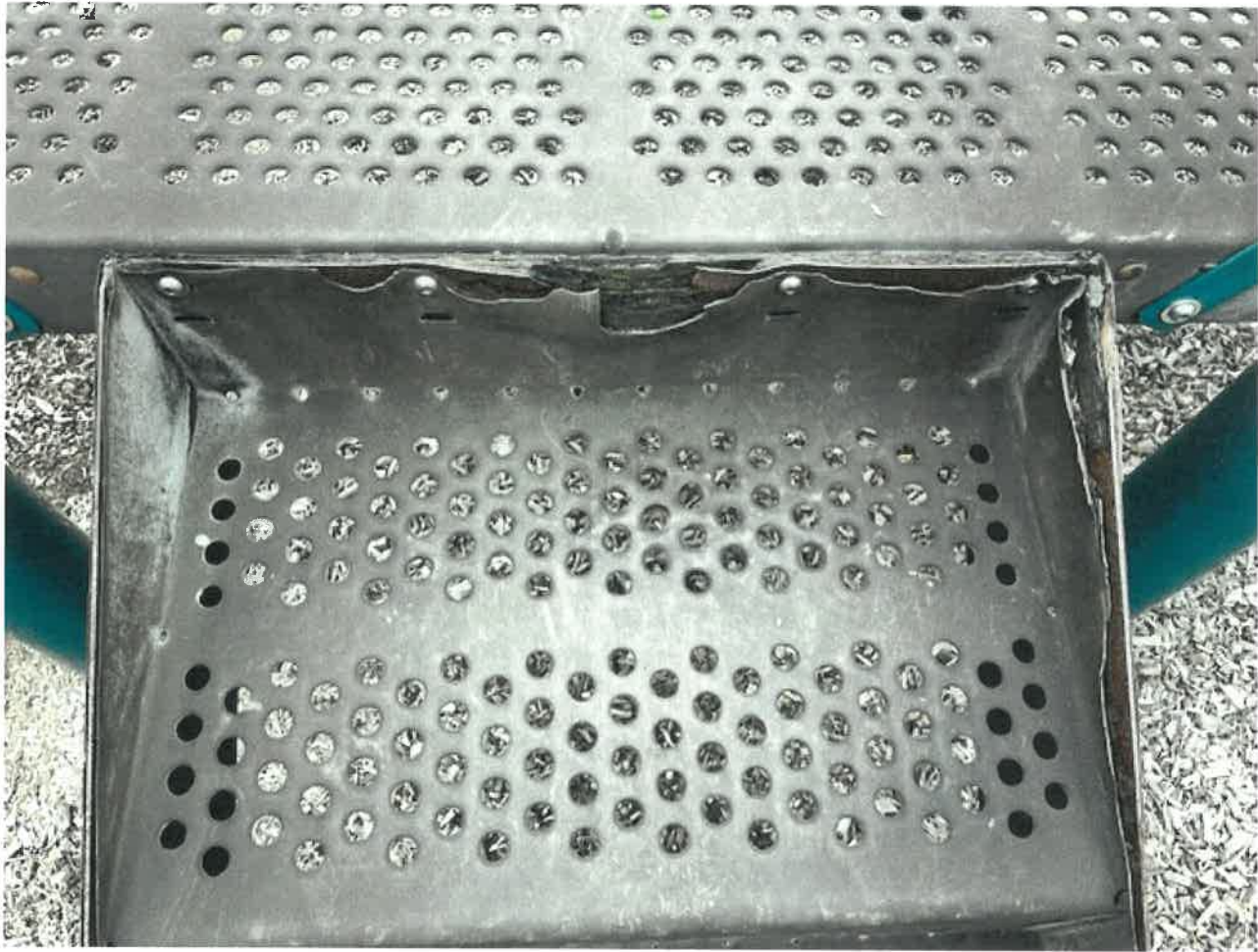
Accepted By: \_\_\_\_\_

Date: \_\_\_\_\_















# CLAIM

TOWN OF POUND RIDGE  
POUND RIDGE NY 10576



PURCHASE ORDER NO.:

DATE: 12/11/2025

CLAIMANT'S  
AND  
ADDRESS

Daniel Walgrove  
150 Old Stone Hill Road  
Pound Ridge, NY 10576

VENDOR #:

APPROPRIATION	AMOUNT	VOUCHER #
T32.3816	\$2,725.00	
<b>TOTAL</b>	<b>\$2,725.00</b>	

DATES	DESCRIPTION OF MATERIALS OR SERVICES	QUANTITY	UNIT PRICE	AMOUNT
12/11/2025	Return of unused Planning Board Escrow	1	\$2,725.00	\$2,725.00
	payable to Daniel Walgrove			\$0.00
	for 150 Old Stone Hill Road			\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
			<b>TOTAL</b>	<b>\$2,725.00</b>

## CLAIMANT'S CERTIFICATION

I, \_\_\_\_\_, certify that the above account in the amount of \$2,725.00 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 #
7/11/2025		4000.00		4000.00	Ricahrd Vail Architect LLC	ck#1163	
9/26/2025	4000.00		712.50	3287.50	P&D	257917-1	July
11/24/2025	3287.50		562.50	2725.00	P&D	257917-2	September

