

Town Clerk's Office

MEMORANDUM

To: Town Board
From: Erin Trostle
Date: January 15, 2026
Re: Draft minutes of the January 6, 2026 Town Board meeting

Please review the attached.

MINUTES OF THE JANUARY 6, 2026 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 (via videoconference)
COUNCILPERSON DANIEL PASCHKES (via videoconference)

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. CALL FOR EXECUTIVE SESSION

Board Action: Motion by Councilperson Paschkes, seconded by Councilperson Briggs, all voting aye, to call for executive sessions at 6:30 pm on January 20, 2026 to discuss the Nathan and Simons lawsuits and a personnel matter, and at 6:30 pm on February 3, 2026 for discussion of police-related personnel matters.

III. ANNOUNCEMENTS

- The Human Trafficking Awareness Month toiletry drive continues through January 27, 2026.
- Applications for the lottery for the Bedford Central School District's tuition-free pre-K program are due by January 21, 2026.
- The second half of the school tax bill must be paid by January 31, 2026 to avoid a 10% penalty.

IV. MINUTES

Board Action: Motion by Councilperson Paschkes, seconded by Councilperson Briggs, all voting aye, to approve the minutes of the December 16, 2025 Town Board meeting.

V. PUBLIC COMMENT I

Resident John Nathan observed that Deputy Town Attorney John Loveless has represented the town in defending the lawsuit filed and recently appealed by Mr. Nathan. Mr. Nathan praised Attorney Loveless for his civility.

Town Attorney William Harrington noted that Mr. Loveless recently left the law firm of Bleakley, Platt & Schmidt for a local in-house position.

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Resident Nick Cianciola Sr. asked about the status of the proposed new Police Department building.

Supervisor Hansan explained that the conceptual design study was done so that the town can seek grant funding for the proposed project and that no action aside from grant seeking is contemplated at this time.

VI. NEW BUSINESS

A. Town Board

1. Reappointments for Boards, Commissions, and Committees

RESOLUTION 01-26

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

RESOLVED, that the Town Board hereby makes the following board, commission, and committee appointments:

<u>Board/Commission/Committee</u>	<u>Member Name(s)</u>	<u>Term</u>
Board of Ethics	Catherine Malandrino Mark Rosenbloom Sallie Stelter	one(1) year
Conservation Board	Anthony Girardi Andrew Karpowich Richard Mendes Marilyn Shapiro	two (2) years
Housing Board	Marie Moreno	two (2) years
Human Rights Advisory Committee	Amy Kenney Marie Moreno Allison O'Rourke Ava Zukowsky	two (2) years
Landmarks and Historic District Commission	Toni Nagel-Smith Chris Shaffer	three (3) years
Recreation Commission	Matt Polinsky	seven (7) years
Sustainability Committee	Bill Hewitt Jane Holmes Lise Lamatia Jamie Perna	two (2) years
THRIVE	Jennifer Coulter	two (2) years

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<u>Board/Commission/Committee</u>	<u>Member Name(s)</u>	<u>Term</u>
Water Control Commission	Chris Hayes	five (5) years
Zoning Board of Appeals	AnnMarie Fusco	five (5) years

ADOPTED: **Boak AYE**
 Briggs AYE
 Hansan AYE
 Paschkes AYE
 Schelling AYE

2. Policy Updates
 a. **Credit Card Policy**

RESOLUTION 02-26

Board Action: Motion by Councilperson Briggs, seconded by Councilperson Boak on the following:

RESOLVED, that the Town Board hereby adopts the following amended credit card policy:

Policy Statement – The Town Board of the Town of Pound Ridge has authorized the use of credit cards by designated elected officials and employees solely for the official business and benefit of the Town of Pound Ridge. The purpose of the credit cards is to streamline and simplify the purchasing and payment process for certain allowable transactions while maintaining strong internal controls, accountability, and transparency. All purchases made with a Town credit card must be made in accordance with the Town Procurement Policy; the Town Credit Card Policy; and all applicable federal, state and local laws and regulations. Failure of an employee or elected official to adhere to the requirements and restrictions of this policy may result in disciplinary action, reimbursement obligations, revocation of card privileges, and other remedial or legal action as permitted by law.

Authorized Use – The Town credit cards may be used for purchases for legitimate Town business expenses within the authorized expenditure limit of department head procurement authority in the Town Procurement Policy without prior Town Board Approval. Purchases that exceed the threshold requiring Town Board approval may only be made with the credit card after approval by Town Board resolution. Under no circumstances shall purchases exceed the credit limit imposed by the issuing financial institution.

Authorized Users – Credit cards will be issued in the name of the individual to whom they are assigned. Credit cards have been assigned

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solely to the Town Supervisor and approved users. No individuals other than the named cardholder is permitted to use a Town credit card. The Town Supervisor will evaluate existing authorized accounts and reauthorize accounts annually. Any changes to authorized users shall be documented. Additional credit card accounts may be established by the Town Board at the next regular Town Board meeting. Credit limits shall be established for each cardholder based on job duties and anticipated purchasing needs and reviewed and adjusted annually.

Prohibited Uses – The credit card shall not be utilized for cash advances, items for personal use, amusement or entertainment services, alcoholic beverages, or purchases not permitted under the Town Procurement Policy. Any unauthorized or improper use of a Town credit card is strictly prohibited.

Cardholder Responsibility and Liability – Cardholders are personally responsible for safeguarding the card while in their possession and for ensuring that all purchases are authorized and properly documented. A cardholder who makes unauthorized or improper purchases shall be required to reimburse the Town for the full amount of such purchases, including any associated fees or charges. Reimbursement shall be made within thirty (30) days of notification. The Town may recover such amounts through payroll deduction, offset, or legal action as permitted by law. Cardholders shall take all reasonable precautions to safeguard Town credit cards and account information. Credit cards shall not be shared, copied, or stored in an unsecured manner.

Lost or Stolen Cards – Lost or stolen cards shall be reported immediately to the issuing financial institution, the Director of Finance, and the Town Supervisor to minimize the risk of unauthorized charges.

Receipt Retention/Purchase Verification – An itemized receipt is required for every purchase made with a Town credit card. Cardholders shall submit all receipts and a properly prepared voucher for all purchases to the Finance Department. No purchase shall be made unless an itemized receipt is obtainable. If a receipt does not clearly describe the business purpose of the purchase, the cardholder shall document that purpose on the receipt or supporting documentation.

Reconciliation and Review – The Finance Department will reconcile all receipts with the monthly billing statement. Any discrepancies shall be reported to the Town Supervisor for review and resolution. Discrepancies and their resolution will be noted on the billing statement for further review when submitted to the Town Board for approval for payment.

Bill Payment – Upon reconciliation of monthly credit card statements, the Finance Department will attach the statement and corresponding receipts and vouchers for Town Board review and approval. This process will take place at the next scheduled Town Board meeting. All balances shall be paid in full by the Town on or before the date due. At no time shall the Town of Pound Ridge incur interest, credit card fees, or finance charges as a result of failure to pay a credit card bill in a timely manner.

Cardholder Separation – Upon separation of a cardholder from Town service, the Finance Department will ensure that the card is cancelled

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with the financial institution and destroyed and reconciled for any outstanding charges.

Acknowledgement – Each authorized cardholder shall receive a copy of this policy and sign an acknowledgement confirming understanding and agreement to comply with its terms.

ADOPTED: **Boak AYE**
 Briggs AYE
 Hansan AYE
 Paschkes AYE
 Schelling AYE

b. Personnel Policies Handbook

RESOLUTION 03-26

Board Action: Motion by Councilperson Briggs, seconded by Councilperson Boak on the following:

RESOLVED, that the Town Board hereby adopts the following additional amendments to the Employee Handbook, which was originally adopted December 13, 2022 and amended on March 5, 2024 and June 4, 2024:

- Sections 402 and 403 are amended to read as follows:

402 Meal Breaks

Meal Breaks – An FLSA non-exempt employee (non-Police Department) who works more than six hours in a given day will receive an unpaid, duty-free meal break not to exceed thirty minutes.

Scheduling of Meal Breaks – Scheduling of meal breaks must be approved by the Department Head in accordance with the needs and requirements of the department. Meal breaks must normally be taken in the middle of the employee's workday. Unless otherwise directed by the Department Head, an employee may leave the work-site during the meal break.

In the event that a meal break is going to leave a department unstaffed, the employee or Department Head must notify the Town Supervisor's Office that their department is being left unstaffed.

Observance of Meal Breaks – In accordance with New York State regulations, an

employee who works more than six hours in a given day is required to take the scheduled meal break. An employee is not allowed to work through the meal break to make up lost work time or to leave work early. In addition, the meal break may not be taken at the end of an employee's workday in order to leave work before the normal quitting time.

403 Breaks for Nursing Mothers to Express Breast Milk

Breaks for Nursing Mothers to Express Breast Milk – The Town will provide paid break time for thirty minutes, and permit an employee to use existing paid break time or meal time for time in excess of thirty minutes, to allow an

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employee to express breast milk for the employee's nursing child each time the employee has reasonable need to express breast milk. This policy applies to nursing mothers for up to three years following childbirth. Breaks are available to the employee during their normal work week and any overtime or additional hours worked.

Room Location and Privacy - The Town will make a reasonable effort to provide a room, other than the restroom or toilet stall, within walking distance to the employee's work area, or other location in close proximity to the work area so that nursing mothers can express milk in private. The Town may dedicate one room for the expression of breast milk or use a vacant office or other available room on a temporary basis, provided the room is not accessible to the public or other employees while the nursing employee is using the room for expression purposes. If such room is not available, the Town may make available a cubicle for use by individuals expressing breast milk, provided the cubicle is fully enclosed with a partition and is not otherwise accessible to the public or other employees while it is in use for expression purposes. The cubicle walls shall be at least seven feet tall to ensure privacy. Each room or other location used for the expression of breast milk shall adhere to the following standards:

- Be well lit through either natural or artificial light.
- Windows shall be covered with a curtain, blind, or other covering to ensure privacy for the mother as she is expressing breast milk.
- The room shall contain, at a minimum, a chair and a small table, desk, counter, or other flat surface.
- The Town will strive to provide an electrical outlet, clean water supply, and access to refrigeration for the purposes of storing the expressed milk.
- To ensure privacy, the room or other location shall not be open to other employees or the public.
- The room should have a door equipped with a functional lock. If the location is an enclosed cubicle, the Town will provide a sign advising the room or location is in use and not accessible to other employees or the public.
- The Town will maintain the cleanliness of the room or location.

Employee Notification – An employee wishing to avail herself of this break is required to give the Town advance notice, preferably prior to the employee's return to work following the birth of her child, to allow the Town an opportunity to establish a location and to schedule leave time for multiple employees, if needed.

Discrimination and Retaliation Prohibited – The Town will not discriminate or retaliate in any way against an employee who chooses to express breast milk in the workplace or who files a complaint with the Department of Labor.

- Sections 403-412 are redesignated as Sections 404-413.
- Section 414 is amended to read as follows:

414 Social Media

Policy Statement – The purpose of the policy is to provide the framework for employee usage of Social Media, both inside and outside of the workplace.

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Social Media in general refers to internet-based applications that allow for the creation and exchange of user-generated content. Examples of Social Media include, but are not limited to: Facebook, Twitter/X, Tumblr/TikTok, LinkedIn, Instagram, Pinterest, Flickr, Snapchat, YouTube, web blogs, and web-based wikis whereby users can add, modify, or delete its content via a web browser.

Usage During Working Hours – Employees should limit their social media use during the workday. Social media use, whether it is accessed from a Town-owned computer or from an employee's personal cell phone, should not interfere with the performance of an employee's job. The Town's right to monitor communication systems and equipment also applies to the use of Social Media if employees are using Town computers or communications systems.

