

Town Clerk's Office

MEMORANDUM

To: Town Board
From: Erin Trostle
Date: February 27, 2025
Re: Draft meeting minutes

Please review the attached minutes of the February 25, 2025 Town Board meeting.

MINUTES OF THE FEBRUARY 25, 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 7:34 pm.

II. ANNOUNCEMENTS

- Volunteers are needed to assist with the St. Patrick's Day senior luncheon. For more information, please contact the Recreation Department.
- Councilperson Briggs said that many residents have expressed concern about significant increases in their NYSEG bills over the last two months. She will seek guidance from our legislators on this issue and will explore opportunities for consumer education.

III. MINUTES

Board Action: Motion by Councilperson Briggs, seconded by Councilperson Boak, all voting aye, to approve the minutes of the February 4, 2025 Town Board meeting.

IV. PUBLIC HEARING – Proposed moratorium regarding battery energy storage systems (BESS)

Supervisor Hansan explained that there are currently no applications for large-scale battery energy storage systems (BESS) in Pound Ridge and that the purpose of the proposed moratorium is to ensure that the town will have the opportunity to determine whether any changes to the zoning code are needed.

Councilperson Paschkes emphasized that the proposed moratorium is a proactive effort to get out in front of a potential issue.

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TOWN OF POUND RIDGE
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Board Action: Motion by Councilperson Boak, seconded by Councilperson Schelling, all voting aye to open the public hearing.

Resident Andy Karpowich suggested that residential systems be excluded from the moratorium.

Resident Melinda Avellino, who is also chair of the Conservation Board, discussed the addition of language regarding environmental impacts and safety concerns.

Resident Nicole Shaffer, who is also co-chair of the Energy Action Committee (EAC), said that small-scale systems are important for resiliency purposes. She stated that the EAC supports a moratorium because it will ensure that there is time for the town to take a measured, fact-based approach to crafting appropriate regulations.

Resident John McCown said he supports the moratorium.

Councilperson Paschkes suggested that any regulations may need to include requirements for first-responder training.

Councilperson Briggs stated that she agreed with Ms. Shaffer that a moratorium should not impose undue burdens on residents.

Supervisor Hansan recommended that the definition of BESS be amended to exclude residential and small-business installations.

Ms. Schaffer asked whether the list of worst-case scenarios was necessary.

Councilperson Paschkes responded that the legislative findings section needs to articulate legitimate concerns.

Board Action: Motion by Councilperson Paschkes, seconded by Councilperson Boak, all voting aye to close the public hearing.

RESOLUTION 59-25

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

**A LOCAL LAW ESTABLISHING A SIX (6) MONTH MORATORIUM
PROHIBITING THE REVIEW AND APPROVAL OF APPLICATIONS AND
ISSUANCE OF PERMITS FOR
“BATTERY ENERGY STORAGE SYSTEMS” IN
THE TOWN OF POUND RIDGE**

LOCAL LAW NO. 1-2024

Be it enacted by the Town Board of the Town of Pound Ridge, Westchester County, State of New York as follows:

Section 1: Purpose.

The purpose of this local law is to protect the public health, safety and welfare of the residents of the Town of Pound Ridge and to maintain the status quo by temporarily suspending the processing of land use approvals as provided herein and to further suspend the rights of landowners and their designees to obtain development approvals as identified below for a period of six months from the date of the adoption of this local law while the Town Board studies, analyzes, and determines potential appropriate revisions and amendments to the Town Code regarding the propriety of Battery Energy Storage Systems (as defined below).

Section 2: Definition.

BATTERY ENERGY STORAGE SYSTEM:

One or more devices, assembled together, capable of storing energy in order to supply electrical energy for commercial, industrial and/or utility applications.

Section 3: Legislative findings.

This ordinance is adopted to impose a six-month moratorium on the issuance of permits and/or approvals for Battery Energy Storage Systems. The Town of Pound Ridge recognizes that Battery Energy Storage Systems (“BESS”) are a key component to the viability and promotion of renewable energy sources. However, since the technology of these systems is still in its infancy, there is a significant amount of recent public concern about the potentially volatile nature of lithium-ion batteries,

which stems from fires at three different BESS facilities in the State of New York beginning in May 2023.

