

Town Clerk's Office

MEMORANDUM

To: Town Board
From: Erin Trostle
Date: September 9, 2026
Re: Draft Town Board meeting minutes

Please review the attached minutes of the September 1, 2026 Town Board meeting.

MINUTES OF THE SEPTEMBER 1, 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 Pound Ridge Partnership will host the last Food Truck Friday of the season from 5:00 pm to 9:00 pm on September 18 in Scotts Corners.
- In observance of Labor Day, the Recycling Center will be closed on Saturday, September 5, and the Town House will be closed on Monday, September 7.

IV. MINUTES

Board Action: Motion by Councilperson Briggs seconded by Councilperson Schelling, all voting aye, to approve the minutes of the September 1, 2026 Town Board meeting.

V. PUBLIC COMMENT I

Resident Michael Hammer commended Dana Worlock, the proprietor of Hedgerow, for organizing a farmer's market.

VI. NEW BUSINESS

A. Town Clerk

1. Fuel oil bid award

RESOLUTION 199-26

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

RESOLVED, that the Town Board hereby awards the 2026-27 fuel oil bid to Marshall Oil Company at the following rates:

<u>Item</u>	<u>Price</u>
#2 fuel oil.....	\$0.03/gallon below the NY Harbor Barge Reseller's price
Service contracts.....	\$100.00/boiler \$50.00/hot water heater

ADOPTED: Briggs AYE
Hansan AYE
Paschkes AYE
Schelling AYE

2. Scotts Corners flower baskets

RESOLUTION 200-26

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

RESOLVED, that the Town Board hereby authorizes the purchase of 72 16-inch moss-lined hanging flower baskets from Valley View Greenhouses at a total cost of \$4,320.00.

ADOPTED: Briggs AYE
Hansan AYE
Paschkes AYE
Schelling AYE

B. Police Department

1. Appointment of Angel Reyes

RESOLUTION 201-26

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

**MINUTES OF THE MEETINGS OF THE TOWN BOARD
TOWN OF POUND RIDGE
POUND RIDGE, NY
September 1, 2026**

RESOLVED, that the Town Board hereby appoints Angel Reyes as a part-time Police Officer at a salary of \$45.59/hour effective immediately.

ADOPTED: Briggs AYE
Hansan AYE
Paschkes AYE
Schelling AYE

2. Renewal of service contract for Dell server

RESOLUTION 202-26

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

RESOLVED, that the Town Board hereby authorizes the expenditure of \$2,795.80 for the renewal of the service contract for the Police Department's Dell server.

ADOPTED: Briggs AYE
Hansan AYE
Paschkes AYE
Schelling AYE

C. Recreation Department – Appointment of Abiagael Brady

RESOLUTION 203-26

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

RESOLVED, that the Town Board hereby appoints Abiagael Brady as a full-time Recreation Assistant effective September 2, 2026 at a salary of \$50,000.

ADOPTED: Briggs AYE
Hansan AYE
Paschkes AYE
Schelling AYE

D. Conservation Board – Repair Café banners

RESOLUTION 204-26

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

RESOLVED, that the Town Board hereby approves the Conservation Board's request to install banners promoting the Repair Café in Scotts Corners from September 26 through October 19, 2026.

ADOPTED: Briggs AYE

**MINUTES OF THE MEETINGS OF THE TOWN BOARD
TOWN OF POUND RIDGE
POUND RIDGE, NY
September 1, 2026**

Hansan AYE
Paschkes AYE
Schelling AYE

VII. PUBLIC COMMENT II

Resident John Nathan, who joined the meeting via Zoom, reported that he was unable to hear anyone in the meeting except the Supervisor.

VIII. FINANCIAL MATTERS – Pay bills

RESOLUTION 205-26

Board Action: Motion by Councilperson Briggs, 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 16-2026:

Fund	Claim Numbers	Total Amount
General Fund	A00854–A00921	\$61,458.06
Highway Fund	D002259–D00287	\$22,814.58
Trusts & Agency	AT00048–AT00049	\$1,125.00

ADOPTED: 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 7:46 pm.

X. RECONVENE AS PARKING DISTRICT COMMISSION: Supervisor Hansan called the meeting to order at 7:46 pm.

XI. ADJOURNMENT: There being no business to come before the Parking District, Supervisor Hansan adjourned the meeting at 7:46 pm.

