Town of Pelham

PELHAM, NEW YORK 34 FIFTH AVE 10803

TOWN BOARD
Legislative Meeting Minutes
September 14, 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 Burk--	X	□	□	□
Michael Jenks	X	□	□	□
Kara McLoughlin	X	□	□	□

IV. Presentation of the Audited Financials by our Independent Auditors Robert A. Daniele from PKF O'Connor Davies

The Town's independent auditor presented the audit results for the fiscal year ending **December 31, 2025**. The auditor reviewed the audit process, financial statements, General Fund performance, fund balance trends, and key recommendations. The auditors issued an **unmodified opinion** indicating that the Town's financial statements fairly present its financial position in accordance with current accounting standards. The audit identified several **control deficiencies**, but none rose to the level of a **material weakness** or **significant deficiency**. All proposed audit adjustments were recorded, and there were no uncorrected audit findings. Board members thanked Mr. Daniele for the clear and detailed presentation, noting that the format improved understanding for both the Board and residents. The Supervisor stated that management would address the internal control recommendations identified in the audit and develop a plan to implement the suggested improvements.

*Audited Financial Reports can be found on the Town website

V. Public Comment

Greg Farrell from the Pelham Examiner asked if the Board could do something to improve the sound/amplification of the meetings. He also asked if there was a possibility of providing transcripts of the meetings.

VI. Reports

a. Town Council Reports

Deputy Supervisor Maura Curtin

- EMS Director, Mark Baumblatt, reported that on September 6 crews successfully responded to five calls within just under three hours, including four high-acuity emergencies and one lower-acuity call. Despite the significant strain on the system, all patients received timely care. Staff were commended for their professionalism and teamwork.

  Special recognition was given to EVAC for providing two additional paramedics and two additional ambulances, resulting in a total response capability of four paramedics and three ambulances during the peak demand period.

  The Pelham Manor Fire Department was also recognized for its exceptional assistance. Although it does not typically provide EMS first response services, the department responded to a cardiac arrest call and later redeployed resources to assist with another serious cardiac emergency while EMS units were committed elsewhere. Appreciation was also extended to the Pelham Fire Department, Pelham Manor Police Department, and Pelham Police Department for their coordinated support.

  It was noted that all five calls were handled within the system's nine-minute average response benchmark, demonstrating the effectiveness of the EVAC partnership and mutual aid coordination. In comparison, prior to the partnership, response delays could exceed 30 minutes in some circumstances.

  Hospital turnaround times remain a challenge, with ambulances averaging approximately 30 minutes at hospitals before returning to service, and some delays exceeding 45 minutes.

  Residents were reminded that ambulance transportation can expedite emergency department processing and that EMS will generally transport patients to their preferred hospital, including facilities outside the immediate area when feasible.

- Deputy Supervisor Curtin gave an update on upcoming regional EMS planning efforts. Representatives from the Town, Village of Pelham, Village of Pelham Manor, and EMS leadership will participate in a regional EMS coalition meeting as part of New York State's requirement to develop a countywide comprehensive EMS plan by the end of 2026.

- The Deputy Supervisor also reported progress on establishing a local EMS Committee composed of residents and representatives from the Town and Villages.

Membership is being finalized, and the committee is expected to hold its first meeting in October.

- The Town soft launched its redesigned website and thanked Town Clerk and Deputy Town Clerk for their contributions to the project. The updated site includes improved navigation, highlights frequently used services on the homepage, and features new community content, including a 9/11 Memorial page with photos and planned video uploads from the recent ceremony. The website will continue to be updated and enhanced as part of an ongoing improvement effort.

Councilwoman Kristen Burke

- The Court continues to operate smoothly with its new Court Clerk in place. The Court is pursuing grant opportunities, including an additional grant application for a copy machine.
- Glover Field update: Municipal representatives recently met to discuss a potential intermunicipal agreement that would formalize cooperation among the involved communities as they continue exploring solutions. Future phases may require consultant services and matching local contributions for grant funding.
- Councilwoman Burke thanked our Comptroller, Samantha Vitarello, for sharing energy benchmarking reports to support local sustainability planning efforts. Discussions also continue with ChargePoint regarding the possible future use of a previously awarded $30,000 EV charging station grant. Additional information is expected as facility planning efforts progress and further funding opportunities are evaluated.
- The Town's Clean Mobility Plan was recently presented at a professional conference, where it generated positive feedback and discussion focused on tailoring transit and mobility recommendations to meet the unique needs and resources of individual communities. We continue to monitor grant opportunities that support future mobility-related initiatives.

Councilman Michael Jenks

- The Library was also included in the annual audit review process. One recommendation involved establishing a formal communication process between the Town and the Library regarding expenses paid by the Town on the Library's behalf, ensuring that costs are properly identified, allocated, and reflected in budgets regardless of billing or payment timing.
- Library Transformation Project update: Residents were directed to a recent letter from the Library Board of Trustees outlining the Board's current position on the project and the additional information it is seeking before considering next steps.
- The Board also announced upcoming changes to Library Board leadership effective October 1. Matthew Kane will serve as President, Catherine Sheehy as Vice President, and Diane Gutch as Secretary.

