

Town Clerk's Office

MEMORANDUM

To: Town Board

From: Erin Trostle

Date: April 15, 2026

Re: Draft minutes of the April 7, 2026 Town Board meeting

Please review the attached.

MINUTES OF THE APRIL 7, 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 DANIEL PASCHKES
COUNCILPERSON NAMASHA SCHELLING

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 7:39 pm.

II. CALL FOR EXECUTIVE SESSIONS

Board Action: Motion by Councilperson Briggs, seconded by Councilperson Paschkes all voting aye, to call for an executive session at 6:30 pm on April 21, 2026 for Police Department interviews.

III. ANNOUNCEMENTS

- The Pound Ridge Land Conservancy will hold a volunteer work session at the Bye Preserve on Saturday, April 11.
- The many upcoming events for adults 62+ include a lecture on phishing scams on Monday, April 13. More information is available on the town website.
- The Pound Ridge Partnership will host an Eco Afternoon at the Market Square on Saturday, April 25.
- The Pound Ridge Business Association's Made in New York Market is scheduled for Sunday, April 26.

IV. MINUTES

Board Action: Motion by Councilperson Briggs, seconded by Councilperson Schelling, all voting aye, to approve the minutes of the March 24, 2026 Town Board meeting.

V. PUBLIC COMMENT I

Resident John Nathan said that he has filed a formal request for the license for the Purple Plains cannabis dispensary to be revoked and not to be renewed.

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Councilperson Paschkes noted for the record that the Town Board has taken no action regarding the renewal of the dispensary license.

VI. NEW BUSINESS

A. Legislative Updates

State Assembly Member Chris Burdick said that the state has not yet adopted a budget for 2026–27, in part because of ongoing debate over clean energy goals, proposed modifications to the State Environmental Quality Review Act (SEQRA), and car insurance regulation. He also discussed the NYSEG rate case, deferred maintenance on CUNY and SUNY facilities, affordable housing, and the retiree salary cap.

State Senator Shelley Mayer said it is unfortunate that policy debates have delayed the budget. She discussed immigration, health insurance, and infrastructure funding, and said she hopes it will be possible to raise the retiree salary cap from \$35,000 to \$50,000.

Supervisor Hansan said it was unfortunate that proposed modifications to SEQRA, which threaten municipal home rule, were being discussed in the context of the budget, since the issue is not funding-related. He added that the retiree salary cap needs to be addressed so municipalities can attract and retain qualified employees, and that the Bedford Central School District needs to receive its fair share of state aid. Finally, he expressed frustration with delays at the state level regarding the community bus and the water district.

B. Human Rights Advisory Committee – Sister city agreement

RESOLUTION 85-26

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

RESOLVED, that the Town Board hereby authorizes the Supervisor to sign a memorandum of understanding to establish a sister city relationship with Zazymia Territorial Community, Kiev Oblast, Ukraine.

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

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C. Maintenance Department – Appointment of David Burgess

RESOLUTION 86-26

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

RESOLVED, that the Town Board hereby appoints David Burgess as a part-time in-house carpenter and painter in the Maintenance Department at a rate of \$45/hour for a term of four months.

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

D. Board of Assessment Review - Appointments

RESOLUTION 87-26

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

RESOLVED, that the Town Board hereby appoints Richard Esman, Jessica Watts, and Betsy Ronel to the Board of Assessment Review.

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

[Note: An additional appointment to the Board of Assessment Review, which was inadvertently omitted, was made later in the meeting.]

E. Landmarks and Historic District Commission - Appointments

RESOLUTION 88-26

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

RESOLVED, that the Town Board hereby appoints Amy Lee, Rebecca Amir, and Susan Markowitz to the Landmarks and Historic District Commission.

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

F. Board of Ethics - Appointments

RESOLUTION 89-26

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

RESOLVED, that the Town Board hereby appoints Jennifer Malinowski, Juliette Miranda, and Mark Chmiel to the Board of Ethics.

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

G. Board of Assessment Review – Additional appointment

RESOLUTION 90-26

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

RESOLVED, that the Town Board hereby appoints Jill Faber to the Board of Assessment Review.

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

H. Town Board – Employee handbook update

RESOLUTION 91-26

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

RESOLVED, that the Town Board hereby amends the employee handbook to state that meal reimbursement limits will be those set by the United State General Services Administration (GSA).

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

I. Highway Department – Part-time seasonal staff

RESOLUTION 92-26

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

RESOLVED, that the Town Board hereby authorizes the Highway Foreman to hire two part-time seasonal flaggers, as budgeted.

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

J. Recreation Department

1. Transportation for camp trips

RESOLUTION 93-26

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

RESOLVED, that the Town Board hereby approves the expenditure of a total of \$12,510.00 for coach bus service to be provided by JTR Transportation for seven teen travel camp trips; AND BE IT FURTHER

RESOLVED, that the Town Board hereby approves the expenditure of a total of \$7,406.00 for school bus transportation to be provided by First Charter for nine teen travel camp trips and four day camp trips.

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

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2. Pool and camp refund

RESOLUTION 94-26

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

RESOLVED, that the Town Board hereby approves the refund of a family pool membership (\$345.00) and grade 5 day camp fee (\$925.00) to Ingibjorg Magnúsdóttir and Kristinn Gretarsson, because they will be moving out of the country in June.

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

K. Water Control Commission

1. Resignation of Deborah Tepper

RESOLUTION 95-26

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

RESOLVED, that the Town Board hereby accepts the resignation of Deborah Tepper from the Water Control Commission.

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

2. Bond Release

RESOLUTION 96-26

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

RESOLVED, that the Town Board hereby approves the release of Water Control Commission Bond #2022-40 in the amount of \$2,000.00 to Ken Okamoto, of 46 Old Stone Hill Road, Pound Ridge.

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

VII. PUBLIC COMMENT II

There were no additional comments from members of the public.

VIII. FINANCIAL MATTERS – Pay bills

RESOLUTION 97-26

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

RESOLVED, that the Town Board hereby authorizes the Supervisor to pay the following claims as detailed in Abstract 07-2026:

Fund	Claim Numbers	Total Amount
General Fund	A00343–A00381	\$100,391.29
Highway Fund	D00096–D00119	\$47,048.12
Trusts & Agency	AT00019–AT00024	\$4,325.00

AND BE IT FURTHER RESOLVED, that the following advance-of-audit claims listed in Abstract 07-2026 are hereby allowed:

Fund	Claim Numbers	Total Amount
General Fund	A00381–A00383	\$8,274.08

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

IX. ADJOURNMENT: There being no further business to come before the Town Board, Supervisor Hansan adjourned the meeting at 8:48 pm.

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X. **RECONVENE AS PARKING DISTRICT COMMISSION:** Supervisor Hansan called the meeting to order at 8:48 pm.

RESOLUTION 98-26

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

RESOLVED, that the following advance-of-audit claims listed in Abstract 07-2026 are hereby allowed:

Fund	Claim Numbers	Total Amount
Parking District	ST00011–ST00012	\$658.61

XI. **ADJOURNMENT:** There being no further business to come before the Parking District, Supervisor Hansan adjourned the meeting at 8:48 pm.

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

DRAFT

Town of Pound Ridge

Tel.: 914-764-5511

Fax: 914-764-0102



April 17, 2026

Pound Ridge Town Board
Town of Pound Ridge
179 Westchester Avenue
Pound Ridge, New York 10576

Re: Establishment of Town of Pound Ridge Scotts Corners Water District Pursuant to Article 12-A of the Town Law

In furtherance of the Town of Pound Ridge's (the "Town") application dated December 5, 2024, as supplemented by Addendum #1 dated November 19, 2025, and Addendum #2 dated February 6, 2026, for Part 85 approval from the New York State Comptroller (the "State Comptroller") as it relates to the establishment of a water district known as the Scotts Corners Water District (the "District") pursuant to Town Law §209-e (collectively, the "Part 85 Application"). The State Comptroller may rely on this opinion letter as if it was addressed to them.

