Town of Pelham

PELHAM, NEW YORK 34 FIFTH AVE 10803

TOWN BOARD
Legislative Meeting Minutes
August 3, 2026

PELHAM TOWN BOARD MEMBERS

Theresa K. Mohan, *Town Supervisor*
Maura Curtin, *Deputy Supervisor*
Kristen Burke, *Councilmember*
Michael Jenks, *Councilmember*
Kara McLoughlin, *Councilmember*

I. Call to Order

II. Pledge of Allegiance

III. Roll Call

Attendee Name	Present	Absent	Late	Arrived
Theresa K. Mohan	X	□	□	□
Maura Curtin	X	□	□	□
Kristen Burke	X	□	□	□
Michael Jenks	X	□	□	□
Kara McLoughlin	X	□	□	□

IV. Public Comment

Ed Doty – Commended the Supervisor and Board for commissioning the facilities planning study and asked if the acoustic challenges in the Town House are being addressed and if the elevator in Town Hall is still being considered. Supervisor Mohan responded that the acoustics are being evaluated as part of the study and that the elevator is not off the table, but there are challenges with both cost and placement.

V. Reports

a. Town Council Reports

Deputy Supervisor Maura Curtin

- Pelham EMS responded to 96 calls in July, with 46 calls (48%) occurring in the Town/Village of Pelham. An additional 39 calls were responses in Pelham Manor
  Average response time of 5.4 minutes, an average on-scene time of 16.7 minutes, an average transport time of 12.9 minutes.
  Pelham EMS also supported neighboring communities, providing 11 mutual aid responses out, in neighboring communities and receiving 9 mutual aid responses in.

  Ambulance operations continue to perform well financially, with revenues outpacing expenditures year-to-date. (Ambulance revenue has generated 65.5% of the annual budget, placing it ahead of pace for the year.)
  Our Fuel expenses are up about 40% since March.
  Our new ambulance is expected to be delivered at the end of the month.

- New York State recently strengthened its EMS Sustainability Planning Law, which took effect in December 2025 and was further refined through implementing legislation in March 2026. The law recognizes EMS as an essential public service and requires every county to develop a comprehensive, long-term EMS sustainability plan in partnership with municipalities, EMS providers, hospitals, and other stakeholders.
  For Westchester County, this means leading a countywide planning effort that will help ensure reliable EMS services, strengthen regional coordination and mutual aid, and position communities like Pelham for future state support. This represents one of the most significant statewide changes to EMS planning in decades, shifting from a municipality-by-municipality approach to a coordinated countywide strategy.

- Our website is in the process of being overhauled and should be ready soon. Councilwoman McLoughlin suggested coordination in advance of Rec Fall sign-ups.

Councilwoman Kristen Burke

- Bruno Barbosa was appointed as the new Court Clerk, effective August 3rd. He will be responsible for assisting with the administration of the Vehicle/Traffic and Criminal Court dockets.

- Representatives held a collaborative meeting regarding Glover Field alongside local municipal officials and school district representatives to advance project planning. The next scheduled phase involves further consultation with the Mount Vernon Commissioner.

- A $30,000 grant remains allocated for the installation of an Electric Vehicle (EV) charging station. Councilwoman Burke requested that the Board explore deployment opportunities for these funds in conjunction with the town's ongoing space allocation and facilities master planning.

Councilman Michael Jenks

- A medical incident involving a library patron occurred in July. The situation was resolved successfully. The library formally expresses its gratitude to the Pelham Manor Police Department and Pelham EMS for their swift and professional handling of the emergency.

- During a period of heavy rainfall in July, water infiltration was reported in the library basement near the IT equipment. No damage was sustained, but the incident was noted as a close call.

- Following early July power outages, the library successfully served the community as an official cooling center.

- The library recorded a total door count of 5,270 visitors for the month of July. A total of 1,412 adults and children attended 69 library programs throughout the month.

- The library hosted a successful scavenger hunt program and puzzle race competition, which were both well-received by participating families.

- A technical glitch within the tracking application has been resolved. Users (both children and adults) can now successfully reset and increase their target reading goals. 268 children have signed up for the program.

Councilwoman Kara McLoughlin

- The Rec department reported record enrollment numbers for the final week of the summer camp season. Campers and staff successfully navigated extreme weather conditions throughout the season, including 90+ degree days, severe thunderstorms, hail storms, flooding, and poor air quality.

- Soccer and tennis clinics remain available for registration for the weeks of August 10, 17, 24, and 31 via the town website.

- Registration is officially open for football and cheerleading. General fall after-school program registration will open at the end of August. Informational emails will be distributed to residents, and physical flyers will be placed in students' backpacks during the first week of school.

- The August lineup for the Gazebo Park concerts was announced as follows:
  - *August 10:* The Truth
  - *August 17:* The Bookends
  - *August 24:* Philip James Orchestra
  - *August 31:* Jackie DiMaggio

  Sincere appreciation was extended to corporate sponsors **Rockwell's, Meridian** and **The Gallo Family Trust** for providing financial support to defer municipal concert costs.

- The Pelham Together internship program initiated its soft-skills and in-office training last week. The program will transition into a three-week corporate mentorship phase with partner companies.

