

MINUTES OF THE JANUARY 7, 2025 MEETING OF THE TOWN BOARD OF THE TOWN OF POUND RIDGE HELD AT 179 WESTCHESTER AVENUE, POUND RIDGE, NEW YORK, AND VIA ZOOM VIDEOCONFERENCE, COMMENCING AT 7:30 PM

PRESENT: SUPERVISOR KEVIN HANSAN
DEPUTY SUPERVISOR/COUNCILPERSON DIANE BRIGGS
COUNCILPERSON ALISON BOAK
COUNCILPERSON NAMASHA SCHELLING
COUNCILPERSON DANIEL PASCHKES

ALSO

PRESENT: TOWN ATTORNEY WILLIAM HARRINGTON
TOWN CLERK ERIN TROSTLE

I. CALL TO ORDER OF REGULAR MEETING

Supervisor Hansan called the meeting to order at 7:33 pm.

II. CALL FOR EXECUTIVE SESSION

An executive session has been scheduled for 6:30 pm on January 14, 2025.

III. MINUTES

Board Action: Motion by Councilperson Paschkes, seconded by Councilperson Briggs, all voting aye, to approve the minutes of the December 17, 2024 Town Board meeting.

IV. PUBLIC COMMENT I

Resident John McCown, of 25 Miller Road, objected to the dissolution of the Economic Development Committee and proposed that the Town Board form an audit and finance committee.

V. NEW BUSINESS

A. Town Board - Dissolution of Economic Development Committee

RESOLUTION 01-25

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

WHEREAS, the Economic Development Committee was created by an act of the Town Board, which, upon approval, became effective on March 1, 2018, through Resolution 42-18; AND

WHEREAS, the purpose of the committee was, among other things, to promote, encourage, and support local businesses in Pound Ridge and to make Pound Ridge an economically vibrant community where people work, shop, dine, and enjoy

MINUTES OF THE MEETING OF THE TOWN BOARD
TOWN OF POUND RIDGE
POUND RIDGE, NY
January 7, 2025

services and recreation, through the involvement of established business organizations, town government boards and commissions, and town residents; AND

WHEREAS, Resolution 42-18 charged the committee with recommending a comprehensive strategy to the town board to promote coordination and communication among residents, local businesses, town government, town boards and commissions—especially Planning, Zoning, the Water Control Commission, and the Water/Wastewater Task Force—and neighboring towns; AND

WHEREAS, the committee was created to include two permanent positions reserved for representatives of existing town business organizations, four Pound Ridge residents at large appointed by the Town Board, one Town Board member appointed by the Town Board, two co-chairs serving one-year terms, and members at large with five-year terms, as outlined in Resolution 42-18; AND

WHEREAS, since the adoption of Resolution 42-18, the Committee's responsibilities have been and continue to be fulfilled by the efforts of the Pound Ridge Business Association and by individual Town Board members in other capacities; AND

WHEREAS, the committee has reviewed its structure and processes in light of its experience since the adoption of Resolution 42-18 and, in the interest of promoting greater efficiency and effectiveness, NOW, THEREFORE, BE IT

RESOLVED, that Resolution 42-18 is hereby dissolved as of January 7, 2025.

B. Highway Department – Sander purchase and tractor repair

RESOLUTION 02-25

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

RESOLVED, that the Town Board hereby authorizes the purchase of a Western stainless-steel sander from Red's Garage at a cost of \$9,582.26; AND BE IT FURTHER

RESOLVED, that the Town Board hereby approves the expenditure of \$3,000.00 for the repair of a tractor.

C. Receiver of Taxes

1. Conference attendance

RESOLUTION 03-25

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

MINUTES OF THE MEETING OF THE TOWN BOARD
TOWN OF POUND RIDGE
POUND RIDGE, NY
January 7, 2025

RESOLVED, that the Town Board hereby authorizes the Receiver of Taxes to attend the 2025 Association of Towns Annual Meeting and Training School in New York City at a cost not to exceed \$1,300.00.

2. Refund of overpayment

RESOLUTION 04-25

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

RESOLVED, that the Town Board hereby authorizes the refund of an overpayment of the property taxes for parcel 9456-15 to Corelogic in the amount of \$8,393.27.

D. Recreation Department – Appointment of Camille Prisco

RESOLUTION 05-25

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

RESOLVED, that the Town Board hereby ratifies the decision made in executive session to appoint Camille Prisco to the position of part-time Recreation Assistant at a rate of \$30.00/hour effective January 8, 2025.