Posting Content on Social Media (regardless of point of access) – The following uses of Social Media are prohibited. These terms pertain to content posted from computers or communication systems that are not Town owned, as well as those that are Town property.

This list is meant to be illustrative, and not exhaustive.

- Disclosing confidential or proprietary information pertaining to matters of the Town that is not otherwise deemed accessible to the general public under the Freedom of Information Law (Public Officers Law Article 6, §§84-90).
- Matters which will imperil the public safety if disclosed.
- Promoting or endorsing any illegal activities.
- Threatening, promoting, inciting, or endorsing violence.
- Directing comments or sharing images that are discriminatory or insensitive to any individual or group based on race, religion, gender, disability, sexual orientation, national origin, or any other characteristic protected by law.
- Knowingly making false or misleading statements about the Town, or its employees, services, or Elected Officials.
- Posting, uploading, or sharing images that have been taken while performing duties as an agent of the Town, or while wearing Town uniforms – the only exception to this rule is when it is directly pertinent to Town business and such posting, uploading, or sharing of images is authorized in advance by the appropriate Department Head, or as otherwise protected under applicable law as constituting "protected activity" (e.g., Taylor Law).
- Representing that an opinion or statement is the policy or view of the Town, or of any individual acting in their capacity as a Town employee or official, or otherwise on behalf of the Town, when that is not the case.
- Posting anything in the name of the Town or in a manner that could reasonably be attributed to the Town without prior written authorization from the applicable Department Head.
- Using the name of the Town or a Town e-mail address in conjunction with a personal blog or Social Media account.

An employee's Social Media usage must comply with Town policies pertaining to but not limited to Non-Discrimination and Harassment, Confidentiality, Violence in the Workplace, and Substance Abuse. Any harassment, bullying, discrimination, or retaliation that would not be permissible in the workplace is

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not permissible between co-workers online, even if it is done after hours, outside of the workplace, using computers or communication systems that are not Town-owned.

Notwithstanding the above, nothing in this policy is designed to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment. Nor is it meant to imply any restriction or diminishment of an employee's right to appropriately engage in protected concerted activity under applicable law, including but not limited to NLRA Section 7 protected communications on non-work time such as the Taylor Law. Town employees have the right to engage in or refrain from such activities as they choose.

Official Use of a Town Social Media Site – Official Town use is defined as the use of a Town-sponsored social media site by an employee, on behalf of the Town or their department that has been authorized for the express purpose of communicating the Town's interests. A Town-sponsored social media site is not to be used for: private or political purposes; to harass, defame, or discriminate; or sharing of confidential, proprietary or otherwise restricted information.

Establishing a Social Networking Site for Official Town Use:

- 1) Following approval from the Town Supervisor, the Town Supervisor's Office will assist the employee with setting up the social media account. All account names and login passwords must be on file with the Town Supervisor's Office.
- 2) The Town Supervisor shall have the exclusive and final authority to determine whether individual departments or programs may initiate and maintain separate social media sites.
- 3) The Town reserves the right to disable features of the social media site or the social media site itself.
- 4) The social media site must include a disclaimer approved by the Town Attorney.
- 5) The profile content and site belong to the Town and cannot be duplicated, used or altered without the authorization of the Town Supervisor.

Reporting of Violations – Anyone with information as to a violation of this section is to report said information to the appropriate Department Head or the Town Supervisor's Office. Once the Department Head or the Town Supervisor's Office is informed of the violation, a formal process, consistent with this Employee Handbook and/or applicable law, will begin.

Disciplinary Action – An employee who violates this section will be subject to disciplinary action up to and including termination of employment.

- The sections previously identified as Sections 414–422 are redesignated as Sections 415–423.
- Section 705 is amended to read as follows:

705 Paid Parental Leave

Policy Statement – The Town of Pound Ridge provides paid parental leave to eligible employees following the birth of their child or the placement of a child

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for adoption or their foster care. This leave must be taken within one year of the birth or placement of their child.

Eligibility – A full-time employee is eligible for up to twelve consecutive weeks of paid parental leave in accordance with this policy. A part-time, temporary or seasonal employee is not eligible for paid parental leave but may be eligible to take leave without pay following the birth or adoption of their child. A full-time employee is eligible for this benefit after they have successfully completed their probationary period, as defined by Westchester County Civil Rules, and have achieved “permanent” civil service status.

Benefit Details – An eligible employee will be compensated at their regular rate of pay throughout their absence under this policy. The Town will continue to pay its portion of any applicable health insurance premiums while an employee is on approved paid parental leave. Employees have the right to return to their same or comparable job upon return from a paid parental leave absence.

Notification Requirements – If the need for paid parental leave is foreseeable, the employee should give notice, in writing, to their Department Head at least thirty calendar days prior to the commencement date of the paid leave. The employee and Department Head must submit a written request to the Town Supervisor’s Office for review. The Town Supervisor will have full discretion to grant paid parental leave.

Family Medical Leave Policy – Paid parental leave must be used in conjunction with leave under the Town’s Family Medical Leave Policy (Section 509). An employee must be approved for a leave under the Town’s Family Medical Leave Policy, prior to being granted paid parental leave. At the conclusion of the employee’s eight weeks of paid parental leave, the employee may remain out of work for an additional four weeks, however their leave will be unpaid, in accordance with the provisions of the Family Medical Leave Policy. An employee will have the option of using their paid leave benefits during this four-week period.

Employment Restrictions During Leave of Absence – While on an approved paid parental leave, an employee may not be employed by another employer, or perform work for a personal business, during the same hours that the employee was normally scheduled to work for the Town of Pound Ridge.

Accrual of Paid Leave Credits – An employee will continue to accrue paid leave credits during a paid parental leave.

Union Employees – An employee who is a member of a collective bargaining unit is not covered by the Paid Parental Leave provisions set forth immediately above and should refer to the applicable collective bargaining agreement.

- The section previously identified as Section 705 is redesignated as Section 706.
- Sections 707 and 708 are amended to read as follows:

707 Medical Insurance

Eligibility – The Town provides health insurance to employees, and their eligible dependents (including domestic partners) who meet the criteria established by the Town Board of the Town of Pound Ridge the applicable plan. To be eligible for health insurance, an employee must be a full-time employee, except for those eligible part-time employees hired prior to 1988, or be an

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elected official, or be the Town Attorney or Deputy Town Attorney or the Deputy Town Supervisor.

When Coverage Begins – Coverage will begin on the employee's first day of employment or for Elected Officials, the first day of office, provided all eligibility requirements of the insurance plan are met.

When Coverage Ends – Coverage ends on the last day of the month in which the employee separates from employment or the Elected Official ends elected service. Coverage may continue for such eligible employees and Elected Officials in accordance with COBRA regulations. Coverage will continue for eligible retirees in accordance with Town policy and plan documents.

Premium Payment (Full-Time Employees) – With the exception of the benefit recipients described below, all eligible employees who elect to receive health benefits are required to contribute to their health insurance benefits. All full-time eligible employees will contribute 25% of the total cost of their health insurance premiums, including premium increases except those identified in the following paragraphs. These payments will be deducted from the employee's paycheck.

All full-time employees hired prior to January 1, 2010, who have completed 18 years of continuous employment with the Town and choose to participate in the Town's Health Insurance and Dental program shall receive health insurance benefits, without contribution, for themselves if on a single person plan, or for themselves and their dependents if on a family plan. Said employee may change his/her plan from time to time as determined by his/her family situation. If an entitled employee, who meets the preceding requirements

and participates in the Town's health insurance program under the family plan, dies, his/her medical benefit will continue to the surviving spouse without contribution. However, surviving spouses become ineligible should they remarry.

Medical Care Reimbursement – For all full-time employees and elected officials covered by the Town's medical insurance plan the Town offers an annual \$900.00 **[NOTE that this amount was increased to \$1000.00 later in the meeting]** reimbursement (\$50.00 for retirees) to defray medical expenses not covered by MEBCO/POMCO and/or offset medical premium contributions. The lump sum reimbursement will be paid in the first pay period of May of each year and will be subject to all applicable taxes.

Pre-Tax Insurance Premiums – The employee's contribution towards the health insurance premium will be paid with pre-tax dollars. Deductions are taken from the employee's paycheck before federal, state, and social security taxes are calculated. This reduces the employee's taxable income and increases net take-home pay.

Changes in Premium Contributions – The amount of the insurance premium an employee or Elected Official is required to contribute is subject to change by resolution of the Town Board. The Town Board will provide a two-month written notice of such change.

708 Medical Insurance for Retirees

Coverage – The Town currently offers medical insurance coverage to an eligible full-time employee or Elected Official or the Town Attorney, Deputy Town Attorney, or Deputy Town Supervisor who retires from the Town. Coverage is also currently available for eligible dependents (includes spouse) if they were covered under the Town's medical insurance plan at the employee's date of retirement. In the event the retiree predeceases the dependents, the

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dependents may continue medical insurance coverage provided they pay the full cost of the premium. Coverage of a dependent at the time of divorce or legal separation is in accordance with plan documents and COBRA requirements.

Eligibility (Employees Hired Prior to 1/1/2010) – All full-time employees hired prior to January 1, 2010, who complete 18 years of continuous full-time employment with the Town are eligible to receive health insurance benefits upon retirement, without contribution, for themselves if on a single person plan, or for themselves and their dependents if on a family plan under the following conditions:

- 1) For purposes of this provision, the term “retirement” shall mean that the retiring employee has been granted a retirement benefit from the New York State Employees’ Retirement System;
- 2) Employee must be employed by and must have 18 years of continuous full-time service with the Town of Pound Ridge at the time of retirement; AND
- 3) Employees election of such medical coverage from the Town MUST be made prior to separation;

Employees hired prior to January 1, 2010, who have 10 years of continuous full-time service with the Town and who are employed by the Town of Pound Ridge upon retirement and who, upon retirement from the Town of Pound Ridge, have attained the minimum age and other applicable requirements to be eligible to receive retirement benefits from the NY State Employees Retirement System are eligible to continue participation in the Town’s

health insurance program after their retirement. The Town will pay 50% of the premium for the retiree and 35% for the dependent.

All retired employees, upon reaching the Medicare eligibility age of 65, must apply for Medicare benefits in order to maintain their Town medical coverage, which shall become secondary to Medicare once received.

The Town of Pound Ridge also reimburses retired employees and their spouses for the Medicare-Part B deduction from Social Security.

Eligibility (Employees Hired After 1/1/2010) – All full-time employees hired after January 1, 2010, who have completed 20 years of continuous full-time employment with the Town are eligible to receive health insurance benefits upon retirement for themselves if on a single person plan, or for themselves and their dependents if on a family plan. The retiree will be required to pay the same percentage of the premium payment that they paid as an active employee on their final day of employment:

- 1) For purposes of this provision, the term “retirement” shall mean the attainment by a Town employee, at the time of the termination of his/her Town employment, of the minimum age and other applicable tier requirements to be eligible to apply for and receive retirement benefits from NY State Employees Retirement Fund;
- 2) Employee must be employed by and must have 20 years of continuous full-time service with the Town of Pound Ridge at the time of retirement; AND
- 3) Upon retirement, employee must have attained the minimum age and other applicable tier requirements to be eligible to receive retirement benefits from the New York State Employees Retirement System.

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All retired employees, upon reaching the Medicare eligibility age of 65, must apply for Medicare benefits in order to maintain their town medical coverage, which shall become secondary to Medicare once received.

The Town of Pound Ridge also reimburses retired employees and their spouses for the Medicare-Part B deduction from Social Security.