- The Board highlighted the Library's upcoming K-Day event, which encourages kindergarten-age children to obtain their first library card and is traditionally one of the Library's most heavily attended programs. Activities will include arts and crafts, a petting zoo, and giveaways for participating children.
- Library staff reported strong participation in summer programming, including:

    - 5,579 library visits in August;
    - 271 children enrolled in the Summer Reading Program;
    - 242 participants in an in-house scavenger hunt;
    - 63 adults participating in Summer Reading Bingo; and
    - 172 adults participating in mahjong programs.
    - The Library's newsletter currently reaches approximately 3,700 households, and residents were encouraged to subscribe to stay informed about upcoming programs and events.

- The Board also announced that the Library's Booktoberfest fundraiser will be held on October 3 from 5:00 p.m. to 8:00 p.m.
- Supervisor Mohan clarified that the Library is a separate corporate entity that undergoes its own independent audit. As part of the upcoming budget process, Town and Library officials are working to improve transparency by clearly identifying expenses incurred on behalf of the Library, such as landscaping and other shared costs.

Councilwoman Kara McLoughlin

- Registration has opened for fall recreation programs, with after-school activities available at all elementary schools and additional youth offerings including cheerleading, flag football, football, basketball, karate, rugby, running club, volleyball, tennis, and Tiny Tigers Karate. Adult programs include tennis, pickleball, volleyball, softball, ladies' field hockey and Mahjong. Information is available through the Recreation Department website and program flyers.
- The Senior Citizen Program remained active in August, providing 22 medical van trips, social events, outings, a countywide senior dance at Glen Island and a tour of the new Village Hall. Ongoing senior activities include exercise classes, yoga, walking, arts and crafts, and card playing. Residents can contact the Recreation Department for additional information.
- The Recreation Commission is reviewing program finances, including camps and after-school activities, to ensure all expenses are properly accounted for against revenues. The Commission is also evaluating contracts with outside program providers to ensure they are financially sound and aligned with program goals.

b. Supervisor Report

Financial Report

The Board reviewed the August financial reports and expressed appreciation for the clarity and presentation of the recent audit report. It was noted that work continues to refine monthly financial reports.

Updates

- State Senator Nathalia Fernandez attended the meeting and provided updates on community issues and legislative priorities. She discussed ongoing efforts to address noise concerns related to Memorial Field events and noted progress in reducing disruptions. The Senator also highlighted a senior program at the Picture House offering free movies on Tuesday afternoons September through June and encouraged continued communication with local officials regarding community needs and future funding priorities. The Board thanked Senator Fernandez for her attendance, support, and participation in local events, including the September 11 remembrance ceremony.
- Supervisor Mohan thanked Deputy Supervisor Curtin, Joe Durnin, committee members, Town staff, the Pelham Larks, and community participants for their efforts in organizing and participating in the September 11 Memorial Ceremony. The event included the installation of a new explanatory plaque at the memorial. Both Supervisor Mohan and Deputy Supervisor Curtin noted the strong participation of elected officials, school representatives, students, and community members, highlighting the event as a reflection of the community's unity and commitment to remembrance. Special recognition was given to family members of those honored, including Nancy Shea, who delivered a moving speech at the ceremony.
- The Board recognized the passing of Joseph Lifrieri, a tremendous member of the Pelham community.
- The Chamber of Commerce distributed a survey for business owners in Pelham. A link to the survey will be posted on the Town website. Business owners are encouraged to participate, and the survey will remain open through October.
- Supervisor Mohan has asked for departmental budgets and is working with the Budget Officer to pull together the budget for next year. The preliminary budget will be filed with the Town Clerk on October 30th.

VII. Discussion regarding Tax Receiver Resignation

The Board was informed that the Tax Receiver resigned after accepting employment that precluded holding public office. Under Town Law, the Deputy Tax Receiver automatically assumes the duties of the office until a replacement is appointed or elected. The Board discussed whether to consider a future referendum to change the position from an elected to an appointed office, noting that the Deputy Tax Receiver currently performs most operational responsibilities. Questions were raised regarding continuity of coverage, and it was confirmed that our part-time Tax Assistant provides backup support. The Board also discussed oversight responsibilities, which would fall to the Supervisor if the position became appointed. Board members agreed to continue the discussion at a future meeting, review how other municipalities

structure the role, and explore options for filling the vacancy. The Deputy Tax Receiver's qualifications and ability to manage the responsibilities were acknowledged and appreciated.

VIII. Discussion regarding the Board of Assessment Review historical practice of paying stipends

The Board discussed the historical practice of providing stipends to members of the Board of Assessment Review. It was noted that while funding for the stipends had been included in the budget, no formal resolution authorizing the payments had previously been adopted. The Board reviewed the compensation structure, under which members receive a modest per-session stipend, and discussed the Board's appointment process, terms of service, and responsibilities. Members noted that similar boards in other municipalities receive compensation and expressed support for continuing the practice.

