

Kevin C. Hansan  
Supervisor

Nicole Engel  
Chief of Staff



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**Town Council**  
Alison Boak  
Diane Briggs, *Deputy Supervisor*  
Daniel S. Paschkes  
Namasha Schelling

## **Town Board Meeting**

**Meeting Date: Tuesday, January 7, 2025**

**Meeting Time: 7:30 pm**

**Zoom Link: <https://us02web.zoom.us/j/86527867592>**

**Dial-In Number: 929-205-6099**

**Meeting ID: 865 2786 7592**

- 1. CALL REGULAR MEETING TO ORDER**
- 2. CALL FOR EXECUTIVE SESSION**
- 3. ANNOUNCEMENTS**
- 4. MINUTES**
- 5. PUBLIC HEARING**
- 6. PUBLIC COMMENT I**
- 7. OLD BUSINESS**
- 8. NEW BUSINESS**
  - A. Town Board**
    - Approve Resolution for dissolution of the Pound Ridge Economic Development Committee.
  - B. Highway Department**
    - Approval to purchase a sander for \$9,582.26 from budget line 5142.0400.
  - C. Receiver of Taxes**
    - Authorization to attend Association of Towns 2025 Annual Meeting & Training School, February 16-19, 2025.
    - Request to approve overpayment refund.
  - D. Recreation Department**
    - Request to approve the hiring of Camille Prisco as part-time Recreation Assistant, effective January 8, 2025.
  - E. Energy Action Committee**
    - Request to adopt Climate Smart Community Task Force Resolution and appoint Nicole Shaffer as Coordinator.

**F. Boards, Commissions, and Committees:**

**Reappointments Board of Assessment Review:**

- Reappoint Peter Marchetti for a 5-year term.

**Board of Ethics:**

- Reappoint Jim Glascott, Scott Grumman, Catherine Marino, Sallie Stelter, and Mark Rosenbloom for 1-year terms.

**Conservation Board:**

- Reappoint Melinda Avellino, John Cosetti, Annie Fernald, and Jerry Rosenthal for 2-year terms.

**Housing Board:**

- Reappoint Nadine Ashby, Melinda Avellino, and Toni Nagel-Smith for 2-year terms.

**Human Rights Advisory Committee:**

- Reappoint Sharbari Bose Kamat, Alison Munch, and Jessica Watts for 3-year terms.

**Landmarks & Historical District Commission**

- Reappoint Gina Federico, Ed Forbes, and Joe Seton for 3-year terms.

**Planning Board:**

- Reappoint John Bria for a 7-year term.

**Recreation Commission:**

- Reappoint Van Muller for a 7-year term.

**Water Control Commission:**

- Reappoint Deborah Tepper for a 5-year term.

**Zoning Board of Appeals:**

- Reappoint Lisa Smith for a 5-year term.

**9. PUBLIC COMMENT II**

**10. FINANCIAL MATTERS**

**11. ADJOURN REGULAR MEETING**

**12. RECONVENE AS ORGANIZATIONAL MEETING**

### **13. CALL TO ORDER ORGANIZATIONAL MEETING**

#### **A. Appointments**

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

#### **B. Special Advisors to Supervisor & Town Board**

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

#### **C. Appointment of Town Board Liaisons to Boards, Commissions, Committees, and Departments**

Audit Bills: Namasha Schelling  
Board of Assessment Review: Alison Boak  
Board of Ethics: Kevin Hansan  
Comprehensive Plan: Kevin Hansan  
Conservation Board: Dan Paschkes  
Energy Action Committee: Dan 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: Dan 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: Dan Paschkes  
Zoning Board of Appeals: Diane Briggs

**D. Town Board Appointments**

Town Attorney: William P. Harrington, Esq.  
Deputy Town Attorney: John Loveless, Esq.  
Town Historian: Johanna O’Keeffe  
Town Engineer: Pitingaro & Doetsch  
Human Resources: Public Sector HR Consultants LLC  
Animal Control Officer: Joan Dooley  
IT Manager: Steve Conti  
Cemetery Commissioner: Vinnie Duffield  
Highway Superintendent: Vinnie Duffield  
ADA Parking Issuance Agent: Erin Trostle  
Benefits Admin.: Steve Conti  
FOIL Officers: Erin Trostle and Tom Mulcahy (Police Records)  
Registrar of Vital Statistics: Erin Trostle  
Reception Admin.: Erin Trostle  
NYS Grant Gateway Admin.: Christeen Dur

**E. Appointment of Chairpersons to 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: Gayle Reichler & Nicole Shaffer Human  
Rights Advisory Committee: Namasha Schelling  
Housing Board: Melinda Avellino  
Landmarks & Historic District Commission: Ed Forbes  
Old Pound Road: Alison Boak & Joe Virgilio  
Open Space Acquisitions Committee: Elyse Arnow & Pamela Corey  
Parking District: Fred Albano  
Planning Board: Rebecca Wing  
Recreation Commission: Rich Wetchler & Van Muller

Safety Committee: Steve Conti

Slade Preserve: Steve Conti

THRIVE: Sally Corbett-Turco

Water Control Commission: Bill Bedford

Water Wastewater Task Force: Alison Boak & James Best

Zoning Board of Appeals: Tom Smith

## **F. Ad Hoc Committees**

### **Comprehensive Plan Committee**

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, Lise 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, Deborah Tepper

### **Human Rights Advisory Committee**

Sharbari Bose Kamat, Alison Munsch, Jessica Watts, Marie Moreno, Namasha Schelling, Ava Zukowsky

### **Deer Management Committee**

Dan Atchison (Westchester County), John Baker, Bill Harding, Gail Jankus, Chris Nagy (Mianus River Gorge), Tom Mulcahy, Steve Stamos (Aquarion Water)