In my capacity as the Town Attorney, I have examined originals or true and complete copies of those records, documents and other instruments necessary to render this legal opinion, including, but not limited to:

- 1) the Constitution of the State of New York (the "State") and relevant State statutes, including but not limited to, Article 12-A of the Town Law pursuant to which the application is made and the State Environmental Quality Review Act (SEQRA);
- 2) all orders and resolutions of the governing board of the Town pertaining to the Part 85 Application;
- 3) proof of any posting and publication of required notice;
- 4) a petition dated July 26, 2024, requesting a referendum;
- 5) certification of the result of the vote on the proposition submitted at the special election held on October 24, 2024;
- 6) the map, plan and report attendant to the establishment of the District titled "Scotts Corners Water District Map, Plan and Report," dated May 2024, and as supplemented by subsequent letters from the engineer an included in Addendum #1 and Addendum #2, pursuant to Town Law §209-c; and

7) the Part 85 Application to said application submitted to the State Comptroller's Office.

Based upon this documentation, it is my opinion that:

(i) the Part 85 Application made to the State Comptroller's Office contains all the information required by the applicable statutes and regulations;

(ii) the Town, in relation to the establishment of the District for which the permission of the State Comptroller is sought, has undertaken all material actions and proceedings required by Article 12-A of the Town Law;

(iii) such establishment of the District has been duly authorized by the Town as required by statute but for (a) obtaining permission from the State Comptroller, (b) the adoption of any order or resolution required to be adopted after the State Comptroller has granted such consent or permission, and (c) any publication of any notice required to be published after receipt of such consent or permission;

(iv) except for the lawsuit, *Simons v. New York State Environmental Facilities Corporation*, which was dismissed by the New York State Supreme Court on September 25, 2025, and for which the plaintiff has filed a notice of appeal, Town officials are not aware of any material pending or threatened lawsuits or claims relating to the establishment of the District; and

(v) any assessments, charges or taxes to be levied or imposed to finance the improvements to the District are authorized by statute and all necessary action has been taken by the Town to authorize the imposition or levy of such assessments, charges or taxes.

Very truly yours,

William P. Harrington,
Town Attorney

Town of Pound Ridge

Tel: (914) 764-3983
(914) 764-3984



Fax: (914) 764-3990

Pound Ridge Justice Court April 7, 2026

TO: Supervisor Kevin Hansan and Town Board

FROM: Sonia Mercado-Jimenez

SUBJECT: NEW YORK STATE ASSOCIATION OF MAGISTRATES
COURT CLERK, INC. 46TH ANNUAL CONFERENCE
September 28th – September 30, 2026

The Annual conference of the New York Association of Magistrates Court Clerks, Inc. will convene at the Albany Desmond Hotel, 660 Albany Shaker Road, Albany, NY 12211.

This year I am requesting to attend the conference with Nancy Artese. Attending the conference is Mandatory for the Court Clerk and the Assistant Court Clerk. Registration for the conference and hotel (which includes meals), must be handled online only by August 1st. I have attached a copy of email from the Association with the information for the conference.

The estimated expenses for the conference will be \$2,150.00. This will include hotel accommodations at the double occupancy rate of \$721.00 each, conference pre-registration \$100.00 each; car rental and gas.

Attending the conference will compliment the additional online trainings offered to the Court Clerk and the Assistant Court Clerk.

Submitting early to meet the deadline of registration and being presented to the Board.

Sonia Mercado-Jimenez

cc: Finance Director



We are pleased to announce that registration for NYSAMCC's 46th Annual Conference is OPEN! At the conference, you will have the opportunity to meet with instructors and participate in live question/answer sessions. Attached you will find a draft of the agenda.

The conference will be held September 28th – September 30th at the Albany Desmond Hotel, 660 Albany Shaker Road, Albany, NY 12211.

Pricing is as follows:

Conference Registration Fee: \$100

Package rates: Single Occupancy: \$946.00

Double Occupancy: \$721.00 per person

All attendees must register and pay the registration fee to attend the conference. No walk-ins or on-site payments will be accepted. If you wish to stay on-site you must purchase the hotel lodging package which includes a 3-night hotel stay and all meals.

Registration is being handled ONLINE ONLY this year. To register for the conference please visit: [NYS Association Magistrates Court Clerks Annual Conference](https://www.nysamcc.com) | or [NYSAMCC.org](https://www.nysamcc.com)

This year the site will allow you to register for the conference, select your lodging package or order commuter meals all in the same place. To simplify the process, all payments will be collected by the association. We will make your reservation with the hotel, and you will receive confirmation from them once the reservation is made.

If you choose to pay by check, please make the check payable to NYSAMCC, Inc. and mail to:

NYSAMCC, Inc.
PO Box 31
Stillwater NY 12170

If you choose to pay by credit card, follow the link online to make your payment.

The deadline to register for the conference, hotel and meals is August 1, 2026.

Did you know that we offer both full and partial scholarships to members whose municipalities are fiscally unable to pay for your attendance at the conference? You can apply for a scholarship here: <https://www.nysamcc.com/173/Scholarship-Opportunities> The deadline to apply for a scholarship is August 1, 2026.

The Court Clerk of the Year award holds great honor for a Court Clerk. It is a public recognition, from their fellow Court Clerks, for the devotion they have shown to this profession. This is the Court Clerk who attends to the needs of both the community and other Court Clerks. This is the one in your jurisdiction who everyone knows to call for answers to questions - the one who always goes above and beyond their assigned duties. If you know a Clerk who is deserving of this award, please nominate them today! The deadline to submit a nomination is August 15, 2026.

<https://nysamcc.com/FormCenter/NYSAMCC-4/Court-Clerk-of-the-Year-Nomination-Form-51>

Have you ever considered joining the NYSAMCC Board of Directors? We have 4 director seats open this year. To be eligible for the position of director the candidate must be at least 19 years of age, have been a Court Clerk for at least three years and a member in good standing as defined in Article III of the bylaws. A Director shall be assigned to various Association committees by the President and perform such duties under the direction of the Committee Chair. A Director may also be assigned a Committee Chair. If you are interested, you can fill out a Nominations form here:

<https://nysamcc.com/171/Nominations>

The deadline to submit a nominations form is August 15, 2026.

Are your 2026 dues paid so you are an active member of the Association? If you haven't paid your dues you can fill out an application to join here: <https://www.nysamcc.com/FormCenter/NYSAMCC-4/New-York-State-Association-of-Magistrate-47>

Our basket raffle to benefit the scholarship fund will return this year! If you are willing to donate a basket, we would greatly appreciate it!

If you are having trouble registering or have any questions, please feel free to reach out to the Conference Chairs directly. Lorraine Buchal lbuchal@nycourts.gov Office phone: 518-664-6946 or Cell phone: 518-265-6051 or Jennifer L. Miller jlmiller@nycourts.gov Office phone: 518-899-6797 or Cell phone: 518-744-7691.

We look forward to seeing everyone at Conference!

Thank you.

Lorraine Buchal and Jen Miller



Jonah Maddock, Maintenance Supervisor
Town of Pound Ridge
179 Westchester Avenue
Pound Ridge, New York 10576

April 16, 2026

To Whom This May Concern,

Please accept this request to change cleaning companies from
F&F Cleaning Service LLC to Clean Pro Services, LLC

See documents included.

Thank you,

Jonah Maddock
Maintenance Supervisor

Clean Pro Services, LLC

9 Summit St., Apt 2

Danbury, CT 06810

(203)942-1869

milagros1ada@gmail.com

Date: 03/23/2026

Name: _____

Address: _____

Phone: _____ Email: _____

Job Description

1- Town Hall Building

2- Police Dpt. Station

3- Highway Dpt.