In response to these BESS fires, New York State Governor Kathy Hochul found it necessary to form an Inter-Agency Fire Safety Working Group tasked with ensuring the safety of BESS across New York. On February 6, 2024, Governor Hochul released initial recommendations from the Inter-Agency Fire Safety Working Group, outlining enhanced safety standards for battery energy storage systems. The draft recommendations include potential updates to the Fire Code of New York State as well as a list of additional opportunities for defining and implementing best practices. If adopted, the changes will codify enhanced safety standards and continue to position New York as a national leader in responsible and reliable battery energy storage development.

Therefore, the Town Board, Planning Board, Zoning Board of Appeals, and Water Control Commission need additional information and assurances about the safety of these types of facilities, including but not limited to best practices for fire suppression and emergency response, ensuring the technology and availability of equipment necessary for local fire departments should a fire occur, precautions to take related to gas emissions and deterring any necessary fire suppression chemicals from impacting groundwater, and the adequacy of location and other standards for siting of BESS. The Town intends to study the safety and security of these energy storage systems, including thermal runaway, off gassing and toxicity, stranded energy, and ways to prevent fires, prevent by-product contamination, and ensure emergency responders have the necessary training and information to prepare and deploy resources in the event of a fire.

In addition, the Town is concerned about locating of BESS in proximity to residential properties and in other areas where fires from such facilities could result in substantial harm and damage to property and residents in the Town of Pound Ridge. The Town is also concerned about other adverse environmental impacts that may result from locating BESS on or in proximity to environmentally sensitive areas and with respect to adjacent properties.

In short, the Town is concerned about the detrimental effects of BESS on the health, safety, welfare and quality of life of the residents and citizens of the Town of Pound Ridge. Given these concerns and the current lack of relevant data and information with respect to these issues, it is necessary for the Town Board to enact a six (6) month limited moratorium prohibiting the review and approval of applications and issuance permits for BESS in the Town of Pound Ridge while these issues are further considered, and the Town Code is adequately revised to address any outstanding concerns.

The Town of Pound Ridge, New York is located in two major watersheds: the Croton Watershed and the Long Island Sound Watershed. The northern part of Pound Ridge is in the Croton watershed, as is the Cross River Reservoir, a key part of the New York City water supply system. Other portions of Pound Ridge are part of the Silvermine, Mill, and Mianus Rivers subwatersheds, which ultimately drain to Long Island Sound. Pound Ridge also is a key part of the water supply system to the city of Stamford, Connecticut.

The Town's geography is varied across multiple ecosystems with changing topography, fauna and hydrography that are unique to the northeast. Across the Town, land elevation varies from close to sea level to approximately 600 feet. The Town contains geological rock outcroppings, wetlands, 100-year flood zones, and other environmentally sensitive lands. Much of the undeveloped land is wooded, with a large amount of preserved land, including over 3,000 acres of the Ward Pound Ridge Reservation.

The Town intends to study the safety and security of BESS, including thermal runaway, off gassing and toxicity, stranded energy, ways to prevent fires, prevent by- product contamination, and ensure emergency responders have the necessary training and information to prepare and deploy resources in the event of a fire.

Section 4: Moratorium.

Pursuant to the statutory authority vested in the Town to regulate and control land use and to protect the health, safety and welfare of its residents, the Town Board of the Town of Pound Ridge hereby declares a six (6) month moratorium on the review and

approval of new as of yet unfiled and any and all pending applications for any and all land use approvals, including site plan approvals, subdivision plats, building permits, special use permits and variances (hereinafter “Land Use Approvals”) for all Battery Energy Storage Systems within the Town. During the period of this local law:

1. The Planning Board shall not accept any application, grant any approval to, or continue the review of a subdivision plat, site plan, special use permit, or other permit that includes the permitting, construction and/or development of a Battery Energy Storage System within the Town.
2. The Zoning Board of Appeals shall not accept any application or grant any approval for a variance or other permit that would have as a result the permitting, construction and development of a Battery Energy Storage System within the Town.

V. PUBLIC COMMENT I

Resident Nick Cianciola Sr. demanded answers to a number of questions about the Pound Ridge Fire District’s need for an additional \$3.5 million for the firehouse expansion project.