Erin Trostle, Town Clerk
Dated at Pound Ridge, New York
September 9, 2026

MEMORANDUM

To: Town Board
From: Erin Trostle
Date: September 9, 2026
Re: Special event permit application – Albano Appliance

Please review the attached special event permit application from Albano Appliance for an open house to be held on October 1, 2026. The event is essentially unchanged from the spring open house. The applicant has already met with the Building Department regarding a tent permit, and the Police Chief has indicated that no dedicated police assistance will be needed.



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:	Albano Appliance & Service LLC
Applicant Type:	
Address:	83 Westchester Ave, Pound Ridge.
Mailing Address:	PO Box 269
Phone Number:	914 764-4051
Email Address:	FALBANO@ALBANOAPPLIANCE.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:	OPEN HOUSE / FUND RAISER
Event Type:	APPLIANCE DEMONSTRATION
Description:	APPLIANCE DEMONSTRATION
Purpose:	INTRODUCE CUSTOMERS & DESIGNERS TO NEW PRODUCTS AND RAISE MONEY FOR A CHARITY

Event Date:	OCT 1, 2026	Alternate Date:	—
Event Start Time:	5:30	Event End Time:	8 PM
Setup Start Time:	4 PM	Setup End Time:	5:30 PM
Takedown Start:	8 PM	Takedown End:	9:30 PM

Location(s):	83 Westchester Ave Pound Ridge		
On private property?	☒ Yes	☐ No	
Parking location(s):	BACK AND FRONT LOTS		
On private property?	☐ Yes	☒ No	

Road closure(s) requested:	
Closure times requested:	

Admission fee?	☐ Yes	☒ No
Parking fee?	☐ Yes	☒ No

VENDORS/LICENSES

Will the event include food and/or beverage vendors?		
☒ Yes	☐ No	Number, if any: —
Will any food or beverages be served without charge in conjunction with the event?		
☒ Yes	☐ No	
Will the event include non-food vendors?		
☒ Yes	☐ No	Number, if any: 5
Will the event include alcoholic beverage vendors?		
☐ Yes	☒ No	Number, if any: —
Will any alcohol be served without charge in conjunction with the event?		
☒ Yes	☐ No	
Will the event include gambling of any kind?		
☐ Yes	☒ 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:			
Cell Phone Number:		Email Address:	
Event Day Contact Name:			
Cell Phone Number:		Email Address:	
Weather Contact Name:			
Cell Phone Number:		Email Address:	

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:

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LOGISTICS

CROWD MANAGEMENT

Anticipated attendance:		
Describe crowd control plan:		
Describe perimeter control plan:		
Emergency services present?	☐ Yes	☐ No
Will event be ADA compliant?	☐ Yes	☐ No

VOLUNTEERS

Indicate number of volunteers:	
Describe role(s) of volunteers:	

PROMOTION		
Banner permission requested?	☐ Yes	☒ No
If yes, please indicate location and dates:		
Other signage?	☐ Yes	☒ No
If yes, please describe:		

TOWN RESOURCES		
Town bus needed?	☐ Yes	☒ No
If yes, please indicate time:		
Barricades or cones needed?	☒ Yes	☐ No
If yes, please specify:	<i>Police to provide cones to close a portion of the back parking area.</i>	
Other town-owned property needed?	☐ Yes	☐ No
If yes, please specify:		

OUTSIDE RESOURCES		
Outside bus transportation?	☒ Yes	☒ No
If yes, please describe:		
Outside parking assistance?	☐ Yes	☒ No
If yes, please describe:		
Other outside resources?	☐ Yes	☒ No
If yes, please describe:		

SANITATION/GARBAGE		
Portable toilets provided:	☐ Yes	☒ No
If so, how many?		
Garbage/recycling bins provided?	☒ Yes	☐ No
Describe garbage/recycling plan:	INDIVIDUAL CANS @ EVENT	

NEIGHBORHOOD IMPACT/NOTIFICATION		
Will there be noise impacts?	☐ Yes	☒ No
Will there be amplified music?	☒ Yes	☐ No
Will there be light impacts?	☐ Yes	☒ No
Have neighbors been notified?	☒ Yes	☐ No