Cleaning Monday to Friday

Every two weeks. Total: \$1,100.00

Connat Hall twice per week \$70.00 (each time)

Town Park bathroom, once per week \$70.00 (each time)

NOTES: _____

We, Clean Pro Services LLC., are always looking to serve our clients with quality and promptness:

IN WITNESS WHEREOF: Contractor and client have executed Agreement as of the day and year written above.

Contractor

Client

BY: _____

BY: _____

Name: _____

Name: _____

Date: _____

Date: _____



INVOICE

Number: INV0374
Date: Mar 31, 2026
Due date: On receipt

BILL TO:

Town Pound Ridge

914-916-0613
Arusso@townofpoundridge.com

INVOICE FROM:

F&F Cleaning Service LLC

845-891-6549
8458916549
20 years experience private house window
cleaning,carpet,furniture cleaning,gutter
cleaning,power wash,tile steam cleaning
flaviocrespoalbo02@gmail.com
39 Hillis terrace Poughkeepsie NY 12603

Description	Quantity	Unit price	TAX	Amount
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MARCH CLEANING	1	\$2,185.00	0.0 %	\$2,185.00
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SUBTOTAL:	\$2,185.00
TAX:	\$0.00
TOTAL:	\$2,185.00
PAID:	\$0.00

Payment instructions

we accept
checks,Zelle,Venmo and credit card (3.5 if use
credit card add to total)

BALANCE DUE	\$2,185.00
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Town of Pound Ridge Police Department

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



Thomas D Mulcahy
Chief of Police

Date: 4/21/26
To: Pound Ridge Town Board
From: Chief Thomas Mulcahy
Re: TRACS Printer Install

Background:

Based on discussion during 2026 Budget process in regards to TRACS (electronic traffic tickets), I was able to secure a grant thru the NYSP for the program and installation of TRACS on the computer system/patrol cars at the Police Dept. We were also able to secure the necessary hardware (printers and scanners) at no cost to the Town. This grant was made possible thru the efforts of PO John Reynolds.

The next step in the implementation of TRACS is to get these printers installed in our patrol vehicles. Attached is a quote from Speciality Warning, who does the upfitting and installation of equipment in our police vehicles. This will apply to 4 of the 5 current first line patrol vehicles, the fifth unit will eventually be installed in the new patrol vehicle to be purchased this year (that will be included in the quote for upfitting of that vehicle).

The total cost of the installs will come to \$4065. This program was not budgeted for in 2026 budget but I didn't want to pass on the opportunity to get the necessary hardware and software at no cost to the Town. Thank you for your consideration.

See attached quote.

PROPOSAL



PREPARED FOR:

Town of Pound Ridge
Police Department
177 Westchester Avenue
Pound Ridge, NY 10576

22 Shelter Rock Lane – Unit 7
Danbury CT 06810
Phone: 203-778-2769
Fax: 203-778-2786

Email: specialtywarningsystems@yahoo.com

Proposal valid for 30 days from
today's date: 03/15/26

Specialty Warning Systems proposes to furnish labor & materials outlined below, for the following:

Installation of Brother Pocket Jet 8 series printer in four (4) patrol vehicles.
7K-367 7K-365 7K-377 7K-366

Proposal below is based upon "per vehicle"

NEW COMPONENTS:

- | | |
|---|--------|
| 1. One (1) MNT-PRN-UR-AP-PJ rugged printer mount adapter plate | 368.00 |
| 2. One (1) MNT-PRN-UR-HAB-***-** horizontal headrest attachment bar <i>note 1</i> | 178.25 |

COMPONENT TOTAL: **\$546.25**

NOTE: Due to the ongoing volatility of the shipping & freight industry, actual delivered costs for the equipment above will be added to the final completion invoice.

LABOR:

CS = "customer supplied"

1. Remove all control heads, accessories and filler plates from the center console.
2. Install required power and ground harness with applicable circuit protection at source power.
3. Install headrest support bar and printer adapter to passenger side front seat.
4. Install CS Brother Pocket Jet 8 printer.

5. Install USB communication cable from printer to existing computer dock.
6. Install CS L Tron scanner
7. Reinstall all console components.
8. Loom and secure all visible power & comm. cables.

INSTALLATION TOTAL: \$470.00

PROPOSAL TOTAL: (per vehicle) \$1,016.25

COMPONENT NOTES:

Note 1: The final characters in the headrest attachment bar part number will be specific to the year/make/model of the intended install vehicle.

TO BE PROVIDED BY THE POUND RIDGE POLICE DEPT.:

- > (4) Brother Pocket Jet printers
- > (4) I Tron handheld scanner
- > (4) Printer power cables
- > (4) 10 ft printer communication cables

Any additions or alterations to the above would be with the approval of the Pound Ridge Police Dept. and would be invoiced in conjunction with the proposal balance. Any component or labor deletions would be incorporated into the final invoice.

**TERMS: Net balance due upon completion of the vehicle
and delivery to the Pound Ridge Police Dept**

For Specialty Warning Systems Date

For Pound Ridge Police Dept Date

**Town of Pound Ridge
Receiver of Taxes**

MEMORANDUM

To: Town Board
From: Drifa Segal
Date: 4/13/2026
Re: 2026 NYSATRC Training

I respectfully request authorization to attend the NYS Association of Tax Receivers 2026 Training Seminar this June in Niagara Falls not to exceed \$1625. The training runs from Sunday June 7th through Wednesday June 10, 2026. The cost stated above includes the NYSATRC membership fee, conference registration fee, car mileage reimbursement, food, and hotel stay. This is a budgeted item.

Thank you.

Drifa Segal
Receiver of Taxes – Pound Ridge

*The New York State Association of Tax
Receivers and Collectors*

Training Seminar June 7 - 10, 2026

The NYS Association of Tax Receivers and Collectors Training Seminar 2026 will be held at the beautiful [Sheraton Niagara Falls](#).

Please remember that you must be a [member](#) in good standing with NYSATRC to attend the June Training Seminar.

[Click here to be brought directly to the Hotel Reservation link.](#)

PRICING for 2026

Single Occupancy \$675.07

Double Occupancy \$891.20 (\$445.60 per person)

Arrival Date: Sunday, June 7, 2026, after 4 pm

Departure Date: Wednesday, June 10, 2026. Check out at 11 am

The **FULL** Food & Beverage Package includes:

Sunday reception, dinner is on your own.

Monday breakfast, lunch, and breaks, dinner is on your own.

Tuesday breakfast, lunch, breaks and dinner.

Wednesday breakfast

The listed price is inclusive of tax. An individual tax exemption form must be submitted in advance, in order for taxes to be adjusted off. Payment for all food &

beverage packages will be processed in full 10 days prior to the event via the credit card on file

There are other meal plans available at the Hotel Reservation link above.

All Registration Forms must be received by May 7, 2026

2026 CONFERENCE SCHEDULE

SUNDAY - JUNE 7, 2026

3:00 – 5:00 pm

REGISTRATION/CHECK IN
Lobby

5:30 –7:00 pm

WELCOME RECEPTION

FURTHER DETAILS COMING SOON

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**NEW YORK STATE
ASSOCIATION OF TAX RECEIVERS AND COLLECTORS
APPLICATION FOR MEMBERSHIP CALENDAR YEAR 2026**

Please Fill Out COMPLETELY and RETURN Entire Application WITH PAYMENT.

Type or PRINT CLEARLY

Form must be completed and include payment to be processed.