4000.00 1275.00 **2725.00**

#3816 Walgrove 150 Old Stone Hill Road



## Christeen Dur

---

**From:** Christeen Dur  
**Sent:** Thursday, December 11, 2025 3:15 PM  
**To:** 'Daniel Walgrove'  
**Cc:** 'Richard Vail'  
**Subject:** RE: PB Escrow balance and process  
**Attachments:** Pound Ridge PB Walgrove - 257917-1---VS.pdf; Pound Ridge PB Walgrove - 257917-2---VS.pdf; Walgrove #3816 140 Old Stone Hill Road.xls

Hi Mr. Walgrove

Please find attached a summary of your PB escrow and the respective bills. The balance is \$2,725.

Per your request, I will submit your refund request to the Town Board for approval at their next meeting and have it payable to you and mailed to you at 150 Old Stone Hill Road.

Please let me know if you need anything else.

Thank you. Christeen

**From:** Daniel Walgrove <daniel.walgrove@gmail.com>  
**Sent:** Friday, October 17, 2025 6:42 AM  
**To:** Christeen Dur <cdur@townofpoundridge.com>  
**Subject:** Re: PB Escrow balance and process  
**Importance:** High

**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.

Thanks Christeen!

Will wait to hear back from you.

One more question. Assuming that there will be some amount of refund, to whom will the refund be issued? Me, or Rich Vail. I am asking because at the beginning of this process, I paid the escrow amount to Rich Vail, and then he submitted it to you. Just to simply things, I would prefer that any refund be issued directly to me.

Please let me know know your thoughts.

Best regards - Dan

On Oct 16, 2025, at 2:35 PM, Christeen Dur <[cdur@townofpoundridge.com](mailto:cdur@townofpoundridge.com)> wrote:

Hi Mr. Walgrove

# CLAIM

TOWN OF POUND RIDGE  
POUND RIDGE NY 10576



PURCHASE ORDER NO.:

DATE: 12/11/2025

CLAIMANT'S  
AND  
ADDRESS

Richard Rubino  
245 Upper Shad Road  
Pound Ridge, NY 10576

VENDOR #:

APPROPRIATION	AMOUNT	VOUCHER #
T32.3815	\$1,975.00	
TOTAL	\$1,975.00	

DATES	DESCRIPTION OF MATERIALS OR SERVICES	QUANTITY	UNIT PRICE	AMOUNT
12/11/2025	Return of unused Planning Board Escrow	1	\$1,975.00	\$1,975.00
	payable to Richard Rubino			\$0.00
	for 245 Upper Shad Road			\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
			TOTAL	\$1,975.00

## CLAIMANT'S CERTIFICATION

I, \_\_\_\_\_, certify that the above account in the amount of \$1,975.00 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 #	W&C	FPC
6/25/2025		4000.00		4000.00	Vail ck#1154				
9/5/2025	4000.00		937.50	3062.50	P&D	June	257916-1		
9/26/2025	3062.50		525.00	2537.50	P&D	July	257916-2		
11/24/2025	2537.50		562.50	1975.00	P&D	September	257916-3		

4000.00      2025.00      **1975.00**

#3815 Rubino 245 Upper Shad

## Christeen Dur

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**From:** Christeen Dur  
**Sent:** Thursday, December 11, 2025 3:27 PM  
**To:** 'Richard Rubino'  
**Cc:** 'Richard Vail'; 'Rose Rubino'  
**Subject:** RE: Rubino Residence, 245 Upper Shad Road  
**Attachments:** #3815 Rubino 245 Upper Shad Road.xls; Pound Ridge PB Rubino - 257916-1---VS.pdf; Pound Ridge PB Rubino - 257916-2---VS.pdf; Pound Ridge PB Rubino - 257916-3--VS.pdf

**Importance:** High

Hi Mr. Rubino

Please find attached a summary of your PB escrow and its respective bills. The balance is \$1,975.

Per your request, I will submit your refund request to the Town Board for approval at their next meeting, and have the check payable to you and mailed to you at 245 Upper Shad.

Please let me know if you need anything else.

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.gov

**Effective December 3, 2025:**

**New email address:** [cdur@townofpoundridge.gov](mailto:cdur@townofpoundridge.gov)

**New website address:** [townofpoundridge.gov](http://townofpoundridge.gov)

## Town Clerk's Office

### MEMORANDUM

**To:** Town Board  
**From:** Josh Hayes  
**Cc:** Jonah Maddock  
**Date:** December 9, 2025  
**Re:** Flower Basket Maintenance RFQ Re-Bid

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We have received the following quotes for the maintenance of hanging flower baskets in Scotts Corners business district.

