

RESOLUTION DATED **SEPTEMBER 3, 2024**

A RESOLUTION PROVIDING FOR THE DETAILS OF A SPECIAL ELECTION IN THE MATTER OF THE PROPOSED ESTABLISHMENT OF SCOTTS CORNERS WATER DISTRICT IN THE TOWN OF POUND RIDGE, WESTCHESTER COUNTY, NEW YORK, AT AN ESTIMATED MAXIMUM COST OF \$11,129,000.

WHEREAS, after all other proceedings required by Article 12-A of the Town Law were duly had and taken in connection with the proposed establishment of the Scotts Corners Water District (the "Water District") in the Town of Pound Ridge, Westchester County, New York (the "Town"), the Town Board of said Town duly adopted on the July 2, 2024, a resolution approving the establishment of said Water District and the construction of the improvements proposed therefor, at an estimated maximum estimated cost of \$11,129,000, which resolution was adopted subject to permissive referendum; and

WHEREAS, on July 26, 2024, the Town Clerk received a petition requesting a referendum by the owners of taxable real property situate in the proposed district, as shown upon the latest completed assessment-roll of said town, in number equal to at least five percent of the total number of such owners; and

WHEREAS, pursuant to section 91 of the Town Law, a proposition for the approval of such act or resolution shall be submitted at a special town election to be held not less than ninety nor more than one hundred five days after the filing of such petition; and

NOW, THEREFORE, BE IT

RESOLVED, by the Town Board of the Town of Pound Ridge, Westchester County, New York, as follows:

Section 1. At the special election of the qualified voters of the Scotts Corners Water District of the Town of Pound Ridge, Westchester County, New York, being owners of taxable real property situate in the proposed Scotts Corners Water District, to be held on **October 24, 2024**, at the **Town House, 179 Westchester Avenue, Pound Ridge,** New York, in said Town, the polls at said special election shall remain open between the hours of **8:00** o'clock A.M. and **8:00** o'clock

P.M., Prevailing Time, for the purpose of voting by paper ballot upon the proposition hereinafter set forth in the notice of such special election, as hereinafter provided, the form of which proposition as hereby approved.

Section 2. The Town Clerk, or Deputy Town Clerk in her absence from office, is hereby authorized and directed to cause a notice of said special election to be given by the publication thereof in the official newspaper of said Town, the publication of such notice to be made at least ten (10) days prior to the time of such special election. In addition, the Town Clerk, or Deputy Town Clerk in her absence from office, shall post or cause to be posted a copy of such notice on the signboard maintained pursuant to subdivision 6 of Section 30 of the Town Law, at least ten (10) days prior to such election and in at least four (4) other conspicuous places in the Town. The notice of said special election, the proposition to be submitted thereat, shall be in substantially the form attached hereto as Exhibit A and hereby made a part hereof.

Section 3. Pursuant to Section 83 of the Town Law, the following persons are hereby selected from the list of Election Inspectors and Ballot Clerks previously designated by this Town Board for General Election purposes (pursuant to the Election Law), to act as Election Inspectors and Ballot Clerks for such special election:

Barbara Kanner

Camille Prisco

Section 4. The persons named above shall be paid the sum of **350.00** each for each day of their services. Pursuant to section 83 of the Town Law, as soon as possible after completion of the special election, the inspectors shall file with the Town Clerk a certificate setting forth the holding of the election, the total number of votes cast upon the proposition, and the number of votes cast for and against the proposition, together with the name and address of every person voting at such election upon such proposition.

Section 5. This resolution shall take effect immediately.

Kevin C. Hansan
Supervisor

Nicole Engel
Chief of Staff



Tel: 914-764-5511
Fax: 914-764-0102

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

August 26, 2024

Town Board Members:

Section 21-4 of the Town Code currently states: "In the Town of Pound Ridge, Westchester County, part-time patrolmen at the time of appointment must be at least 21 years of age and not more than 55 years of age." I would like to amend Section 21-4 to state, "In the Town of Pound Ridge, Westchester County, part-time Police Officers at the time of appointment must be at least 21 years of age and not more than 70 years of age."

