

**MINUTES OF THE NOVEMBER 12, 2024 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

ALSO

PRESENT: TOWN ATTORNEY WILLIAM HARRINGTON (via Zoom)  
TOWN CLERK ERIN TROSTLE

**I. CALL TO ORDER OF REGULAR MEETING:** Supervisor Hansan called the meeting to order at 7:37 pm.

**II. CALL FOR EXECUTIVE SESSION**

An executive session is scheduled for Monday, November 18, 2024, at 6:30 pm.

**III. ANNOUNCEMENTS**

- The Westchester County Clean Energy Job and Resource Fair will be held on Tuesday, November 19, from 2:00 pm to 7:00 pm at the Westchester County Center, 198 Central Avenue, White Plains.
- Please join Rewarding Potential Scholarship for a special screening of the documentary “Personal Statement” at the Bedford Playhouse on Thursday, November 21, at 7:00 pm.

**IV. MINUTES**

**Board Action:** Motion by Councilperson Briggs, seconded by Councilperson Paschkes, all voting aye to accept the minutes of the October 1, October 15, and November 7, 2024 Town Board meetings.

**V. PUBLIC COMMENT I**

Resident Nadine Ashby thanked the Town Board for its support for the Wooffstock pet adoption event, which was a resounding success.

Resident Katherine Biagiarelli asked whether a grant application had been submitted to fund the purchase of a new bus and expressed concern regarding the job description for the part-time Recreation Assistant position.

## VI. NEW BUSINESS

### A. Supervisor

#### 1. 2025 Tentative Budget

Director of Finance Steven Conti presented the 2025 Tentative Budget. The proposed total tax levy is under the 2% tax cap, as it has been since 2018.

There will be a public hearing on the Preliminary Budget at the December 3, 2024 Town Board meeting.

#### 2. Water Infrastructure Improvement Grant

Pound Ridge recently received a Water Infrastructure Improvement (WIIA) Grant in the amount of \$7,634,900 from the New York State Environmental Facilities Corporation to fund drinking water improvements in Scotts Corners. To receive the funds, the town must enter into a project finance agreement no later than September 30, 2026.

### B. Town Board – RFP for PRPD conceptual design study

#### RESOLUTION 250-24

**Board Action:** Motion by Councilperson Paschkes, seconded by Councilperson Boak, all voting aye on the following:

RESOLVED, that the Town Board hereby awards the RFP for a conceptual design study for the Police Department building to KG+D Architects, 285 Main Street, Mount Kisco.

### C. Town Clerk

#### 1. PRBA holiday market and tree lighting

#### RESOLUTION 251-24

**Board Action:** Motion by Councilperson Boak, seconded by Councilperson Paschkes, all voting aye on the following:

RESOLVED, that the Town Board hereby approves the Pound Ridge Business Association's application for a special event permit for a holiday market and tree lighting to be held in Scotts Corners on December 7, 2024.

**2. Well work, plumbing, and electrical services bids**

**RESOLUTION 252-24**

**Board Action:** Motion by Councilperson Boak, seconded by Councilperson Briggs, all voting aye on the following:

RESOLVED, that the Town Board hereby awards the bid for well work for the period from January 1, 2025 through December 31, 2026 to American Pump Service, 100 Dugway Drive, Pawling.

**RESOLUTION 253-24**

**Board Action:** Motion by Councilperson Paschkes, seconded by Councilperson Briggs, all voting aye on the following:

RESOLVED, that the Town Board hereby authorizes the Town Clerk to re-bid electrical services for the period from January 1, 2025 through December 31, 2026.

**RESOLUTION 254-24**

**Board Action:** Motion by Councilperson Briggs, seconded by Councilperson Schelling, the motion passing 4–0 with Councilperson Paschkes abstaining on the following:

RESOLVED, that the Town Board hereby awards the bid for plumbing services for the period from January 1, 2025 through December 31, 2026 to Better Water Well Systems, 348 Smith Ridge Road, South Salem.

