

Town Clerk's Office

MEMORANDUM

To: Town Board
From: Erin Trostle
Date: January 29, 2026
Re: Draft minutes

Please review the attached minutes of the January 20, 2026 Town Board meeting.

MINUTES OF THE JANUARY 20, 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
COUNCILPERSON DANIEL PASCHKES

ALSO

PRESENT: TOWN ATTORNEY WILLIAM HARRINGTON
TOWN CLERK ERIN TROSTLE

I. CALL TO ORDER OF REGULAR MEETING

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

II. CALL FOR EXECUTIVE SESSION

Board Action: Motion by Supervisor Hansan, seconded by Councilperson Boak, all voting aye, to call for an executive session at 6:30 pm on February 3, 2026 for Police Department interviews.

III. ANNOUNCEMENTS

- The Human Trafficking Awareness Month toiletry drive continues through January 27, 2026.
- In honor of Martin Luther King Jr. Day, the Human Rights Advisory Committee encourages residents to contribute to a food drive to benefit the Mount Kisco Interfaith Food Pantry. Donations will be accepted through January 30.
- Seniors are invited to participate in Project Cupid on February 7. Register by February 2 either on Community Pass or by contacting the Recreation Department.
- Volunteers are sought to fill open seats on town boards and commissions. Interested residents should contact the Chief of Staff.

The Town Board observed a moment of silence in memory of longtime resident Phil Sears, who served on multiple boards.

IV. MINUTES

Board Action: Motion by Councilperson Paschkes, seconded by Councilperson Briggs, all voting aye, to approve the minutes of the January 6, 2026 Town Board meeting.

**MINUTES OF THE MEETINGS OF THE TOWN BOARD
TOWN OF POUND RIDGE
POUND RIDGE, NY
January 20, 2026**

V. PUBLIC COMMENT I

Resident John McCown questioned the need to hire a lobbyist.

VI. NEW BUSINESS

A. Pound Ridge Fire District – Construction Update

Fire Commissioner Peter Gallagher reported that the expansion of the firehouse is approximately thirty-five to forty percent complete. Unfortunately, the project has been delayed because the general contractor has walked off the job, but the Fire District is working with the bonding company to select a new general contractor. Any additional costs associated with hiring a second general contractor will be the responsibility of the bonding company. It is anticipated that the project will be completed during the third quarter of 2026.

B. Town Board – Retention of Statewide Public Affairs, Inc.

Pound Ridge resident Kelly McMillan explained that her firm, Statewide Public Affairs, can assist the town with efforts to raise the cap on post-retirement earnings for police officers and with securing additional funding for water infrastructure.

RESOLUTION 21-26

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

RESOLVED, that the Town Board hereby authorizes the Supervisor to execute an agreement dated January 15, 2026 with Statewide Public Affairs to provide strategic advice and representation to the town.

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

C. Highway Department

1. Resignation of Highway Superintendent Vinnie Duffield

RESOLUTION 22-26

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

**MINUTES OF THE MEETINGS OF THE TOWN BOARD
TOWN OF POUND RIDGE
POUND RIDGE, NY
January 20, 2026**

RESOLVED, that the Town Board hereby accepts the resignation of Highway Superintendent Vinnie Duffield effective February 2, 2026.

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

2. Permission to advertise for Highway Superintendent

RESOLUTION 23-26

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

RESOLVED, that the Town Board hereby authorizes the publication of a job vacancy announcement for the position of Highway Superintendent.

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

D. Planning Board – Amendment to T-Mobile special use permit

RESOLUTION 24-26

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

RESOLVED, that the Town Board hereby accepts the Planning Board’s recommendation that the T-Mobile’s proposed equipment modifications to the wireless services facility located at 89 Westchester Avenue be approved.