This change will help the Town attract more retired officers who may consider extending their careers as part-time police officers in Pound Ridge.

Sincerely,

Kevin Hansan
Supervisor

cc: Tom Mulcahy

Local Law XXX-XXX

Cannabis Dispensary and Consumption Site.

1. Purpose. The purpose of these cannabis regulations is to provide for the placement and regulation of adult use recreational cannabis dispensaries and consumption sites as authorized pursuant to state law and regulations with the goal of minimizing potential adverse impacts on adjacent properties, neighborhoods, and the Town of Pound Ridge.

2. Definitions. As used in this subsection, the following terms shall have the meanings indicated:

Cannabis

All parts of the plant of the genus Cannabis, whether growing or not; the seeds thereof; the resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds or resin. It does not include the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks (except the resin extracted therefrom), fiber, oil, or cake, or the sterilized seed of the plant which is incapable of germination. It does not include hemp, cannabinoid hemp or hemp extract as defined by this section or any drug products approved by the Federal Food and Drug Administration.

Cannabis Retail Business or Cannabis Dispensary

Any business, collective, establishment association or any other organization or any person engaged in the licensed activities of an adult-use cannabis retail sales.

Public Youth Facilities

A location or structure owned by a government or government subdivision or agency, that is accessible to the public, where the primary purpose is to provide recreational opportunities or services to children or adolescents of whom the primary population is reasonably expected to be seventeen (17) years of age or younger.

On-Site Consumption or Consumption Site

The consumption of cannabis in an area licensed by the Cannabis Control Board. An on-site consumption license authorizes the acquisition, possession, and sale of cannabis from the licensed premises of the on-site consumption licensee to cannabis consumers for use at the on-site consumption location or another location.

3. Applicability. Cannabis retail dispensaries and cannabis consumption sites are hereby permitted by special permit of the Town Board within the PB-A, PB-B, and PB-C zoning districts.

4. Application. Any applicant for a cannabis dispensary or consumption site shall provide no less than the following when submitting a registration application:

- A. Completed special use permit application and checklist.
- B. An operating license from the Cannabis Control Board (CCB) and the Office of Cannabis Management (OCM) established pursuant to the Marijuana Regulation and Taxation Act (MRTA) § 72 for regulatory jurisdiction over adult-use cannabis or demonstration that a license has been applied for with the understanding that the special permit will be conditioned on the permittee obtaining and maintaining all required state permits.
- C. A written description of day-to-day operations and hours of operation.
- D. Complete site plan showing any alterations to the property.
- E. Floor plans certified by a licensed professional engineer or architect detailing ventilation as well as interior and exterior security plans in compliance with New York State law.
- F. Sign application with all proposed building-mounted and freestanding signs.
- G. Any additional materials requested by the Planning Board or Town Board during the review process of the special permit and site plan.

5. Provisions, Requirements, and Approvals.

- A. Special permit approvals by the Town Board and site plan approvals by the Planning Board shall be required for the operation of a dispensary or consumption site in the Town of Pound Ridge.
- B. The dispensary or consumption site use must comply with all requirements as specified in the zoning district where the dispensary or consumption site is located, except as specified in this Section XXXX.
- C. All permitted dispensaries and consumption sites shall have applied for a license from the NYS Cannabis Control Board (CCB) and shall comply with all applicable state and local public health regulations and all other applicable state and local laws, rules and regulations.
- D. A special use permit issued pursuant to this section shall be conditioned on the permittee obtaining and maintaining all required state and local licenses and/or permits and complying with all applicable state and local public health regulations and all other applicable laws, rules and regulations at all times. No building permit or certificate of occupancy shall be issued for a cannabis dispensary or consumption site that is not properly licensed.
- E. A special use permit authorizing the establishment of a cannabis retail dispensary shall be valid only for the site on which the cannabis retail dispensary has been authorized by such special use permit. Relocation of a dispensary to a different site shall require a new special use permit. A separate special use permit shall be required for each premises from which a licensed cannabis retail dispensary is operated.