Councilperson Briggs asked Mr. Cianciola whether he had attended meetings of the fire district commissioners and pointed out that the fire district has been informing residents about the project.

Councilperson Paschkes explained that the Pound Ridge Fire District is an independent government entity that is entirely separate from town government. The Town Board has no jurisdiction or control over the fire district or the actions of its commissioners. He recommended that Mr. Cianciola address his comments to the fire district commissioners.

Supervisor Hansan stated that representatives of the fire district have asked to attend the March 4 Town Board to make a presentation on the status of their expansion project.

VI. NEW BUSINESS

A. Recreation Department –North East Westchester Special Recreation

Recreation Supervisor Andrea Russo introduced North East Westchester Special Recreation Executive Director Ellie Arnemann and Program Director Nancy Bellini.

Ms. Arnemann explained that North East provides therapeutic recreation to individuals with developmental disabilities from twelve participating municipalities, enhancing their lives and supporting their caregivers. Currently North East provides services to over 500 clients ranging in age from 4 to 78, among them 22 Pound Ridge residents.

Ms. Bellini described the wide variety of programming North East offers, including a Saturday Clubhouse for ages 4 through 16; a summer day camp for ages 4 through 21; multi-day vacation travel programs for teens and adults; in-house activities such as arts and crafts, exercise, music therapy, and gardening; and athletic activities ranging from skills training to travel teams. North East's unified floorball team recently won a gold medal in Rochester and has been selected to compete in Turin, Italy.

Councilperson Boak asked how residents can access North East's programs. Ms. Bellini said that they can contact Ms. Russo, who will help initiate the intake process.

B. Police Department

Police Chief Thomas Mulcahy thanked the community for supporting the Police Department and the family of Sergeant Gregory Walz after Sergeant Walz's sudden and untimely passing, which occurred just days after his recent promotion.

1. Vehicle purchase and outfitting

RESOLUTION 60-25

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

RESOLVED, that the Town Board hereby approves the purchase, as budgeted, of a 2025 Chevy Tahoe with a five-year extended warranty from DeNooyer Chevrolet, at a cost of \$59,484.56 for the vehicle and \$5,125 for the warranty, for a total purchase price of \$64,609.56; AND BE IT FURTHER

RESOLVED, that the Town Board hereby approves the expenditure, as budgeted, of \$22,758.73 for the outfitting of the aforesaid 2025 Chevy Tahoe by Specialty Warning Systems.

2. Purchase of bulletproof vests

RESOLUTION 61-25

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

RESOLVED, that the Town Board hereby approves the expenditure of \$15,973.20, as budgeted, for the purchase of fourteen (14) ballistic vests from JKB Daira, with the cost of six (6) vests to be funded from the 2024 budget, the remaining eight (8) to be funded from the 2025 budget, and \$7,889.22 of the total expenditure to be reimbursed subsequently through a grant from the Department of Justice.

3. RICI system upgrades, data migration, and maintenance

RESOLUTION 62-25

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

RESOLVED, that the Town Board hereby approves the expenditure, as budgeted, of \$3,100.00 for upgrades to the Repository for Integrated Criminal Information (RICI) system and \$2,500.00 for data migration; AND BE IT FURTHER

RESOLVED, that the Town Board hereby approves the annual expenditure of \$3,100.00 for on-site maintenance of the RICI system.

4. Appointment of Felix Corona, Jr.

RESOLUTION 63-25

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

RESOLVED, that the Town Board hereby ratifies the consensus reached in executive session to appoint Felix Corona, Jr., as a part-time Police Officer at an hourly rate of \$44.26, effective immediately.

C. Town Board – lease agreement with Pound Ridge Historical Society

RESOLUTION 64-25

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

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RESOLVED, that the Town Board hereby authorizes the Supervisor to sign the lease agreement with the Pound Ridge Historical Society for the rental of the Pound Ridge Museum for a five-year term beginning January 1, 2025, with the amendment of paragraph one to reflect a total rental fee of \$5.00.

D. Town Clerk

1. Permission to advertise for bids

RESOLUTION 65-25

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

RESOLVED, that the Town Board hereby authorizes the Town Clerk to advertise for bids for Highway materials and for maintenance services in Scotts Corners at the direction, respectively, of the Highway Superintendent and of the Maintenance Supervisor.