E. Energy Action Committee – Climate Smart Community Task Force

RESOLUTION 06-25

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

WHEREAS, the Town of Pound Ridge (“the Town”) has a clear governmental interest in protecting the environment and human health; AND

WHEREAS, the Town is of great beauty and has vast natural resources; AND

WHEREAS, the Town Board of Pound Ridge (“the Town Board”) has traditionally taken a proactive role in environmental protection; AND

WHEREAS, greenhouse gas emissions and other by-products of fossil fuel combustion are recognized as having a detrimental impact on the environment and human health; AND

WHEREAS, it is in the best interest of the Town to reduce its carbon footprint, reduce its waste, and maximize its use of renewable energy sources in an effort to protect the environment and human health; AND

MINUTES OF THE MEETING OF THE TOWN BOARD
TOWN OF POUND RIDGE
POUND RIDGE, NY
January 7, 2025

WHEREAS, changes in the climate and storm patterns have affected the landscape of the Town; and WHEREAS, climate sustainability has become a priority of the Town; AND

WHEREAS, public awareness and concern have grown considerably with regard to responsible environmental, energy, and sustainability policy and initiatives; AND NOW, THEREFORE, BE IT

RESOLVED, that the Town's Climate Smart Community Task Force ("the CSC Task Force") will act on the following charge:

- advising the Town Board as to environmentally sustainable policies and practices;
- prioritizing goals and suggesting programs to the Town Board that contribute to and encourage sustainability and proper waste management practices, thereby lessening the Town's ecological impact on the environment; and
- assisting the Town in the development of programs to advise and educate Town residents on energy alternatives to reduce fossil fuel use and other sustainability initiatives; AND BE IT FURTHER

RESOLVED, that the Town Board hereby appoints Nicole Shaffer as coordinator of the CSC Task Force; AND BE IT FURTHER

RESOLVED, that the mission of the CSC Task Force, including its coordinator, will be to liaise with the Town Board, other boards of the Town and the departments of the Town to coordinate green initiatives regarding energy use and waste management, to help develop strategies to implement sustainability goals and programs, and to work on climate change mitigation activities and climate change adaption; AND BE IT FURTHER

RESOLVED, that the CSC Task Force, which had its initial meeting on March 26, 2019, will collaborate with the Town to accomplish certain programs, activities, and initiatives that are part of the CSC certification process; AND BE IT FURTHER

RESOLVED, that the CSC Task Force Coordinator will keep the Town Board advised as to activities being undertaken to achieve CSC certification and will work towards having the Town attain CSC certification, which will serve to benefit the Town and its residents both now and in the future.

F. Boards, Commissions, and Committees

1. Board of Assessment Review – Reappointment of Peter Marchetti

RESOLUTION 07-25

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

RESOLVED, that the Town Board hereby reappoints Peter Marchetti to a five-year term as a member of the Board of Assessment Review.

2. Board of Ethics – Reappointment of Jim Glascott, Scott Grumman, Catherine Marino, Sallie Stelter, and Mark Rosenbloom

RESOLUTION 08-25

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

RESOLVED, that the Town Board hereby reappoints Jim Glascott, Scott Grumman, Catherine Marino, Sallie Stelter, and Mark Rosenbloom to one-year terms on the Board of Ethics.

3. Conservation Board – Reappointment of Melinda Avellino, John Cosetti, Annie Fernald, and Jerry Rosenthal

RESOLUTION 09-25

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

RESOLVED, that the Town Board hereby reappoints Melinda Avellino, John Cosetti, Annie Fernald, and Jerry Rosenthal to two-year terms as members of the Conservation Board.

4. Housing Board – Reappointment of Nadine Ashby, Melinda Avellino, and Toni Nagel-Smith

RESOLUTION 10-25

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

RESOLVED, that the Town Board hereby reappoints Nadine Ashby, Melinda Avellino, and Toni Nagel-Smith to two-year terms as members of the Housing Board.

5. Human Rights Advisory Committee – Reappointment of Sharbari Bose Kamat, Alison Munsch, and Jessica Watts

RESOLUTION 11-25

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

RESOLVED, that the Town Board hereby reappoints Sharbari Bose Kamat, Alison Munsch, and Jessica Watts to three-year terms as members of the Human Rights Advisory Committee.

6. Landmarks and Historic District Commission – Reappointment of Gina Federico, Ed Forbes, and Joe Seton

RESOLUTION 12-25

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

RESOLVED, that the Town Board hereby reappoints Gina Federico, Ed Forbes, and Joe Seaton to three-year terms on the Landmarks and Historic District Commission.

7. Planning Board – Reappointment of John Bria

RESOLUTION 13-25

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

RESOLVED, that the Town Board hereby reappoints John Bria to a seven-year term as a member of the Planning Board.

8. Recreation Commission – Reappointment of Van Muller

RESOLUTION 14-25

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

RESOLVED, that the Town Board hereby reappoints Van Muller to a seven-year term as a member of the Recreation Commission.

9. Water Control Commission – Reappointment of Deborah Tepper

RESOLUTION 15-25

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

MINUTES OF THE MEETING OF THE TOWN BOARD
TOWN OF POUND RIDGE
POUND RIDGE, NY
January 7, 2025

RESOLVED, that the Town Board hereby reappoints Deborah Tepper to a five-year term as a member of the Water Control Commission.

10. Zoning Board of Appeals – Reappointment of Lisa Smith

RESOLUTION 16-25

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

RESOLVED, that the Town Board hereby reappoints Lisa Smith to a five-year term as a member of the Zoning Board of Appeals.

