MINUTES OF THE ORGANIZATIONAL MEETING OF THE TOWN BOARD OF THE TOWN OF PELHAM HELD ON JANUARY 8, 2024 COMMENCING AT 7:00 P.M.

PRESENT: TOWN SUPERVISOR DANIEL MCLAUGHLIN, DEPUTY TOWN SUPERVISOR RAE SZYMANSKI, COUNCILWOMAN KRISTEN BURKE, COUNCILWOMAN MAURA CURTIN, COUNCILWOMAN KARA MCLOUGHLIN

RECORDING SECRETARY: ANTOINETTE CLEMENTE-TOWN CLERK, MOLLY GIROLAMO-DEPUTY TOWN CLERK

OTHERS PRESENT: TOWN ATTORNEY THOMAS KLEINBERGER, CONFIDENTIAL SECRETARY TO SUPERVISOR RUTHANN DE SIMONE

******Prior to the Organizational Meeting the following individuals were sworn in to their new terms by Justice Gardner:**

Daniel McLaughlin (Town Supervisor)
Adam Kagan (Town Justice)
Kristen Burke (Town Councilwoman)
Maura Curtin (Town Councilwoman)
Antoinette Clemente (Town Clerk)

CALL TO ORDER

Motion to open the 2024 Organizational Meeting at 7:00 p.m.

Motion by: Deputy Supervisor Szymanski

Seconded by: Councilwoman Curtin

Vote taken:

Supervisor McLaughlin- Aye

Deputy Town Supervisor Szymanski- Aye

Councilwoman Burke- Aye

Councilwoman Curtin- Aye

Councilwoman McLoughlin - Aye

Motion carried unanimously

*****Swearing in of Dr. Michael Lahn as the EMS Director for the Town.**

I. APPOINTMENTS FOR THE YEAR 2024

Supervisor McLaughlin announced the following TOWN BOARD appointments for 2024 and requested a motion to confirm these appointments:

A. RECREATION BOARD APPOINTMENTS:

RESOLVED, that Aisling Bier, Kevin Fee, Daniel Green, Rosa Polenzani and John Boyce each be and hereby is appointed as a member of the Town Recreation Board.

B. TOWN BOARD APPOINTMENTS:

TOWN ATTORNEY

RESOLVED, that THOMAS KLEINBERGER be and hereby is appointed as Town Attorney to serve for a term commencing January 1, 2024 and ending December 31, 2024

TOWN ENGINEER

RESOLVED, that James Vassalotti, be and hereby is appointed as Town Engineer, pursuant to Town Law Sec. 24, to serve for a term of office commencing January 1, 2024 and ending December 31, 2024.

COMPTROLLER

RESOLVED, that SAMANTHA LOSURDO be and hereby is appointed Town Comptroller, pursuant to Town Law Sec. 124, to serve at the pleasure of the Board.

TOWN POLICE CONSTABLES

RESOLVED, that STEVEN CONTE be and hereby is appointed Chief Constable, ANTHONY CAMARDELLA Lieutenant, MICHAEL FARLEY, ROBERT IABONI and CHRISTOPHER WILLIAMS and each be and hereby is appointed Sergeant, and VYLINDA ADORNO-MARRERO, ANTHONY BONILLA, CARLOS DOS SANTOS, JOSE LLAMAS, RICHARD IABONI, HARRIN PLATZNER, COREY DAWKINS, RAYMOND MENA, DALLAS RAMIREZ-GILLISON, NICHOLAS FLORIO, and JOHN ZOCOLILLO each be and hereby is appointed a Town Police Constable to serve at the pleasure of the Board for all services

rendered in all matters related to the Town Court and services to the Town as directed by the Town Board.

CUSTODIAN OF ELECTIONS

RESOLVED, that MOLLY GIROLAMO, be and hereby is appointed to serve as Custodian of Elections for the 2024 election year.

CARETAKER

RESOLVED, that FELIX ANDERSON and PHILIP DESIMONE be and hereby are appointed as Caretakers to serve at the pleasure of the Board.