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

**MINUTES OF THE MEETINGS OF THE TOWN BOARD
TOWN OF POUND RIDGE
POUND RIDGE, NY
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**E. Pound Ridge Historical Society – Commemorative plaque for
Revolutionary War veterans**

RESOLUTION 25-26

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

RESOLVED, that the Town Board hereby approves the Pound Ridge Historical Society's request to install a memorial plaque on a boulder in front of the museum to honor Pound Ridge residents who served in the Revolutionary War.

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

Town Attorney Harrington suggested that the proposed list of names be circulated before the plaque is fabricated to ensure that no one is inadvertently omitted.

F. Receiver of Taxes – Overpayment refunds

RESOLUTION 26-26

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

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

Name	<u>Parcel</u>	<u>Amount</u>	<u>Reason</u>
Richard Zacks	9816-143	\$36.63	overpayment
James Frey	9820-88	\$4.00	overpayment

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

G. Water Control Commission – Bond release

RESOLUTION 27-26

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

RESOLVED, that the Town Board hereby authorizes the release of Water Control Commission Bond #2025-93 to Sebastian Herald of 144 Salem Road in the amount of \$2,000.00.

H. LIAISON REPORTS

Councilperson Paschkes noted that the Sustainability Committee has started a book club.

I. PUBLIC COMMENT II

Resident John Grogan inquired about recording all board and committee meetings on Zoom so that they can be viewed afterward. Mr. Grogan also asked about the possibility of a non-emergency police telephone number that could receive texts.

J. FINANCIAL MATTERS – Pay bills

RESOLUTION 28-26

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

RESOLVED, that the Town Board hereby authorizes the Supervisor to pay the following claims as detailed in Abstract 02-2026:

Fund	Claim Numbers	Total Amount
General Fund	A00041–A00109	\$328,185.01
Highway Fund	D00007–D00027	\$66,689.89
Trusts & Agency Fund	AT00010–AT00013	\$5,075.00

AND BE IT FURTHER RESOLVED, that the following advance-of-audit claims listed in Abstract 02-2026 are hereby allowed:

Fund	Claim Numbers	Total Amount
General Fund	A00110–A00113	\$10,149.95

Page 6
MINUTES OF THE MEETINGS OF THE TOWN BOARD
TOWN OF POUND RIDGE
POUND RIDGE, NY
January 20, 2026

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 8:10 pm.

VIII. **RECONVENE AS PARKING DISTRICT COMMISSION:** Supervisor Hansan called the meeting to order at 8:10 pm.

RESOLUTION 29-26

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

RESOLVED, that the following advance-of-audit claims listed in Abstract 02-2026 are hereby allowed:

Fund	Claim Numbers	Total Amount
Parking District	ST00005–ST00006	\$957.58

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

IX. **ADJOURNMENT:** There being no further business to come before the Parking District Commission, Supervisor Hansan adjourned the meeting at 8:11 pm.

Erin Trostle, Town Clerk
Dated at Pound Ridge, New York
January 28, 2026

Kevin C. Hansan
Supervisor

Nicole Engel
Chief of Staff



Tel: 914-764-5511
Fax: 914-764-0102

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

TO: Town Board
FROM: Supervisor Kevin Hansan
RE: Highway Department
DATE: January 30, 2026

Please be advised that the former Highway Superintendent Vinnie Duffield will serve as Interim Highway Superintendent from February 4, 2026 through March 31, 2026 at the same salary.

Town of Pound Ridge Police Department

Tel.: 914-764-4206
Fax: 914-764-0847

Thomas D. Mulcahy
Chief of Police



Date: January 28, 2026

To: Pound Ridge Town Board

From: Chief Thomas Mulcahy

Re: Promotion – Sergeant

Based on our previous discussions regarding filling Sgt. Walz's vacancy, I would like to wholeheartedly recommend and support the promotion of PO Nick Fusco to the rank of Sergeant.

Nick as a police officer stepped up to assist as our TAC officer with NYSPIN and eJustice with the untimely departure of Sgt. Tim Carroll. He retired as a Sergeant from Bedford Police Department in 2023 and then began his employment with us. So, he already possesses both the skills and experience to step into that role with us.