- Residents were encouraged to book "Pelicones" party rentals via the pelhamtogether.org website.

- Senior activities include:
  - *Exercise & Movement:* Tuesdays and Thursdays, 10:00 AM – 11:00 AM.
  - *Yoga:* Fridays, 10:00 AM – 11:00 AM.

- *Glover Field Walking:* Wednesdays, 10:00 AM – 11:00 AM (subject to weather cancellations).
- *Arts & Crafts:* First Thursday of the month, 1:00 PM – 3:00 PM.
- *Mahjong Lessons:* Wednesdays, 12:30 PM – 1:30 PM (free for residents 55+).
- *Card Playing / Bingo:* Mondays (2:00 PM – 3:30 PM), Wednesdays, and Fridays (12:00 PM – 3:00 PM).

b. Supervisor Report

- Supervisor Mohan acknowledged the passing of William Clements, who served on the Assessment Board of Review for over 20 years. Condolences on behalf of the Town Board were extended to his children, David and Sarah, and his three grandchildren.

- Supervisor Mohan officially welcomed Kate McGovern, the Town's Pelham Together summer intern, and expressed appreciation for her service.

- To improve public accessibility, the Town Clerk's office has successfully been relocated to the first floor of Town Hall. A dedicated telephone has been installed at the building entrance, enabling visitors to request staff assistance without navigating two flights of stairs.

- Supervisor Mohan presented an architectural proposal to replace the hallway lighting fixtures in Daronco Town House. The Board reviewed a plan to purchase eight new fixtures at a total cost of $1,800 (including bulbs) to ensure improved, long-term efficiency.

- In response to an inquiry regarding financial ledger reports, it was confirmed that the Town Clerk and Deputy Town Clerk are actively auditing records stored at Iron Mountain. The department has identified multiple boxes eligible for destruction and is evaluating cost-effective disposal methods.

- Departments are now receiving localized budget statements monthly to ensure heightened awareness of fiscal expenditures midway through the budget year.

VI. RESOLUTION AMENDING THE TOWN OF PELHAM PERSONNEL HANDBOOK REGARDING PERSONAL LEAVE AND SICK LEAVE

WHEREAS, the Town Board adopted the Town of Pelham Personnel Handbook on April 6, 2026; and
WHEREAS, the adopted Personnel Handbook references personal leave but does not specify the number of personal leave days provided to eligible employees or the rules governing such leave; and
WHEREAS, the Town's prior personnel policy provided eligible full-time employees with two (2) paid personal leave days per calendar year, without carryover; and
WHEREAS, Section 8.1 of the adopted Personnel Handbook provides paid sick and safe leave based upon New York Labor Law § 196-b, including up to fifty-six (56) hours of annual leave and carryover of unused leave; and
WHEREAS, New York Labor Law § 196-b does not apply to municipal employers because the definition of "employer" under Article 6 of the Labor Law excludes governmental agencies; and

WHEREAS, the Town Board wishes to replace Section 8.1 with a Town-established sick leave benefit that restores the Town's prior policy of twelve (12) paid sick days per year for eligible full-time employees, accrued over the course of the calendar year; and
WHEREAS, the Town Board finds that restoring these personal and sick leave provisions will clarify employee benefits, maintain continuity with prior Town policy, and support the effective administration of the Town's workforce;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Pelham hereby amends the Town of Pelham Personnel Handbook as follows:

1. Personal Leave

A new Section 5.10, entitled "Personal Leave," shall be added to read as follows:

5.10. Personal Leave

Eligible full-time employees shall receive two (2) paid personal leave days during each calendar year.

Personal leave must be used during the calendar year in which it is provided. Unused personal leave shall expire on December 31 and may not be carried over into the following calendar year.

Personal leave must be requested and approved in advance by the employee's Department Head when practicable. When advance notice is not practicable, the employee shall provide notice as soon as possible.

Employees hired after January 1 shall receive personal leave on a prorated basis, as determined by the Town. Unused personal leave shall not be paid upon separation from employment.

The existing Sections 5.10 through 5.12 shall be renumbered accordingly, and all related cross-references shall be updated.

2. Sick Leave

Section 8.1 of the Personnel Handbook shall be deleted in its entirety and replaced with the following:

8.1. Town Paid Sick Leave

Eligible full-time employees shall accrue paid sick leave at the rate of one (1) day for each completed month of employment, up to a maximum of twelve (12) sick days during a calendar year.

Sick leave may be used only after it has accrued. Employees hired during the calendar year shall begin accruing sick leave upon completion of their first month of employment.

Sick leave may be used for the employee's personal illness, injury, medical care, treatment, preventive care, or medical appointments; the illness, injury, medical care, treatment, preventive care, or medical appointments of the employee's parent, child, spouse, sibling, or immediate family member; or child-care leave as authorized by Town policy.

An employee requesting sick leave must notify the Town Supervisor's Office at least one and one-half hours before the employee's scheduled starting time on each day of absence. When emergency or unforeseen circumstances make such notice impracticable, the employee shall provide notice as soon as practicable.