CHECKS PAYABLE TO: NYSATRC MEMBERSHIP

MAIL TO: Debra Littere, Membership Chair
NYSATRC Membership
4160 Upper Mountain Rd.
Sanborn, NY 14132

Phone: (716) 433-8161 Leave Message
Email: dlittere@townofcambria.com

Name of Municipality TOWN OF POUND RIDGE

County WESTCHESTER

Name: DAIFA SEBAL

Office Mailing Address: 179 WESTCHESTER AVE

City POUND RIDGE State NY Zip Code 10576

Telephone _____ Ext. _____ Fax _____

E-mail address taxreceiver@townofpoundridge.gov

Number of Years as Receiver/Collector _____ Village _____ Town 41/2 County _____ School _____

New Member: or Renewal: Interest in Director or committee involvement? Yes No

APPLICATION MUST ACCOMPANY YOUR CHECK **ALL CHECKS RECEIVED WITH INCORRECT PAYMENT AMOUNT WILL BE RETURNED AND WILL CAUSE A DELAY IN PROCESSING YOUR APPLICATION.

Each Membership Requires a Separate Application but more than one membership can be included in your check.

PLEASE CHECK ONLY ONE CATEGORY AND SEND THE APPROPRIATE ANNUAL DUES

Tax Receiver _____ Tax Collector _____ Town Clerk/Tax Collector/Receiver _____ Village _____
School Tax Collector _____ Deputy Receiver/Deputy Collector _____ County Treasurer _____ Collection Staff _____

\$25.00 Annual Dues for ALL Titles above this line.

 Social (Retirees Only) (non-voting) \$10.00 Annual Dues Business (non-voting) \$50.00 Annual Dues

PLEASE FILL IN THE ABOVE PORTION AND PROMPTLY RETURN WHOLE FORM WITH EACH DUES

MEMBERSHIP CHAIR USE ONLY BELOW THIS LINE

District # _____ Check # _____ Date ____/____/2026

Membership Card Sent to NYSATRC Member _____

Deposit Date ____/____/2026 Sent to Treasurer ____/____/2026

2026 Training Seminar Registration Form

**New York State Association of Tax Receivers and Collectors
Sheraton Niagara Falls, 300 3rd Street, Niagara Falls, NY 14303
June 7– 10, 2026**

2026 Session includes: Legal/Legislative update, TSO, and additional topics and details available on our website.

Seminar Registration: Registration is open to **2026 PAID NYSATRC Members.**

Seminar Registration Form: Registration fee is \$100.00 to attend the 2026 Training Seminar. Deadline for payment is May 18, 2026. **Reminder: You must be a paid 2026 NYSATRC Member to attend the Conference.** Mail completed registration forms with checks payable to “NYSATRC” in the amount of \$100.00 to Town of Ithaca, Attn: Debby Kelley, P.O. Box 7143, Ithaca, New York 14851.

Hotel Reservations: Please make your hotel reservations directly with the Sheraton Niagara Falls, utilizing the booking link created for our event, <https://book.passkey.com/go/NYSATRC2026> , to reserve your room(s) and meal package(s) for you and your guest.

Once the hotel receives your tax-exempt form, the tax will NOT be included in the actual charge once you check out.

Commuter Meals: Commuter Meal form and payment must be mailed with your conference registration form to Debby at the above address. See the attached form for Conference Registration and Commuter Meal selections and prices.

Please let us know if you have any food allergies or have special meal requirements

Questions, please call Debby at 607-273-1721 ext. 114 or email her at dkelley@townithacany.gov

Please Print Clearly!!!

Attendee Name: DRIFA SEARL Title: RECEIVER OF TAXES
School/Town/Village: POUND RIDGE County: WESTCHESTER
Address: 179 Westchester Ave
Daytime Phone: 914-764-3978 Cell Phone: _____
Email Address: taxreceiver@townofpoundry.gov
Guest Attendee Name: _____

<u>Commuter Meals:</u>		How many meals?	Total \$ amount due
Sunday Reception -	\$30.61	_____	_____
Monday Breakfast -	\$27.95	_____	_____
Monday Lunch -	\$37.27	_____	_____
Monday Dinner – On your own			
Tuesday Breakfast -	\$27.95	_____	_____
Tuesday Lunch -	\$37.27	_____	_____
Tuesday Dinner -	\$50.58	_____	_____
Wednesday Breakfast -	\$27.95	_____	_____

Registration Fee (everyone) - \$100.00 _____

TOTAL DUE: 100.00

Please let us know if you have any food allergies or have special meal requirements

Confirmation of Registration will be emailed to you. Cancellations received at least ten days prior to the event will be refunded, less a \$25.00 processing fees.

Please visit www.NYSATRC.com, for updates on the June Seminar, Membership, Conference Registration and Hotel Registration.

Thank you and we look forward to seeing you at the 2026 Training Conference.

Date Received _____ Check _____ Posted _____ Hotel _____ Commuter _____ Email sent _____

179 Westchester Ave, Pound Ridge, NY
10576 to Niagara Falls, New York

Drive 420 miles, 6 hr 35 min

179 Westchester Ave
Pound Ridge, NY 10576


This route has tolls.


Get on I-684 N in Bedford from NY-137 N, 309/Pea Pond Rd, Girdle Ridge Rd and NY-22 N


- 17 min (9.5 mi)
- ↑ 1. Head east
36 ft
 - ↘ 2. Turn right toward Westchester Ave
197 ft
 - ↘ 3. Turn right onto Westchester Ave
0.2 mi
 - ↘ 4. Turn right onto NY-124 N/NY-137 N
0.9 mi
 - ↙ 5. Slight left onto NY-137 N
230 ft
 - ↙ 6. Slight left to stay on NY-137 N
2.8 mi
 - ↘ 7. Turn right onto NY-121 N
0.5 mi
 - ↙ 8. Turn left onto 309/Pea Pond Rd
1.4 mi
 - ↙ 9. Slight left to stay on 309/Pea Pond Rd
374 ft
 - ↙ 10. Slight left onto 309/Girdle Ridge Rd
i Continue to follow Girdle Ridge Rd
1.1 mi
 - ↗ 11. Merge onto NY-22 N
1.8 mi
 - ↙ 12. Turn left onto NY-35 W
0.3 mi
 - ↗ 13. Turn right to merge onto I-684 N toward Brewster
0.2 mi


Take Taconic State Pkwy, I-87 N and I-90 W to US-62 N/Niagara Falls Blvd in Niagara Falls. Take exit 22 from I-190 N


- 6 hr 11 min (408 mi)
- ↗ 14. Merge onto I-684 N
10.3 mi


-  15. Take exit 9W for I-84 W toward Newburgh


 0.3 mi
-  16. Merge onto I-84



 15.4 mi
-  17. Take exit 52B for Taconic State Pkwy N toward Albany


 0.5 mi
-  18. Merge onto Taconic State Pkwy


 28.5 mi
-  19. Continue onto Taconic State Pkwy


 14.2 mi
-  20. Take exit 80 for NY-82 toward Hudson/Ancram



 0.2 mi
-  21. Keep right and merge onto NY-82 N



 5.0 mi
-  22. Continue straight onto NY-23 W/US-9 N
 **Continue to follow NY-23 W**



 5.4 mi
-  23. At the traffic circle, take the 1st exit and stay on NY-23 W


 3.1 mi
-  24. Take the Jefferson Hts exit toward Leeds



 0.2 mi
-  25. Turn right onto Main St



 0.4 mi
-  26. Turn right (signs for I-87/New York State Thruway)
 **Toll road**





 0.1 mi
-  27. Use the right lane to take the ramp to I-87 N
 **Toll road**

 0.2 mi
-  28. Merge onto I-87 N via the ramp to Mass Tpke/Albany
 **Toll road**




 33.8 mi
-  29. Continue onto Governor Thomas E. Dewey Thruway/NY State Thruway

 1.2 mi
-  30. Merge onto I-90 W/Governor Thomas E. Dewey Thruway/NY State Thruway
 **Toll road**

 271 mi
-  31. Use the right 2 lanes to take exit 50 toward I-290/Niagara Fls
 **Toll road**

-  32. Continue onto I-290 W 0.4 mi
-  33. Use the right 2 lanes to merge onto I-190 N toward Niagara Falls 9.5 mi
 -  Toll road
-  34. Take exit 22 for US-62/Niagara Falls Blvd toward Business Dist/Airport 8.7 mi
- 0.2 mi

Follow US-62 N/Niagara Falls Blvd and Pine Ave to 20th St

-  35. Turn left onto US-62 N/Niagara Falls Blvd 7 min (2.6 mi)
-  36. Turn right onto Pine Ave 1.3 mi
-  37. Turn right onto 20th St 1.2 mi
- 404 ft

Niagara Falls
New York

Town of Pound Ridge

Tel.: 914-764-5511

Fax: 914-764-0102



To: Town Board

From: Melissa Farella

Date: April 16th, 2026

Re: Lifeguard Apparel

I respectfully request approval to purchase lifeguard apparel for the 2026 pool season from Diamondback Promotions and Sportswear. We have used them in past years and they provided the lowest quote. This is a budgeted item and will be posted to Pool Supplies & Expenses.