2. Monthly reports

The Town Clerk reported that the following monthly reports have been filed in her office and are available there for public inspection:

- Building Department monthly report for January 2025
- Receiver of Taxes monthly report for January 2025
- Town Clerk monthly report for January 2025

E. Conservation Board – Repair Café banners

RESOLUTION 66-25

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

RESOLVED, that the Town Board hereby approves the installation of fifteen Repair Café banners on light posts in Scotts Corners from February 28 through March 17, 2025.

F. Human Rights Advisory Committee – Membership increase

RESOLUTION 67-25

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

RESOLVED, that the Town Board hereby approves in increase in the number of members of the Human Rights Advisory Committee from seven to nine.

**G. Old Pound Road Committee – Amendment of committee charge and reconstitution
RESOLUTION 68-25**

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

RESOLVED, that the Town Board hereby approves the amendment of the charge for the Old Pound Road Committee such that the membership shall be constituted as follows:

- one Town Board member, who will serve as co-chair
- one member from the Recreation Commission or Recreation Department
- one resident of Old Pound Road
- one member of the Pound Ridge Water/Wastewater Task Force
- one member from the Pound Ridge Partnership
- one member from the Friends of Pound Ridge
- one member from a local environmental organization or committee
- one member from the Pound Ridge Business Association
- five Pound Ridge residents to serve as at-large members

AND BE IT FURTHER RESOLVED, that the committee is reconstituted as follows:

- Town Board member: Alison Boak
- Recreation Commission member: Rich Wetchler
- Old Pound Road resident: Sonia Bain
- Pound Ridge Water/Wastewater Task Force member: Mark Mosolino
- Pound Ridge Partnership representative: James Best
- Pound Ridge Business Association representative: Colette Dow
- Environmental committee representative: Andy Karpowich
- Members at large: Tina August, Joe Virgilio (co-chair), Alexander Goldfarb, Robert Rauch, and Cheryl Schacht

H. Liaison Reports

Councilperson Boak reported that the Old Pound Road Committee and the Trails Committee of the Energy Action Committee will meet to conduct a joint meeting and/or site walk of the Old Pound property.

IV. FINANCIAL MATTERS – Pay bills

RESOLUTION 69-25

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 04-2024:

Fund	Claim Numbers	Total Amount
General Fund	A00112–A00162	\$92,822.60
Highway Fund	D00033–D00050	\$56,872.47
Trust & Agency Fund	AT00009–AT00016	\$5,235.00
Capital Projects Fund	H00001	\$5,620.20

V. ADJOURNMENT: There being no further business to come before the Town Board, Supervisor Hansan adjourned the meeting at 8:44 pm.

Erin Trostle, Town Clerk
Dated at Pound Ridge, New York
February 27, 2025

MEMORANDUM

To: Town Board
From: Erin Trostle
Cc: Vinnie Duffield
Date: February 27, 2025
Re: Sale of cemetery plots

Please authorize the following cemetery plot sales:

<u>Plot(s)</u>	<u>Price</u>	<u>Purchaser(s)</u>
Plot 244, Section 3 (two gravesites)	\$2,000	Carol Vinci 9 Benger Road
Plots 451 and 452, Section 3 (four gravesites)	\$4,000	Kelli Olsen Ford* 6601 Turtle Creek Boulevard Dallas, TX 75205
Plots 449 and 450, Section 3 (four gravesites)	\$4,000	Kirsten Olsen Fitzgibbons* 234 Taconic Road Greenwich, CT 06831

*Ms. Ford and Ms. Fitzgibbons are daughters of a former Pound Ridge resident.

MEMORANDUM

To: Town Board
From: Erin Trostle
Cc: Lisa Miller, James Best
Date: February 27, 2025
Re: Special event permit applications

Please consider the attached special event permit applications for the following events:

1. Pound Ridge Business Association "Made in New York" outdoor market

^{2.}

Date/time: Sunday, April 27, 10am – 4pm
Location: Village Green
Comments: The event plan is essentially unchanged from previous years. Please note that the PRBA worked to coordinate with the Pound Ridge Partnership, which will be sponsoring an Earth Day celebration in the courtyard at the Market Square on the same day as the "Made in New York" market.