F. Upon the revocation or expiration without renewal of the NYS license or registration for a cannabis retail dispensary or consumption site, the special use permit shall terminate, and a new special use permit shall be required prior to issuance of a certificate of occupancy.

G. No drive-through sales to the public shall be permitted at a dispensary or consumption site.

H. No on-site use or consumption of cannabis shall be permitted at any dispensary or at any other retail or service business located in the Town, other than at a licensed and approved consumption site.

I. No dispensary or consumption site may sell alcoholic beverages.

J. The building and site shall be designed to mitigate any negative aesthetic impacts that might result from required security measures and restrictions on visibility into the building's interior.

K. The cannabis retail dispensary shall not have opaque, unwelcoming ground-floor facades that may detract from other retail activity in the district. Where interior activities must be screened from public view, opaque facades should be minimized, and where they are necessary, they should include architecture and design that will contribute to visual interest and community character subject to Planning Board approval.

L. The parking requirements for dispensaries shall be 1 space for each 200 square feet of "gross floor area" or major portion thereof, and the parking requirements for consumption sites shall be 1 space for each 3 seats or 1 space for each 100 square feet of "gross floor area" or major portion thereof, whichever is greater. The Planning Board may deviate from the parking requirements on good cause shown by the applicant at the time of site plan review for the purposes of good planning.

M. The dispensary or consumption site shall not create a nuisance to abutters or to the surrounding area, or create any hazard, including, but not limited to, fire, explosion, fumes, gas, smoke, odors, obnoxious dust, vapors, offensive noise or vibration, flashes, glare, objectionable effluent, or electrical interference, which may impair the normal use and peaceful enjoyment of any property, structure or dwelling in the area.

N. The dispensary or consumption site shall not provide outdoor seating or outdoor smoking areas.

O. The hours of operation of a cannabis retail dispensary shall be limited to 10:00 a.m. to 8:00 p.m., or as otherwise established by the Town Board as a condition of the special use permit, but in no case shall the Town Board permit a cannabis retail dispensary to operate between 2:00 a.m. and 8:00 a.m., nor shall the Town Board restrict the operation of a cannabis retail dispensary to fewer than 70 hours a week, unless the operator agrees to do so.

P. All dispensaries and consumption sites shall operate within a fully enclosed building and shall not operate within any mobile facility.

Q. The Town Board or Planning Board may require the preparation of a parking study to be prepared for an application where, due to the specifics of the application, the Board feels that parking will be of particular concern. The parking study shall conform to the most recent ITE Parking Generation Manual at the time of the application.

R. The Town Board or Planning Board may require the preparation of a traffic study to be prepared for an application where, due to the specifics of the application, the Board feels that the traffic generated by the application will be of particular concern. The traffic study shall conform to the most recent ITE Trip Generation Manual at the time of the application.

S. If any provision, paragraph, sentence, or clause of this section shall be determined to be in conflict with applicable state law or regulations, the provisions of said state law or regulations shall prevail.

T. Where not expressly defined in the Pound Ridge Zoning Ordinance, terms used in this section shall be interpreted as defined in the New York State Marihuana Regulation and Taxation Act.

U. The provisions of this section are severable. If any provision, paragraph, sentence, or clause in this section shall be held invalid, such invalidity shall not affect the other provisions of this section.

6. Location.

A. Cannabis dispensaries and consumption sites shall be located within the PB-B and PB-C zoning districts.

B. No dispensary or consumption site shall be located within 500 feet of public or private school grounds as defined in the NYS Education Law, serving students through the 12th grade, or within 500 feet of a public youth facility, or within 200 feet of a house of worship, in accordance with State Regulations. Distance shall be measured horizontally from the front door of the proposed dispensary or consumption site to the front door of school, public youth facility, or house of worship. If no structure exists, distance shall be measured to the nearest entrance of the grounds of the school, public youth facility, or house of worship.

C. Cannabis dispensaries and consumption sites shall not be located within a 2,000 foot radius of another cannabis dispensary or consumption site.

D. The Town Board may deviate from the proximity restrictions as necessary on good cause shown by the applicant balancing the need to foster and develop new businesses and of protecting the community and aforementioned locations.