### **Old Pound Road Committee**

Tina August, Sonia Bain, Alison Boak, Alexander Goldfarb, Andy Karpowich, Max Mosolino, Rob Rauch, Joe Virgilio, Rich Wetchler

### **Parking District Advisory Committee**

Fred Albano, Joe DiPietro, Bill Fortin, Kevin Hansan, Frank Salvi

### **Safety Committee**

Steve Conti, Vinnie Duffield, Kevin Hansan, Jonah Maddock, Tom Mulcahy, Jim Perry, Andrea Russo, Erin Trostle, Spain Agency, Worker's Comp Alliance

### **Slade Preserve**

Steve Conti, Kevin Hansan, Bill Harrington, Jonah Maddock

### **Water Wastewater Task Force**

James Best, Alison Boak, David Dow, Ted Dowey, Ellen Ivens, Kelly MacMillan-Akram, Max Mosolino, Phil Sears, Peter Vogel

## **G. Policies & Procedures**

### **a. Payments in Advance of Audit**

Supervisor is authorized to pay telephone, utility, fuel, oil, and postage bills in advance of audit.

### **b. Authorization to Receive Payments by Credit Card**

Receiver of Taxes, Building Department, Recreation Department, Town Courts, and Town Clerk are hereby authorized to receive payment by credit cards.

### **c. Meeting Dates & 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 live streamed 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 the Work Session minutes may be approved at regular meetings of the Town Board.

Work Sessions of the Board of the Town of Pound Ridge 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 on line 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.

**d. 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.

**e. 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 the Town Board shall from time to time assign to those offices.

**f. Procurement Procedures for 2025**

**Guideline 1:**

Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML §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:

- i. Purchases estimated from \$5,000 to \$19,999 require a written Request for Proposal (RFP) or written quotes from at least 3 vendors.
- ii. Purchases estimated from \$2,500 to \$4,999 require verbal or Internet quotes from at least 2 vendors.
- iii. Purchases estimated at \$2,499 or less require the approval of the Department Head or Town Supervisor.
- iv. 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:

- v. Contracts estimated from \$20,000 to \$34,999 require a written RFP or at least 3 quotes from contractors.
- vi. Contracts estimated from \$10,000 to \$19,999 require a written RFP or at least 2 quotes from contractors.

- vii. Contracts estimated from \$ 3,000 to \$ 9,999 require approval of the Town Supervisor.
- viii. 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.

**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 the procurement.

**Guideline 6:**

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

- ix. Acquisition of professional services
- x. Emergencies
- xi. Sole source situation
- xii. Goods purchased from the agencies for the disabled
- xiii. Goods purchased from correctional facilities
- xiv. Goods purchased from another governmental agency
- xv. 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 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.

**g. Appointment of Marriage Officers**

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

**h. Mileage Reimbursement**

That the Town of Pound Ridge 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.

**i. 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.

**j. 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, 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, Steve 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.

**k. Annual Update Document of Supervisor to State Comptroller**

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 (90) 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 Clerk's receipt of said report.

**l. 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, that, our investments are reviewed periodically with the following objectives:

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

**m. 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.

**n. Regulation on Reporting for Elected or Appointed Town Officials**

The Town Board hereby acknowledges that for new terms beginning on or after August 12, 2009, all elected or appointed Town Officials that are in 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, the first Town Board Meeting in June, as resolution establishing a standard workday for each elected or appointed Town official shall be adopted or recertified.

**o. Supervisor's Authorization to Execute Agreements and Pay Contractual 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 of the State of New York 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. 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 be authorized to sign an agreement for said services.

**c. Annual July 4 Fireworks Event: \$22,000.00**

**d. Tax Map Maintenance: \$5,000.00**

Cartographic Associates, Inc. (CAI) be continued for 2025, to provide standard updates and maintenance of our Tax Maps, and the Supervisor be authorized to sign an agreement for said services.

**e. Agencies:**

The Supervisor is hereby authorized to execute agreements with the following agencies for providing services to Pound Ridge residents at the approved denomination of funds as set forth in the 2025 budget:

- Westchester EMS (ALS Services) - \$203,800.00
- THRIVE - \$13,000.00
- North East Westchester Special Recreation (Program for Disabled)- \$6,160.00
- South Salem Animal Hospital – impoundment fees of \$65.00/night and emergency treatment costs of up to \$200.00/animal

**f. Other Agreements:**

Town Board authorization for payment of these annual agreements:

- Metrocom Wireless Communications - \$43,930.00
- F&F Cleaning Service - \$27,810.00
- Attack Cat Security - \$8,772.00
- Catalis Tax & CAMA, Inc. - \$11,270.00
- Capturepoint - \$6,600.00
- Springbrook Software - \$6,500.00
- Atlantic Westchester - \$6,395.00
- ICC Community Development Solutions - \$2,987.00
- PKF O’Connor Davies - \$46,500

**p. 2025 General Staff Holiday Schedule** - 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.

**2025 Highway Holiday Schedule** - As shown in 2024 Highway Contract.

**2025 Police Department Holiday Schedule**

The Police Department shares the same holidays as all Town employees with the following adjustments:

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.

**q. Personnel Policies Handbook**

The Town Board hereby adopts the Personnel Policies Handbook of the Town of Pound Ridge, dated December 13, 2022.

**r. Salary Ratification and Authorization to Pay**

The salaries set forth on the Salary Ratification List and Authorization to Pay Report, dated January 1, 2025, be and are hereby ratified and the Supervisor be and is hereby authorized to pay said salaries.

**14. ADJOURN ORGANIZATIONAL MEETING**