

Town Clerk's Office

MEMORANDUM

To: Town Board
From: Erin Trostle
Date: August 25, 2026
Re: Draft minutes

Please review the attached minutes of the August 18, 2026 Town Board meeting.

MINUTES OF THE AUGUST 18, 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 CLERK ERIN TROSTLE

NOT

PRESENT: TOWN ATTORNEY WILLIAM HARRINGTON

I. CALL TO ORDER OF REGULAR MEETING

Supervisor Hansan called the meeting to order at 7:30 pm.

II. CALL FOR EXECUTIVE SESSION

Board Action: Motion by Councilperson Paschkes, seconded by Councilperson Briggs, all voting aye, to call for an executive session at 6:30 pm on September 1, 2026 for a personnel matter.

III. ANNOUNCEMENTS

- The Pound Ridge Business Association's Artisan and Vintage Market will be held in Scotts Corners from 10:00 am to 4:00 pm on Monday, September 7, 2026.
- The town's 9/11 observance will be held in Sachs Park on Friday, September 11, 2026 at 12:00 noon.
- The Conservation Board and Sustainability Committee will circulate a recycling survey in September.

IV. MINUTES

Board Action: Motion by Councilperson Briggs, seconded by Councilperson Schelling, all voting aye, to approve the minutes of the August 4, 2026 regular meeting and the August 4, 2026 executive session.

V. PUBLIC COMMENT I

Resident John McCown asked various questions related to the 2025 financial statements and said that in addition to the recent presentation by the town's external auditors, there should be further discussion of the financial statements in a future Town Board meeting.

Resident Michael Hammer said that the Town Board is doing a good job and that the town's finances are in better shape than they were eight years ago.

VI. NEW BUSINESS

A. Town Board – Appointment of Deputy Town Attorney

Supervisor Hansan announced that the Town Board has appointed David Chen as Deputy Town Attorney effective August 4, 2026. [This action was documented in the minutes of the August 4, 2026 executive session.]

B. Town Clerk

1. Sale of Cemetery Plots

RESOLUTION 195-26

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

RESOLVED, that the Town Board hereby authorizes the sale of the following cemetery plots:

<u>Plot(s)</u>	<u>Price</u>	<u>Purchaser(s)</u>
Plot 8, Section 3 (two gravesites)	\$2,000	Richard and Rona Pfeiffer 78 Honey Hollow Road Pound Ridge, NY 10576
Plot 10-A, Section 3 (one gravesite)	\$1,000	Jeffrey and Lisa Fitz 26 Tatomuck Road Pound Ridge, NY 10576

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

2. Special Event Permit

RESOLUTION 196-26

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

RESOLVED, that the Town Board hereby approves a special event permit for Dana Worlock to host a farmers' market in the courtyard behind 65 Westchester Avenue on Saturdays from 10:00 am to 2:00 pm from September 12, 2026 through November 21, 2026.

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MINUTES OF THE MEETINGS OF THE TOWN BOARD
TOWN OF POUND RIDGE
POUND RIDGE, NY
August 18, 2026

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

VII. PUBLIC COMMENT II

Resident Nick Cianciola Sr. pointed out that public comments should be directed to the Town Board, not to other residents.

VIII. FINANCIAL MATTERS – Pay bills

RESOLUTION 197-26

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

RESOLVED, that the Town Board hereby authorizes the Supervisor to pay the following claims as detailed in Abstract 15-2026:

Fund	Claim Numbers	Total Amount
General Fund	A00778–A00850	\$257,176.40
Highway Fund	D00240–D00258	\$38,256.40
Trusts & Agency	AT00046–AT00047	\$4,800.00

AND BE IT FURTHER RESOLVED, that the following advance-of-audit claims listed in Abstract 15-2026 are hereby allowed:

Fund	Claim Numbers	Total Amount
General Fund	A00851–A00853	\$11,286.33

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 7:52 pm.

- X. RECONVENE AS PARKING DISTRICT COMMISSION:** Supervisor Hansan called the meeting to order at 7:52 pm.