IV. FINANCIAL MATTERS – Pay bills

RESOLUTION 17-25

Board Action: Motion by Councilperson Paschkes, seconded by Councilperson Boak, 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 01-2024:

Fund	Claim Numbers	Total Amount
General Fund	A00001–A00038	\$76,291.58
Highway Fund	D00001–D00008	\$4,148.13
Trust & Agency Fund	AT00001	\$5,000.00

VI. ADJOURNMENT: There being no further business to come before the Town Board, Supervisor Hansan adjourned the meeting at 7:54 pm.

VII. RECONVENE FOR ORGANIZATIONAL MEETING

Supervisor Hansan called the Organizational Meeting to order at 7:54 pm.

A. Appointments

1. Supervisor’s Appointments

RESOLUTION 18-25

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

MINUTES OF THE MEETING OF THE TOWN BOARD
TOWN OF POUND RIDGE
POUND RIDGE, NY
January 7, 2025

RESOLVED, that the Town Board hereby accepts the following appointments by the Supervisor:

Deputy Supervisor: Diane Briggs
Chief of Staff to Supervisor: Nicole Engel
Director of Finance: Steve Conti
OEM Director: David Dow
OEM Deputy Director: Kevin Hansan

2. Special Advisors

RESOLUTION 19-25

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

RESOLVED, that the Town Board hereby approves the appointment of the following special advisors to the Town Board and Town Supervisor:

Bedford Central School District: Kevin Hansan
East of Hudson Watershed: Kevin Hansan
Environmental Initiatives Advisors: Elyse Arnow, Bill Harding
Fire District: Kevin Hansan
Insurance: Steve Conti
Library Board: Kevin Hansan
New Dawn: Alison Boak
Sustainable Westchester: Dan Paschkes
Water Wastewater: Alison Boak
Westchester County Shared Services: Erin Trostle
WEMS: Tom Mulcahy
Wireless Communications: Diane Briggs

3. Town Board Liaisons

RESOLUTION 20-25

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

RESOLVED, that the Town Board hereby appoints the following Town Board liaisons:

MINUTES OF THE MEETING OF THE TOWN BOARD
TOWN OF POUND RIDGE
POUND RIDGE, NY
January 7, 2025

Audit Bills: Namasha Schelling
Board of Assessment Review: Alison Boak
Board of Ethics: Kevin Hansan
Comprehensive Plan: Kevin Hansan
Conservation Board: Daniel Paschkes
Energy Action Committee: Daniel Paschkes
Highway and Maintenance: Diane Briggs
Housing Board: Dan Paschkes
Human Rights Advisory Committee: Namasha Schelling
Landmarks & Historical District Commission: Namasha Schelling
Old Pound Road Committee: Alison Boak
Open Space Acquisitions Committee: Daniel Paschkes
Planning Board: Namasha Schelling
Police Department: Kevin Hansan
Recreation Commission: Diane Briggs
THRIVE: Diane Briggs
Water Wastewater Task Force: Alison Boak
Water Control Commission: Daniel Paschkes
Zoning Board of Appeals: Diane Briggs

4. Town Board Appointments

RESOLUTION 21-25

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

RESOLVED, that the Town Board hereby appoints the following individuals to the positions indicated:

Town Attorney: William P. Harrington, Esq.
Deputy Town Attorney: John Loveless, Esq.
Town Historian: Johanna O’Keeffe
Town Engineer: Pitingaro & Doetsch
Human Resources Consultant: Public Sector HR Consultants
Animal Control Officer: Joan Dooley
IT Manager: Steve Conti
Cemetery Commissioner: Vinnie Duffield

MINUTES OF THE MEETING OF THE TOWN BOARD
TOWN OF POUND RIDGE
POUND RIDGE, NY
January 7, 2025

Highway Superintendent: Vinnie Duffield
ADA Parking Issuance Agent: Erin Trostle
Benefits Administrator: Steve Conti
FOIL Officers: Erin Trostle; Tom Mulcahy (police records only)
Registrar of Vital Statistics: Erin Trostle
Reception Administrator: Erin Trostle
NYS Grant Gateway Administrator: Christeen Dür

5. Chairs of Boards, Commissions, and Committees

RESOLUTION 22-25

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

RESOLVED, that the Town Board hereby appoints the following chairs of boards, commissions, and committees:

Board of Assessment Review: Robert Benjamin
Board of Ethics: Scott Grummon
Comprehensive Plan: Elyse Arnow
Conservation Board: Melinda Avellino
Deer Management: Tom Mulcahy
Energy Action Committee: Nicole Shaffer
Human Rights Advisory Committee: TBD
Housing Board: Melinda Avellino
Landmarks & Historic District Commission: Ed Forbes
Old Pound Road: Ali Boak and Joe Virgilio
Open Space Acquisitions Committee: Elyse Arnow and Pamela Corey
Parking District: Fred Albano
Planning Board: Rebecca Wing
Recreation Commission: Rich Wetchler and Van Muller
Safety Committee: Steve Conti
Slade Preserve: Steve Conti
THRIVE: Sally Corbett-Turco
Water Control Commission: Bill Bedford
Water Wastewater Task Force: Ali Boak and James Best
Zoning Board of Appeals: Tom Smith