STRUCTURES/SAFETY		
Tents or canopies?	☒ Yes	☐ No
If yes, please describe:	TENT TO HAVE SOME PROTECT. IN CASE OF RAIN	
Stage or other structures?	☐ Yes	☒ No
If yes, please describe:		
Fireworks or open flame?	☐ Yes	☒ No
If yes, please describe:		

UTILITIES		
Water access needed?	☐ Yes	☒ No
If yes, please describe:		
Electricity needed?	☐ Yes	☒ No
If yes, please describe:		
WiFi access needed?	☐ Yes	☒ No
If yes, please indicate # of users:		

SUPPORTING DOCUMENTS

MAPS/PLANS

Event Site Plan

☒ Yes

☐ No

The Event Site Plan 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.

PLEASE ATTACH

Parking/Traffic Plan

☐ Yes

☒ No

The Parking/Traffic Plan 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.

* PLEASE ATTACH*

LEGAL DOCUMENTS

Insurance Certificate(s)

☒ Yes

☐ No

Indemnity Agreement(s)

☐ Yes

☐ No

Permits/Licenses (other than for vendors)

☒ Yes

*TEMPORARY
LIQUOR LICENSE*

☐ 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:

☐ Yes

☐ No

Application Fee Paid (Indicate Amount):

Waiver Requested:

☐ Yes

☐ 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 Alfred T. Albano

ALFRED T. ALBANO

(Printed Name)

9-9-26

(Date)

Town of Pound Ridge



To: Town Board

From: Melissa Farella

Date: 9/10/26

RE: NFL Jersey Order

I respectfully request to purchase NFL Flag Football Jerseys, flag belts and footballs from NFL Flag Football for \$3,100.00. This purchase will be split 50/50 with Bedford Recreation & Parks Department. This is a budgeted item and will be charged to 001.7140.0400 (Department Supplies).

**Thank you,
Melissa Farella
Recreation Leader**



Order # 24000064883

Order Date: September 2, 2026

Paid

Created: September 2, 2026 (mfarella townofpoundridge.gov)

Billing Address

Melissa Farella
179 Westchester Ave
Pound Ridge, New York, 10576
United States
9147643987

Shipping Address

Melissa Farella
179 Westchester Ave
Pound Ridge, New York, 10576
United States
9147643987

Shipping Method

UPS - Ground

Payment Method

Credit Card

Items Ordered



NFL FLAG Jersey & Standard Flag Belt Kit

SKU: NFLFLAG.StandardUniform.Kit.Bills.YS

Club: Buffalo Bills

Size: YS

Price	\$30.00
Qty	Ordered: 10
Subtotal	\$300.00

NFL FLAG Jersey & Standard Flag Belt Kit

SKU: NFLFLAG.StandardUniform.Kit.Giants.YS

Club: New York Giants

Size: YS

Price	\$30.00
Qty	Ordered: 10
Subtotal	\$300.00

NFL FLAG Jersey & Standard Flag Belt Kit

SKU: NFLFLAG.StandardUniform.Kit.Jets.YS

Club: New York Jets

Size: YS

Price	\$30.00
Qty	Ordered: 10
Subtotal	\$300.00

NFL FLAG Jersey & Standard Flag Belt Kit

SKU: NFLFLAG.StandardUniform.Kit.Patriots.YS

Club: New England Patriots

Size: YS

Price	\$30.00
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Qty	Ordered: 10
Subtotal	\$300.00

NFL FLAG Jersey & Standard Flag Belt Kit

SKU: NFLFLAG.StandardUniform.Kit.Ravens.YS
Club: Baltimore Ravens
Size: YS

Price	\$30.00
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Qty	Ordered: 10
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Subtotal	\$300.00
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NFL FLAG Jersey & Standard Flag Belt Kit

SKU: NFLFLAG.StandardUniform.Kit.Lions.YS
Club: Detroit Lions
Size: YS

Price	\$30.00
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Qty	Ordered: 10
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Subtotal	\$300.00
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NFL FLAG Jersey & Standard Flag Belt Kit

SKU: NFLFLAG.StandardUniform.Kit.Chiefs.YS
Club: Kansas City Chiefs
Size: YS

Price	\$30.00
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Qty	Ordered: 10
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Subtotal	\$300.00
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NFL FLAG Jersey & Standard Flag Belt Kit