Sick leave must be used during the calendar year in which it accrues. Unused sick leave shall expire on December 31 and may not be carried over into the following calendar year.

For an absence of three or more consecutive workdays, the employee must submit medical documentation acceptable to the Town confirming the employee's need for sick leave.

The Town may also require appropriate documentation when it reasonably believes that an employee is misusing or abusing sick leave. Where appropriate and permitted by law, the Town may require medical certification concerning a serious health condition or a fitness-for-duty certification before an employee returns to work.

Any medical information obtained by the Town shall be maintained confidentially and separately from the employee's general personnel records, as required by applicable law.

Unused sick leave shall not be paid upon separation from employment unless otherwise expressly authorized by the Town Board.

BE IT FURTHER RESOLVED, that references in the Personnel Handbook stating or implying that the Town's sick leave benefit is provided pursuant to New York Labor Law § 196-b shall be removed or revised to reflect that sick leave is provided pursuant to Town policy;
BE IT FURTHER RESOLVED, that the heading of Section 8 shall be changed from "Sick Leave & Statutory Leave" to "Sick Leave and Other Protected Leave";
BE IT FURTHER RESOLVED, that nothing in this resolution shall diminish any employee leave, accommodation, or employment protection independently required by federal, state, or local law;
BE IT FURTHER RESOLVED, that the Town Supervisor is authorized to incorporate these amendments into the Personnel Handbook, correct section numbering and cross-references, and make other non-substantive formatting changes necessary to implement this resolution;
BE IT FURTHER RESOLVED, that the amended provisions shall be distributed to all Town employees and included in future copies of the Personnel Handbook; and
BE IT FURTHER RESOLVED, that these amendments shall take effect immediately upon adoption.

Resolution 2026-43 RESOLUTION AMENDING THE TOWN OF PELHAM PERSONNEL HANDBOOK REGARDING PERSONAL LEAVE AND SICK LEAVE							
X Adopted ☐ Adopted as Amended ☐ Defeated ☐ Tabled ☐ Withdrawn ☐ Failed to Move			Yes / Aye	No / Nay	Abstain	Remote	Absent
	Theresa K. Mohan		X	☐	☐	☐	☐
	Maura Curtin		X	☐	☐	☐	☐
	Kristen Burke	Second	X	☐	☐	☐	☐
	Michael Jenks		X	☐	☐	☐	☐
	Kara McLoughlin	Motion	X	☐	☐	☐	☐

VII. RESOLUTION APPROVING FINANCIAL SOFTWARE UPGRADES

WHEREAS, the Town evaluated proposals to add vendor hosting, cash-management and bank-reconciliation capabilities, and advanced budgeting and purchasing capabilities to its financial management system; and

WHEREAS, the Town reviewed proposals from Harris Local Government, its current financial software provider, and Edmunds GovTech; and
WHEREAS, Harris proposed the upgrades for a first-year additional cost of $9,986.26, including $4,487.26 in recurring annual charges, while allowing the Town to retain its existing system and avoid a lengthy and costly conversion; and
WHEREAS, the Town Board finds that the Harris proposal provides the best value based on cost, compatibility, implementation time, continuity of operations, and reduced conversion risk;
NOW, THEREFORE, BE IT RESOLVED, that the Town Board approves the financial software upgrades proposed by Harris Local Government, including vendor hosting, cash-management and bank-reconciliation software, and advanced budgeting and purchasing software; and
BE IT FURTHER RESOLVED, that the Town Board authorizes an additional first-year expenditure not to exceed $9,986.26, together with continuation of the Town's existing Harris software and maintenance charges, subject to available appropriations; and
BE IT FURTHER RESOLVED, that the Town Supervisor is authorized to execute the proposal and related agreements, subject to review and approval by Town Counsel, and to take all actions necessary to implement the upgrades; and
BE IT FURTHER RESOLVED, that this resolution shall take effect immediately.

Resolution 2026-44 RESOLUTION APPROVING FINANCIAL SOFTWARE UPGRADES							
X Adopted ☐ Adopted as Amended ☐ Defeated ☐ Tabled ☐ Withdrawn ☐ Failed to Move			Yes / Aye	No / Nay	Abstain	Remote	Absent
	Theresa K. Mohan		X	☐	☐	☐	☐
	Maura Curtin		X	☐	☐	☐	☐
	Kristen Burke		X	☐	☐	☐	☐
	Michael Jenks	Second	X	☐	☐	☐	☐
	Kara McLoughlin	Motion	X	☐	☐	☐	☐

RECURRING ITEMS

VIII. Approval of Minutes July 13, 2026

☐ Adopted X Adopted as Amended ☐ Defeated ☐ Tabled ☐ Withdrawn ☐ Failed to Move			Yes / Aye	No / Nay	Abstain	Remote	Absent
	Theresa K. Mohan		X	☐	☐	☐	☐
	Maura Curtin	Second	X	☐	☐	☐	☐
	Kristen Burke		X	☐	☐	☐	☐
	Michael Jenks	Motion	X	☐	☐	☐	☐
	Kara McLoughlin		X	☐	☐	☐	☐

IX. Adjournment to Executive Session to discuss personnel