6. Ad Hoc Committees

RESOLUTION 23-25

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

RESOLVED, that the Town Board hereby appoints Elyse Arnow, Joshua Arnow, Melinda Avellino, Peter Avellino, Bill Bedford, Alison Boak, Sharbari Bose Kamat, Carla Brand, Diane Briggs, Jennifer Coulter, Pamela Corey, Colette Dow, Lauren Fairbanks, Ed Forbes, Kevin Hansan, Ellen Ivens, Andrew Karpowich, Rob Knorr, Peter Kraft, Lisa Lamatia, Marie Moreno, Steven Morvay, Tom Mulcahy, Craig Padawer, Dan Paschkes, Gayle Reichler, Renee Ring, Michele Rudolph, Andrea Russo, Namasha Schelling, Nicole Shaffer, Lisa Smith, and Deborah Tepper as members of the Comprehensive Plan Committee.

RESOLUTION 24-25

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

RESOLVED, that the Town Board hereby appoints Sharbari Bose Kamat, Alison Munsch, Martin Rosen, Jessica Watts, Marie Moreno, Ava Zukowsky, Namasha Schelling as members of the Human Rights Advisory Committee.

RESOLUTION 25-25

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

RESOLVED, that the Town Board hereby appoints Dan Atchison (Westchester County), John Baker, Bill Harding, Gail Jankus, Chris Nagy (Mianus River Gorge), Tom Mulcahy, and Steve Stamos (Aquarion) as members of the Deer Management Committee.

RESOLUTION 26-25

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

RESOLVED, that the Town Board hereby appoints Tina August, Sonia Bain, Alison Boak, Alexander Goldfarb, Andy Karpowich, Max Mosolino, Robert Rauch, Joe Virgilio, and Rich Wetchler as members of the Old Pound Road Committee.

MINUTES OF THE MEETING OF THE TOWN BOARD
TOWN OF POUND RIDGE
POUND RIDGE, NY
January 7, 2025

RESOLUTION 27-25

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

RESOLVED, that the Town Board hereby appoints Fred Albano, Joe DiPietro, Billy Fortin, Kevin Hansan, Frank Salvi as members of the Parking District Advisory Committee.

RESOLUTION 28-25

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

RESOLVED, that the Town Board hereby appoints Steve Conti, Vinnie Duffield, Dave Goldberg, Kevin Hansan, Jonah Maddock, Andrea Russo, Tom Mulcahy, Jim Perry, Erin Trostle, and representatives of the Spain Agency and the Worker’s Comp Alliance as members of the Safety Committee.

RESOLUTION 29-25

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

RESOLVED, that the Town Board hereby appoints Steven Conti, Kevin Hansan, Bill Harrington, and Jonah Maddock as members of the Slade Preserve Committee.

RESOLUTION 30-25

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

RESOLVED, that the Town Board hereby appoints James Best, Alison Boak, David Dow, Ted Dowey, Ellen Ivens, Kelly MacMillan, Max Mosolino, Phil Sears, and Peter Vogel as members of the Water Wastewater Task Force.

B. Policies and Procedures

1. Payments in advance of audit

RESOLUTION 31-25

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

RESOLVED, that the Town Board hereby authorizes the Supervisor to pay telephone, utility, fuel, oil, and postage bills in advance of audit.

MINUTES OF THE MEETING OF THE TOWN BOARD
TOWN OF POUND RIDGE
POUND RIDGE, NY
January 7, 2025

RESOLUTION 32-25

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

RESOLVED, that the Town Board hereby approves the following additional policies and procedures:

2. Payments by credit card

The Receiver of Taxes, Building Department, Recreation Department, Town Courts, and Town Clerk are hereby authorized to receive payments by credit card.

3. Meeting dates and procedures

The regular meetings of the Town Board of the Town of Pound Ridge will be held on the first and third Tuesday evening of the month commencing at 7:30 pm at the Town House, 179 Westchester Avenue, Pound Ridge, NY, and unless otherwise posted publicly.

Town Board meetings will be livestreamed when such meetings take place and shall be recorded and available for future viewing, accessible by a link on the Town's website. Written minutes of the Town Board meeting shall be prepared by the Town Clerk.

Minutes will be posted on the Town's website within one week of their approval by the Town Board. Regular meeting minutes may be approved by the Board at a work session and work session minutes may be approved at regular meetings of the Town Board.

Work sessions of the Town Board will be held on the second Tuesday of each month, commencing at 6:30 pm at the Town House unless otherwise posted publicly.

Meetings of the Town Board (including work sessions) Planning Board, Zoning Board of Appeals, and Water Control Commission, along with other such boards, commission, and committees as the Town Board may determine, will be streamed online as well.

All meetings of the Pound Ridge Town Board shall be conducted in accordance with the New York State Town Law, including §63. In addition, in a public hearing proceeding, Roberts Rules of Order must be followed.

4. Agenda policy

The Town Board agendas will be closed at noon on Friday before the meeting and posted to the Town's website that day.