Diamondback - \$2,166.75

AIA - \$2,673.65

Teambuilt - \$3,426.82

Respectfully,

Melissa Farella
Recreation Leader

Diamondback Promotions and Sportswear

1575 Stillwell Ave
 Bronx, NY 10461 US
 +17189944988
 Artie@diamondbackny.com
 diamondbackny.com



Estimate

ADDRESS
 Andrea Russo
 Town of Pound Ridge
 179 Westchester Ave
 Pound Ridge, NY 10576

ESTIMATE 1473
 DATE 04/16/2026

P. O. #
 2026 POOL QUOTE

	DESCRIPTION	QTY	RATE	AMOUNT
SAN MAR	Tees (PC54) in red with white print L/C: Pound Ridge Pools (arched over emergency response cross) BACK: LIFEGUARD (arched over emergency response cross)	39	6.75	263.25
SAN MAR	Tank top in red with white print L/C: Pound Ridge Pools (arched over emergency response cross) BACK: LIFEGUARD (arched over emergency response cross)	29	7.50	217.50
BRODER	Hooded sweatshirts (g185) in white with red print L/C: Pound Ridge Pools (arched over emergency response cross) BACK: POOL STAFF (arched over emergency response cross)	50	17.00	850.00
BRODER	Hooded sweatshirts (g185) in navy with white print L/C: Pound Ridge Pools (arched over emergency response cross) BACK: CAMP GUARD (arched over emergency response cross)	16	18.00	288.00
SAN MAR	Tank tops in navy blue with white print L/C: Pound Ridge Pools (arched over emergency response cross) BACK: CAMP GUARD (arched over emergency response cross)	16	7.50	120.00
SAN MAR	Tees (PC54) in royal with white print L/C: Pound Ridge Pools (arched over emergency response cross) BACK: DIRECTOR (arched over emergency response cross)	20	9.00	180.00
SAN MAR	Tees in teal with white print. L/C: Pound Ridge Pools (arched over emergency response cross) BACK: BOOTH GUARD (arched over emergency response cross)	10	9.00	90.00
SAN MAR	Tees in white with red print. L/C: Pound Ridge Pools (arched over emergency response cross) BACK: HEAD GUARD (arched over emergency response cross)	12	9.00	108.00
OTHER	Delivery Fee	1	50.00	50.00
SUBTOTAL				2,166.75
TAX				0.00

Melissa Farella

From: Carolyn Kingston-AIA <kingston.aia@gmail.com>
Sent: Friday, April 3, 2026 10:25 AM
To: Melissa Farella
Subject: Re: Pool Quote

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
Here is our quote for sizes S-XL
All items have the same left chest logo (imprint colors vary)

39 Red Ts - \$8.65 ea 337.35
29 Red Tanks - \$10.50 ea 304.50
LIFEGUARD print on back

50 White Hoods - \$19 ea 950
POOL STAFF print on back

16 Navy Hoods - \$21.30 ea 340.8
16 Navy Tanks - \$11.85 ea 189.6
CAMP GUARD on back

20 Royal Ts - \$11.95 ea 239
DIRECTOR on back

10 Aqua or Teal Ts \$14.20 ea 142
BOOTH GUARD on back

12 White Ts - \$12.45 ea 170.40
HEAD GUARD on back

This quote assumes we print the entire order (192 pieces)

A couple of things to note:

If you order a total or 4 more of the Navy Hood/Tank, you are at the next price break and your cost will go down.
If you order 4 more Royal Ts, you are at the next price break and your cost will go down
If you order 2 more Teal Ts, you are at the first price break (currently at less than minimum cost for the back print) and your cost will go down.

Also to note:

There are some lighter weight Ts and Hoodies available that will reduce your price:
Ts would go down by \$0.40 ea if you use that item

\$2,673.65



SOLD TO
 Town of Pound Ridge Rec & Parks NY
 Melissa Farella
 179 Westchester Ave
 Pound Ridge, NY
 US, 10576

SHIP TO
 Town of Pound Ridge Rec & Parks NY
 Melissa Farella
 179 Westchester Ave
 Pound Ridge, NY
 US, 10576

QUOTATION
 #2349519-4

Date
 Mar/30/2026

Contact
 Jeff LaMay

Tel : 801-893-9158
 jeff@teambilt.com

QTY	DESCRIPTION	UNIT PRICE	EXTENSION
2026 Pool Apparel			
78	TEES - GLDN Heavy Cotton 100% Decoration Method: 1 Color Logo Front / 1 Color Logo Back Color: LIFEGUARD		
39	• Size: - Adult S - XL	\$11.65	\$454.35
15	Color: DIRECTOR • Size: - Adult S - XL	\$19.72	\$295.80
10	Color: BOOTH GUARD • Size: - Adult S - XL	\$19.72	\$197.20
14	Color: HEAD GUARD • Size: - Adult S - XL	\$19.72	\$276.08
45	TANKS - GLDN Heavy Cotton 100% Decoration Method: 1 Color Logo Front / 1 Color Logo Back Color: LIFEGUARD		
29	• Size: - Adult S - XL	\$13.74	\$398.46
16	Color: CAMP GUARD • Size: - Adult S - XL	\$16.92	\$270.72
66	HOODIES - GLDN Heavy Blend Decoration Method: 1 Color Logo Front / 1 Color Logo Back Color: CAMP GUARD		
16	• Size: - Adult S - XL	\$25.61	\$409.76
50	Color: POOL STAFF • Size: - Adult S - XL	\$20.41	\$1,020.50
189	Shipping		
189	Pricing:	\$0.55	\$103.95

Ship Via
 UPS

FOB
 Factory

Production Time
 15 working days from artwork approval

Terms
 Net 30 days

Tax #
 13-6007-323

Customer Instructions / Comments

Artwork NO CHARGE
Freight NO CHARGE
Tax EXTRA
Total \$3,426.82

⚠ This icon denotes that a Proposition 65 warning has been issued for the related products.

CONDITIONS & ACCEPTANCE

DUE TO THE PROCESS OF MANUFACTURING ITEMS TO CUSTOM SPECIFICATIONS, OVERRUNS OR UNDERRUNS, OF NOT MORE THAN 10% WILL OCCUR. THESE WILL BE DEEMED ACCEPTABLE AND BILLED ON A PRO-RATA BASIS. THIS QUOTE SHALL NOT BE ACCEPTED AS AN ORDER UNTIL ACCEPTANCE THEREOF BY ORIGIN BRAND MERCH/TEAMBILT AND SUCH ACCEPTANCE MAY BE EITHER BY NOTIFICATION TO CUSTOMER OR BY OUR COMMENCEMENT OF WORK ON THE MERCHANDISE ORDERED.

YOUR SIGNATURE BELOW INDICATES ACCEPTANCE OF THIS QUOTATION AND AUTHORIZES ORIGIN BRAND MERCH/TEAMBILT TO PROCEED WITH THIS ORDER, VALID FOR 30 DAYS.