He has also shown his ability and desire to take on additional responsibilities and tasks within our department. I recommend him without reservation for this promotion and thank the Board for their attention and support in this matter.

Respectfully submitted,

Thomas D. Mulcahy

Town of Pound Ridge

Recreation Department



Tel: 914-764-0947/3987
Fax: 914-764-0102

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

Name of Organization Pound Ridge Community Church
Applicant/Contact Nadine Ashby
Address P.O. 352 Pound Ridge, N.Y. 10576
Telephone 914 469 0815 Cell 914 469 0815 Nonprofit: Yes No
E-mail nashby024@gmail.com
Purpose of Activity Wooffstock fund raiser Number Attending 100
Contact person during event Nadine Ashby

Date requested 4/25/26 Rain Date Time 7:00^{pm} to 10:00^{pm}

Facility requested: Conant Hall, check one: Town Organization or Private Party*
 Town Parks, check one: Main parking lot Pool Party
Circle one Lower shelter/New shelter Small ball field
 Playground Large ball field
 Sachs Park P.R.E.S. soccer/lax field

Will you be using the oven or stove (in Conant Hall kitchen)? no
Is event open to public? yes Will admission be charged? yes If so, how much? TBD
Is the event a fund raiser? yes If so, for what organization or purpose of funds? Animal Rescue Groups
Refreshments served? yes Request for alcohol to be served. Approved Not Approved

I HAVE READ AND AGREE TO THE CONDITIONS ON THE REVERSE SIDE. We/I release the Town of Pound Ridge, its officials, and employees from any responsibility or liability in connection with the use of this facility.
***POOL PARTY:** Rental Fee is \$75 for Residents and \$100 for Non-Residents (Must be pool members). A designated area established by pool directors. Additional Fees: Non-members 10-Under \$5 and 11-Older \$25. No outside food allowed (birthday cake only). Please reach out to Gary King at gary@ridgefieldbagels.com for food orders.
***CONANT HALL RENTAL:** The Rental Fee is \$500 for Residents and \$800 for Non-Residents. The Security Deposit is \$500 for both residents and non-residents. Please send two separate checks (One for Rental Fee and one for Security Deposit) Checks Made Out: The Town of Pound Ridge, Memo: Recreation Department. Send Application & Checks Attn: Recreation Department to: 179 Westchester Avenue, Pound Ridge, NY 10576. Attn
Applicant's signature Nadine Ashby Date: 1/21/26



January 30, 2026

To: Kevin Hansan, Town Supervisor and Town Board

From: Christeen CB Dür, Grants Coordinator

Re: Grant applications approval request

Dear Kevin and Members of the Town Board,

The NYS Office of Parks, Recreation and Historical Preservation just announced a new grant opportunity for Parks and Recreation projects due February 9.

Based on the guidance from Drea Russo our Recreation Superintendent, I would like to submit 2 applications, 1 for a new infiltration system for our existing Town pools-kiddie, recreation and competition pool and a renovation and repaving of our 2 existing Town tennis courts and a second application for a new roof for Conant Hall. One application per location is allowed.

Thank you for your consideration and support.

Christeen

Town Clerk's Office

MEMORANDUM

To: Town Board

From: Erin Trostle

Date: January 27, 2026

Re: Notification to municipality regarding application for renewal of dispensary license

Please be advised that the town has been notified of an application by SMMB, Inc. to renew its license to operate the Purple Plains cannabis dispensary at 32 Westchester Avenue in Pound Ridge.