SKU: NFLFLAG.StandardUniform.Kit.Dolphins.YS
Club: Miami Dolphins

Size: YS

Price \$30.00

Qty Ordered: 10

Subtotal \$300.00

NFL FLAG Jersey & Standard Flag Belt Kit

SKU: NFLFLAG.StandardUniform.Kit.Steelers.YM

Club: Pittsburgh Steelers

Size: YM

Price \$30.00

Qty Ordered: 8

Subtotal \$240.00

NFL FLAG Jersey & Standard Flag Belt Kit

SKU: NFLFLAG.StandardUniform.Kit.Steelers.YL

Club: Pittsburgh Steelers

Size: YL

Price \$30.00

Qty Ordered: 2

Subtotal \$60.00

NFL FLAG Jersey & Standard Flag Belt Kit

SKU: NFLFLAG.StandardUniform.Kit.Seahawks.YM

Club: Seattle Seahawks

Size: YM

Price \$30.00

Qty Ordered: 8

Subtotal \$240.00

NFL FLAG Jersey & Standard Flag Belt Kit

SKU: NFLFLAG.StandardUniform.Kit.Seahawks.YL

Club: Seattle Seahawks

Size: YL

Price \$30.00**Qty** Ordered: 2**Subtotal** \$60.00**NFL FLAG Jersey & Standard Flag Belt Kit**

SKU: NFLFLAG.StandardUniform.Kit.Jaguars.YM

Club: Jacksonville Jaguars

Size: YM

Price \$30.00**Qty** Ordered: 8**Subtotal** \$240.00**NFL FLAG Jersey & Standard Flag Belt Kit**

SKU: NFLFLAG.StandardUniform.Kit.Jaguars.YL

Club: Jacksonville Jaguars

Size: YL

Price \$30.00**Qty** Ordered: 2**Subtotal** \$60.00**NFL FLAG Jersey & Standard Flag Belt Kit**

SKU: NFLFLAG.StandardUniform.Kit.49ers.YM

Club: San Francisco 49ers

Size: YM

Price \$30.00

Qty	Ordered: 8
Subtotal	\$240.00

NFL FLAG Jersey & Standard Flag Belt Kit

SKU: NFLFLAG.StandardUniform.Kit.49ers.YL

Club: San Francisco 49ers

Size: YL

Price	\$30.00
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Qty	Ordered: 2
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Subtotal	\$60.00
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NFL FLAG Red Mini Football

SKU: 144298.971.MI

Price	FREE
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Qty	Ordered: 8
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Subtotal	\$80.00
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NFL FLAG Football Blue Pee Wee

SKU: 1442904-00

Price	FREE
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Qty	Ordered: 8
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Subtotal	\$80.00
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NFL FLAG Football Brown Jr

SKU: 1442905-00

Price	FREE
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Qty	Ordered: 8
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Subtotal	\$80.00
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Subtotal	\$3,840.00
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Discount (Used 240 reward points)	-\$240.00
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Shipping & Handling	\$0.00
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Store Credits	-\$500.00
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Order Total	\$3,100.00
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Town of Pound Ridge



To: Town Board

From: Melissa Farella

Date: 9/10/26

RE: Youth Soccer Refund - Zehden Family

I respectfully request to refund the Zehden family, for Fall Youth Soccer, \$370.00. This has been approved by the Recreation Commission.

**Thank you,
Melissa Farella
Recreation Leader**

Melissa Farella

From: Rachel Zehden <rachel.zehden@gmail.com>
Sent: Tuesday, September 8, 2026 9:09 AM
To: Melissa Farella
Subject: Re: Youth Soccer Start Dates

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.

Hello,

this was supposed to be our first season with AJ playing soccer in Pound Ridge and he was so excited!

Unfortunately he broke his arm and will have his cast until October 2nd.

Only then he will get a new X-ray to see if all has healed (which we hope) but know I am just wondering what is the best solution.

I don't know if it would make sense to have him only start later or if we can get a refund?

Thank you so much for understanding.

Have a wonderful day,

Rachel

Sent with Love 💕

On Sep 1, 2026, at 12:55 PM, Pound Ridge Recreation & Parks <info@communitypass.net> wrote:

Good Afternoon,

You are receiving this email because your athlete is signed up for Youth Soccer this fall.