Main Office
 Origin Brand Merch/Teambilt

518 W 800 N
 Orem, UT
 United States, 84057
 Tel: 800-825-4625
 accounting@ybashirts.com
 shop.originbrandmerch.com

 NAME SIGNATURE DATE

Town of Pound Ridge

Tel.: 914-764-5511

Fax: 914-764-0102



To: Town Board

From: Melissa Farella

Date: April 16th, 2026

Re: SPF 50 Sun Protection Lifeguard Shirts

I respectfully request approval to purchase SPF 50 Sun Protection Shirts, for our Lifeguard staff. This was a non-budgeted item.

50 Shirts - \$1,810.73 from Watermen

Respectfully,

Melissa Farella
Recreation Leader



Rep: Sam Lohr
 Tel: 760-599-0990
 Fax: 760-599-0404
 Email: sam.lohr@watermenbrand.com

Sales Order # _____

Customer PO # _____

SOLD TO: _____

SHIP TO: **Pound Ridge Recreation**
179 Westchester Ave.
Pound Ridge, NY 10576
Attn: Melissa Farella

Order Date: _____

Quote Date: 4/2/2026

Screen Printer: _____

Embroider: _____

Contact: Melissa Farella

Phone: _____

EMAIL: mfarella@townofpoundridge.gov

Rep: Sam Lohr

SKU #	DESCRIPTION	SERVICE	COLOR	Womens Size														TOTAL UNITS	UNIT PRICE	TOTAL	
				-	-	-	-	0	2	4	6	8	10	12	14	16	-				-
				22	24	26	28	30	32	34	36	38	40	42	44	46	48				50
				Men Walst	-	-	22	24	26	28	30	32	34	36	38	40	42				44
Watermen Sizes	-	-	JS	JM	JL	XS/JXL	S	M	L	XL	2XL	3XL	4XL	5XL	6XL						
MTLSWSCN	Windansea Crew Sun Shirt																		50	\$35.00	\$1,750.00
																			0	\$0.00	\$0.00
	Tax Exempt																		0	\$0.00	\$0.00
	Shipping Estimate																		1	\$60.73	\$60.73
																	GRAND TOTAL:	50		\$1,810.73	

SPECIAL INSTRUCTIONS: _____

CORPORATE OFFICE
 1198 Joshua Way
 Vista, CA 92081
 www.originalwatermen.com

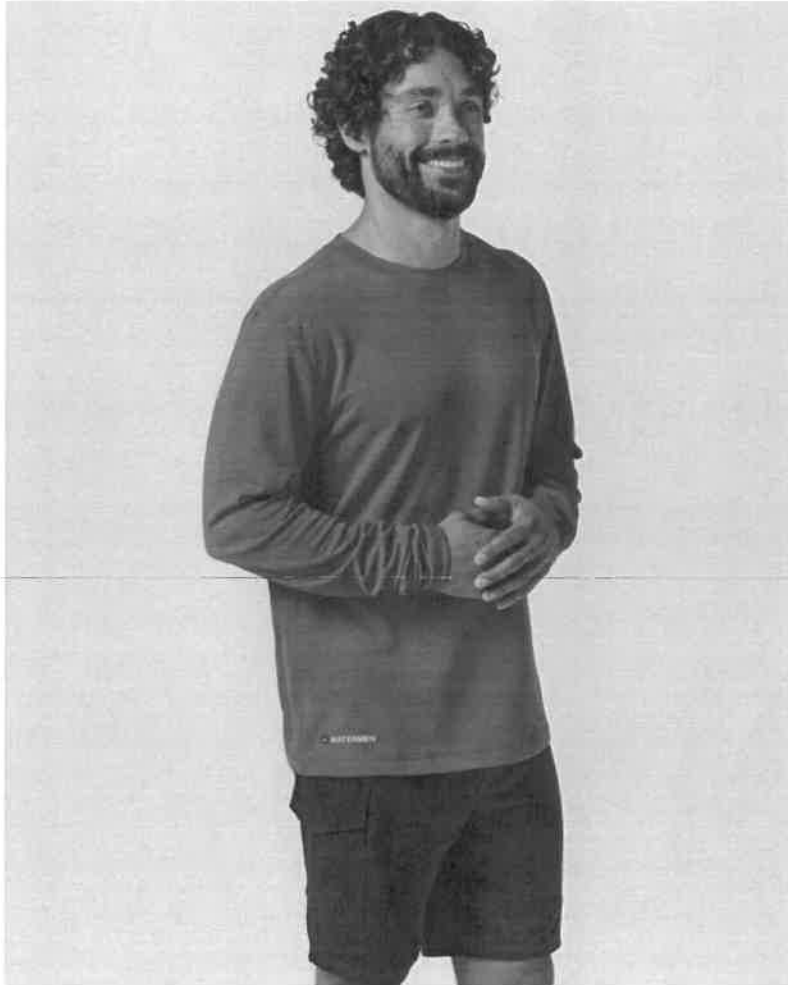
Payment Method

COD
 TERM _____
 Credit Card # _____
 Expiration Date: _____
 CVV: _____



Home / WindanSea Crew Sun Shirt

WindanSea Crew Sun Shirt



Customize this crew sun shirt with your logo.

Our UPF50+ crew neck version of the WindanSea takes any task head on. Featuring our 100% recycled breathable, fast drying, moisture-wicking, and odor-resistant WindanSea mesh fabric.

Color:



Size:

[Size Chart](#)



We value your privacy

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Customise

Reject All

Accept All

Town of Pound Ridge

Tel.: 914-764-5511

Fax: 914-764-0102



To: Town Board

From: Melissa Farella

Date: April 16th, 2026

Re: Lifeguard Suits

I respectfully request approval to purchase lifeguard suits from Watermen, for the total price of \$3,314.67 (price will go down based on number of lifeguards on staff). This is a budgeted item and will be posted to Pool Supplies & Expenses.

Waterman - \$3,314.67

Kiefer Aquatics - \$4,155.00

Respectfully,

Melissa Farella
Recreation Leader



Rep: Sam Lohr
 Tel: 760-599-0990
 Fax: 760-599-0404
 Email: sam.lohr@watermenbrand.com

Sales Order # _____
 Customer PO # _____

SOLD TO: _____

SHIP TO: **Pound Ridge Recreation**
179 Westchester Ave.
Pound Ridge, NY 10576
Attn: Melissa Farella

Order Date: _____
 Quote Date: 3/27/2026
 Screen Printer: _____
 Embroider: _____

Contact: Melissa Farella
 Phone: _____

EMAIL: mfarella@townofpoundridge.gov

Rep: Sam Lohr

SKU #	DESCRIPTION	SERVICE	COLOR	Womens Size														TOTAL UNITS	UNIT PRICE	TOTAL		
				-	-	-	-	0	2	4	6	8	10	12	14	16	-				-	
				22	24	26	28	30	32	34	36	38	40	42	44	46	48				50	
				Men Waist	-	-	22	24	26	28	30	32	34	36	38	40	42				44	-
Watermen Sizes	-	-	JS	JM	JL	XS/JXL	S	M	L	XL	2XL	3XL	4XL	5XL	6XL							
MAVERICK	The Maverick	GUARD	RED							7	10	5	3							25	\$33.00	\$825.00
MAVERICK	The Maverick	GUARD	NAVY							2	5	5	5							17	\$33.00	\$561.00
OXB	X-Back Classic	GUARD	RED			2	3	9	5	9	6									34	\$35.00	\$1,190.00
OXB	X-Back Classic	GUARD	NAVY					4	4	4	4									16	\$35.00	\$560.00
	Tax Exempt																			0	\$0.00	\$0.00
	Shipping Estimate																			1	\$178.67	\$178.67
																		GRAND TOTAL:	92		\$3,314.67	