5. Chief Administrative Officer/Chief Fiscal Officer

The Supervisor will be and is hereby designated as Chief Administrative Officer and Chief Fiscal Officer of the Town of Pound Ridge and shall be responsible for executing such duties as detailed by New York State Town Law and as the Town Board shall from time to time assign.

6. Procurement Procedures

a. Guideline 1:

Every prospective purchase of goods or services shall be evaluated to determine the applicability of General Municipal Law §103. Every Town officer, board member, department head, or other personnel with the requisite purchasing authority (hereinafter the "Purchaser") shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. That estimate shall include the canvass of other Town departments and past history to determine the likely yearly value of the commodity to be acquired. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity.

Guideline 2:

All purchases of (1) supplies or equipment greater than \$20,000.00, or (2) Public Works contracts over \$35,000.00, shall be formally bid pursuant to GML §103.

Guideline 3:

All estimated purchases of supplies or equipment estimated at less than \$20,000.00 are subject to the following requirements:

- Purchases estimated from \$5,000 to \$19,999 require a written Request for Proposal (RFP) or written quotes from at least three vendors.
- Purchases estimated from \$2,500 to \$4,999 require verbal or Internet quotes from at least two vendors.

MINUTES OF THE MEETING OF THE TOWN BOARD
TOWN OF POUND RIDGE
POUND RIDGE, NY
January 7, 2025

- Purchases estimated at \$2,499 or less require the approval of the Department Head or Town Supervisor.
- Purchasing decisions, in accordance with these guidelines, are the responsibility of each department head. Any expenditure in excess of \$2,499 must have advance approval of the Town Board.

All estimated public works contracts less than \$35,000.00 are subject to the following requirements:

- Contracts estimated from \$20,000 to \$34,999 require a written RFP or at least three quotes from contractors.
- Contracts estimated from \$10,000 to \$19,999 require a written RFP or at least two quotes from contractors.
- Contracts estimated from \$ 3,000 to \$ 9,999 require approval of the Town Supervisor.
- Contracts estimated at \$2,999 or less require approval of the department head or Town Supervisor.

Any written RFP shall describe the desired goods, quantity, and particulars of delivery. The Purchaser shall compile a list of all vendors from whom written quotes have been requested and by whom written quotes have been offered.

All information gathered in complying with these requirements shall be attached and submitted with a payment voucher and procurement cover sheet, when required, to the Town Clerk and subsequently, the Finance Department.

Guideline 4:

The Town will consider the overall combination of price, quality and other elements that are optimal to the needs of the Town. The lowest responsible proposal or quote shall be awarded the purchase or contract unless the Purchaser prepares a written justification providing reasons why it is in the best interest of the Town and its taxpayers to make an award to other than the lowest bidder.

MINUTES OF THE MEETING OF THE TOWN BOARD
TOWN OF POUND RIDGE
POUND RIDGE, NY
January 7, 2025

Guideline 5:

A good-faith effort shall be made to obtain the required number of proposals or quotations. If the Purchaser is unable to obtain the required number of proposals or quotations, the Purchaser shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to procurement.

Guideline 6:

Except when directed by the Town Board, no solicitation of written proposals or quotations shall be required under the following circumstances:

- Acquisition of professional services Emergencies
- Sole source situation
- Goods purchased from the agencies for the disabled Goods purchased from correctional facilities
- Goods purchased from another governmental agency Goods purchased at auction

Guideline 6a:

State, County, or other Municipality Requirements Contract ("State Contract") Purchases from State Contract require quotes from at least 2 other vendors to confirm that the State Contract amount is the lowest price available.

Guideline 7:

Recognizing the responsibility of local governments to take effective measures to reduce or limit the environmental impacts of their operations and conserve resources, the Town of Pound Ridge adopts the following:

- a. Priority shall be given to products and services which consume the least amount of energy in their manufacture, use, and disposal. Where possible, Energy Star qualification and/or an equivalent elevated measure of efficiency should be a minimum requirement in any energy consuming equipment, device, vehicle, or appliance purchase.
- b. Priority shall be given to products and services that incorporate products that are made from sustainable

MINUTES OF THE MEETING OF THE TOWN BOARD
TOWN OF POUND RIDGE
POUND RIDGE, NY
January 7, 2025

materials and/or that contain a significant level of recycled or reprocessed material and that are manufactured locally and/or that are packaged to reduce transportation costs and/or that are certified by the Forrest Stewardship Council.

- c. Priority shall be given to products which are minimally packaged using recycled, recyclable, or biodegradable packaging materials.
- d. Priority shall be given to products that reduce impacts on the environment during manufacture, use, or disposal.
- e. Priority shall be given to products and services that reduce or eliminate health risks to employees and/or citizens in their manufacture, use, or disposal. In particular, products that contain chlorine or PVC and/or that emit unhealthy levels of chemical emissions during use should be avoided.
- f. Bid documents and requests for proposals shall be drafted to encourage environmentally preferable purchases and services by incorporating bidding specifications that procure goods and services with a reduced environmental impact where appropriate.
- g. Nothing in this policy shall be construed as requiring the procurement of products or services that do not perform adequately for the intended use or that are not available at a reasonable price in a reasonable period of time.