Suggested conditions:

- PRBA to provide a certificate of insurance listing the town as an additional insured
- PRBA to be responsible for ensuring that food and beverage vendors have all required licenses and permits

2. Pound Ridge Partnership Food Truck Fridays

Dates/times: Friday, May 16, 5pm – 9pm
Friday, June 20, 5pm – 9pm
Friday, July 18, 5pm – 9pm
Friday, August 22, 5pm – 9pm
Friday, September 12, 5pm – 9pm

Location: Barnwell Center

Comments: The event plan is essentially unchanged from previous years.

Suggested conditions:

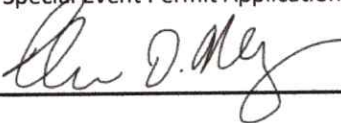
- Police Department to be notified of cancellation no later than noon on day of event
- PR Partnership to provide a certificate of insurance listing the town as an additional insured
- PR Partnership to be responsible to ensuring that food and beverage vendors have all required licenses and permits



SPECIAL EVENT APPLICATION REVIEW

EVENT: PRBA Made in NY event 4/27/25 DATE: February 25, 2025

I have reviewed the Special Event Permit Application for the event indicated above.

SIGNATURE:  NAME: Thomas D. Mulcahy, Chief of Police

DEPARTMENT:

- POLICE DEPARTMENT BUILDING DEPARTMENT FIRE DEPARTMENT
 MAINTENANCE DEPARTMENT RECREATION DEPARTMENT EMERGENCY SERVICES
 HIGHWAY DEPARTMENT OTHER (PLEASE SPECIFY): _____

APPROVAL/CONDITIONS:

- APPROVED DISAPPROVED
 APPROVED SUBJECT TO THE FOLLOWING CONDITIONS:

As with last year's event due to scale of event and no road closures, police patrols working on day of event
Will make periodic patrols and checks of event during course of the day. Patrols will assist where necessary

FOR TOWN DEPARTMENTS ONLY:

STAFFING NEEDED: _____	STAFFING COST: _____	\$ _____
EQUIPMENT NEEDED: _____	EQUIPMENT COST: _____	\$ _____
OTHER COST ITEMS: _____	OTHER COST: _____	\$ _____
	TOTAL COST: _____	\$ _____

Please return completed review forms to the Town Clerk (townclerk@townofpoundridge.com).



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:	PRBA
Applicant Type:	Special Event Permit
Address:	PO Box 268 Pound Ridge, NY
Mailing Address:	PO Box 268 Pound Ridge, NY
Phone Number:	914-282-9582
Email Address:	presidentprba@gmail.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:	Made in NY Market
Event Type:	Special Event
Description:	Small Marketplace
Purpose:	Bring people to PR

Event Date:	4/27/2025	Alternate Date:	None
Event Start Time:	10:00	Event End Time:	4:00
Setup Start Time:	8:00	Setup End Time:	10:00
Takedown Start:	4:00	Takedown End:	6:00

Location(s):	77 Westchester Avenue		
On private property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Parking location(s):	Throughout business district		
On private property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

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

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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Number, if any: 2-5
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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Number, if any:
Will the event include alcoholic beverage vendors?		
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Number, if any: 2-3
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:	Lisa Miller		
Cell Phone Number:	914-282-9582	Email Address:	presidentprba@gmail.com
Event Day Contact Name:	Same as above		
Cell Phone Number:		Email Address:	
Weather Contact Name:	Same as above		
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:	500-1000	
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 type="checkbox"/> No

VOLUNTEERS	
Indicate number of volunteers:	2-5
Describe role(s) of volunteers:	

SANITATION/GARBAGE		
Portable toilets provided:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If so, how many?	2	
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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Will there be amplified music?	<input checked="" type="checkbox"/> Yes	<input 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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe:	10 x 10	
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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe:		
WiFi access needed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please indicate # of users:		

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

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 checked="" 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 checked="" type="checkbox"/> 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

Lisa Miller/PRBA

(Printed Name)

2/17/2025

(Date)

SUBMIT



SPECIAL EVENT APPLICATION REVIEW

EVENT: Food Truck 5/16, 6/20, 7/18, 8/22 & 9/12 DATE: February 25, 2025

I have reviewed the Special-Event Permit Application for the event indicated above.