PETROLEUM COMPLIANCE MANAGEMENT

Compliance Management Services

P.O. Box 131 Garnerville, NY 10923

845-331-2555

ESTIMATE

08/07/2024

PCM is pleased to present you with an estimate for Town Of Pound Ridge is the cost breakdown for the site. PCM will provide all insurance and certifications if needed to the State, County and Town if needed.

Project: CP Upgrade

Parts, Labor, Testing \$2800.00

Total \$2800.00 tax not included

Very Truly Yours,



Ken Gelok
Operations Director

Town Clerk's Office

MEMORANDUM

To: Town Board
From: Erin Trostle
Date: August 26, 2024
Re: Standard Workday Resolution

I respectfully request that the Town Board establish a Standard Work Day for Councilman Paschkes and accept his Record of Activities (ROA) result of 3.40 hours. His ROA was not yet available when the Standard Work Day resolution was adopted earlier this year.

A Step-by-Step Guide for Appointed/Elected Officials

Regulation 315.4 outlines additional reporting requirements for elected or appointed officials and more clearly defines the process for reporting time worked by those officials. The regulation, originally effective in 1975, was most recently amended as of August 19, 2015.

Whether you are an elected or appointed official, member of a governing board or secretary or clerk, we think you'll find this step-by-step guide a helpful resource.

Responsible Party	Responsibility	Deadlines & Details
Elected or Appointed Official*	Keeps three-month record of work activities (ROA).	Starts record when term or appointment begins. ROA must be completed within 150 days of commencing a new or subsequent term of office.
Elected or Appointed Official*	Signs the ROA attesting to its accuracy and submits it to secretary or clerk of the governing board.	ROA must be submitted within 30 days of completion.
Governing Board	Determines if activities listed on ROA are official duties of the position; if not, excludes duties from ROA result calculation.	
Governing Board	Establishes a Standard Work Day for each title/ position and adopts the Standard Work Day and Reporting Resolution.**	At first regular meeting held after an ROA has been submitted.
Governing Board	Posts resolution on the employer's website or, if no website is available to the public, on the official sign-board or at the main entrance to the clerk's office or similar office.	Resolution must be posted for a minimum of 30 days. The officials' social security number and registration number must be omitted from the publicly posted copy. Thereafter, the resolution must be made available through website or upon request.
Secretary or Clerk	Files a certified copy of the resolution and affidavit of posting with the Office of the State Comptroller.	Certified copy and affidavit of posting must be filed within 15 days after the posting period has ended.
Secretary or Clerk	Retains ROAs for 30 years.	
Secretary or Clerk	Provides complete copies to the Comptroller upon his or her request.	

* Elected and appointed officials are required to keep an ROA if:

- They are members of the Retirement System; and
- They do not participate in an employer's time-keeping system that consists of a daily record of actual time worked and time charged to accruals. (This includes systems that keep track of accruals used and attest that, other than time charged to accruals, full hours were worked.)

Officials who are not Retirement System members do not need to prepare a record.

** The Standard Work Day and Reporting Resolution (RS2417-A) ensures days worked reported to the Retirement System are correct. It reflects the number of hours established for a standard work day for each elected or appointed office and must also state:

- The term beginning and end dates;
- That the official has (or has not) submitted a record of work activities to the clerk or secretary;
- The ROA results for each official.

If the governing board does not adopt a resolution, the official's service credit and membership benefits are suspended until the resolution is adopted, posted and filed.

Received Date

Standard Work Day and Reporting Resolution for Elected and Appointed Officials

Employer Location Code
3 0 0 0 4

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

RS 2417-A
(Rev.12/23)

BE IT RESOLVED, that the Town of Pound Ridge / 30004 hereby established the following standard work days for these titles and will report the officials to the New York State and Local Retirement based on their record of activities:

Name	Social Security Number	NYSLRS ID	Title	Current Term Begin & End Dates	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier 1
Elected Officials:									
Paschkes, Daniel	xxx-xx-xxxx	xxxxxxxxxx	Town Board Member	01.01.20-12.31.23	6 hours	3.40	<input type="checkbox"/>	quarterly	<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
Appointed Officials:									
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>