Guideline 8:

The procurement policy shall be reviewed annually by the Town Board at its organizational meeting or as soon thereafter as is reasonably practical.

RESOLUTION 33-25

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

RESOLVED, that the Town Board hereby approves the following additional policies and procedures:

7. Marriage Officers

MINUTES OF THE MEETING OF THE TOWN BOARD
TOWN OF POUND RIDGE
POUND RIDGE, NY
January 7, 2025

The following be appointed as the Town's Marriage Officers for 2025: Town Clerk Erin Trostle, Town Justices Matthew Brotmann and Renée Motola, Town Attorney William Harrington, Esq., Town Supervisor Kevin Hansan, and Town Councilpersons Alison Boak, Namasha Schelling, Diane Briggs, and Daniel Paschkes.

8. Mileage Reimbursement

The Town of Pound Ridge shall pay the reimbursement rate of \$0.67 cents per mile (established by the IRS for 2025) for Employees, Town Board, other Town officials, for mileage incurred in the use of one's personal automobile on Town business.

9. Official Newspaper

The Town Board designates The Journal News as the official newspaper of the Town of Pound Ridge. Bid notices will be published in this newspaper, posted on the Town's website and a second publication as necessary.

10. Bank depository

The TD Bank, Key Bank, JP Morgan Chase Bank and any other commercial banking institution authorized to do business in the State of New York ("Bank") be and are hereby designated as a depository of the Town of Pound Ridge ("TOPR"), and each of them hereby is authorized to deposit any of the funds of TOPR in their Bank, either at its head office or at any of its branches, and to waive presentment, demand protest, and notice of protest, or dishonor of any check, notes, bill, draft, or other instrument deposited with the Bank by TOPR; and any funds of TOPR deposited in the Bank be subject to withdrawal or charge at any time and from time to time as permitted by the rules and regulations of the Bank upon checks, notes, drafts, bills of exchange, acceptances, undertakings, or other instruments or orders for payment of TOPR by Supervisor Kevin Hansan, or Deputy Supervisor Diane Briggs, signing; and the Bank is hereby authorized to pay any such instrument or make any such change and also to receive the same from the payee or any other holder without limitations of amount and without inquiry as to the circumstances of issue, negotiation, or endorsement or the disposition of the proceeds even if drawn to the individual order of any signing person, or payee, or payable to the Bank or other for his account, or tendered in payment of his individual obligation, and whether drawn against any account in the name of TOPR or in the name of any officer or agent of TOPR as such, and at the option of the Bank, even if the account shall not be in credit to the full demand, protest,

MINUTES OF THE MEETING OF THE TOWN BOARD
TOWN OF POUND RIDGE
POUND RIDGE, NY
January 7, 2025

and notice of protest or dishonor of any check, note, bill, draft, or other instrument drawn or endorsed by TOPR, and the Supervisor Kevin Hansan, Deputy Supervisor Diane Briggs or Director of Finance, Steven Conti, are hereby authorized on behalf of Town of Pound Ridge to invest funds and transact business with the designated depositories and to sign the paperwork necessary (signature cards, resolutions, security and custody agreements, etc.) and to maintain all TOPR accounts.

11. Annual financial reporting

Pursuant to Article III, Section 29 subsection 10a of the New York State Town Law, the Supervisor be and is hereby authorized to file with the Town Clerk within ninety days after the close of the fiscal year, a copy of the report to the State Comptroller required by Section 30 of the General Municipal Law, and pursuant to Section 27 of the Town Law, the Town Clerk shall publish a notice in the official newspaper that such report is on file in the Town Clerk's office and available for public inspection and copying. That report shall become a part of the minutes of the Town Board meeting following the Town Clerk's receipt of said report.

12. Investment policy

The investment policy of the Town, originally adopted January 6, 1987, as amended in April 1993 and January 2002, be and is hereby continued, and the town's investments are to be reviewed periodically with the following objectives:

- To comply with all applicable federal, state and other legal requirements
- To adequately safeguard principal
- To provide sufficient liquidity to meet all operating requirements
- To obtain a reasonable rate of return

13. Indemnification of town officers

The indemnification of Town officials and employees adopted in September 1989 and January 4, 1990, providing for indemnification of those officers and employees now serving and who, at any time in the past, served the Town, be and is hereby continued. The scope of said indemnification shall be as broad and as comprehensive as may be permitted by applicable law.

14. Standard Workday reporting

MINUTES OF THE MEETING OF THE TOWN BOARD
TOWN OF POUND RIDGE
POUND RIDGE, NY
January 7, 2025

The Town Board hereby acknowledges that for new terms beginning on or after August 12, 2009, all elected or appointed town officials who are members of the New York State Retirement System shall be required to keep records of their time for a three-month period within 150 days of the beginning of the calendar year after their election or appointment, in accordance with the requirements outlined by New York State, and at the first Town Board meeting in June, a resolution establishing a standard workday for each elected or appointed Town official shall be adopted or recertified.