Eligibility (Elected Officials, Town Attorney, Deputy Town Attorney and Deputy Town

Supervisor) – Elected Officials, the Town Attorney, Deputy Town Attorney or the Deputy Town Supervisor who were first elected or appointed prior to January 1, 2010, and who serve at least three full terms in office, or who serve twelve or more years in their appointed position, are eligible upon leaving elected or appointed office for health insurance benefits for themselves and their spouses without contribution.

An elected official, Town Attorney, Deputy Town Attorney or Deputy Town Supervisor who takes office or is appointed after January 1, 2010, is eligible for health insurance benefits and will be required to pay the same percentage of the premium payment that they paid as an active Elected/Appointed official on their final day of service. An Elected Official, Town Attorney, Deputy Town Attorney or Deputy Town Supervisor will be eligible under the following conditions:

- 1) Must have 12 years' service as an elected or appointed official with the Town AND;
- 2) Must elect to choose the benefit at the time of separation from the Town of Pound Ridge.

All employees and/or Elected Officials who were first elected or hired prior to January 1, 2010, are eligible for health benefits under the rules prior to January 1, 2010, and the aggregate years of service shall be used to determine the eligibility.

Combined Service – Any full-time employee hired after January 1, 2010, who becomes an Elected Official or an Elected Official who takes office after January 1, 2010, who becomes a full-time employee of the Town may combine the years of service in the aggregate for the purpose of receiving the health benefit upon retirement.

Changes in Premium Contributions – The amount of the insurance premium a retiree or retiree's spouse is required to contribute is subject to change by resolution of the Town Board. The Town Board will provide a two-month written notice of such change.

Medicare Part B Reimbursement – The Town will reimburse an eligible retiree and the retiree's spouse for the cost of the Medicare Part B premium. Such reimbursement will cease for both the retiree and the retiree's spouse upon the death of the retiree. Reimbursement will also cease for a spouse upon legal separation or divorce. The Town Board may, at its discretion and in accordance with plan documents, modify or eliminate this reimbursement for any retiree or retiree's spouse.

- The sections previously identified as Sections 708–716 are redesignated as Sections 709–717.

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- Sections 803–805 are amended to read as follows:

803 The Pregnant Workers Fairness Act

Policy Statement – It is the policy of the Town of Pound Ridge to comply fully with the provisions of the Pregnant Workers Fairness Act (PWFA).

Reasonable Accommodation – The Town will provide employees with reasonable accommodations necessitated by pregnancy, childbirth, or related medical conditions, unless doing so would impose an undue hardship on the Town. The Town strives to provide a reasonable accommodation through an interactive approach with the pregnant employee, whereby the employee can meet with the appropriate staff to discuss how the employee's needs might reasonably be met. Examples of reasonable accommodations may include, among others, light-duty assignments, additional or longer breaks, a change in uniform requirements, eliminating exposure to certain toxins, or modifications to the employee's work schedule. The Town will not deny an employment opportunity to an employee to avoid making an accommodation or force an employee to take leave if an accommodation would make continued work possible.

Prohibition Against Retaliation – The Town prohibits retaliation against an employee who requests or uses an accommodation.

Pre-Employment Inquiries – Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position and not any disabling condition which includes pregnancy.

Notification of Policy Violations – An employee should immediately report any perceived violation of this policy to the employee's Department Head. In the event the employee is unable to discuss this matter with the Department Head, the complaint should be reported in writing to the Town Supervisor or any member of the Town Board. All complaints of possible violations will be investigated discreetly and promptly. An employee who reports a possible violation will not suffer adverse employment consequences for making the complaint. This procedure is not intended to restrict an individual's rights to make a complaint to a federal or state agency.

804 Reproductive Health Decision Making

Policy Statement – The Town of Pound Ridge complies with NYS Labor Law Section 203-e, which prohibits discrimination or retaliation against employees based on an "employee's or a dependent's reproductive health decision making," including, but not limited to, the decision to use or access a particular drug, device, or medical service related to reproductive health.

Prohibited Conduct – The Town will not:

- Access an employee's personal information regarding the employee's or the employee's dependent's reproductive health decision making, including but not limited to the decision to use or access a particular drug, device or medical service, without the employee's prior informed affirmative written consent.
- Discriminate or retaliate against an employee with respect to compensation, terms, conditions or privileges of employment based on the employee's or the employee's dependent's reproductive health decision making, including but not limited to a decision to use or access a particular drug, device or medical service.

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- Require an employee to sign a waiver or other document that denies the employee the right to make the employee's own reproductive health care decisions.

Employee Rights and Remedies – The law gives an employee the right to bring a civil action in any court of competent jurisdiction against an employer alleged to have violated the law. Available remedies include: (a) damages, including, but not limited to, back pay, benefits and reasonable attorneys' fees and costs; (b) injunctive relief; (c) reinstatement; and (d) liquidated damages equal to 100 percent of the award for damages, unless an employer provides a good faith basis to believe that its alleged violations were in compliance with the law.

805 Right to a Harassment and Discrimination Free Workplace

Purpose and Goals – The Town of Pound Ridge is committed to maintaining a workplace free from harassment and discrimination. Sexual harassment is a form of workplace discrimination that subjects an employee to inferior conditions of employment due to their gender, gender identity, gender expression (perceived or actual), and/or sexual orientation.

While this policy is focused on sexual harassment and gender discrimination, the methods for reporting and investigating discrimination based on other protected identities are the same.

Under the New York State Human Rights Law, it is illegal to discriminate based on sex, sexual orientation, gender identity or expression, age, race, creed, color, national origin, military status, disability, pre-disposing genetic characteristics, familial status, marital status, criminal history, or status as a victim of domestic violence.

The purpose of this policy is to teach employees to recognize discrimination, including discrimination due to an individual's intersecting identities, and provide the tools to take action when it occurs. All employees, Department Heads, and supervisors are required to work in a manner designed to prevent sexual harassment and discrimination in the workplace. This policy is one component of the Town's commitment to a discrimination-free work environment.

Goals of this Policy:

Sexual harassment and discrimination are against the law. After reading this policy, employees will understand their right to a workplace free from harassment. Employees will also learn what harassment and discrimination look like, what actions they can take to prevent and report harassment, and how they are protected from retaliation after taking action. The policy will also explain the investigation process into any claims of harassment. Employees are encouraged to report sexual harassment or discrimination by filing a complaint internally with the Town. Employees can also file a complaint with a government agency or in court under federal, state, or local antidiscrimination laws. To file an employment complaint with the New York State Division of Human Rights, please visit <https://dhr.ny.gov/complaint>. To file a complaint with the United States Equal Employment Opportunity Commission, please visit <https://www.eeoc.gov/filing-chargediscrimination>.

Sexual Harassment and Discrimination Prevention Policy:

- 1) This policy applies to all employees, supervisors, and Department Heads, whether employed full- or part-time, temporary or seasonal, and interns, whether paid or unpaid. The policy also applies to additional covered individuals. It applies to all Elected Officials, Appointed Members of Boards and Commissions, and

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volunteers. It applies to applicants for employment, anyone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in our workplace. These individuals include persons commonly referred to as independent contractors, gig workers, and temporary workers. Also included are persons providing equipment repair, cleaning services, or any other services through a contract with the Town. For the remainder of this policy, we will collectively refer to this group as "covered individuals."

- 2) Sexual harassment is unacceptable. Any employee or covered individual who engages in sexual harassment, discrimination, or retaliation will be subject to action, including appropriate discipline for employees. In New York, harassment does not need to be severe or pervasive to be illegal. Employees and covered individuals should not feel discouraged from reporting harassment because they do not believe it is bad enough, or conversely because they do not want to see a colleague fired over less severe behavior. Just as harassment can happen in different degrees, potential discipline for engaging in sexual harassment will depend on the degree of harassment and might include education and counseling. It may lead to suspension or termination when appropriate.
- 3) Retaliation is prohibited. Any employee or covered individual that reports an incident of sexual harassment or discrimination, provides information, or otherwise assists in any investigation of a sexual harassment or discrimination complaint is protected from retaliation. No one should fear reporting sexual harassment if they believe it has occurred. So long as a person reasonably believes that they have witnessed or experienced such behavior, they are protected from retaliation. Any employee of the Town who retaliates against anyone involved in a sexual harassment or discrimination investigation will face disciplinary action, up to and including termination. All employees and covered individuals working in the workplace who believe they have been subject to such retaliation should inform a Department Head, supervisor, or the Town Supervisor. All employees and covered individuals who believe they have been a target of such retaliation may also seek relief from government agencies, as explained below in the section on Legal Protections.
- 4) Discrimination of any kind, including sexual harassment, is a violation of our policies, is unlawful, and may subject the Town to liability for the harm experienced by targets of discrimination. Harassers may also be individually subject to liability and employers or supervisors who fail to report or act on harassment may be liable for aiding and abetting such behavior. Employees at every level who engage in harassment or discrimination, including Department Heads and supervisors who engage in harassment or discrimination or who allow such behavior to continue, will be penalized for such misconduct.
- 5) The Town will conduct a prompt and thorough investigation that is fair to all parties. An investigation will happen whenever management receives a complaint about discrimination or sexual harassment, or when it otherwise knows of possible discrimination or sexual harassment occurring. The Town will keep the investigation confidential to the extent possible. If an investigation ends with the finding that discrimination or sexual harassment

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occurred, the Town will take appropriate action. The Town will also take steps to ensure a safe work environment for the employee(s) who experienced the discrimination or harassment. All employees, including Department Heads and supervisors, are required to cooperate with any internal investigation of discrimination or sexual harassment.

- 6) All employees and covered individuals are encouraged to report any harassment or behaviors that violate this policy. All employees will have access to a complaint form to report harassment and file complaints. Use of this form is not required. For anyone who would rather make a complaint verbally, or by email, these complaints will be treated with equal priority. An employee or covered individual who prefers not to report harassment to their Department Head or employer may instead report harassment to the New York State Division of Human Rights and/or the United States Equal Employment Opportunity Commission. Complaints may be made to both the Town and a government agency. Department Heads and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to the Town Supervisor, or if the Town Supervisor is an involved party, to any member of the Town Board.
- 7) This policy applies to all employees and covered individuals, such as contractors, subcontractors, vendors, consultants, or anyone providing services in the workplace, and all must follow and uphold this policy. This policy must be provided to all employees in person or digitally through email upon hiring and will be posted prominently in all work locations.

What Is Sexual Harassment?

Sexual harassment is a form of gender-based discrimination that is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender. Sexual harassment is not limited to sexual contact, touching, or expressions of a sexually suggestive nature. Sexual harassment includes all forms of gender discrimination including gender role stereotyping and treating employees differently because of their gender.

Understanding gender diversity is essential to recognizing sexual harassment because discrimination based on sex stereotypes, gender expression and perceived identity are all forms of sexual harassment. The gender spectrum is nuanced, but the three most common ways people identify are cisgender, transgender, and non-binary. A cisgender person is someone whose gender aligns with the sex they were assigned at birth. Generally, this gender will align with the binary of male or female. A transgender person is someone whose gender is different than the sex they were assigned at birth. A nonbinary person does not identify exclusively as a man or a woman. They might identify as both, somewhere in between, or completely outside the gender binary. Some may identify as transgender, but not all do. Respecting an individual's gender identity is a necessary first step in establishing a safe workplace.