RE: Notification of adult-use retail dispensary license application

License Type: License Renewal ▼

Previous DBA: _____

License Number (if applicable): OCM-CAURD-24-000119

Applicant Name: SMMB, Inc

Phone Number: 9142523341

Email Address: jackmortell@purpleplains.cc

Dear Municipal Clerk/NYC Community Board:

This serves as notification that I (name) Jack Mortell
of (dba) Purple Plains
intend to, or have, file(d) an application for licensure with the Office of Cannabis Management
to open a(n):

- retail dispensary premises (new or additional) registered organization with dispensing (or ROD)
- microbusiness

in (county name) Westchester County ▼. This business, once the license is approved, shall be located
at:

Address Line 1: 32 Westchester Avenue

Address Line 2: _____

City: Pound Ridge

Zip code: 10576

The mailing address is (if different from business location):

Address Line 1: _____

Address Line 2: _____

City/Town/Village: _____

State: Zip code: _____

(As applicable, name of business if different from above) has Keane and Beane
retained the legal services of (attorney or representative)

Name: Nicholas Ward-Willis

Address Line 1: 445 Hamilton Avenue

Address Line 2: Suite 1500

City/Town/Village: White Plains New York

State: Zip code: 10576

Telephone with area code: (914) 946-4777

If the municipality or community board would like to express an opinion to the Cannabis Control Board, they must respond to this notification within 30 days by emailing an opinion to municipalities@ocm.ny.gov. This expressed opinion must be on official municipality or community board letterhead.

If the municipality or community board would like to request a one-time 30 day extension for the municipality or community board to provide their opinion, or if the municipality or community board has any comments, concerns, or questions, they must reach out to the Office at municipalities@ocm.ny.gov with "Notification to Municipalities Municipality Opinion 30 Day Extension Request – [Insert municipality or community board name here]" in the subject line. Municipalities or community boards should be sure to provide proof of the date of receipt of the Notification to Municipalities that they wish to request an extension of time for submitting a municipality opinion. Any request that does not include such information will be rejected as incomplete.

Signed 
Print Jack Mortell

Today's date: 1/20/20

From: [Marilyn Shapiro](#)
To: [Nicole Engel](#)
Cc: [Melinda Avellino](#)
Subject: Permission to hang signs for the Cafe
Date: Thursday, January 29, 2026 12:29:40 PM
Attachments: [RCBannerFixIt.png](#)
[Repair Cafe Banner-10-2Time.png](#)

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.

To: The Town Board

From: Marilyn Shapiro, Coordinator for the Pound Ridge Repair Cafe

Re: Hanging Banners for the Repair Cafe on March 21,2026

We are requesting permission from the Town Board to hang promotional banners for the next Pound Ridge Repair Cafe on Saturday, March 21, 2026 at Conant Hall.. The banners will be placed in five groups of three. We propose to hang the banners from Friday, March 6, 2026 until Monday March 23, 2026, when road crews will remove them.

The light pole banners are 18” x 37”. Below you will find images of the three types of banners.

Thank you for your consideration,

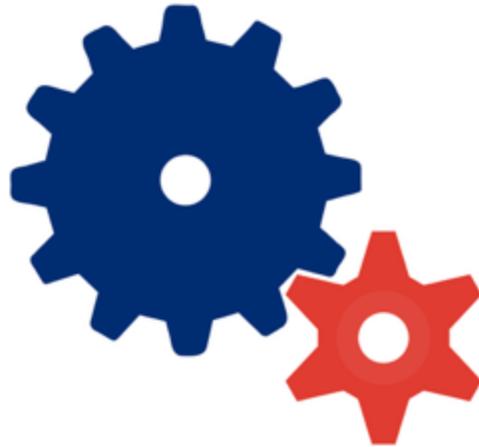
Marilyn Shapiro
Coordinator
Pound Ridge Repair Cafe

**POUND RIDGE
REPAIR
CAFE**

**DON'T TOSS IT,
FIX IT!**

**SEWING & MENDING
JEWELRY
LAMPS
SMALL APPLIANCES
BICYCLES
ELECTRONICS
COMPUTERS
LIGHT CARPENTRY
AND MUCH MORE!**

**POUND RIDGE
REPAIR
CAFE**



**SATURDAY
10AM-2PM**

**POUND RIDGE
ELEMENTARY SCHOOL**

Date	Beginning Balance	Deposits Added	Payments Out	Ending Balance	Vendor
2/10/2025		8000.00		8000.00	Avoric Denver Real Estate ck#452
4/22/2025	8000.00		1575.00	6425.00	P&D 257909-1 February
5/19/2025	6425.00		187.50	6237.50	P&D 257909-2 March