RESOLUTION 198-26

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 15-2026:

Fund	Claim Numbers	Total Amount
Parking District	ST00023–ST00025	\$6,488.84

RESOLVED, that the following advance-of-audit claims listed in Abstract 15-2026 is hereby allowed:

Fund	Claim Numbers	Total Amount
Parking District	ST00026–ST00027	\$464.84

- XI. ADJOURNMENT:** There being no further business to come before the Parking District, Supervisor Hansan adjourned the meeting at 7:52 pm.

Erin Trostle, Town Clerk
Dated at Pound Ridge, New York
August 25, 2026

Town Clerk's Office

MEMORANDUM

To: Town Board
From: Joshua Hayes
Cc: Jonah Maddock, Erin Trostle
Date: August 27, 2026
Re: 2026-27 Fuel Oil Bids

A bid opening for #2 fuel oil for the 2026-27 heating season was held at the Town House at 10:00 am on Tuesday, August 25, 2026.

The following two timely complete bids were received:

	<u>Almeida Oil</u>	<u>Marshall Oil</u>
#2 Fuel Oil (price per gallon)	\$0.07 below NY Harbor Barge Reseller's price	\$0.03 below NY Harbor Barge Reseller's price
Service contract (boiler)	\$97.00	\$100.00
Service contract (water heater)	\$47.00	\$50.00

The Maintenance Supervisor recommends awarding the bid to Marshall Oil, since they have consistently provided superior service. During the one year when Almeida was awarded the fuel oil bid, there were persistent service issues. The difference between Almeida and Marshall price wise, keeping in mind the use of about 8000 gallons, equates of a price difference only around \$320 annually.



MARSHALL OIL CO., INC.

HEATING SALES & SERVICE
130 SALEM ROAD POUND RIDGE, NEW YORK 10576-1529
TEL: (914) 764-5766 FAX: (914) 764-0450

August 20, 2026

Joshua M. Hayes, Deputy Town Clerk
Town of Pound Ridge
Town House
179 Westchester Avenue
Pound Ridge, NY 10576-1743

RE: Bid for #2 Fuel Oil and Diesel

Dear Mr. Hayes:

As per notice of fuel oil bidders, Marshall Oil Co., Inc. will deliver products for all facilities at THREE (-.03) cent per gallon below the Low New York Harbor barge's reseller's price. Enclosed is the last available Journal of Commerce price sheet.

Enclosed is a copy of our service contract - the bid for which is One Hundred (\$100.00) Dollars per unit and Fifty (\$50.00) dollars per hot water heater.

Also enclosed is a bidders non-collusion statement.

Very truly yours,
Marshall Oil Co., Inc.

S. Edward Marshall
Vice President



August 23, 2026

Office of the Town Clerk
Town of Pound Ridge
179 Westchester Avenue
Pound Ridge, NY 10576

Dear Ms Trostle,

Thank you affording us the opportunity to submit a bid to supply heating oil to the Town of Pound Ridge. Almeida Oil a full-service Company providing Heating Oil, Propane, Diesel Fuel, and Gasoline to Westchester and Putnam counties for over 30 years.

We are pleased to offer the heating oil bid below for the upcoming heating season:

NY Journal of Commerce/OPIS Low NY Harbor Barge Reseller Price minus -\$ 0.07 cents per gallon:

JOC Barge Res price today \$4.8820 >>> Price per gallon for delivery today would be \$4.8120

We are a full-service company offering emergency service 24-hours a day, 365 days a year. We provide our customers with piece of mind throughout the year. Our service department handles repairs and all aspects of heating work including installations of boilers, burners, hot water heaters and oil tanks.

We would be happy to provide our Bronze Service Plan Contract at \$97.00 per unit per year. Hot water heater coverage would be \$47.00 per unit per year.

This bid has been arrived at independently and submitted without collusion with any other vendor. The contents of the bid have not been communicated by the bidder prior to the official opening of the bid. No attempt has been made to induce another person or company to submit or not submit a bid or proposal.