Sexual harassment is unlawful when it subjects an individual to inferior terms, conditions, or privileges of employment. Harassment does not need to be severe or pervasive to be illegal. It can be any harassing behavior that rises above petty slights or trivial inconveniences. Every instance of harassment is unique to those experiencing it, and there is no single boundary between petty

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slights and harassing behavior. However, the Human Rights Law specifies that whether harassing conduct is considered petty or trivial is to be viewed from the standpoint of a reasonable victim of discrimination with the same protected characteristics. Generally, any behavior in which an employee or covered individual is treated worse because of their gender (perceived or actual), sexual orientation, or gender expression is considered a violation of the Town's policy. The intent of the behavior, for example, making a joke, does not neutralize a harassment claim. Not intending to harass is not a defense. The impact of the behavior on a person is what counts. Sexual harassment includes any unwelcome conduct which is either directed at an individual because of that individual's gender identity or expression (perceived or actual), or is of a sexual nature when:

- The purpose or effect of this behavior unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment. The impacted person does not need to be the intended target of the sexual harassment;
- Employment depends implicitly or explicitly on accepting such unwelcome behavior; or
- Decisions regarding an individual's employment are based on an individual's acceptance to or rejection of such behavior. Such decisions can include what shifts and how many hours an employee might work, project assignments, as well as salary and promotion decisions.

There are two main types of sexual harassment:

- Behaviors that contribute to a **hostile work environment** include, but are not limited to, words, signs, jokes, pranks, intimidation, or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex, gender identity, or gender expression. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory, or discriminatory statements which an employee finds offensive or objectionable, causes an employee discomfort or humiliation, or interferes with the employee's job performance.
- Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions, or privileges of employment. This is also called **quid pro quo** harassment.

Any employee or covered individual who feels harassed is encouraged to report the behavior so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be discrimination and is covered by this policy.

Examples of Sexual Harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited. **This list is just a sample of behaviors and should not be considered exhaustive.** Any employee who believes they have experienced sexual harassment, even if it does not appear on this list, should feel encouraged to report it:

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- Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body, or poking another employee's body; or
 - Rape, sexual battery, molestation, or attempts to commit these assaults, which may be considered criminal conduct outside the scope of this policy (please contact local law enforcement if you wish to pursue criminal charges).
- Unwanted sexual comments, advances, or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion, or other job benefits;
 - Subtle or obvious pressure for unwelcome sexual activities; or
 - Repeated requests for dates or romantic gestures, including gift-giving.
- Sexually oriented gestures, noises, remarks or jokes, or questions and comments about a person's sexuality, sexual experience, or romantic history which create a hostile work environment. This is not limited to interactions in person. Remarks made over virtual platforms and in messaging apps when employees are working remotely can create a similarly hostile work environment.
- Sex stereotyping, which occurs when someone's conduct or personality traits are judged based on other people's ideas or perceptions about how individuals of a particular sex should act or look:
 - Remarks regarding an employee's gender expression, such as wearing a garment typically associated with a different gender identity; or
 - Asking employees to take on traditionally gendered roles, such as asking a woman to serve meeting refreshments when it is not part of, or appropriate to, her job duties.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials, or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace;
 - This also extends to the virtual or remote workspace and can include having such materials visible in the background of one's home during a virtual meeting.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity, or gender expression, such as:
 - Interfering with, destroying, or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;

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- Sabotaging an individual's work;
- Bullying, yelling, or name-calling;
- Intentional misuse of an individual's preferred pronouns; or
- Creating different expectations for individuals based on their perceived identities:
 - Dress codes that place more emphasis on women's attire;
 - Leaving parents/caregivers out of meetings.

Who Can be a Target of Sexual Harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. Harassment does not have to be between members of the opposite sex or gender. New York State Law protects all covered individuals described earlier in the policy. **Harassers can be anyone in the workplace.** A Department Head, supervisor, or a coworker can all be harassers. Anyone else in the workplace can also be harassers including an Elected Official, independent contractor, contract worker, vendor, client, customer, constituent, or visitor.

Sexual harassment does not happen in a vacuum and discrimination experienced by an employee can be impacted by biases and identities beyond an individual's gender. For example:

- Placing different demands or expectations on black women employees than white women employees can be both racial and gender discrimination;
- An individual's immigration status may lead to perceptions of vulnerability and increased concerns around illegal retaliation for reporting sexual harassment; or
- Past experiences as a survivor of domestic or sexual violence may lead an individual to feel re-traumatized by someone's behaviors in the workplace.

Individuals bring personal history with them to the workplace that might impact how they interact with certain behavior. It is especially important for all employees to be aware of how words or actions might impact someone with a different experience than their own in the interest of creating a safe and equitable workplace.

Where Can Sexual Harassment Occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer or industry sponsored events or parties. Calls, texts, emails, and social media usage by employees or covered individuals can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices, or during non-work hours.

Sexual harassment can occur when employees are working remotely from home as well. Any behaviors outlined above that leave an employee feeling uncomfortable, humiliated, or unable to meet their job requirements constitute harassment even if the employee or covered individual is at home when the harassment occurs. Harassment can happen on virtual meeting platforms, in messaging apps, and after working hours between personal cell phones.

Retaliation

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Retaliation is unlawful and is any action by an employer or supervisor that punishes an individual upon learning of a harassment claim, that seeks to discourage a worker or covered individual from making a formal complaint or supporting a sexual harassment or discrimination claim, or that punishes those who have come forward. These actions need not be job-related or occur in the workplace to constitute unlawful retaliation. For example, threats of physical violence outside of work hours or disparaging someone on social media would be covered as retaliation under this policy.

Examples of retaliation may include, but are not limited to:

- Demotion, termination, denying accommodations, reduced hours, or the assignment of less desirable shifts;
- Publicly releasing personnel files;
- Refusing to provide a reference or providing an unwarranted negative reference;
- Labeling an employee as “difficult” and excluding them from projects to avoid “drama;”
- Undermining an individual’s immigration status; or
- Reducing work responsibilities, passing over for a promotion, or moving an individual’s desk to a less desirable office location.

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in “protected activity.” Protected activity occurs when a person has:

- Made a complaint of sexual harassment or discrimination, either internally or with any government agency;
- Testified or assisted in a proceeding involving sexual harassment or discrimination under the Human Rights Law or any other anti-discrimination law;
- Opposed sexual harassment or discrimination by making a verbal or informal complaint to management, or by simply informing a Department Head or supervisor of suspected harassment;
- Reported that another employee has been sexually harassed or discriminated against; or
- Encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

Reporting of Discrimination and Harassment (including Sexual Harassment)

Everyone must work toward preventing discrimination and/or harassment (including sexual harassment), but leadership matters. Department Heads and supervisors have a special responsibility to make sure employees feel safe at work and that workplaces are free from harassment and discrimination.

Reports of alleged discrimination and/or harassment (including sexual harassment) or retaliation may be made verbally or in writing. A form for the submission of a written complaint is attached to this policy and individuals are encouraged, but not required, to use this form. If an individual chooses to

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submit a verbal complaint, such complaint will be documented by the receiver of this complaint, preferably by use of this form. Employees who are reporting sexual harassment on behalf of other employees may use the complaint form and should note that it is on another employee's behalf. A verbal or otherwise written complaint (such as an email) on behalf of oneself or another employee is also acceptable.

Employees and covered individuals are encouraged to report incidents of discrimination, harassment (including sexual harassment), or retaliation to a Department Head and/or the Town Supervisor as soon as possible after the occurrence. If an employee's Department Head is believed to be involved in the incident, or if the employee is not comfortable in addressing the incident with the Department Head, the report should be made directly to the Town Supervisor. If the Town Supervisor is believed to be involved in the incident or the employee or covered individual is not comfortable reporting the incident to the Town Supervisor, the report should be directed to any member of the Town Board.

Employees and covered individuals who believe they have been a target of sexual harassment may at any time seek assistance in additional available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

Department Heads and supervisors have a responsibility to prevent sexual harassment and discrimination. All Department Heads and supervisors who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing or discriminatory behavior, or for any reason suspect that sexual harassment or discrimination is occurring, are required to report such suspected sexual harassment in accordance with the procedures above. Department Heads and supervisors should not be passive and wait for an employee to make a claim of harassment. If they observe such behavior, they must act.

Department Heads and supervisors can be disciplined if they engage in sexually harassing or discriminatory behavior themselves. Department Heads and supervisors can also be disciplined for failing to report suspected sexual harassment or allowing sexual harassment to continue after they know about it.

Department Heads and supervisors will also be subject to discipline for engaging in any retaliation.

While Department Heads and supervisors have a responsibility to report harassment and discrimination, they must be mindful of the impact that harassment and a subsequent investigation has on victims. Being identified as a possible victim of uncomfortable and re-traumatizing for individuals. Department Heads and supervisors must accommodate the needs of individuals who have experienced harassment to ensure the workplace is safe, supportive, and free from retaliation for them before, during, and after any investigation.

Bystander Intervention

Any employee witnessing harassment as a bystander is encouraged to report it. A Department Head or supervisor that is a bystander to harassment is **required** to report it. There are five standard methods of bystander intervention that can be used when anyone witnesses harassment or discrimination and wants to help:

1. A bystander can interrupt the harassment by engaging with the individual being harassed and distracting them from the harassing behavior;

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2. A bystander who feels unsafe interrupting on their own can ask a third party to help intervene in the harassment;
3. A bystander can record or take notes on the harassment incident to benefit a future investigation;
4. A bystander might check in with the person who has been harassed after the incident, see how they are feeling and let them know the behavior was not ok; and
5. If a bystander feels safe, they can confront the harassers and name the behavior as inappropriate. When confronting harassment, physically assaulting an individual is never an appropriate response.

Though not exhaustive, and dependent on the circumstances, the guidelines above can serve as a brief guide of how to react when witnessing harassment in the workplace. Any employee witnessing harassment as a bystander is encouraged to report it. A Department Head or supervisor that is a bystander to harassment is required to report it.

Complaints and Investigations of Sexual Harassment

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. An investigation of any complaint, information, or knowledge of suspected sexual harassment will be prompt, thorough, and started and completed as soon as possible. The investigation will be kept confidential to the extent possible. All individuals involved, including those making a harassment claim, witnesses, and alleged harassers deserve a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. The Town will take disciplinary action against anyone engaging in retaliation against employees who file complaints, support another's complaint, or participate in harassment investigations.

The Town recognizes that participating in a harassment investigation can be uncomfortable and has the potential to retraumatize an employee. Those receiving claims and leading investigations will handle complaints and questions with sensitivity toward those participating.

While the process may vary from case to case, investigations will generally be done in accordance with the following steps. Upon receipt of a complaint, the person(s) designated by the Town:

1. Will conduct a prompt review of the allegations, assess the appropriate scope of the investigation, and take any interim actions (for example, instructing the individual(s) about whom the complaint was made to refrain from communications with the individual(s) who reported the harassment), as appropriate. If the complaint is verbal, request that the individual completes the complaint form in writing. If the person reporting prefers not to fill out the form, a complaint form or equivalent documentation based on the verbal reporting will be prepared;
2. Will take steps to obtain, review, and preserve documents sufficient to assess the allegations, including documents, emails or phone records that may be relevant to the investigation and will consider and implement appropriate document request, review, and preservation measures, including for electronic communications;

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3. Will seek to interview all parties involved, including any relevant witnesses;
4. Will create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - a. A list of all documents reviewed, along with a detailed summary of relevant documents;
 - b. A list of names of those interviewed, along with a detailed summary of their statements;
 - c. A timeline of events;
 - d. A summary of any prior relevant incidents disclosed in the investigation, reported or unreported; and
 - e. The basis for the decision and final resolution of the complaint, together with any corrective action(s).
5. Will keep the written documentation and associated documents in a secure and confidential location;
6. Will promptly notify the individual(s) who reported the harassment and the individual(s) about whom the complaint was made that the investigation has been completed and implement any corrective actions identified in the written document; and
7. Will inform the individual(s) who reported of the right to file a complaint or charge externally as outlined in the next section.