SIGNATURE:  NAME: Thomas D. Mulcahy, Chief of Police

DEPARTMENT:

- POLICE DEPARTMENT BUILDING DEPARTMENT FIRE DEPARTMENT
 MAINTENANCE DEPARTMENT RECREATION DEPARTMENT EMERGENCY SERVICES
 HIGHWAY DEPARTMENT OTHER (PLEASE SPECIFY): _____

APPROVAL/CONDITIONS:

- APPROVED DISAPPROVED
 APPROVED SUBJECT TO THE FOLLOWING CONDITIONS:

**** Notification of cancellation of event needs to be made to Police Dept by at least Noon on day of event****

This is necessary to notify our officer assigned to detail as well as Westchester County Emergency Force officers
With enough notice. This event follows the same guidelines and operations as in previous years and as
Always any volunteers to assist with monitoring Scotts Corners Market lot.

Parking signage provided by PD for event

FOR TOWN DEPARTMENTS ONLY:

STAFFING NEEDED:	<u>1 w/WCEF officers</u>	STAFFING COST:	<u>\$ 383.76/date</u>
EQUIPMENT NEEDED:	_____	EQUIPMENT COST:	<u>\$</u>
OTHER COST ITEMS:	_____	OTHER COST:	<u>\$</u>
		TOTAL COST:	<u>\$ 1,918.80</u>

Please return completed review forms to the Town Clerk (townclerk@townofpoundridge.com).

8. If the application is approved, you will receive an application approval form that will list any conditions that need to be met before the permit can be issued.
9. If approval is conditional, provide documentations that the conditions have been met in order to receive a permit.

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 Partnership
Applicant type:	Non Profit
Address:	PO Box 402 Pound Ridge, NY 10576
Mailing address:	Same
Phone number:	914-391-8182
Email address:	jbest@poundridgepartnership.org

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:	Food Truck Fridays
Event type:	Street Fair/Food Event
Description:	Food Trucks and Live Music in Town
Purpose:	Building community spirit while raising the awareness of our shops & Business District.

Event dates:	5/16, 6/20, 7/18, 8/22, 9/12	Alternate date:	
Event start time:	5:00 PM	Event end time:	9:00 PM
Setup start time:	3:30 PM	Setup end time:	5:00 PM
Takedown start:	9:00 PM	Takedown end:	10:00 PM
Location(s):	Barnwell Center – 56 Westchester Avenue		
On private property?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Parking location(s):	56 Westchester Ave, Market parking, town parking		
On private property?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Road closure(s) requested:	No		
Closure times requested:			
Admission fee?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Parking fee?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

VENDORS/LICENSES

If the answer to any of the questions below is yes, you must also complete the **Vendor/License Information Form**. If you are unable to complete the form at the time application is submitted, please note that a complete form will be required before the permit can be granted.

Will the event include food and/or beverage vendors?

Yes No 7-8 Trucks

Will any food or beverages be served without charge in conjunction with the event?

Yes No

Will the event include non-food vendors?

Yes No 1-3 Face Painter, Local groups

Will the event include alcoholic beverage vendors?

Yes No 1 Number, if any

Will any alcohol be served without charge in conjunction with the event?

Yes No

Will the event include gambling of any kind?

Yes No

CONTACTS

Primary contact name: James Best

Cell phone number: 914-391-8182 Email address: jbest@poundridgepartnership.org

Event day contact name: Same as above

Cell phone number: Email address:

Weather contact name: Same as above

Cell phone number: Email address:

LOGISTICS

CROWD MANAGEMENT

Anticipated attendance: 1,500 – 2,000 over a 4 hour period

Describe crowd control plan: Participants remain at 56 Westchester Ave. & Market area – Volunteers check for any abnormalities

Describe perimeter control plan: Police are on site

Emergency services be present? Yes No Police

Will event be ADA compliant? Yes No

VOLUNTEERS

Indicate number of volunteers:	10
Describe role(s) of volunteers:	Setup event tent, tables & chairs, garbage, supervise food trucks, Music/band, cleanup and breakdown of all the above

SANITATION/GARBAGE

Portable toilets provided?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
If so, how many?	1 regular, 1 Handicap Porta-John, 1 Handwash station			
Garbage/recycling bins provided?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Describe garbage/recycling plan:	Sustainable waste station -with volunteers accepting the garbage and separating into garbage, recycling and compost. The town maintenance dept picks up.			