VENDOR	QUOTE	WORK SCHEDULE
Hudson Landscape	\$24,850 per season	Mid-May 2026-2027; September 30 2026-2027
Luppino Landscaping	\$8,400 for 20 weeks	Mid-May 2026-October 2026

## Town Clerk's Office

### MEMORANDUM

**To:** Town Board  
**From:** Erin Trostle  
**Date:** December 10, 2025  
**Re:** Monthly reports

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

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

**TOWN OF POUND RIDGE  
BUILDING DEPTMENT MONTHLY RECEIPTS  
REPORT TO THE SUPERVISOR**

MONTH OF:           **Nov. 2025**

TOTAL DEPOSITED - GENERAL FUND                   **\$ 12,181.00**

TOTAL DEPOSITED - T & A FUND                   **\$ -**

RECEIPTS:

Charges for Photo Copies/Building Searches	A 1255	<b><u>\$ 260.00</u></b>
Safety Inspection Fees	A 1560	<b><u>\$ 2,636.00</u></b>
Zoning Fees	A 2110	<b><u>\$ 120.00</u></b>
Business & Occupational Licenses	A 2501	<b><u>\$ -</u></b>
Permits	A 2590	<b><u>\$ 9,165.00</u></b>
Penalties	A 2610	<b><u>\$ -</u></b>
Trust & Agency - Bonds	T 31	<b><u>\$ -</u></b>



Office Mgr.    11/26/2025  
Submitted By - Title                    Date

GEN. FUND  
DEP. FOR NOV.  
2025

0.	C
5,601.00	+
4,367.00	+
2,213.00	+
12,181.00	*

T & A  
FUND DEP.  
FOR NOV.  
2025

0.	C
0.	C

TOWN OF POUND RIDGE  
RECEIVER OF TAXES  
November 1, 2025 to November 30, 2025

COLLECTION	OPENING BASE BALANCE	COLLECTION	MEMO/ CHK FEES	MISC	OVER/SHORT	CLOSING BALANCE
School Taxes 2025-2026						
Bedford Central	\$ 17,993,785.63	\$ 283,400.08				\$ 17,710,385.55
Katonah-Lewisboro	\$ 1,121,542.83	\$ 29,788.37				\$ 1,091,754.46
<b>Total School Taxes</b>		<b>\$ 313,188.45</b>				<b>\$ 18,802,140.01</b>
School Penalty 2025-26		\$ 6,991.82				
Town & County 2025	\$ 110,744.65	\$ 30,560.17				\$ 80,184.48
Town & County Penalty		\$ 3,056.02				
<b>Total Town, County, School, Pen</b>		<b>\$ 353,796.46</b>				
Liens	\$ 503,278.37	\$ -				\$ 503,278.37
Lien Interest		\$ -				
<b>Total Lien &amp; Interest</b>		<b>\$ -</b>				
<b>TOTALS Base &amp; Interest Collected</b>		<b>\$ 353,796.46</b>	<b>\$ 10.00</b>			<b>\$ 353,806.46</b>

\*September & October overpays refunded in November: \$6541.11, \$180.00, \$90.63 & \$85.06 = total of \$6,896.80



Account#	Account Description	Fee Description	Qty	Local Share	
A1255	Conservation	Conservation	1	67.91	
	Marriage License	Marriage Fee	1	17.50	
	Misc Fee	Certified Copy	30	300.00	
	Sub-Total:			\$385.41	
A2130	recycling	Dumpster paid by card	1	297.00	
Sub-Total:			\$297.00		
A2190	Sale of cemetery plot(s)	Cemetery Plots	2	2,000.00	
Sub-Total:			\$2,000.00		
A2544	Dog Licensing	Female, Spayed	9	90.00	
		Male, Neutered	5	50.00	
		Male, Unneutered	2	40.00	
	Sub-Total:			\$180.00	
HOLD	Rental Deposit	Rental Deposit	1	0.00	
Sub-Total:			\$0.00		
Total Local Shares Remitted:				\$2,862.41	
Amount paid to:	NYS Ag. & Markets for Animal Population Program			20.00	
Amount paid to:	NYS Environmental Conservation			1,127.09	
Amount paid to:	Rental Deposit			500.00	
Amount paid to:	State Health Dept.			22.50	
Total State, County & Local Revenues:		\$4,532.00	Total Non-Local Revenues:		\$1,669.59

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
			12.01.25

	Kevin	Ali	Dan	Diane	Namasha	Other
<b>Boards &amp; Commissions</b>						
Audit Bills					X	
Board of Assessment Review		X				
Board of Ethics	X					
Climate Smart Communities Task Force		X				
Conservation Board			X			
Highway & Maintenance				X		
Housing Board			X			
Human Rights Advisory Committee					X	
Landmarks & Historic District Commission					X	
Office of Emergency Management	X					
Old Pound Road Committee		X				
Open Space Advisory Committee			X			
Planning Board					X	
Police Department	X					
Recreation Commission				X		
Sustainability Committee			X			
Water Control Commission			X			
Zoning Board of Appeals				X		
<b>Other</b>						
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		
Trails Working Group		X				
Water Wastewater Task Force		X				
WEMS						Tom Mulcahy
Westchester County Shared Services	X					
Wireless Communication				X		