I, Erin Trostle, secretary/clerk of the governing board of the Town of Pound Ridge, of the State of New York,
(Name of Secretary or Clerk) (Circle one) (Name of Employer)

do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the 3rd day of Sept., 2024 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the _____ on this _____ day of _____, 20____,
(Name of Employer)

(Signature of Secretary or Clerk)

Affidavit of Posting: I, _____ being duly sworn, deposes and says that the posting of the Resolution began on _____ and continued for at least 30 days. That the Resolution was available to the public on the: _____
(Name of Secretary or Clerk) (Date)

- Employer's website at: _____
- Official sign board at: _____
- Main entrance Secretary or Clerk's office at: _____

(seal)

Town Clerk's Office

MEMORANDUM

To: Town Board

From: Erin Trostle

Date: August 26, 2024

Re: Special event permits for Recreation Department activities

Please review the attached special event permit applications for the following Recreation Department programs to be held at the Village Green:

1. "Paint 'n' Scare" scarecrow contest drop-off – Saturday, October 19, 10am – 2pm (rain date: Sunday, October 20)
2. Fall Cornhole League – Sundays, September 8 through November 3, 1pm – 4pm



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:	Pound Ridge Recreation
Applicant Type:	The Green
Address:	179 Westchester Ave
Mailing Address:	
Phone Number:	914-764-0947
Email Address:	mfarella@townofpoundridge.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:	Paint N Scare
Event Type:	Scarecrow Contest Drop Off
Description:	
Purpose:	

Event Date:	Oct 19th	Alternate Date:	Oct 20th
Event Start Time:	10:00 AM	Event End Time:	2:00 PM
Setup Start Time:	9:30 AM	Setup End Time:	2:30 PM
Takedown Start:		Takedown End:	

Location(s):	The Green		
On private property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Parking location(s):			
On private property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Road closure(s) requested:	No
Closure times requested:	No

Admission fee?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Parking fee?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

VENDORS/LICENSES

Will the event include food and/or beverage vendors?		
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Number, if any:
Will any food or beverages be served without charge in conjunction with the event?		
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Will the event include non-food vendors?		
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Number, if any:
Will the event include alcoholic beverage vendors?		
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Number, if any:
Will any alcohol be served without charge in conjunction with the event?		
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Will the event include gambling of any kind?		
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> 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:	Melissa Farella		
Cell Phone Number:	9145067967	Email Address:	mfarella@townofpoundridge.com
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:

postponed to sunday

LOGISTICS

CROWD MANAGEMENT		
Anticipated attendance:	50	
Describe crowd control plan:		
Describe perimeter control plan:		
Emergency services present?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Will event be ADA compliant?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

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

SANITATION/GARBAGE		
Portable toilets provided:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If so, how many?		
Garbage/recycling bins provided?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Describe garbage/recycling plan:		

NEIGHBORHOOD IMPACT/NOTIFICATION		
Will there be noise impacts?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Will there be amplified music?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Will there be light impacts?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Have neighbors been notified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

STRUCTURES/SAFETY		
Tents or canopies?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		
Stage or other structures?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		
Fireworks or open flame?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		

UTILITIES		
Water access needed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		
Electricity needed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		
WiFi access needed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please indicate # of users:		

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:

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:

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 UPLOAD OR EMAIL SEPARATELY

UPLOAD

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 UPLOAD OR EMAIL SEPARATELY

UPLOAD

LEGAL DOCUMENTS

Insurance Certificate(s)

Yes

No

Indemnity Agreement(s)

Yes

No

Permits/Licenses (other than for vendors)

Yes

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

Melissa Farella

(Printed Name)

7/15/24

(Date)





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:	Recreation Department
Applicant Type:	The Green
Address:	179 Westchester ave
Mailing Address:	" "
Phone Number:	914 764 0947
Email Address:	mfarella@townofpoundridge.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:	Fall Cornhole
Event Type:	" "
Description:	" "
Purpose:	Cornhole League