NEIGHBORHOOD IMPACT/NOTIFICATION

Will there be noise impacts?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
If so, will there be amplified music?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Will there be light impacts?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No Minimal Lights
Have neighbors been notified?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No PRBA notified and social media

STRUCTURES/SAFETY

Tents or canopies?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, please describe:	2-3 10x10 Tents			
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"/>	X	No
If yes, please describe:					

UTILITIES

Water access needed?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	X	No
If yes, please describe:					
Electricity needed?	<input checked="" type="checkbox"/>	X	Yes	<input type="checkbox"/>	No
If yes, please describe:	We power the band and lights off of the streetlight outlet				
WiFi access needed?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	X	No
If yes, indicate number of users:					

PROMOTION

Banner permission requested?	<input checked="" type="checkbox"/>	X	Yes	<input type="checkbox"/>	No
If so, indicate location and dates:	Across Westchester Ave near the dentist. 1 week before the events. Taken down by Monday following event				
Other signage?	<input checked="" type="checkbox"/>	X	Yes	<input type="checkbox"/>	No
If so, please describe:	Lawn Signs – Put up and removed for each event				

TOWN RESOURCES

Town bus needed?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	X	No
If so, please indicate time period:					
Barricades or cones needed?	<input checked="" type="checkbox"/>	X	Yes	<input type="checkbox"/>	No
If so, please specify:	Miscl. Cones needed to mark parking and truck areas				
Other town-owned property needed?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	X	No

(adopted 04.12.2022)

If so, please specify:

OUTSIDE RESOURCES

Outside bus transportation? Yes No

If so, please describe:

Outside parking assistance? Yes No

If so, please describe: Police to monitor the parking for the Market customers

Other outside resources? Yes No

If so, please describe:

SUPPORTING DOCUMENTS

Please indicate which supporting documents you are providing, including review forms being submitted directly by the reviewers.

MAPS/PLANS

<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	Event map (may incorporate parking/traffic plan)
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Parking/traffic plan (may be separate from event map)
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Weather plan
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Vendor List (and applicable licenses or permits)

REVIEW FORMS

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Police Department review form
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Highway Department review form
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Maintenance Department review form
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Building Department review form
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Recreation Department review form
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Fire Department review form

(adopted 04.12.2022)

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	EMS review form
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Other review form

LEGAL DOCUMENTS

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Insurance certificate(s)
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Indemnity agreement(s)
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Permits/Licenses (other than for vendors)

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	OTHER (specify):	
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DEPOSITS/FEES

Damage deposit paid (indicate amount):			
Waiver requested:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/>
Application fee paid (indicate amount):			
Waiver requested:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/>

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 before a permit can be issued; and furthermore, that under no circumstances may the event take place unless and until a permit has been issued.

<i>James Best</i>	2/24/2025
_____	_____
(signature)	(date)

(printed name)