BE IT RESOLVED, that the members of the Board of Assessment Review shall be eligible for a stipend of $30 per session, the Chairman receiving $40 per session. The aggregate amount shall not exceed $1600 annually.

Resolution 2026-45 RESOLULUTION AUTHORIZING STIPENDS FOR BOARD OF ASSESSMENT MEMBERS							
X Adopted ☐ 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	Motion	X	☐	☐	☐	☐
	Michael Jenks		X	☐	☐	☐	☐
	Kara McLoughlin		X	☐	☐	☐	☐

IX. Resolution authorizing the Pelham Civic Association 2026 Half Marathon, 10K and Kids 1K

WHEREAS, the Pelham Civic Association has requested permission to host its 2026 Half Marathon, 10K and Kids 1K races on Saturday, November 28, 2026; and

WHEREAS, the Pelham Civic Association is a nonprofit organization and will serve as the organizer and beneficiary of the event, with proceeds supporting its **"Help A Child, Change A Life"** program, which assists Pelham students in need; and

WHEREAS, the Pelham Civic Association has requested the use of the Daronco Town House and Gazebo Park on the morning of the event; and

WHEREAS, a Town Constable will be assigned to be on site during the event, and the Pelham Civic Association has agreed to reimburse the Town for the cost of the Constable at the Town's then-current hourly rate;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Pelham hereby approves the Pelham Civic Association's 2026 Half Marathon, 10K and Kids 1K races to be held on Saturday, November 28, 2026; and

BE IT FURTHER RESOLVED, that the Town Board authorizes the Pelham Civic Association to use the Daronco Town House and Gazebo Park on the morning of the event, subject to coordination with the appropriate Town officials; and

BE IT FURTHER RESOLVED, that a Town Constable shall be assigned to the event and that the Pelham Civic Association shall reimburse the Town for the Constable's services at the Town's then-current hourly rate.

Resolution 2026-46 RESOLUTION AUTHORIZING THE PELHAM CIVIC ASSOCIATION 2026 HALF MARATHON, 10K AND KIDS 1K							
X Adopted ☐ 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		X	☐	☐	☐	☐
	Kara McLoughlin	Motion	X	☐	☐	☐	☐

X. Resolution Authorizing Additional Compensation for Town Comptroller for Assumption of Additional Responsibilities

WHEREAS, the Town Board recognizes that the Town Comptroller has assumed additional budgeting, financial management, and administrative responsibilities effective July 1, 2026, including increased responsibility for the preparation and administration of the Town budget and other financial functions not previously within the scope of the position; and

WHEREAS, the Town Board wishes to provide additional compensation in recognition of these added responsibilities and duties; and

WHEREAS, funds are available within the 2026 Town budget to support this additional compensation;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board hereby authorizes an increase in the annual compensation of the Town Comptroller in the amount of **$8,680.05**, effective July 1, 2026; and be it further

RESOLVED, that funds in the amount necessary to support this additional compensation shall be transferred from budget line **A1220.103 – Office Manager** to budget line **A1315.101 – Personal Services/Comptroller**; and be it further

RESOLVED, that such compensation shall be processed in accordance with the Town's normal payroll procedures and subject to all applicable withholdings and reporting requirements; and be it further

RESOLVED, that the Supervisor and other appropriate Town officials are hereby authorized to take all actions necessary to implement this resolution.

Resolution 2026-47 Resolution Authorizing Additional Compensation for Town Comptroller for Assumption of Additional Responsibilities							
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	☐	☐	☐	☐

XI. Resolution Authorizing Budget Transfers

WHEREAS, certain budget lines require additional funding to meet current departmental expenses; and

WHEREAS, sufficient funds are available in other existing budget lines to cover these expenses without increasing the overall 2026 Town Budget;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Pelham hereby authorizes the following transfers within the 2026 Town Budget:

From	To	Amount
A1110.4020 – Judicial – Travel/Convention	**A1110.2000 – Village Justice Equipment**	**$500.00**
A1110.4020 – Judicial – Travel/Convention	**A1110.4010 – Judicial – Supply & Maintenance**	**$1,100.00**

A1330.4070 – Tax Collector – Training A1330.407A – Dues & Subscriptions $300.00

BE IT FURTHER RESOLVED, that the Town Comptroller is hereby authorized and directed to make the foregoing budget transfers in the Town's financial records.

Resolution 2026-48 Resolution Authorizing Budget Transfers							
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	Motion	X	☐	☐	☐	☐
	Michael Jenks		X	☐	☐	☐	☐
	Kara McLoughlin	Second	X	☐	☐	☐	☐

RECURRING ITEMS

XII. Approval of Minutes August 3, 2026

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	☐	☐	☐	☐

XIII. Adjournment to Executive Session