Corrective Action and Discipline

Any employee who is found to have violated any aspect of this policy will be subject to corrective or disciplinary action, up to and including termination of employment, as provided by Town operating procedures, including Civil Service Law Section 75 or the disciplinary procedures contained in a collective bargaining agreement. Any Elected Official who violates this policy will be subject to remedial action as provided for and/or allowed under NYS Public Officers Law, as well as any other applicable statutes. Any vendor, supplier, visitor, customer, or other non-employee who violates this policy will be subject to remedial action, to the extent that the Town is empowered to take such action.

Legal Protections and External Remedies

Sexual harassment is not only prohibited by Town policy, but it is also prohibited by state, federal, and, where applicable, local law.

The internal process outlined in the policy above is one way for employees to report sexual harassment. Employees and covered individuals may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, an individual may also seek the legal advice of an attorney.

New York State Division of Human Rights

The New York State Human Rights Law (HRL), N.Y. Executive Law, art. 15, § 290 *et seq.*, applies to all employers in New York State and protects employees and covered individuals, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the New York State Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints of sexual harassment filed with DHR may be submitted any time **within three years** of the harassment. If an individual does not file a complaint

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with DHR, they can bring a lawsuit directly in state court under the Human Rights Law, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed an HRL complaint in state court.

Complaining internally to the Town does not extend the time to file with DHR or in court. The three years are counted from the date of the most recent incident of harassment. An individual does not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate the complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases receive a public hearing before an administrative law judge. If sexual harassment is found at the hearing, DHR has the power to award relief. Relief varies but it may include requiring the employer to take action to stop the harassment, or repair the damage caused by the harassment, including paying of monetary damages, punitive damages, attorney's fees, and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. Individuals may call (718) 741-8400 or visit: www.dhr.ny.gov.

Go to dhr.ny.gov/complaint for more information about filing a complaint with DHR. The website has a digital complaint process that can be completed on a computer or mobile device from start to finish. The website has a complaint form that can be downloaded, filled out, and mailed to DHR as well as a form that can be submitted online. The website also contains contact information for DHR's regional offices across New York State.

Call the DHR sexual harassment hotline at **(800) HARASS3** (800-427-2773) for more information about filing a sexual harassment complaint. This hotline can also provide a referral to a volunteer attorney experienced in sexual harassment matters who can provide limited free assistance and counsel over the phone.

The United States Equal Employment Opportunity Commission

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act, 42 U.S.C. §2000e *et seq.* An individual can file a complaint with the EEOC anytime within 300 days from the most recent incident of harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint and determine whether there is reasonable cause to believe that discrimination has occurred. If the EEOC determines that the law may have been violated, the EEOC will try to reach a voluntary settlement with the employer. If the EEOC cannot reach a settlement, the EEOC (or the Department of Justice in certain cases) will decide whether to file a lawsuit. The EEOC will issue a Notice of Right to Sue permitting workers to file a lawsuit in federal court if the EEOC closes the charge, is unable to determine if federal employment discrimination laws may have been violated, or believes that unlawful discrimination occurred by does not file a lawsuit.

Individuals may obtain relief in mediation, settlement or conciliation. In addition, federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

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If an individual filed an administrative complaint with the New York State Division of Human Rights, DHR will automatically file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement, or coerced sex acts, the conduct may constitute a crime. Those wishing to pursue criminal charges are encouraged to contact their local police department.

Conclusion

The policy outlined above is aimed at providing employees at the Town of Pound Ridge and covered individuals an understanding of their right to a discrimination and harassment free workplace. All employees should feel safe at work. Though the focus of this policy is on sexual harassment and gender discrimination, the New York State Human Rights law protects against discrimination in several protected classes including sex, sexual orientation, gender identity or expression, age, race, creed, color, national origin, military status, disability, pre-disposing genetic characteristics, familial status, marital status, criminal history, or domestic violence survivor status. The prevention policies outlined above should be considered applicable to all protected classes.

criminal history, or domestic violence survivor status. The prevention policies outlined above should be considered applicable to all protected classes.

- The sections previously identified as Sections 804–808 are redesignated as Sections 806–810.
- The following text is inserted after Section 902:

903 Public Employer Health Emergency Plan

A Public Employer Health Emergency Plan has been developed in accordance with NYS Labor Law §27-c, and approved by the Town Board. A copy of this plan is available from the Town Supervisor's Office.

By reference here, it is incorporated as part of this Employee Handbook.

- The following paragraph is appended to Section 1001:

Required Postings and Notifications – In accordance with §201 of New York State Labor Law, digital versions of federal and state postings that are required to be physically posted are also available on the Town's website.

- The following text is inserted after Section 1006:

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1007 Political Advertisements in the Workplace

Policy Statement – The Town complies with NYS General Municipal Law §99-z, which prohibits municipal officers or employees from displaying political advertisements on public property.

Political Advertisements – "Political advertisement" shall mean any poster, sign, flag, banner, picture, sticker, patch, bumper sticker, article of clothing, accessory or any other item meant to advertise or promote a certain individual for political office. There are certain exceptions when such a political advertisement appears in a book, digital medium, museum, or otherwise serves an educational or historical purpose, or in instances where the certain individual who is the subject of such political advertisement is deceased.

Prohibited Conduct – A municipal officer or employee, whether paid or unpaid, is prohibited from displaying or causing to be displayed any political advertisement on or within any public building occupied in the discharge of official duties by an employee or officer of the Town, or on any public flagpole, monument, sign or any other permanent structure that such municipal officer or employee interacts with as part of their official capacity.

This prohibition also applies to political advertisements on any uniform, accessory, or other gear worn or used by a municipal officer or employee as part of their official capacity, as well as on or within any Town-owned vehicle, or any equipment owned by the Town.

ADOPTED: Boak AYE
Briggs AYE
Hansan AYE
Paschkes AYE
Schelling AYE

B. Police Department – Resignation of Officers Miller and Lengyel

RESOLUTION 04-26

Board Action: Motion by Councilperson Briggs, seconded by Councilperson Boak on the following:

RESOLVED, that the Town Board hereby accepts the resignation of Police Officer Colin Miller effective January 31, 2026 and the resignation of Police Officer Rex Lengyel effective immediately.

ADOPTED: Boak AYE
Briggs AYE
Hansan AYE
Paschkes AYE
Schelling AYE

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C. Recreation Department – Purchase of Basketball Apparel

RESOLUTION 05-26

Board Action: Motion by Councilperson Briggs, seconded by Councilperson Boak, on the following:

RESOLVED, that the Town Board hereby authorizes the purchase of instructional, league, and coaches' basketball apparel at a price of \$4,266.10 from AIA Promotional Source.

ADOPTED: Boak AYE
Briggs AYE
Hansan AYE
Paschkes AYE
Schelling AYE

D. Town Clerk – Cemetery Plot Sale

RESOLUTION 06-26

Board Action: Motion by Councilperson Briggs, seconded by Councilperson Boak, on the following:

RESOLVED, that the Town Board hereby approves the sale of Plot 472 (two gravesites) in Section 3 of the Pound Ridge Cemetery to former Pound Ridge resident John Dunn and his wife, Deirdre Dunn, of 4 Martine Avenue, White Plains, NY 10606, at a price of \$2,000.00.

ADOPTED: Boak AYE
Briggs AYE
Hansan AYE
Paschkes AYE
Schelling AYE

E. Water Control Commission – Bond Release

RESOLUTION 07-26

Board Action: Motion by Councilperson Briggs, seconded by Councilperson Boak, on the following:

RESOLVED, that the Town Board hereby authorizes the release of Water Control Commission Bond #2025-96 in the amount of \$2,000.00 to Kevin Eckhardt of 6 Bishop Park Road, Pound Ridge.

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ADOPTED: Boak AYE
Briggs AYE
Hansan AYE
Paschkes AYE
Schelling AYE

IV. PUBLIC COMMENT II

Resident Michael Hammer proposed that the town consider organizing an outdoor art fair.

V. FINANCIAL MATTERS – Pay bills

RESOLUTION 08-26

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

RESOLVED, that the Town Board hereby authorizes the Supervisor to pay the following claims as detailed in Abstract 01-2026:

Fund	Claim Numbers	Total Amount
General Fund	A00001–A00036	\$169,430.33
Highway Fund	D00001–D00006	\$24,992.05
Trusts & Agency Fund	AT00001–AT00009	\$10,300.00

ADOPTED: Boak AYE
Briggs AYE
Hansan AYE
Paschkes AYE
Schelling AYE

VII. ADJOURNMENT: There being no further business to come before the Board, Supervisor Hansan adjourned the meeting at 7:56 pm.

VIII. RECONVENE AS PARKING DISTRICT COMMISSION: Supervisor Hansan called the meeting to order at 7:56 pm.

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RESOLUTION 09-26

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

RESOLVED, that the Town Board hereby authorizes the Supervisor to pay the following claims as detailed in Abstract 01-2026:

Fund	Claim Numbers	Total Amount
Parking District	ST00001–ST00002	\$153,446.00

ADOPTED: Boak AYE
Briggs AYE
Hansan AYE
Paschkes AYE
Schelling AYE

IX. ADJOURNMENT OF PARKING DISTRICT COMMISSION MEETING: There being no further business to come before the Parking District Commission, Supervisor Hansan adjourned the meeting at 7:57 pm.

X. RECONVENE FOR ORGANIZATIONAL MEETING

Supervisor Hansan called the Organizational Meeting to order at 7:57 pm.

A. Supervisor's Appointments

RESOLUTION 10-26

Board Action: Motion by Councilperson Boak, seconded by Councilperson Briggs, on the following:

RESOLVED, that the Town Board hereby accepts the following 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

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ADOPTED: Boak AYE
Briggs AYE
Hansan AYE
Paschkes AYE
Schelling AYE

B. Special Advisors to the Supervisor and Town Board

RESOLUTION 09-26

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

RESOLVED, that the Town Board hereby appoints the following special advisors to the Supervisor and the 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

ADOPTED: Boak AYE
Briggs AYE
Hansan AYE
Paschkes AYE
Schelling AYE

C. Town Board Liaisons

RESOLUTION 11-26

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

RESOLVED, that the Town Board hereby appoints the following Town Board liaisons:

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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

ADOPTED: Boak AYE
Briggs AYE
Hansan AYE
Paschkes AYE
Schelling AYE

DRAFT
D. Town Board Appointments

RESOLUTION 12-26

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

RESOLVED, that the Town Board hereby appoints the following:

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

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Town Board Appointments (cont.)

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

ADOPTED: **Boak AYE**
 Briggs AYE
 Hansan AYE
 Paschkes AYE
 Schelling AYE

E. Appointment of Board, Commission, and Committee Chairs

RESOLUTION 13-26

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

RESOLVED, that the Town Board hereby appoints the following chairs of 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 and Historic District Commission: Ed Forbes
Old Pound Road: Diane Briggs & Joe Virgilio
Open Space Advisory Committee: Elyse Arnow and Pamela Corey
Parking District: Fred Albano
Planning Board: Rebecca Wing
Recreation Commission: Rich Wetchler and Van Muller
Safety Committee: Steve Conti
Slade Preserve: Steve Conti
Sustainability Committee: Gayle Reichler and 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

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ADOPTED: Boak AYE
 Briggs AYE
 Hansan AYE
 Paschkes AYE
 Schelling AYE

F. Policies and Procedures

RESOLUTION 14-26

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

RESOLVED, that the Town Board hereby approves the policies and procedures numbered 1–14 below:

1. Receipt of 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.

2. Meeting Dates and 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,

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commissions, and committees as the Town Board may determine, will be streamed on line 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.