Sundays 1-4 PM

Event Date:	9/8-11/3	Alternate Date:	
Event Start Time:		Event End Time:	
Setup Start Time:		Setup End Time:	
Takedown Start:		Takedown End:	

Location(s):	The Green		
On private property?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Parking location(s):			
On private property?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

Road closure(s) requested:	X
Closure times requested:	X

Admission fee?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Parking fee?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

VENDORS/LICENSES

Will the event include food and/or beverage vendors?		
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Number, if any:
Will any food or beverages be served without charge in conjunction with the event?		
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Will the event include non-food vendors?		
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Number, if any:
Will the event include alcoholic beverage vendors?		
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Number, if any:
Will any alcohol be served without charge in conjunction with the event?		
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Will the event include gambling of any kind?		
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> 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:	Melissa Farella		
Cell Phone Number:	914 586 7967	Email Address:	mfarella@townofpoundridge.com
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:

LOGISTICS

CROWD MANAGEMENT		
Anticipated attendance:	30	
Describe crowd control plan:		
Describe perimeter control plan:		
Emergency services present?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Will event be ADA compliant?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

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

SANITATION/GARBAGE		
Portable toilets provided:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If so, how many?		
Garbage/recycling bins provided?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Describe garbage/recycling plan:		

NEIGHBORHOOD IMPACT/NOTIFICATION		
Will there be noise impacts?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will there be amplified music?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will there be light impacts?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have neighbors been notified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

STRUCTURES/SAFETY		
Tents or canopies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe:		
Stage or other structures?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe:		
Fireworks or open flame?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe:		

UTILITIES		
Water access needed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe:		
Electricity needed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe:		
WiFi access needed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please indicate # of users:		

PROMOTION		
Banner permission requested?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please indicate location and dates:		
Other signage?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe:		

TOWN RESOURCES		
Town bus needed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please indicate time:		
Barricades or cones needed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please specify:		
Other town-owned property needed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please specify:		

OUTSIDE RESOURCES		
Outside bus transportation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe:		
Outside parking assistance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe:		
Other outside resources?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe:		

SUPPORTING DOCUMENTS

MAPS/PLANS		
<u>Event Site Plan</u>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<p>The <u>Event Site Plan</u> 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.</p> <p>*PLEASE ATTACH*</p>		

<u>Parking/Traffic Plan</u>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<p>The <u>Parking/Traffic Plan</u> 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.</p> <p>* PLEASE ATTACH*</p>		

LEGAL DOCUMENTS		
Insurance Certificate(s)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Indemnity Agreement(s)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Permits/Licenses (other than for vendors)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Please note that it is the applicant's responsibility to obtain insurance naming the town as an additional insured.

DEPOSIT/FEEES

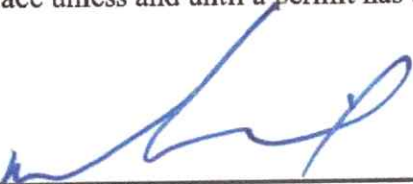
Damage Deposit Paid (Indicate Amount):		
Waiver Requested:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Application Fee Paid (Indicate Amount):		
Waiver Requested:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

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



MELISSA FARELLA

(Printed Name)

8/8/24

(Date)

Town Clerk's Office

MEMORANDUM

To: Town Board
From: Erin Trostle
Date: August 29, 2024
Re: Sale of cemetery plot

Please approve the sale of Plot 370 (two gravesites) in Section 3 of the Pound Ridge Cemetery to Pound Ridge residents Diane and William Rossler, of 7 Davids Lane, at a price of \$2,000.00.

CEMETERY PLOT DEED

Two Gravesites – Plot #429, Section 3

This Indenture, made the 3rd day of September in the year of our Lord Two thousand and twenty-four between the **TOWN OF POUND RIDGE**, a municipal corporation existing under the Laws of the State of New York, party of the first part, and Diane and William Rossler, of 7 Davids Lane, Pound Ridge, party of the second part,

WITNESSETH, that the party of the first part, in consideration of Two thousand dollars to it paid on behalf of the party of the second part, the receipt of which is hereby acknowledged, does hereby grant, bargain, sell, and convey to the said party of the second part, their heirs and assigns, the use of the **Plot #429** of land as a place for the burial of the dead in the cemetery of said Town, called "Pound Ridge Cemetery" situated at Pound Ridge, in the County of Westchester; which lots described as **Plot #429** on a certain map entitled "Pound Ridge Cemetery Survey showing Section 3," made by Achille A. Pascale, CE, New Canaan, CT, dated December 18, 1996, and recorded in the office of the Clerk of Westchester County (Division of Land Records) on the 26th day of February, 1997, and known as map number **25894**.