**3. Sale of cemetery plot**

**RESOLUTION 255-24**

**Board Action:** Motion by Councilperson Briggs, seconded by Councilperson Paschkes, all voting aye on the following:

RESOLVED, that the Town Board hereby approves the sale of Plot 107 (two gravesites) in Section 3 of the Pound Ridge Cemetery to Robert and Janis Knorr, of 26 Upper Shad Road, Pound Ridge, at a price of \$2,000.00.

**4. Flower basket plant material**

**RESOLUTION 256-24**

**Board Action:** Motion by Councilperson Briggs, seconded by Councilperson Schelling, all voting aye on the following:

RESOLVED, that the Town Board hereby approves the purchase of plant material, including moss liners, for 72 flower baskets to be hung in the business district during the 2025 growing season from Valley View Wholesale Greenhouses at a price of \$3,370.00.

**D. Finance Department – Permission to advertise accountant position**

**RESOLUTION 257-24**

**Board Action:** Motion by Councilperson Briggs, seconded by Councilperson Boak, all voting aye on the following:

RESOLVED, that the Town Board hereby authorizes the Director of Finance to advertise for a full-time Accountant to work in the Finance Department.

**E. Highway Department**

**1. Resignation of Archer Sgaglio**

**RESOLUTION 258-24**

**Board Action:** Motion by Councilperson Paschkes, seconded by Councilperson Briggs, all voting aye on the following:

RESOLVED, that the Town Board hereby accepts the resignation of Archer Sgaglio as a Mechanical Equipment Operator in the Highway Department.

**2. Permission to advertise full-time MEO position**

**RESOLUTION 259-24**

**Board Action:** Motion by Councilperson Briggs, seconded by Councilperson Paschkes, all voting aye on the following:

RESOLVED, that the Town Board hereby authorizes the Highway Superintendent to advertise for a full-time Mechanical Equipment Operator to work in the Highway Department.

**F. Tree City USA proclamation**

**RESOLUTION 260-24**

**Board Action:** Motion by Councilperson Briggs, seconded by Councilperson Boak, all voting aye on the following:

RESOLVED, that the Town Board hereby authorizes the Supervisor to sign the 2024 Tree City USA proclamation.

**VI. PUBLIC COMMENT II**

Resident John McCown said that the town needs up-to-date audited financial statements before it takes on any debt. Mr. Conti responded that the auditors will present the 2022 audit at the November 19, 2024 Town Board meeting and that they have already begun work on the 2023 audit.

**VII. FINANCIAL MATTERS – Pay bills**

**RESOLUTION 261-24**

**Board Action:** Motion by Councilperson Paschkes, seconded by Councilperson Briggs, the motion passing 4–0 with Councilperson Schelling abstaining, on the following:

RESOLVED, that the Town Board hereby authorizes the Supervisor to pay the following claims as detailed in Abstract 18-2024:

Fund	Claim Numbers	Total Amount
General Fund	A01074 –A01127	\$57,565.33
Highway Fund	D00219–D 00231	\$6,739.29
Trusts & Agency	AT00041–AT00045	\$

AND BE IT FURTHER RESOLVED, that the following advance-of-audit claim listed in Abstract 18-2024 is hereby allowed:

Fund	Claim Numbers	Total Amount
General Fund	A01128	\$1,117.00

**VIII. ADJOURNMENT:** There being no further business to come before the Board, Supervisor Hansan adjourned the meeting at 8:19 pm.

**IX. RECONVENE AS PARKING DISTRICT COMMISSION:** Supervisor Hansan called the meeting to order at 8:19 pm.

**X. FINANCIAL MATTERS – Pay bills**

**RESOLUTION 262-24**

**Board Action:** Motion by Councilperson Boak, seconded by Councilperson Paschkes, the motion passing 4–0 with Councilperson Schelling abstaining, on the following:

RESOLVED, that the Town Board hereby allows the following advance-of-audit claim listed in Abstract 18-2024:

Fund	Claim Numbers	Total Amount
Parking District Fund	ST00034	\$95.99

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TOWN OF POUND RIDGE  
POUND RIDGE, NY  
November 12, 2024

**XI. ADJOURNMENT:** There being no further business to come before the Parking District Commission, Supervisor Hansan adjourned the meeting at 8:19 pm.

Erin Trostle, Town Clerk  
Dated at Pound Ridge, New York  
November 13, 2024

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