8000.00 1762.50 **6237.50**

#3806 Avoric - 227 Honey Hollow

*1/16/26 application withdrawn
requested refund.
submit for TB Agenda Feb. 3, 2026*

Christeen Dur

From: Dawn McKenzie, RLA <DMcKenzie@insite-eng.com>
Sent: Friday, January 16, 2026 1:10 PM
To: Christeen Dur
Cc: Gustave Macheras
Subject: RE: 227 Honey Hollow Road application withdrawal
Attachments: Avoric #3806 - 227 Honey Hollow.xls; Pound Ridge PB Avoric Denver Real Estate LLC - 257909-1---VS.pdf; Pound Ridge PB Avoric Denver Real Estate LLC - 257909-2---VS.pdf

Thank you Christeen.

The check should be payable to **Avoric Denver Real Estate LLC**.

Please mail the check to:

Avoric Denver Real Estate LLC
Attention: Gustave Macheras
41 Washington Avenue (unit 1)
Greenwich, CT 06830

If you have any questions, please reach out to Gustave – he is copied on this email.

All the best,
Dawn

Dawn Lewis McKenzie, RLA, Senior Associate
Senior Project Landscape Architect

INSITE ENGINEERING, SURVEYING & LANDSCAPE ARCHITECTURE, P.C.
(845) 225-9690 x146

From: Christeen Dur <cdur@townofpoundridge.gov>
Sent: Friday, January 16, 2026 12:19 PM
To: Dawn McKenzie, RLA <DMcKenzie@insite-eng.com>
Subject: RE: 227 Honey Hollow Road application withdrawal
Importance: High

Warning: This email contains elements that may indicate "Phishing" intent - aimed at tricking you to disclose private/financial information or even your credentials.

Do you trust this sender?

[Yes](#) [No](#)

Hi Dawn

Thank you for the update. Please find attached a summary of Avoric's escrow and the respective bills.

I will submit the refund of \$6,237.50 for approval at the next Town Board meeting on February 3 and to finance for processing.

Please reply to confirm who the check should be made payable to and where it should be mailed.

Let me know if you need anything else.

Thank you. Christeen

From: Dawn McKenzie, RLA <DMcKenzie@insite-eng.com>
Sent: Friday, January 16, 2026 11:33 AM
To: Christeen Dur <cdur@townofpoundridge.gov>
Subject: RE: 227 Honey Hollow Road

Hi Christeen.

Hope all is well with you.

I left you a message to give me a call – would you please do so when you get a chance to discuss this?

The applicant has sold the property. And the application should be withdrawn.

They have asked if there is any unused escrow that can be refunded to them?

Please advise.

Thank you for following up and for your assistance on this matter.

Best,

Dawn

Dawn Lewis McKenzie, RLA, Senior Associate
Senior Project Landscape Architect

INSITE ENGINEERING, SURVEYING & LANDSCAPE ARCHITECTURE, P.C.
(845) 225-9690 x146

From: Christeen Dur <cdur@townofpoundridge.gov>
Sent: Friday, January 16, 2026 10:57 AM
To: Dawn McKenzie, RLA <DMcKenzie@insite-eng.com>; Jack McManus <JMcManus@insite-eng.com>
Subject: RE: 227 Honey Hollow Road - Agricultural District
Importance: High

Warning: This email contains elements that may indicate "Phishing" intent - aimed at tricking you to disclose private/financial information or even your credentials.

Do you trust this sender?

[Yes](#) [No](#)

Hi Dawn and Jack

Should I keep 227 Honey hollow as postponed?