TO HAVE AND TO HOLD, the above granted premises to the said party of the second part, their heirs and assigns, forever; subject, however that burial shall be in concrete or metal vault and all foundations for monuments shall be of poured concrete, not less than 42" in depth, and subject to the conditions, restrictions, rules, and regulations heretofore affecting this cemetery or as may be hereafter passed by the Town of Pound Ridge, its successors or assigns, for the government and control of the use of the **Plot #429** hereby hold, and subject also to the Laws of the State of New York relating to the use and ownership of lots and graves in cemeteries created under the Laws of said State. This instrument may not be sold, assigned, conveyed, or transferred to any person, corporation, partnership, or other entity. Unused plots shall be transferable only to the Town of Pound Ridge with the repurchase price in such case to be the original purchase price but in no case less than \$150.00 per plot.

IN TESTIMONY WHEREOF, the said party of the first part has caused this DEED to be signed by its Supervisor and Town Clerk, and its corporate seal to be hereunto affixed, the day and year first above written.

In Presence Of

_____ (LS)
SUPERVISOR Town of Pound Ridge, New York

_____ (LS)
TOWN CLERK Town of Pound Ridge, New York

State of New York }
County of Westchester } ss:
Town of Pound Ridge }

On the 3rd day of September, Two thousand and twenty-four, before me came Kevin C. Hansan and Erin Trostle, to me known, who being by me duly sworn, did depose and say that they reside in the Town of Pound Ridge, NY, that they are the Supervisor and Town Clerk respectively of the Town of Pound Ridge, NY, the municipal corporation described in, and which executed, the foregoing instrument; that they know the seal of said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Town Board of the Town of Pound Ridge, NY; and that they signed their names thereto by like order.

Notary Public

From: [Nicole Engel](#)
To: [Nicole Engel](#)
Cc: [Nicole Engel](#)
Subject: FW: Repair Cafe changes
Date: Wednesday, August 14, 2024 11:06:48 AM
Attachments: [Repair Cafe Banner-10-2Time.png](#)
[Repair Cafe Banner-10-19-24.png](#)
[image001.png](#)

From: Marilyn Shapiro <mashap102@verizon.net>
Sent: Tuesday, August 13, 2024 7:11 PM
To: Nicole Engel <chiefofstaff@townofpoundridge.com>
Subject: Repair Cafe changes

To: The Pound Ridge Town Board

From: Marilyn Shapiro

Re :Banner changes for the Pound Ridge Repair Cafe

Attached you will find revisions The Town Board needs to approve for the banners we wish to hang on Scott's Corners lamp posts to promote the next Pound Ridge Repair Cafe on Saturday, October.19, 2024. We have changed the time from 10 am to 2 pm instead of 11 am to 3 pm.

There will be 5 sets of three banners and will be hung up on Friday 10/14 and they are the same size as last spring's banners.

Thank you for considering this change.

Best regards,

Marilyn Shapiro
Vice Chair
Pound Ridge Conservation Board

**POUND RIDGE
REPAIR
CAFE**



**SATURDAY
10AM-2PM**

**POUND RIDGE
ELEMENTARY SCHOOL**

**POUND RIDGE
REPAIR
CAFE**

**DON'T TOSS IT,
FIX IT!**

**SEWING & MENDING
JEWELRY
LAMPS
SMALL APPLIANCES
BICYCLES
ELECTRONICS
COMPUTERS
LIGHT CARPENTRY
AND MUCH MORE!**

**POUND RIDGE
REPAIR
CAFE**



OCTOBER 19

**POUND RIDGE
ELEMENTARY SCHOOL**