If you have any questions, please do not hesitate to call me at (914) 666-4328 ext. 129. I have absolutely no hesitation in assuring you of unbeatable service and attention. We offer the type of personalized service that only a family owned and operated business can offer. Thank you for your time and we look forward to the opportunity to work with you.

Sincerely yours,

Simone M. Almeida

Town Clerk's Office

MEMORANDUM

To: Town Board
From: Joshua Hayes
Cc: Jonah Maddock, Erin Trostle
Date: August 25, 2026
Re: 2027 Flower Basket Plant Materials

Quotes for plant material for the recycled hanging flower baskets in Town were recently requested from multiple vendors, and the following three were received:

	<u>Perennial Gardens</u> Bedford, NY	<u>Valley View</u> South Salem, NY	<u>Beds & Borders</u> Laurel, NY
72 16" hanging basket Plant Material + New Wire Frame + Delivery	\$4,680.00	\$4,320.00	\$3,326.00

The Maintenance Supervisor recommends Valley View, which has supplied the Town's flower baskets since 2023, as the most qualified. They continue to provide excellent service, including removing old plant material and storing the baskets over the winter at the end of the season so the metal baskets can be reused. In addition to supplying high quality products, they are also local, unlike Long Island-based Beds & Borders.



414 Old Post Road
Bedford, NY 10506

Tel.: 914-234-6311

August 24, 2026

Town of Pound Ridge
Town Clerk
179 Westchester Ave.
Pound Ridge, NY 10576

Re: 2027 Flower Basket Quote

We hereby would be able to furnish and deliver 72 hanging baskets as per your request for the light posts in the Scotts Corners business district. They can be delivered late May.
The cost is \$65.00 each plus tax, which comes to \$ 5,071.95 for the 72 baskets.
If you provide us with a tax exempt form, the taxes (\$391.95) can be taken off.

Sincerely,

A handwritten signature in black ink, appearing to read "Priscilla Alfano", with a long horizontal flourish extending to the right.

Priscilla Alfano
Perennial Gardens

Quote

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Quote expires
August 18, 2026 12:00 am



Valley View Wholesale Greenhouses
229 Smith Ridge Road
South Salem, NY 10590
PH:914-533-2526 / FAX:914-533-2050

Estimate #: Q-102544
Ticket date: 8/17/26

Customer PO#:

Sold to: TOWN OF POUND RIDGE
179 WESTCHESTER AVENUE
POUND RIDGE, NY 10576

Ship to:

Customer #: TOW2
Sales Rep: DH

Ship date: 05/25/2027
Location: VV

Ship-via code: COD
Terms: Due in 30 days.

QTY	QTY SHIP	Item #	Description	Price	Ext prc
72	72	MOSSMED	16" MOSS HANGING BASKET - SPECIAL ORDER includes new 16" wire frame moss lined petunia royal magenta petunia bordeaux petunia royal velvet thnbergia lemon o'peel wire frames should last 3 years, depending on weather and care	60.00	4,320.00

Ord subtotal: 4,320.00
Order tax: 0.00
Order total: 4,320.00

Received By: _____

Date: _____

No Returns or exchanges. Please Check Receipt before Departing
All claims for damages and/or deficiencies must be made upon delivery/pickup
All claims of price discrepancies must be made within one business day of delivery/pickup
** We give no warranty, expressed or implied as to the life, description or quality of any nursery stock, plants or hardgood products that we sell**
No returns, exchanges, guarantees, please check your receipt before departing.
All claims for damages and/or deficiencies must be made upon delivery/pickup. All
claims of price discrepancies must be made within one business day of delivery
**We give no warranty, expressed or implied as to the life, description or
quality of any nursery stock, plants or hard good products that we sell**





600 Laurel Lane
Laurel, New York, 11948
Phone: 631-298-1836
Email: info@bedsandborders.com

Sales Order

Order # 10005506
Date 2027-05-17
PO
Terms COD
Rep Heather Stephenson

Ship To:

Town of Pound Ridge
179 Westchester Avenue
Pound Ridge, NY, 10576

Bill To:

Town of Pound Ridge
179 Westchester Avenue
Pound Ridge, NY, 10576
Phone: 914-764-5549

PIN	Product	UPC	Qty	UOM	Units	Total Units	Price	Total
FT	zz Freight Charge - B&B Grower Truck		1.00	Unit	1.00	1.00	\$230.00	\$230.00
	Misc Purchase							
	<i>Notes: Basket type: new 16" baskets with moss-lined black metal frames</i>							
	<i>Soil: Cornell soil mix</i>							
FTG1	Flowers: Petunia Royal Magenta		72.00	Each	1.00	72.00	\$43.00	\$3,096.00
	Petunia Bordeaux							
	Petunia Royal Velvet							
	Thunbergia Lemon O'Peel							
	Total Amounts: 73		72	Each				
			1	Unit				
							Sub Total	\$3,326.00
							Tax Total	\$0.00
							Overall Total	\$3,326.00

TERMS AND CONDITIONS OF SALE: The terms of this Invoice constitute a contract for sale between Beds & Borders, Inc. ("Beds & Borders") and Customer, and is made in and governed by the laws of the State of New York. Customer agrees that this Invoice shall constitute the entire Agreement with Beds & Borders. Customer agrees further to pay all sales charges listed herein within thirty (30) days upon receipt of the goods sold by Beds & Borders as described herein; unless, however, Customer is required under terms of this Invoice to submit payment to Beds & Borders cash-on-delivery ("COD") upon receipt of goods sold by Beds & Borders. Past due accounts will be assessed a service charge of 2% per month (or 24% per year) from the date this Invoice becomes past due, or the maximum rate of interest allowable under law, and will be computed daily and compounded annually. Any action asserting a claim or cause of action arising out of or

Town of Pound Ridge

Tel.: 914-764-5511

Fax: 914-764-0102



To: Town Board

From: Melissa Farella

Date: August 27th, 2026

Re: Recreation Assistant Appointment

I respectfully request the Town Board's approval to appoint Abiageal Brady to the position of Full-Time Recreation Assistant, effective September 2, 2026.

Thank you for your consideration.

Respectfully,

Melissa Farella
Recreation Leader
Town of Pound Ridge Recreation

HUMAN RESOURCES MEMORANDUM

DATE: August 27, 2026
TO: Town Board
FROM: Ian Loehner, Human Resources
RE: New Hire – Recreation Department

The Recreation Department is seeking authorization to appoint Abiageal Brady to the full-time, non-competitive title of Recreation Assistant, effective September 2, 2026.

Ms. Brady has been a valuable asset during her time as a Seasonal employee working for the Recreation Department. In coordinating with Finance, and the Recreation Department, we are recommending a starting annual salary of \$50,000.

Ms. Brady is currently working as our Pool Director, and we request that she be authorized to continue in her role as Pool Director for at least the remainder of this pool season. She would work overtime (after hours and on weekends) in order to fulfill both roles. For the remainder of the 2026 season, we do not foresee this being a large expense.

Please feel free to contact me if you have any questions or concerns.



Saturday October 17, 2026
Conant Hall
279 Westchester Avenue
Pound Ridge, NY 10576
10 am to 2 pm

To: Pound Ridge Town Board
From: Marilyn Shapiro
Coordinator
The Pound Ridge Repair Café

We would like to appear before the Town Board to ask permission to place 15 flag banners along Westchester Avenue to promote the 2026 Fall Pound Ridge Repair Café.

The banners would be placed on flag poles on Friday, October 2, 2026 and be removed on Monday, October 19, 2026.

Below, is an example of one of the banners we would like permission to display

Respectfully submitted

Marilyn Shapiro- Lowell
Marilyn Shapiro
Marilyn Shapiro-Lowell
Pound Ridge Conservation Board