SPECIAL INSTRUCTIONS: _____

CORPORATE OFFICE
 1198 Joshua Way
 Vista, CA 92081
www.originalwatermen.com

Payment Method
 COD
 TERM _____
 Credit Card # _____
 Expiration Date: _____
 CVV: _____

Kiefer Aquatics - The Lifeguard Store

info@kiefer.com

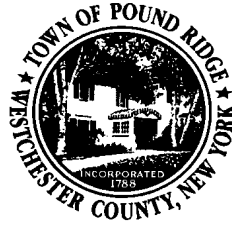
1-800-846-7052

ID	Title	Quantity	Price	Currency	SKU Data
45115148239042	Kiefer Men's Guard 5" Short - Navy / Medium	15	\$ 40.00	USD	KFR403GUNM
45115148042434	Kiefer Men's Guard 5" Short - Red / XXL Large	15	\$ 40.00	USD	KFR403GURXXL
45115147878594	Kiefer Men's Guard 5" Short - Red / XSmall	12	\$ 40.00	USD	KFR403GURXS
45115136049346	Kiefer Guard H-Back - Navy / 30	16	\$ 49.50	USD	KFR103GUN30
45115135721666	Kiefer Guard H-Back - Red / 32	34	\$ 49.50	USD	KFR103GUR32
		92	4155		

Town of Pound Ridge

Tel.: 914-764-5511

Fax: 914-764-0102



To: Town Board

From: Melissa Farella

Date: April 16th, 2026

Re: Approval to hire seasonal summer staff

I respectfully request approval to hire all summer seasonal staff for the daily operations of the **Pools, Day Camp, and Teen Travel Camp** for the upcoming 2026 season.

Respectfully,

Melissa Farella
Recreation Leader

Town Clerk's Office

MEMORANDUM

To: Town Board
From: Erin Trostle
Date: April 15, 2026
Re: Sale of cemetery plot

Please authorize the following cemetery plot sale:

<u>Plots</u>	<u>Price</u>	<u>Purchasers</u>
Plot 477-B, Section 3 (one gravesite)	\$1,000	John and Karen Janiga 22 Trinity Lane

CEMETERY PLOT DEED

One Gravesite – Plot #477-B, Section 3

This Indenture, made the 21st day of April in the year of our Lord **Two thousand and twenty-six** between the **TOWN OF POUND RIDGE**, a municipal corporation existing under the Laws of the State of New York, party of the first part, and John and Karen Janiga, of 22 Trinity Lane, Pound Ridge, party of the second part,

WITNESSETH, that the party of the first part, in consideration of **One thousand dollars** to it paid on behalf of the party of the second part, the receipt of which is hereby acknowledged, does hereby grant, bargain, sell, and convey to the said party of the second part, their heirs and assigns, the use of the **Plot #477-B** of land as a place for the burial of the dead in the cemetery of said Town, called “Pound Ridge Cemetery” situated at Pound Ridge, in the County of Westchester; which lots described as **Plot #477-B** on a certain map entitled “Pound Ridge Cemetery Survey showing **Section 3**,” made by Achille A. Pascale, CE, New Canaan, CT, dated December 18, 1996, and recorded in the office of the Clerk of Westchester County (Division of Land Records) on the 26th day of February, 1997, and known as map number **25894**.

TO HAVE AND TO HOLD, the above granted premises to the said party of the second part, their heirs and assigns, forever; subject, however that burial shall be in concrete or metal vault and all foundations for monuments shall be of poured concrete, not less than 42” in depth, and subject to the conditions, restrictions, rules, and regulations heretofore affecting this cemetery or as may be hereafter passed by the Town of Pound Ridge, its successors or assigns, for the government and control of the use of the **Plot #477-B** hereby hold, and subject also to the Laws of the State of New York relating to the use and ownership of lots and graves in cemeteries created under the Laws of said State. This instrument may not be sold, assigned, conveyed, or transferred to any person, corporation, partnership, or other entity. Unused plots shall be transferable only to the Town of Pound Ridge with the repurchase price in such case to be the original purchase price but in no case less than \$150.00 per plot.

IN TESTIMONY WHEREOF, the said party of the first part has caused this DEED to be signed by its Supervisor and Town Clerk, and its corporate seal to be hereunto affixed, the day and year first above written.

In Presence Of

(LS)
SUPERVISOR Town of Pound Ridge, New York

(LS)
TOWN CLERK Town of Pound Ridge, New York

State of New York }
County of Westchester } ss:
Town of Pound Ridge }

On the 21st day of April, Two thousand and twenty-six, before me came Kevin C. Hansan and Erin Trostle, to me known, who being by me duly sworn, did depose and say that they reside in the Town of Pound Ridge, NY, that they are the Supervisor and Town Clerk respectively of the Town of Pound Ridge, NY, the municipal corporation described in, and which executed, the foregoing instrument; that they know the seal of said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Town Board of the Town of Pound Ridge, NY; and that they signed their names thereto by like order.

Notary Public

Town Clerk's Office

MEMORANDUM

To: Town Board
From: Erin Trostle
Date: April 16, 2026
Re: Special Event Permit Application – Afternoon Tea on the Green

Please review the attached application for a special event permit for Afternoon Tea on the Green. Proceeds from this event, which is tentatively scheduled for May 2, will benefit SPCA Westchester.



SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

The **applicant** is the individual, group, or entity organizing the event. Examples of applicant **type** include nonprofit organization, town board or commission, school club, etc.

Applicant Name:	DAVID BURGESS
Applicant Type:	Charity Event SPCA
Address:	375 Long Ridge Road
Mailing Address:	Pound Ridge, NY, 10576.
Phone Number:	917 763 2744
Email Address:	davecherub@gmail.com

EVENT INFORMATION

In addition to indicating event **type** (eg, street fair, festival, road race, parade, concert, etc.), please provide a detailed event description. Examples of event **purpose** include fundraising, promoting awareness, providing education, building community spirit, promoting local businesses, etc. *If the event is a fundraiser, the purpose should include information about how the resulting funds will be used.* Identify all locations where event activity will take place, including parking.

Event Name:	Charity Event on PR Village Green
Event Type:	Afternoon TEA On the Green.
Description:	Bringing our British Community together with USA Families
Purpose:	PR Community Enrichment

Event Date:	MAY 2ND	Alternate Date:	
Event Start Time:	12.00 PM	Event End Time:	4.00 PM
Setup Start Time:	8 AM	Setup End Time:	10:30 AM
Takedown Start:	MAY 2ND	Takedown End:	5.00

Location(s):	Village Green Next to Breacle Bakes		
On private property?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Parking location(s):	To Rear.		
On private property?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

Road closure(s) requested:	No		
Closure times requested:	N/A		

Admission fee?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Parking fee?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

VENDORS/LICENSES

Will the event include food and/or beverage vendors?		
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Number, if any: Breacle Bakes
Will any food or beverages be served without charge in conjunction with the event? N		
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Will the event include non-food vendors?		
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Number, if any: ①
Will the event include alcoholic beverage vendors?		
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Number, if any:
Will any alcohol be served without charge in conjunction with the event?		
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Will the event include gambling of any kind?		
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

Please note that it is the applicant's responsibility to ensure that any vendors have all required licenses and/or permits.

CONTACTS

Primary Contact Name:	DAVID Burgess		
Cell Phone Number:	9177632744	Email Address:	davecherub@gmail.com
Event Day Contact Name:	DAVID Burgess // Jason Bowman		
Cell Phone Number:	9143492727	Email Address:	Info@BreadNBakes.com
Weather Contact Name:	9177632744 DAVID Burgess		
Cell Phone Number:	^ ^ ^	Email Address:	davecherub@gmail.com

Note that the weather contact person must be on site throughout the event, and also that it is the responsibility of the organizer to communicate postponements and cancellations to the public.

Please indicate how decisions regarding postponement or cancellation will be made, and how you will respond if sudden severe weather develops while the event is in progress:

Tents will be weighted down. People could escape under shops.