3. 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.

4. Chief Administrative Officer/Chief Financial 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.

5. Procurement Policy

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.

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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

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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

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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 Forrest 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.

6. 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.

7. 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 Renée Motola; Town Attorney William Harrington, Esq.; Supervisor Kevin Hansan; Councilpersons Alison Boak, Diane Briggs, Dan Paschkes, and Namasha Schelling.

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8. Mileage Reimbursement

The Town of Pound Ridge will pay the reimbursement rate as established by the IRS for 2026 to employees, Town Board members, and other town officials for mileage incurred in the use of one's personal automobile on Town business.

9. 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.

10. 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.

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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.

11. Annual Financial Report

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.

12. 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.

13. 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.

14. Standard Workday Reporting

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

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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.

ADOPTED: Boak AYE
 Briggs AYE
 Hansan AYE
 Paschkes AYE
 Schelling AYE

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

RESOLUTION 15-26

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

RESOLVED, that the Town Board hereby authorizes the Supervisor to execute agreements and pay contractual obligations as specified in items 1–6 below:

1. Association of Towns \$1,975.00

The Town Board designates Supervisor Kevin Hansan 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. The Town Board designates Diane Briggs as the alternate.

2. Network Support Services \$10,815.00

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

3. Fireworks \$39,900.00

July 4 Ever Fireworks, Inc. is retained to provide the fireworks display for the US 250th Anniversary Event.

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4. Tax Map Maintenance \$5,000.00

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

5. 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

6. 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
- NYMIR - \$191,911.03
- PKF O'Connor Davies - \$52,000.00
- Public Sector HR Consultants LLC - \$12,000
- Springbrook Software - \$7,269.00

ADOPTED: Boak AYE
Briggs AYE
Hansan AYE
Paschkes AYE
Schelling AYE

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H. Holiday Schedules

1. General Staff

RESOLUTION 16-26

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

RESOLVED, that the Town Board hereby approves the following holidays for 2026 for general staff on the date of the holiday or on the observed date as defined by payroll calendar:

New Year's Day *
Martin Luther King Day
Presidents' Day
Memorial Day
Juneteenth
Independence Day
Labor Day

Indigenous Peoples' Day
Election Day
Veterans Day
Thanksgiving *
Day after Thanksgiving
Christmas 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.

ADOPTED: Boak AYE
Briggs AYE
Hansan AYE
Paschkes AYE
Schelling AYE

2. Highway Department

RESOLUTION 17-26

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

RESOLVED, that the Town Board hereby approves the 2026 Highway Department holiday schedule as defined in the 2024 Highway Contract.

ADOPTED: Boak AYE
Briggs AYE
Hansan AYE
Paschkes AYE
Schelling AYE

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3. Police Department

RESOLUTION 18-26

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

RESOLVED, that the Town Board hereby approves the 2026 Police Department holiday schedule, which shall be the same as the 2026 holiday schedule for general staff 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.

ADOPTED: Boak AYE
Briggs AYE
Hansan AYE
Paschkes AYE
Schelling AYE

I. Personnel Policies Handbook

RESOLUTION 19-26

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

RESOLVED, that the Town Board hereby adopts the Personnel Policies Handbook of the Town of Pound Ridge as amended on January 6, 2026 [see above], with the additional change that the annual medical care reimbursement amount specified in section 706 be increased from \$900.00 to \$1,000.00.

ADOPTED: Boak AYE
Briggs AYE
Hansan AYE
Paschkes AYE
Schelling AYE

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J. Salary Ratification and Authorization to Pay

RESOLUTION 20-26

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

RESOLVED, that the Town Board hereby ratifies the salaries set forth on the Salary Ratification List and Authorization to Pay Report dated January 1, 2026 and authorizes the Supervisor to pay said salaries:

Name	Title	Salary	Rate
Agoglia, Nicholas	Police Department, Detective	\$51.15	Hour
Artese, Nancy	Assistant Court Clerk	\$37.50	Hour
Baremore, Todd	Police Department, IT	\$67.17	Hour
Barker II, Robert J.	Highway Department, MEO	\$49.26	Hour
Brotmann, Matthew	Town Justice	\$33,636.00	Annual
Calandrella, Joseph	Assessor	\$47,500.00	Annual
Carrozza, Joseph	Highway Department, Mechanic	\$52.39	Hour
Chiappone, Robert	Police Department, Lieutenant	\$66.20	Hour
Colello, Nicholas	Assistant Building Inspector	\$87,550.00	Annual
Conti, Steven	Director of Finance	\$124,627.00	Annual
	Computer Systems Manager	\$7,500.00	Annual
	Benefits Admin	\$5,000.00	Annual
	Civil Service	\$2,000.00	Annual
D'Arcy, Rosemarie	Intermediate Clerk, Building Department	\$67,000.00	Annual
Dion, Stephen	Maintenance Department, Laborer	\$34.77	Hour
Dooley, Joan	Dog Control Officer	\$28.86	Hour
Duffield Jr., Vincent R.	Highway Superintendent	\$127,014.00	Annual
Dur, Christeen	Planning Board Secretary	\$42,848.00	Annual
	WCC Secretary	\$21,424.00	Annual
	Grants Admin	\$21,424.00	Annual
Engel, Nicole	Confidential Secretary to the Supervisor	\$94,208.00	Annual
	Civil Service	\$2,000.00	Annual
	Landmark Secretary	\$2,000.00	Annual
	Zoning Board of Appeals Secretary	\$5,000.00	Annual
Evans, Jonathan	Police Department, Sergeant	\$60.18	Hour
Farella, Melissa	Recreation Leader	\$67,704.00	Annual
Grogan, Deann	Assessment Clerk	\$30.00	Hour
Haddad, Philip	Maintenance Department, Laborer	\$28.84	Hour
Harrington, William P.	Town Attorney	\$55,136.00	Annual
Hayes, Joshua	Deputy Town Clerk/Deputy Tax Receiver	\$68,076.00	Annual
	Conservation Board Secretary	\$2,000.00	Annual
Hintz, David	Assistant Maintenance Mechanic	\$42.23	Hour
Kenealy, Connor	Highway Department, MEO	\$46.79	Hour
		\$49.26	Hour

effective 1/1/2026
 effective 7/22/2026

MINUTES OF THE MEETINGS OF THE TOWN BOARD
TOWN OF POUND RIDGE
POUND RIDGE, NY
January 6, 2026

Loveless, John	Deputy Attorney	\$29,406.00	Annual
	Planning Board Attorney	\$7,500.00	Annual
Maddock, Jonah	Lead Maintenance Mechanic	\$117,832.00	Annual
Mercado-Jimenez, Sonia	Court Clerk	\$97,838.00	Annual
Meyer, Caroline	Intermediate Typist, Police Department	\$41.69	Hour
Motola, Renee	Town Justice	\$33,636.00	Annual
Mulcahy, Thomas	Police Chief	\$108.74	Hour
Murray, Kieran	Police Lieutenant	\$66.20	Hour
Pataky, William J	Police Sergeant	\$52.66	Hour
Perry, James H.	Building Inspector	\$132,529.00	Annual
	Applications Coordinator	\$7,661.00	Annual
Police Department	Police Officer 0-3 years	\$45.59	Hour
	Police Officer 3-6 years	\$47.87	Hour
	Police Officer 6-9 years	\$50.15	Hour
	Police Officer 9-12 years	\$52.43	Hour
	Police Officer >12 years	\$54.71	Hour
	Night Shift Differential 12:00am-6:00am	5.00%	Hour
Prisco, Camille	Recreation Assistant	\$30.90	Hour
Rodriguez, Michael F.	Mechanical Equipment Operator	\$49.26	Hour
Russo, Andrea	Recreation Supervisor	\$105,534.00	Annual
Segal, Drifa	Tax Receiver	\$93,628.00	Annual
Smith, Anthony	Laborer	\$34.77	Hour
Stradley, James	Mechanical Equipment Operator	\$49.26	Hour
Tenner, Gerard	Mechanical Equipment Operator	\$44.33	Hour
		\$46.79	Hour
Trail, Andrew	General Foreman	\$55.52	Hour
Trostle, Erin	Town Clerk	\$108,407.00	Annual
	Registrar of Vital Statistics		
	Election Liaison	\$5,000.00	Annual
	Reception Administrator	\$6,000.00	Annual
Tyler, Michael	Laborer	\$46.91	Hour
Wild-Ebers, Gale	Intermediate Clerk	\$55,000.00	Annual
Wilkenloh, Daniel	Mechanical Equipment Operator	\$49.26	Hour
Zafonte, Vincent L	Mechanical Equipment Operator	\$49.26	Hour
Board of Assessment Review Member		\$340.00	Annual
Bus Driver		\$25.00	Hour
Camp Nurse (EMT)		\$6,500.00	Annual
Cemetery Commissioner		\$3,000.00	Annual
Conservation Board Chair		\$900.00	Annual
Conservation Board Member		\$500.00	Annual
Day Camp Assistant Director		\$12,500.00	Annual
Day Camp Assistant Director		\$7,000.00	Annual
Day Camp Director		\$16,000.00	Annual
Deputy Supervisor		\$1,000.00	Annual

effective 1/1/2026

effective 3/1/2026

MINUTES OF THE MEETINGS OF THE TOWN BOARD

TOWN OF POUND RIDGE

POUND RIDGE, NY

January 6, 2026

Flagman	\$17.00	Hour
Laborer	\$17.00	Hour
Landmarks Commission Chair	\$900.00	Annual
Landmarks Commission Member	\$500.00	Annual
Planning Board Chair	\$900.00	Annual
Planning Board Member	\$500.00	Annual
Pool Director	\$15,000.00	Annual
Pool Assistant Director	\$13,000.00	Annual
Recreation Assistant	\$15-\$35	Hour
Recreation Officials	\$70.00	Game
Recreation Specialist (Soccer Instructor)	\$7,000.00	Season
Recreation Specialist (Soccer Instructor) Winter	90.00%	Portion of fees
Recreation Specialist (Tennis Instructor) Group Lessons	90.00%	Portion of fees
Town Board Members	\$12,373.00	Annual
Town Historian	\$1,500.00	Annual
Town Supervisor	\$58,032.00	Annual
Water Control Commission Chair	\$900.00	Annual
Water Control Commission Member	\$500.00	Annual
Zoning Board of Appeals Chair	\$900.00	Annual
Zoning Board of Appeals Member	\$500.00	Annual

ADOPTED: Boak AYE
Briggs AYE
Hansan AYE
Paschkes AYE
Schelling AYE

XI. ADJOURNMENT: There being no further business to come before the Town Board, Supervisor Hansan adjourned the Organizational Meeting at 8:19 pm.

Erin Trostle, Town Clerk
Dated at Pound Ridge, New York
January 15, 2026



January 15, 2026

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

Dear Supervisor Hansan:

This Letter Agreement (“Agreement”) confirms our understanding concerning Statewide Public Affairs, Inc. (SWPA) providing strategic advice and representation to the Town of Pound Ridge before Westchester County, the New York State Legislature, Executive Branch and its administrative agencies, and federal elected officials and agencies, commencing on February 1, 2026 until January 31, 2027. The services within the scope of this retainer shall include: identifying and advocating for grants and other funding opportunities; providing strategic and policy advice to the Town on County, State and Federal funding and delivery; analyze proposed legislation and regulations relevant to Pound Ridge’s stated policy objectives, while also monitoring legislation and regulation which could affect the Town, and acting as a liaison on issues impacting the Town before other government entities.