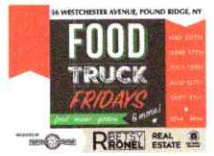
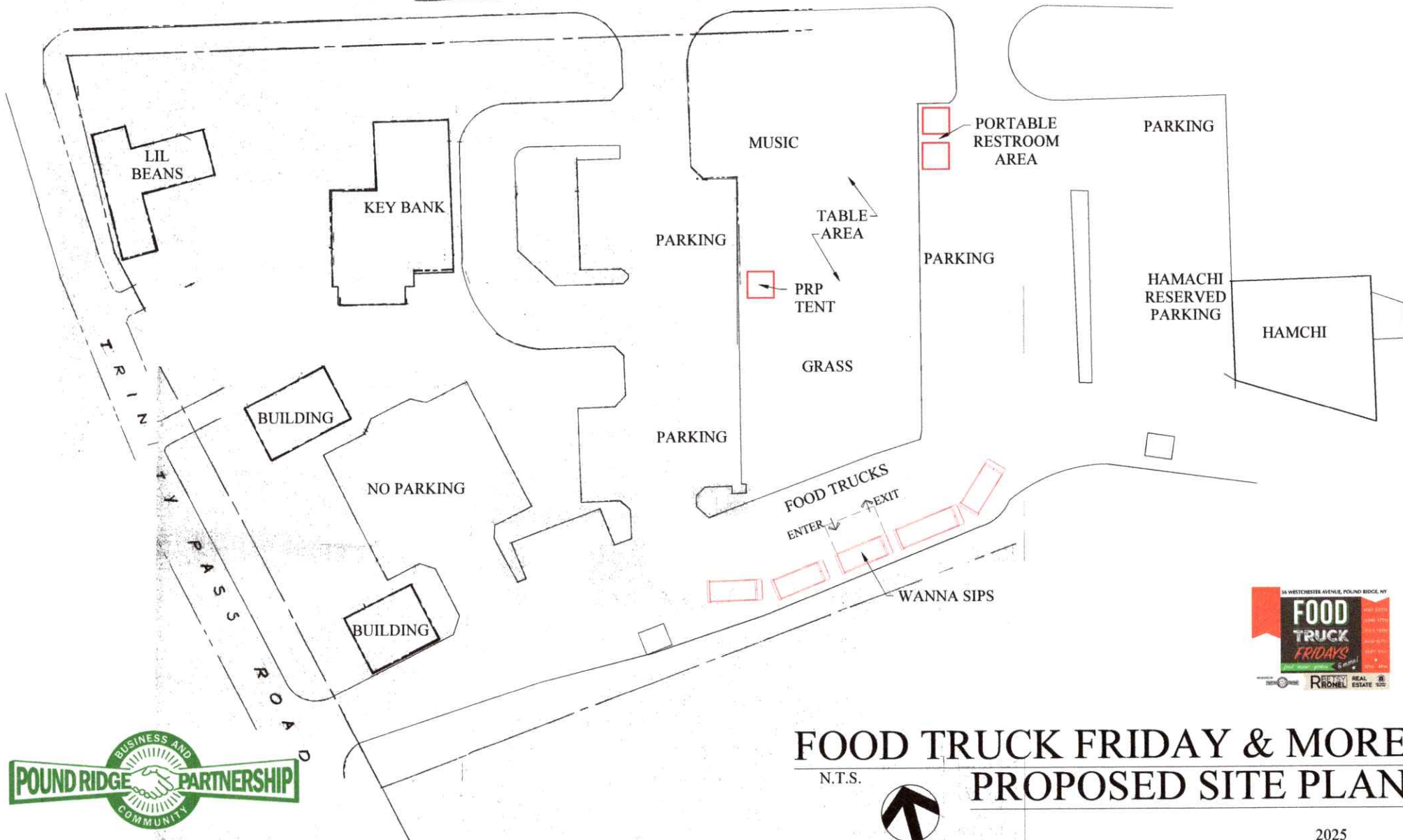
Weather Plan

Event postponement/cancellation will be made by 3 PM day of event and communicated via email, social media and word-of-mouth.

Sudden/severe weather conditions developed during event, safe, places are vehicles, and cover at market Square. Tents for rain with no thunder and lightning.

(adopted 04.12.2022)

W E S T C H E S T E R



FOOD TRUCK FRIDAY & MORE

N.T.S.

PROPOSED SITE PLAN



Town of Pound Ridge

Tel.: 914-764-5511

Fax: 914-764-0102



To: Town Board

From: Andrea Russo

Date: February 25, 2025

Re: Camp Refund

I hereby request the refund of \$925 for family Len. This refund is for their daughter not to attend summer camp. Family wanted to register to have a spot but daughter would like to attend an art camp. Recreation commission has approved the refund. The refund was requested the day after registration.

Sincerely,

Andrea Russo
Supervisor of Recreation & Parks

From: [Robbie Len](#)
To: [Andrea Russo](#)
Subject: Ellie Len camp refund
Date: Tuesday, February 4, 2025 1:57:49 PM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Andrea,

I would like to formally request a cancellation and refund for my daughter Ellie Len. We registered her for day camp yesterday out of desperation not to miss a spot in the camp but came to find out she was extremely upset and wants to do art camp instead. This would be much better for her and her self esteem to attend the art camp. We have been town residents for many years and I actually grew up in town going to the day camp. Her brother will also be attending. Can we please be refunded as we cant afford both the camp and day camp.

Sincerely,

Robbie Len