Our original information had a start date of Sunday, Sept 6th for the first Sunday session groups. We are moving it to Sunday, September 13th.

If you have any questions please let us know.

Thanks,

Melissa Farella & Coach Leigh Parsons

Melissa Farella

From: Rachel Zehden <rachel.zehden@gmail.com>
Sent: Wednesday, September 9, 2026 2:55 PM
To: Melissa Farella
Subject: Re: Youth Soccer Start Dates

Thank you Melissa,

I would like to take the refund.

Attached is the information from the doctor.

Norwalk Emergency Department

34 Maple St, Norwalk, CT 06850

(203) 852-2000

Discharge Instructions (Patient)

Name: ZEHDEN, AVRAHAM JOEL Current Date: 8/29/2026 14:20:36

DOB: 9/5/2018 MRN: NH70080784 FIN: 0013513996

Diagnosis: Fall with right forearm injury

Visit Date: 8/29/2026 10:24:00

Address: 1223 OENOK RIDGE New Canaan CT 06840

Phone:

Primary Care Provider:

Name: Rosenbach, Ari, MD

Phone: 9146997200

Emergency Department Providers:

Primary Physician:

Capodanno, Robert

Nuvance offers telehealth services for your convenience. Many visits can occur via telehealth. Ask your ED doctor or physician assistant if a telehealth visit is right for you.

www.nuvancehealthvirtualvisits.org

Norwalk Hospital would like to thank you for allowing us to assist you with your healthcare needs. The following includes patient education materials and information regarding your injury/illness. If you have been prescribed a pain medication, muscle relaxant, or antihistamine, please be aware that these may be sedating and you should not drive, drink alcohol, or operate heavy machinery while taking the medication. Please check with the pharmacist about these side effects when you fill your prescription. Medications that you were taking before receiving care in the E.D. may be taken upon your return home.

IF THERE IS NO IMPROVEMENT IN 48 HOURS OR IF THE CONDITION WORSENS OR NEW SYMPTOMS DEVELOP, CALL YOUR DOCTOR OR RETURN TO THE EMERGENCY DEPARTMENT IMMEDIATELY.

ZEHDEN, AVRAHAM JOEL has been given the following list of follow-up instructions, prescriptions, and patient education materials:

Follow-up Instructions:

Norwalk Emergency Department

34 Maple St, Norwalk, CT 06850

(203) 852-2000

Work/School Excuse Note

Name: ZEHDEN, AVRAHAM JOEL Current Date: 8/29/2026 14:20:36

ZEHDEN, AVRAHAM JOEL has been given the following work/school restrictions:

Work/School Restrictions:

No gym/contact sports until cleared by a healthcare provider

This information is not intended to replace advice given to you by your healthcare provider. Make sure you discuss any questions you have with your healthcare provider.