The total fee for these services shall be \$24,000 (twenty-four thousand dollars) for the term of this Agreement. The monthly payments will be \$2,000 (two thousand dollars). The first payment in the amount of \$2,000 (two thousand dollars) is due by October 31, 2025. The remaining monthly payments of \$2,000 shall be due on the 15th of each month thereafter. SWPA shall also be reimbursed for all reasonable expenses relating to required filing fees and pre-approved expenses relating to lobbying activities. The signed retainer shall be returned to Statewide Public Affairs, Inc., 15 Elk Street, Albany, NY 12207. SWPA will submit invoices for services rendered on a monthly basis. Payment can be made by check or wire payment and shall be made payable to “Statewide Public Affairs, Inc.”. Either party may terminate this agreement upon 30-days written notice.

In accordance with the New York State Lobbying Act, Statewide Public Affairs, Inc. is required to register with the New York State Commission on Ethics and Lobbying in Government (the “Lobbying Commission”). As a client retaining a lobbyist, the Town of Pound Ridge will be required to file a Client Semi-Annual Report with the Lobbying Commission on July 15, 2026 and January 15, 2027. While SWPA will provide the Town of Pound Ridge with direction and guidance on the Client Semi-Annual Report, it will be the responsibility of the Town of Pound Ridge to file the report according to the date indicated above.



If the terms of this retainer are acceptable, please sign where indicated and return the original to SWPA. A copy will be filed with the Lobbying Commission as required. We look forward to working with you.

STATEWIDE PUBLIC AFFAIRS, INC.

BY: _____
Christopher J. Duryea
As its: Managing Partner

DATE: January 15, 2026

AGREED TO:
TOWN OF POUND RIDGE

BY: _____
Kevin Hansan
As its: Supervisor

DATE: _____

Town of pound Ridge Highway Dept.

MEMO

Date: January 14th, 2026

To: Town Board

From: Highway Dept.

Members of the Board,

This is my official notification to you that I am retiring from the Pound Ridge Highway Dept. on February 2nd 2026. I have had a great career here and I appreciate it, but I feel it's time to move on to something else. Thanks for everything.

Respectfully, Vinnie Duffield

Highway Supt.

Town of Pound Ridge

Job Vacancy Announcement

Town Superintendent of Highways

The Town of Pound Ridge is seeking applicants to appoint to the full-time position of Town Superintendent of Highways. In order to be considered for this appointment, the candidate must meet the minimum qualifications set forth by the Westchester County Department of Human Resources, as stated below.

The Town Superintendent of Highways serves as the statutory head of the Highway Department pursuant to New York State Town Law and is responsible for the care, custody, and control of Town highways, bridges, drainage systems, and related public infrastructure.

Job Duties and Responsibilities:

- Directs and oversees the operation and activities of the Highway Department;
- Plans and prepares the Department Budget, including operations, maintenance, equipment repairs and replacement;
- Confers with the Town Supervisor and Town Board to determine priorities and assigns work to effectively and efficiently allocate resources of staff and material;
- Plans and lays out work for the Highway Maintenance Foreman, engaged in maintenance of roads and sidewalks;
- Coordinates the activities of the department with other municipal departments and other agencies;
- Inspects streets, structures, facilities and equipment evaluating the need for maintenance or replacement and recommends and/or repairs, maintains, or replaces, as necessary;
- Supervises snow removal;
- Approves payrolls;
- Approves bills before payments;
- Prepares plans and estimates for new construction or repairs;
- Ensures compliance with applicable New York State Department of Transportation (NYSDOT) standards, the Manual on Uniform Traffic Control Devices (MUTCD), OSHA/PESH workplace safety requirements, NYS Department of Environmental Conservation (DEC) regulations, and FEMA requirements as applicable;
- Oversees department safety programs, training certifications, accident reporting, and risk mitigation practices;
- Develops and manages multi-year capital improvement, roadway preservation, and equipment replacement plans;
- Maintains inventory controls for materials, equipment, fuel, and supplies consistent with Office of the State Comptroller (OSC) best practices;
- Serves as a key participant in the Town's emergency response, disaster recovery, and severe weather operations;

- Coordinates mutual aid and inter-municipal highway services and supports emergency declarations and FEMA reimbursement documentation when required;
- Supervises, trains, and evaluates Highway Department personnel, including civil service and unionized employees where applicable;
- Promotes workforce development, safety culture, accountability, and professional standards;

Minimum Qualifications: Possession of a high school or equivalency diploma and eight (8) years of work experience where the primary function of the position was in road construction and/or road maintenance, civil engineering, or related field, including or supplemented by three (3) years of supervisory and/or administrative experience.

SUBSTITUTION: A Bachelor's Degree in Civil Engineering may be substituted for five (5) years of the above described general work experience.

Preferred Qualifications (Not Required):

- Experience serving as a municipal Highway Superintendent or in a supervisory role within a public works or highway department;
- Experience administering CHIPS, PAVE-NY, BRIDGE-NY, or similar state and federal infrastructure funding programs;
- Familiarity with OSC guidance, public works procurement, and prevailing wage requirements;
- Associate's or Bachelor's degree in Civil Engineering, Construction Management, or a related field;
- NYSDOT Work Zone Traffic Control or equivalent safety certification.

Submission Requirements: Applicants must submit their resume and cover letter via email or mail to:

Nicole Engel, Chief of Staff
 179 Westchester Avenue
 Pound Ridge, NY 10576
chiefofstaff@townofpoundridge.com

Professional Environment: The Town of Pound Ridge supports continuing education, professional development, and participation in New York State Highway Superintendent Association programs and trainings.

The Town of Pound Ridge offers a competitive wage and benefits package. The salary range for this position will be between \$125,000 and \$135,000.

The Town of Pound Ridge is an equal opportunity employer.



TO: Kevin Hansan, Town Supervisor and the Town Board

FROM: Christeen CB Dür, Planning Board Administrator
cdur@townofpoundridge.gov

DATE: January 13, 2026

SUBJECT: Cell Tower Modification Application for Approval

The following application has been approved by the Planning Board and referred back to the Town Board based on the following reports done by Doug Fishman, our Town's cell tower consultant.

1. T- Mobile equipment modification application by American Tower at 89 Westchester Avenue

The application file and reports are on file in the Building Department.

If approved, please update the Special Use Permit and give the permit to the Building Department to be added to the file.

Thank you. Christeen

December 13, 2025

Honorable Chairman Wing
and Members of the Planning Board
Town of Pound Ridge
179 Westchester Avenue
Pound Ridge, New York 10576

SUBJECT: SUPPLEMENTAL RF ENGINEERING EVALUATION OF PROPOSED T-MOBILE MODIFICATIONS TO THE WIRELESS SERVICES FACILITY AT 89 WESTCHESTER AVE IN POUND RIDGE, NY

Honorable Chairman Wing and Members of the Board:

9454-36

The purpose of this report is to provide the Planning Board with a summary of my review of the additional documents received related to the T-Mobile Application to modify the existing wireless services facility located at 89 Westchester Avenue in Pound Ridge. The additional documents received and reviewed in preparation for this report included:

1. Pinnacle Telecom Antenna Site FCC RF Compliance Assessment and Report (November 21, 2025)
2. American Tower Structural Analysis Report (March 27, 2025)
3. American Tower Mount Analysis Report (April 9, 2025)

This supplemental report will focus on evaluating the completeness of the application and verifying consistency between each of these submissions.

A. Pinnacle Telecom Antenna Site FCC RF Compliance Assessment and Report (November 21, 2025)

The FCC Compliance Report was submitted in response to my previous report, dated October 18, 2025. I reviewed the report, and I have a few observations. Specifically:

- The antenna and power level configurations used in the analysis appear to be consistent with the Construction Drawings (June 6, 2025). I cannot comment on the accuracy of the antenna and power level assumptions for the other carriers on the building, but they do seem reasonable based on industry norms.
- The RF exposure limits calculated were well below the FCC guidelines –3.35% of the maximum exposure limit at ground level. Results are acceptable.

B. American Tower Structural Analysis Report (March 27, 2025)

This document evaluates the structural stability of the existing monopole to support the new (proposed) antenna and RRH configuration from T-Mobile. The study utilizes the guidelines of the current tower standard (ANSI/TIA-222-I), and accurately reflects the proposed configuration as detailed in the Construction Drawings. The results show that the maximum tower loading is 88% of the tower rating, which is acceptable.

**SUPPLEMENTAL RF ENGINEERING EVALUATION OF PROPOSED T-MOBILE
MODIFICATIONS TO THE WIRELESS SERVICES FACILITY AT 89
WESTCHESTER AVE IN POUND RIDGE, NY**

C. American Tower Mount Analysis Report (April 9, 2025)

This document evaluates the structural stability of the existing T-Mobile antenna mount platform to support the new (proposed) antenna and RRH configuration from T-Mobile. The study utilizes the guidelines of the current tower standard (ANSI/TIA-222-I), and accurately reflects the proposed configuration as detailed in the Construction Drawings. The results show that the antenna mount platform loading is 49% of the maximum usage of the platform, which is acceptable.

Summary and Recommendations

T-Mobile's application to modify their existing equipment on the tower at 89 Westchester Avenue has been reviewed and is now complete with the additional of these supplemental documents.

I find this application to be complete and acceptable from an RF Engineering standpoint.

Please feel free to reach out to me with any questions or comments.

Sincerely,



Douglas Fishman
RF Engineering Consultant
(201) 218-6848

October 18, 2025

Honorable Chairman Wing
and Members of the Planning Board
Town of Pound Ridge
179 Westchester Avenue
Pound Ridge, New York 10576

**SUBJECT: RF ENGINEERING EVALUATION OF PROPOSED T-MOBILE
MODIFICATIONS TO THE WIRELESS SERVICES FACILITY AT 89
WESTCHESTER AVE IN POUND RIDGE, NY**

9454-36

Honorable Chairman Wing and Members of the Board:

The purpose of this report is to provide the Planning Board with a summary of my review of the documents received related to the T-Mobile Application to modify the existing wireless services facility located at 89 Westchester Avenue in Pound Ridge. The documents received and reviewed in preparation for this report included:

1. Centerline Cover Letter (September 12, 2025)
2. Building Permit Application (August 7, 2025)
3. M&H Engineering Construction Drawings (June 6, 2025)

This report will focus on evaluating the completeness of the application and verifying consistency between each of these submissions.

A. Centerline Cover Letter (September 12, 2025)

The cover letter describes T-Mobile's plan to modify its existing installation, specifically to "...Remove & replace three (3) antennas; Remove six (6) RRUs install three (3) RRUS; Remove six (6) TMAs and Install one (1) cabinet and replace one (1) cabinet at ground level." Comparing their submission package with requirements detailed in the Town of Pound Ridge Zoning Code, Section 113-58.1, their submittal package appears to be consistent with these requirements *with the exception of missing an FCC Compliance Assessment and Report to comply with §113-58.1(K)*.

Note also that the letter provided by Centerline references the fact that they consider their application to be an Eligible Facilities Request in compliance with Section 6409 of the "Spectrum Act" of 2012. Basically, they state that their application must be approved because they are removing and replacing transmission equipment and not substantially changing the dimensions of the facility (per FCC R&O from 2014).

B. Building Permit Application (August 7, 2025)

The Building Permit Application description of work references the submitted plans (Construction Drawings), and notes that there is no change to the tower height or sizes of the [equipment] compound. The application appears consistent with the other documentation provided.