AND BE IT FURTHER RESOLVED, that the following expenditures are authorized:

15. Supervisor's authorization to execute agreements and pay obligations

a. Association of Towns - \$1,350.00

The Town Board authorizes Supervisor Kevin Hansan to be designated as the Town's official delegate to attend the business session of the Association of Towns Annual Meeting, to be held in February 2025 and to cast the vote of the Town, pursuant to Section 6, Article III of the Constitution of By-Laws of said Association. Diane Briggs will be the alternate, and the cost of her attending will be as budgeted.

b. Network support services - \$10,815.00

The firm of Logically be and is hereby reappointed as the Town's computer network support and strategic planning firm for 2025, and the Supervisor is authorized to sign an agreement for said services.

c. Fireworks - \$22,000.00

d. Tax map maintenance - \$5,000.00

Cartographic Associates, Inc. (CAI) will continue to be retained during 2025 to provide standard updates and maintenance of tax maps, and the Supervisor is authorized to sign an agreement for said services.

e. Agencies

i. Westchester EMS - \$203,800.00

ii. THRIVE - \$13,000.00

iii. Northeast Westchester Special Recreation - \$6,160.00

MINUTES OF THE MEETING OF THE TOWN BOARD
TOWN OF POUND RIDGE
POUND RIDGE, NY
January 7, 2025

- iv. South Salem Animal Hospital – impoundment fees of \$65.00/night and emergency treatment costs of up to \$200.00/animal

f. Vendors

- i. Metrocom Wireless – \$43,930.00
- ii. F&F Cleaning Service – \$27,810.00
- iii. Attack Cat Security – \$8,772.00
- iv. Catalis Tax & CAMA – \$11,270.00
- v. Capturepoint - \$6,600.00
- vi. Springbrook Software – \$6,500.00
- vii. Atlantic Westchester – \$6,395.00
- viii. ICC Community Development Solutions – \$2,987.00
- ix. PKF O’Connor Davies – \$46,500

AND BE IT FURTHER RESOLVED, that the Town Board approves the following policies:

16. Holiday Schedule

a. General staff

On date or observed date as defined by payroll calendar.

New Year’s Day	Indigenous Peoples’ Day
Martin Luther King Day	Election Day
Presidents’ Day	Veterans Day
Memorial Day	Thanksgiving
Juneteenth	Day after Thanksgiving
Independence Day	Christmas Day Labor Day

Staff may be permitted a half day on the following days with the Supervisor’s discretion: day before Independence Day, observed day before Thanksgiving, observed day before Christmas, observed day before New Year’s observed.

b. Highway Department

Holidays will be as shown in 2023–27 Highway Department contract.

c. Police Department

The Police Department shares the same holidays as all other non-Highway Town employees with the following adjustments:

MINUTES OF THE MEETING OF THE TOWN BOARD
 TOWN OF POUND RIDGE
 POUND RIDGE, NY
 January 7, 2025

- Holidays are recognized on their celebrated date (applies to New Year’s Day, July 4, Christmas).
- The annual fireworks event is treated as a holiday. When this event is not held on July 4, the date of the event replaces the day after Thanksgiving as a holiday.

17. Personnel policies handbook

The Personnel Policies Handbook dated December 13, 2022 is hereby adopted.

AND BE IT FURTHER RESOLVED, that the following salaries are ratified and that the Supervisor is authorized to pay the amounts specified:

Name	Title	Salary	Rate
Baremore, Todd	Police Department, IT	\$65.22	Hour
Barker II, Robert J.	Highway Department, MEO	\$47.81	Hour
Briganti, Diane	Assessor	\$101,286.00	Annual
Brotmann, Matthew	Town Justice	\$30,578.08	Annual
Carrozza, Joseph	Highway Department, Mechanic	\$50.85	Hour
Chiappone, Robert	Police Department, Lieutenant	\$61.59	Hour
Colello, Nicholas	Assistant Building Inspector	\$85,000.00	Annual
Conti, Steven	Director of Finance	\$120,996.72	Annual
	Computer Systems Manager	\$6,500.00	Annual
	Benefits Admin	\$4,000.00	Annual
	Civil Service	\$2,000.00	Annual
D’Arcy, Rosemarie	Office Assistant, Building Department	\$65,000.00	Annual
Dion, Stephen	Maintenance Department, Laborer	\$33.76	Hour
Dooley, Joan	Dog Control Officer	\$28.02	Hour
Duffield Jr., Vincent R.	Highway Superintendent	\$123,313.84	Annual
Dur, Christeen	Planning Board Secretary	\$41,600.00	Annual
	WCC Secretary	\$20,800.00	Annual
	Grants Admin	\$20,800.00	Annual
Engel, Nicole	Confidential Secretary to the Supervisor	\$85,642.96	Annual
	Civil Service	\$2,000.00	Annual
	Landmark Secretary	\$2,000.00	Annual
	Zoning Board of Appeals Secretary	\$5,000.00	Annual
Evans, Jonathan	Police Department, Sergeant	\$58.43	Hour
Farella, Melissa	Recreation Leader	\$64,480.00	Annual
Name	Title	Salary	Rate
Haddad, Philip	Maintenance Department, Laborer	\$28.00	Hour
Harrington, William P.	Town Attorney	\$53,529.84	Annual
Hayes, Joshua	Deputy Town Clerk/Deputy Tax Receiver	\$66,092.00	Annual