LOGISTICS

CROWD MANAGEMENT		
Anticipated attendance:	50-100	
Describe crowd control plan:	Four Designated Staff for Health & Safety	
Describe perimeter control plan:	People Encouraged to stay on the Green	
Emergency services present?	<input type="checkbox"/> Yes ?	<input type="checkbox"/> No ?
Will event be ADA compliant?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

VOLUNTEERS	
Indicate number of volunteers:	4
Describe role(s) of volunteers:	Garbage Bins and Crowd Control.

SANITATION/GARBAGE		
Portable toilets provided:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If so, how many?		
Garbage/recycling bins provided?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Describe garbage/recycling plan:	Volunteers plus me will keep on out.	

Bread N Bakes Toilets Available

NEIGHBORHOOD IMPACT/NOTIFICATION		
Will there be noise impacts?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Will there be amplified music?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Will there be light impacts?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Have neighbors been notified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

STRUCTURES/SAFETY		
Tents or canopies?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe:	Tents and Bunting (ie Flags)	
Stage or other structures?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		
Fireworks or open flame?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		

UTILITIES		
Water access needed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		
Electricity needed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe:	Amplifier	
WiFi access needed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please indicate # of users:		

PROMOTION		
Banner permission requested?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please indicate location and dates:		
Other signage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe:	Poster Around Town Shop Window	

TOWN RESOURCES		
Town bus needed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please indicate time:		
Barricades or cones needed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please specify:		
Other town-owned property needed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please specify:		

OUTSIDE RESOURCES		
Outside bus transportation?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		
Outside parking assistance?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		
Other outside resources?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		

SUPPORTING DOCUMENTS

MAPS/PLANS		
<u>Event Site Plan</u>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>The <u>Event Site Plan</u> should include locations of the following if applicable: stages/tents, power/water sources, portable toilets, accessible toilets, medical aid locations, admission sales area, alcohol sales/services, pedestrian pathways, entrances/exits, vendors/riders.</p> <p style="text-align: center;">*PLEASE ATTACH*</p>		

<u>Parking/Traffic Plan</u>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>The <u>Parking/Traffic Plan</u> should include locations of the following if applicable: road closures, traffic patterns, bus routes/stops, parking payment area, attendee parking, accessible parking, vendor parking, volunteer parking.</p> <p style="text-align: center;">* PLEASE ATTACH*</p>		

LEGAL DOCUMENTS		
Insurance Certificate(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Indemnity Agreement(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Permits/Licenses (other than for vendors)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Please note that it is the applicant's responsibility to obtain insurance naming the town as an additional insured.

DEPOSIT/FEEES

Damage Deposit Paid (Indicate Amount):		
Waiver Requested:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Application Fee Paid (Indicate Amount):		
Waiver Requested:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

ENDORSEMENT

I certify that I have reviewed all application materials, and that the information contained therein is, to the best of my knowledge, accurate and truthful.

I understand that Town Board approval of my application does not constitute a permit; that if the application is approved, I must meet any and all conditions specified by the Town Board for a permit to be issued, and to remain valid. Furthermore, that under no circumstances may the event take place unless and until a permit has been issued.

X  _____

 _____

(Printed Name)

(Date)



April 15, 2026

To: Kevin Hansan, Town Supervisor and the Town Board

From: Christeen CB Dür, Grants Coordinator

Re: NYS Office of Planning, Development
& Community Infrastructure Grant for the Comprehensive Plan

Dear Kevin, Diane, Ali, Dan, Namasha,

I expect the NYS Office of Planning, Development & Community Infrastructure will be offering a grant opportunity for Comprehensive Plans through the State's Consolidated Funding Application under the Smart Growth Community Planning & Zoning Grant Program again this year. I would like to apply again for funding to support additional professional services.

The Comprehensive Plan Update Committee would like to continue working with Hardesty & Hanover to review the existing plan they helped develop in 2008, adopted in 2010, incorporate the work completed by our volunteer working groups, and finalize the updated Plan.

The grant application portal is expected to open in May, with a submission deadline in June. In prior years, the minimum grant award was \$75,000, with a required 10% local match. Awards have ranged from \$75,000 to \$178,000. Hardesty & Hanover's original estimate for this additional work was \$150,200. I have requested an updated estimate that reflects the work completed since their 2023 proposal. If awarded, Hardesty & Hanover would build upon the progress already made by the Comprehensive Plan Committee.

I am seeking your approval to apply for this grant to fund the additional professional services needed to complete the Comprehensive Plan. I would also like to schedule a few brief calls with Hardesty & Hanover to obtain the updated estimate and incorporate feedback received from the NYS Department of State on our prior two grant applications, while ensuring there is no impact on the funds already allocated to the Comprehensive Plan Committee.

Let me know if you have any questions. Thank you for your consideration.

Christeen

From: [Nicole Engel](#)
To: [Nicole Engel](#)
Cc: [Nicole Engel](#)
Subject: FW: Donations from the CB Repair Cafe
Date: Tuesday, April 14, 2026 9:58:20 AM

> On Apr 10, 2026, at 3:13 PM, Daniel Paschkes <dpaschkes@townofpoundridge.gov> wrote:

>

> Hi Melinda,

>

> u U

accounted for in the conservation board's expense line for use by the conservation board as the CB deems appropriate. I've CC'd the rest of the town board here, so they are looped in. The decision would have to be formally made at the next town board meeting.

>

> Dan

> Sent from my iPhone

>

>> On Apr 10, 2026, at 2:58 PM, Melinda Avellino <mavellino@townofpoundridge.gov> wrote:

>>

>> Hi Dan,

>>

>> The CB collected \$195 in a donation jar at the March Repair Cafe that Erin is holding for Steve to deposit.

>>

>> We usually had not be taking donations but many attendees were assisting on donated to us so we decided to out a hat out this time and it was well received and well funded.

>>

>> Please let me know if there is anything going forward we need to do for signage or for delisting it and if it is going into general funds or in Conservation Board funds.

>>

>> Thanks,

>> Melinda

>>

>> Melinda Avellino

>> PR Conservation Board, Chair

>>

>> Sent from my iPhone

Letter to the Westchester County Government

We urge Westchester County to take leadership on regulating the use of gasoline-powered leaf blowers through a countywide summer restriction.

Currently, thirty-three of Westchester's forty-seven municipalities have enacted summer regulations; Pound Ridge is one of these municipalities. However, enforcement at the municipal level remains difficult, and the resulting patchwork of local laws creates confusion for residents and for landscaping companies operating across multiple jurisdictions.

Because landscaping businesses are licensed at the county level, Westchester County is uniquely positioned to provide clarity, consistency, and enforceability. We therefore propose that the County adopt a countywide summer regulation on gasoline-powered leaf blowers as a minimum standard, while explicitly preserving the authority of municipalities to enact and enforce stricter local regulations under home rule.

County action would support municipalities by:

- improving enforcement through consistent countywide standards
- simplifying compliance for county-licensed landscapers
- reducing environmental and public-health impacts
- addressing quality-of-life concerns related to noise and air pollution

University horticulture programs, turf management associations, and environmental health experts consistently document that gasoline-powered leaf blowers degrade soil health, harm ecosystems, and expose landscaping workers to elevated levels of exhaust, noise, vibration, and fine particulate matter.

In addition, we recommend that best-practice guidance—including mulch-mowing, leaf retention, and reduced blower use—be incorporated into the county landscaper licensing and license-renewal process, with links to existing educational resources. This would align county licensing with current environmental, health, and quality-of-life standards.

A coordinated countywide approach would strengthen municipal efforts and provide a clear regulatory framework for both enforcement and compliance.

We respectfully request that Westchester County act in partnership with its municipalities to address this issue.

Sincerely,

Conservation Board and Sustainability Committee

Town of Pound Ridge

	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		