**RF ENGINEERING EVALUATION OF PROPOSED T-MOBILE MODIFICATIONS TO
THE WIRELESS SERVICES FACILITY AT 89 WESTCHESTER AVE IN POUND
RIDGE, NY**

C. M&H Engineering Construction Drawings (June 6, 2025)

I put together the table below for a simplified view of the changes being proposed per these submitted Construction Drawings. These changes are consistent with the Special Use Permit Application and the Cover Letter:

Description	To Be Removed	To Be Added	Comments
Remove 3 antennas / Install 3 antennas	RFS APX16DWV- 16DWV-S-E-A20 (3)	Andrew VV-65A-R1 (3)	
Remove 6 RRUs / Install 3 RRUs	Six (6) existing Ericsson RRUs ➤ RRUS01 B2 (3) ➤ RRUS11 B4 (3)	Ericsson RADIO 4460 B25+B66 (3)	RRUs change 2 of the bands of operation – Band 2 to Band 25, and Band 4 to Band 66.
Remove 6 Tower Mounted Amplifiers	Ericsson KRY 112144/1 (3)		

T-Mobile is also adding several new fiber and coaxial cable jumpers, as well as some changes to their equipment within their compound.

Note that there are several references to a Structural Analysis in these drawings on C-201. *The applicant is requested to provide the referenced structural analysis to complete the application as the tower loading is changing.*

Summary and Recommendations

T-Mobile's application to modify their existing equipment on the tower at the Lions Ambulance Corps has been reviewed, and the following change/addition need be submitted before I can sign off on this package:

- Submit an FCC Compliance Assessment and Report to comply with §113-58.1(K) of the Town of Pound Ridge Zoning Code. I do not anticipate an FCC compliance issue, but that that needs to be formally determined.
- Submit the Structural Analysis Report referenced in the Construction Drawings. I do not anticipate a structural issue, but that that needs to be formally determined.

I am ready to continue and complete the review of the application upon receipt of the Applicant's responses. Please feel free to reach out to me with any questions or comments.

Sincerely,


Douglas Fishman
RF Engineering Consultant
(201) 218-6848

Dear Town Board Supervisor and Board Members,

As America prepares to celebrate the 250th anniversary of the signing of the Declaration of Independence, the Pound Ridge Historical Society (PRHS) seeks to honor Pound Ridge's role in the struggle for independence.

We propose a project to commemorate community members who fought in the American Revolution as a gift to the town. This would involve mounting a plaque on a rock in front of Conant Hall, joining the existing memorials dedicated to those who served in WWI, WWII, the Korean War, and the Vietnam War.

The PRHS is committed to maintaining the respectful appearance of the existing memorials; therefore, the new plaque will be designed in the same style as the others already placed on the rocks.

Thank you for considering this proposal.

Best,

Joanne Mineo

President, Pound Ridge Historical Society

1961

1975



**IN HONOR OF THE MEN AND WOMEN
OF POUND RIDGE
WHO SERVED THEIR COUNTRY
IN THE VIETNAM WAR**

★ RANDY L. HEERDT

TERRY ALLEN
FRANK J. ANTON
STEVEN P. BATERICK
RICHARD G. BAZACO
RICHARD E. BEHAN
JOHN GORFE BENSON JR.
JOHN BRESLIN
DAVID L. BROADWAY
ORMOND BROADWAY
ALFRED R. BUFFON JR.
DONALD BUFFON
LAWRENCE E. BURCHELL
BRIAN M. CUDDEY
JAMES M. DUNN
JACK S. GUNDOLET
F. GEOFFREY HARRINGTON
NATHAN P. HILL
NEIL P. HILL

DAVID P. JACKSON
STEPHEN A. JACKSON
PETER S. KRASIKOV
RICHARD S. LASUS
ROBERT D. LASUS
ROBERT J. LEE
CHRISTOPHER G. LOMAS
DOUGLAS LYMAN
RICHARD B. LYMAN
DOUGLAS J. MACLEAN
KEVIN B. MCGOOLY
MATTHEW J. MCGOOLY
ARTHUR A. MAT
LEWIS G. MAT
DAVID E. MOAT
RICHARD R. MOAT
DENNIS G. O'CONNELL

★ JAMES F. MCGOOLY

JOHN M. PELOSO
DANIEL D. ROMANELLO JR.
RANDOLPH WINN SEIFFERT
WILLIAM E. SITKA
GEORGE T. SMITH
ROBERT STRIGLER
FRANK P. TOMLINS
WAYNE A. TOMLINS
BRUCE D. TWINE
JON S. VAN ARKIN
CHARLES G. VAN TILBURG
LINDA F. GESER VOSS
CHARLES WALLACE
EDWARD G. WALLHAGEN
ROBERT F. WALLHAGEN
RONALD WILKINSON
CHARLES F. WOOD JR.
RICHARD L. WOOD

ERECTED BY
THE CITIZENS OF POUND RIDGE
DEDICATED NOVEMBER 11, 1990

1950



1953

**IN HONOR OF THE MEN AND WOMEN
OF POUND RIDGE
WHO SERVED THEIR COUNTRY
IN THE KOREAN WAR**

PETER R. BECCARIA

PAUL O. BENSON

LAWRENCE H. BOUTON

CARL W. BREUNINGER

JASON GREENE

GEORGE C. JOHNSTON

FRANKLIN D. WOOD

RUTH M. NEWELL

MATTHEW ROSENSCHEIN

DON D. SCOFIELD

HARRY E. SCOFIELD JR.

W. ROBERT SUDA

CLINTON E. WOOD

ERECTED BY
THE CITIZENS OF POUND RIDGE
DEDICATED NOVEMBER 11, 1990



**Town of Pound Ridge
Receiver of Taxes**

Memo

To: Town Board
From: Drifa Segal
Date: 1/12/2026
Re: REFUND TAX OVERPAYMENTS

Please authorize the Finance Director to refund the below overpayments. See attached claim vouchers and documentation.

REFUND TOTAL: \$40.63

9816-143	Mr. Zacks & Ms. Dahl
9820-88	Mr. Frey

CLAIM

**TOWN OF POUND RIDGE
POUND RIDGE NY 10576**



PURCHASE ORDER NO.:

DATE: 1/12/2026

**CLAIMANT'S
NAME
AND
ADDRESS**

Mr. Richard Zacks
8 Tatomuck Rd E
Pound Ridge NY 10576

VENDOR #:

APPROPRIATION	AMOUNT	VOUCHER #
	\$36.63	
TOTAL	\$36.63	

I, , certify that the above account in the amount of 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.

1/12/2026 date

~~authorized official~~

APPROVAL FOR PAYMENT

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

Bounced Checks:

Year	CT	Code	i#	AMT	ReceiptNo	Source	Payer	Date	Batch

Refunds & Adjustments:

USER	OVERPAY	1/5/2026	36.63				20260105MB	DSEGAL	SC
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CLAIM



**TOWN OF POUND RIDGE
POUND RIDGE NY 10576**

PURCHASE ORDER NO.:

DATE: 1/12/2026

**CLAIMANT'S
NAME
AND
ADDRESS**

Mr. Frey
9 Winterbottom Ln
Pound Ridge NY 10576

Parcel: 9820-88
25-26 School Bill 1563

VENDOR #:

APPROPRIATION	AMOUNT	VOUCHER #
	\$4.00	
TOTAL	\$4.00	

I, , certify that the above account in the amount of 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. / 10

the dates stated and the charges are correct.
1/12/2020 
date authorized official

authorized official

APPROVAL FOR PAYMENT

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

Bounced Checks:

Year	CT	Code	i#	AMT	ReceiptNo	Source	Payer	Date	Batch

Refunds & Adjustments:

USER	OVERPAY	12/3/2025	4				20251213WA	DSEGAL	SC
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CLAIM

**TOWN OF POUND RIDGE
POUND RIDGE NY 10576**



PURCHASE ORDER NO.:

DATE: 1/12/2026

**CLAIMANT'S
NAME
AND
ADDRESS**

Sebastian Herald
144 Salem Road
NY 10572

VENDOR #: 999999

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

CLAIMANT'S CERTIFICATION

I, [REDACTED], 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.

1/12/20
date

authorized official

APPROVAL FOR PAYMENT

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

authorized official



FRAMING • BATHROOMS • KITCHENS • ADDITIONS • DECKS
NEW HOME CONSTRUCTIONS

**Santiago's Contractor Corp
24 Independence Street
WhitePlains-New York-10606
Phone 914-8794441
E-mail caamanojorge@hotmail.com**

Work done at :

**144 Salem rd
Pound Ridge -New York**

9817-46

\$2,000. —

WCC 7-9-25
Approved

2025-93
OK per Jim
Perry.

To whom it may concern,



I, Jorge Caamano, CEO of Santiago's Contractor Corp state that all the work for the replacement of the deck with the composite material was done to code in accordance with the regulations established by the Town of Pound Ridge building department and water control commission.

December,28,2025.

Jorge Caamano

Christeen Dur

From: rsj@heraldgardell.com
Sent: Monday, January 5, 2026 10:27 AM
To: Christeen Dur; Randy Gardell
Cc: Sebastian Herald; Randy Gardell
Subject: RE: Herald Gardell / 144 Salem Rd / contractor letter for bond reimbursement

Hi Christeen,

Happy New Year! 😊

Yes, you can send the check to us at 144 Salem Rd. You should make it out to SEBASTIAN HERALD because there is sometimes confusion with Randy's name because he spells his last name differently legally than he does professionally.

Thank you for all your help!

Warmly,
Sebastian and Randy



Sebastian Herald
Randy Gardell
Co Founders
Herald Gardell, Ltd. Design Services

144 Salem Rd.
Pound Ridge, NY 10576

201-621-1225 Sebastian
614-271-1936 Randy
RSJ@HeraldGardell.com
www.HeraldGardell.com



From: Christeen Dur <cdur@townofpoundridge.gov>
Sent: Monday, January 5, 2026 10:18 AM
To: Randy Gardell <randy.gardell@heraldgardell.com>

Cc: rsj@heraldgardell.com; Sebastian Herald <sebastian.herald@heraldgardell.com>; Randy Gardell <randy.gardell@heraldgardell.com>
Subject: RE: Herald Gardell / 144 Salem Rd / contractor letter for bond reimbursement

Hi Randy

Happy New Year.

Thanks for the letter. Please reply to this email to confirm the check should be made payable to you and mailed to you at 144 Salem Road.

Once received, I will submit for Town Board approval at their January 20th meeting and to finance.
Christeen

From: Randy Gardell <randy.gardell@heraldgardell.com>
Sent: Friday, January 2, 2026 9:02 PM
To: Christeen Dur <cdur@townofpoundridge.gov>
Cc: rsj@heraldgardell.com; Sebastian Herald <sebastian.herald@heraldgardell.com>
Subject: Herald Gardell / 144 Salem Rd / contractor letter for bond reimbursement

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.

Hi Christeen,
I have attached the letter from our contractor, Santiago Contracting Corp. , for the purposes of the bond reimbursement for the work done at 144 Salem Rd.
Please let me know if there is additional information you may need and what next steps are.
Happy New Year
Thank you very much,
Randy

Randy Gardell
Herald Gardell, Ltd.
Design Services
144 Salem Rd.
Pound Ridge, NY 10576
614-271-1936
randy.gardell@heraldgardell.com
heraldgardell.com

	Kevin Hansan	Alison Boak	Dan Paschkes	Diane Briggs	Namasha Schelling	Other
Boards, Commissions, & Committees:						
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	
Other:						
BCSDNY	X					
East of Hudson Watershed	X					
Environmental Initiatives Advisors						Elyse Arnow
Fire District	X					
Library Board	X					
New Dawn			X			
Sustainable Westchester			X			
THRIVE		X				
Trails Working Group						TBD
Water Wastewater Task Force		X				
WEMS						Tom Mulcahy
Westchester County Shared Services	X					
Wireless Communication					X	