MINUTES OF THE MEETING OF THE TOWN BOARD
 TOWN OF POUND RIDGE
 POUND RIDGE, NY
 January 7, 2025

Hintz, David	Maintenance Department, Assist Maintenance Mechanic	\$40.22	Hour
Kenealy, Connor	Highway Department, MEO Less 10%	\$43.03	Hour
	Highway Department, MEO Less 5%	\$45.42	Hour
Loveless, John	Deputy Attorney	\$28,550.08	Annual
Maddock, Jonah	Lead Maintenance Mechanic	\$114,400.00	Annual
Mercado-Jimenez, Sonia	Court Clerk	\$93,178.80	Annual
Meyer, Caroline	Police Department, Intermediate Typist	\$39.69	Hour
Motola, Renee	Town Justice	\$30,578.08	Annual
Mulcahy, Thomas	Police Department, Police Chief	\$105.57	Hour
Murray, Kieran	Police Department, Lieutenant	\$64.27	Hour
Pataky, William J	Police Department, Detective	\$49.66	Hour
Perry, James H.	Building Inspector	\$128,668.80	Annual
	Applications Coordinator	\$7,661.00	Annual
Police Department	Police Officer 0-3 years	\$44.26	Hour
	Police Officer 3-6 years	\$46.48	Hour
	Police Officer 6-9 years	\$48.69	Hour
	Police Officer 9-12 years	\$50.90	Hour
	Police Officer >12 years	\$53.11	Hour
	Night Shift Differential 12:00am-6:00am	5.00%	Hour
Prisco, Camille	Recreation Assistant, Senior Programs	\$30.00	Hour
Rodriguez, Michael F.	Highway Department, MEO	\$47.81	Hour
Russo, Andrea	Recreation Supervisor	\$95,940.00	Annual
Segal, Drifa	Tax Receiver	\$85,115.68	Annual
Smith, Anthony	Maintenance Department, Laborer	\$33.76	Hour
Stradley, James	Highway Department, MEO	\$47.81	Hour
Trail, Andrew	Highway Department, General Foreman	\$53.89	Hour
Trostle, Erin	Town Clerk, Registrar of Vital Statistics	\$98,551.44	Annual
	Elections	\$5,000.00	Annual
	Reception Admin	\$6,000.00	Annual
Tyler, Michael	Maintenance Department, Laborer	\$45.54	Hour
Vuotto, Roseanne	Conservation Board Secretary	\$20.80	Hour
Walz, Gregory	Police Department, Detective	\$56.76	Hour
Wild-Ebers, Gale	Reception Admin	\$49,920.00	Annual
Wilkenloh, Daniel	Highway Department, MEO	\$47.81	Hour
Wilson, Audrey	Assistant Court Clerk	\$31.20	Hour
Zafonte, Vincent L	Highway Department, MEO	\$47.81	Hour
Title		Salary	Rate
Board of Assessment Review Members		\$340.00	Annual
Bus Driver		\$24.00	Hour
Camp Nurse (EMT)		\$6,100.00	Annual

Effective 1/1/2025
 Effective 7/22/2025

Reimbursed by
 Westchester County

MINUTES OF THE MEETING OF THE TOWN BOARD
 TOWN OF POUND RIDGE
 POUND RIDGE, NY
 January 7, 2025

Cemetery Commissioner	\$3,000.00	Annual
Conservation Board Chairman	\$900.00	Annual
Conservation Board Members	\$500.00	Annual
Day Camp Assistant Director	\$11,000.00	Annual
Day Camp Assistant Director	\$6,000.00	Annual
Day Camp Director	\$15,000.00	Annual
Deputy Supervisor	\$1,000.00	Annual
Flagman	\$16.50	Hour
Laborer	\$16.50	Hour
Landmarks Commission Chair	\$900.00	Annual
Landmarks Commission Members	\$500.00	Annual
Planning Board Chairman	\$900.00	Annual
Planning Board Members	\$500.00	Annual
Pool Director	\$11,000.00	Annual
Recreation Assistant	\$15-\$35	Hour
Recreation Officials	\$65.00	game
Recreation Specialist (Tennis Instructor) Group Lessons	90.00%	Hour
Town Board Members	\$11,248.64	Annual
Town Historian	\$1,500.00	Annual
Town Supervisor	\$52,756.08	Annual
Water Control Commission Chairman	\$900.00	Annual
Water Control Commission Members	\$500.00	Annual
Zoning Board of Appeals Chairman	\$900.00	Annual
Zoning Board of Appeals Members	\$500.00	Annual

VIII. ADJOURNMENT: There being no further business to come before the Town Board, Supervisor Hansan adjourned the meeting at 8:31 pm.

Erin Trostle, Town Clerk
 Dated at Pound Ridge, New York
 January 16, 2025