EXISTING
NTS



PROPOSED
NTS



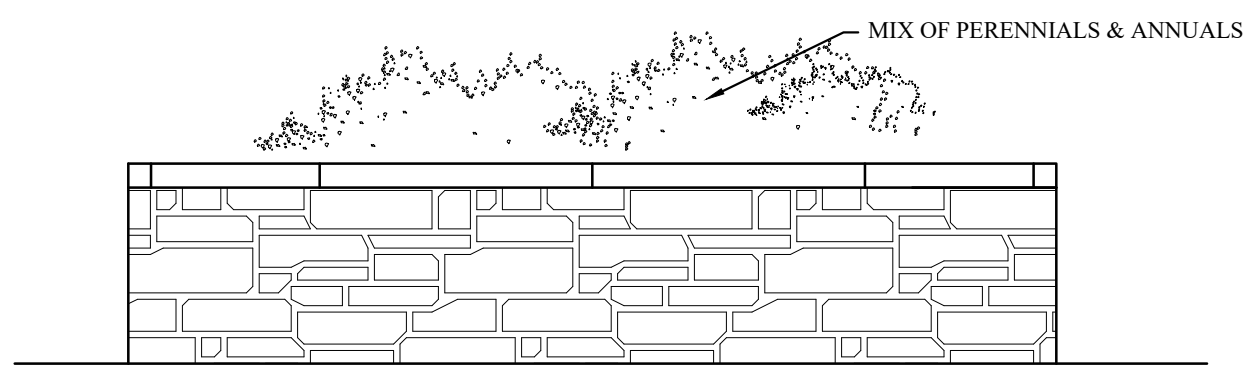
EXISTING
NTS



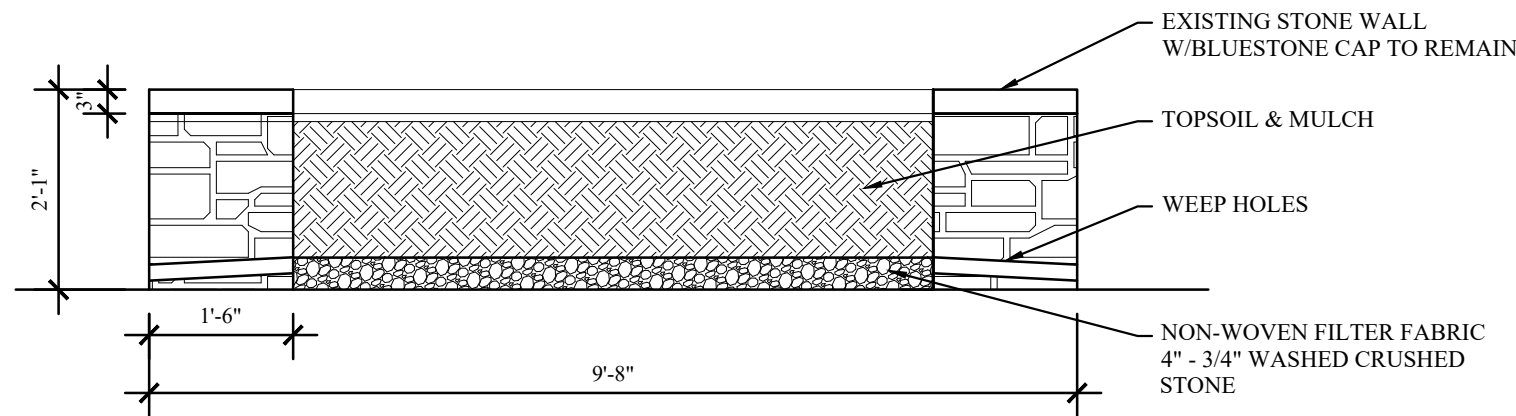
PROPOSED
NTS



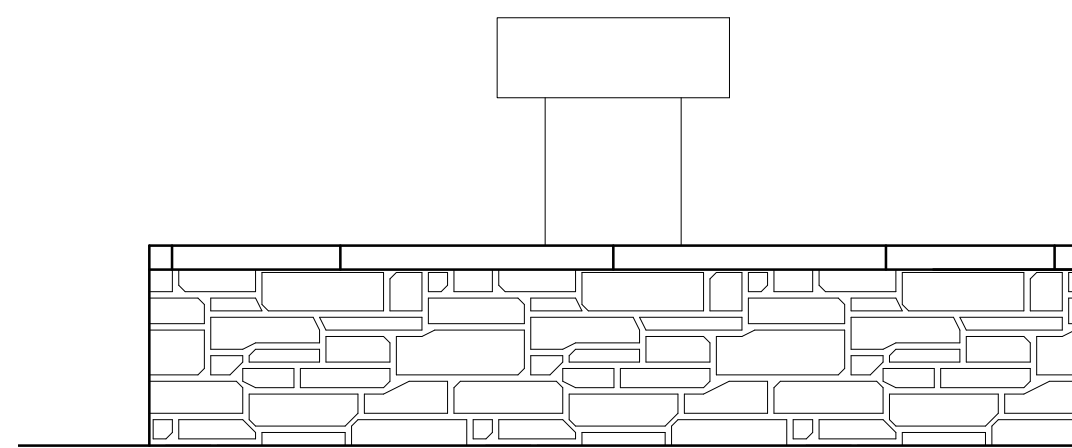
1 PROPOSED PLANTER PLAN
1/2" = 1'-0"



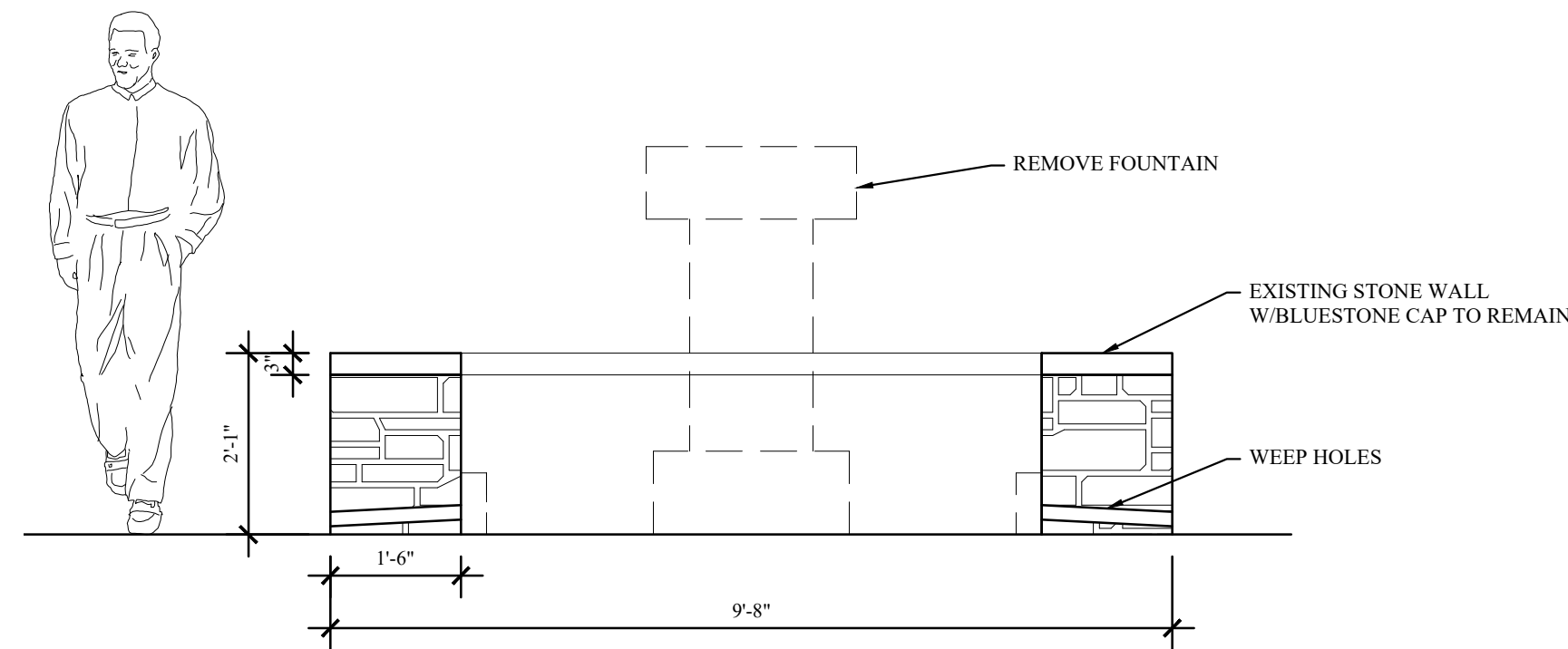
4 PROPOSED ELEVATION
1/2" = 1'-0"



3 PROPOSED SECTION
1/2" = 1'-0"



2 EXISTING ELEVATION
1/2" = 1'-0"



A EXISTING/DEMO SECTION
1/2" = 1'-0"

WESTCHESTER AVENUE

FOUNTAIN THE GREEN 73 WESTCHESTER AVENUE



LOCATION MAP
NOT TO SCALE

EC-1 EXISTING/DEMO PLANTER PLAN
1/2" = 1'-0"

BEST ARCHITECTURE
JAMES T. BEST ARCHITECT + ASSOCIATES
914-764-8889
jamesbestarchitecture.com

PROJECT
POUND RIDGE PARTNERSHIP
PO BOX 402
POUND RIDGE, NY 10576

DRAWN BY	NAME	DATE
JTB		9/9/26
REVISIONS	NAME	DATE

DRAWING TITLE
PLANTER
73 WESTCHESTER AVENUE

SHEET NO.

A-1