COURT CLERK

RESOLVED, that NICHOLAS FLORIO AND EILEEN GREGWARE each be and hereby is appointed as a Court Clerk to serve at the pleasure of the Board. DEANNA DEPIERRO be and hereby appointed as Assistant Court Clerk to serve at the pleasure of the Board.

PART-TIME CLERICAL ASSISTANTS

RESOLVED, that LISA VASSALOTTI and HAROLD ENGSTROM be and hereby are appointed as a Part-Time Clerical Assistant to serve at the pleasure of the Board.

MARRIAGE OFFICER

RESOLVED, that JOSEPH DURNIN be and hereby is appointed as Marriage Officer to serve at the pleasure of the Board.

EMS DIRECTOR

RESOLVED, that DR. MICHAEL LAHN be and hereby is appointed as EMS Director to serve at the pleasure of the Board.

On Motion to approve Town Board appointments as read by Supervisor McLaughlin

Motion by: Councilwoman Curtin

Seconded by: Councilwoman Burke

Vote taken:

Supervisor McLaughlin- Aye

Deputy Town Supervisor Szymanski- Aye

Councilwoman Burke- Aye

Councilwoman Curtin- Aye

Councilwoman McLoughlin - Aye

Motion carried unanimously.

C. APPOINTMENTS BY TOWN OFFICIALS

Supervisor McLaughlin announced the following appointments by Town Officials for 2024 and requested a motion to confirm these appointments:

TAX RECEIVER APPOINTMENT OF DEPUTY RECEIVER OF TAXES

The Board has been advised that the Tax Receiver CATHERINE MAZZARO has appointed DARLENE PAOLERCIO as the Deputy Receiver of Taxes, to perform all duties as instructed by the Tax Receiver.

TOWN CLERK APPOINTMENT OF DEPUTY TOWN CLERK

The Board has been advised that the Town Clerk ANTOINETTE CLEMENTE has appointed MOLLY GIROLAMO as Deputy Town Clerk, pursuant to Town Law 30(10) to perform all duties as instructed by the Town Clerk.

SUPERVISOR APPOINTMENT OF CONFIDENTIAL SECRETARY

The Board has been advised that Supervisor McLaughlin has appointed RUTHANN DESIMONE as Confidential Secretary, pursuant to Town Law 29(15), to serve at the pleasure of the Supervisor.

SUPERVISOR APPOINTMENT OF HISTORIAN

The Board has been advised that Supervisor McLaughlin has appointed ARTHUR SCINTA as Historian for the Town pursuant to Arts and Cultural Affairs Laws Section 57.07, to serve at the pleasure of the Supervisor.

On Motion to approve Appointments by Town Officials appointments as read by Supervisor McLaughlin:

Motion by: Deputy Town Supervisor Szymanski

Seconded by: Councilwoman McLoughlin

Vote taken:

Supervisor McLaughlin- Aye

Deputy Town Supervisor Szymanski- Aye

Councilwoman Burke- Aye

Councilwoman Curtin- Aye

Councilwoman McLoughlin - Aye

Motion carried unanimously

D. APPOINTMENT OF DEPUTY SUPERVISOR AND BOARD COMMITTEES

APPOINTMENT OF DEPUTY SUPERVISOR

The Board has been advised that Supervisor McLaughlin has appointed Rae Szymanski as Deputy Town Supervisor, pursuant to Town Law Section 42.

COMMITTEE APPOINTMENTS

Supervisor McLaughlin announced that he will serve on all Town Committees and announced the following appointments as Committee heads for the following Town Committees:

1)	TOWN HALL FACILITIES	Supervisor McLaughlin
2)	FINANCE	Supervisor McLaughlin
3)	PELHAM TOGETHER	Councilwoman McLoughlin
4)	RECREATION	Councilwoman McLoughlin
5)	LEGAL AFFAIRS / ASSESS	Councilwoman Burke
6)	LIBRARY	Councilwoman Curtin
7)	SENIOR CITIZENS	Councilwoman McLoughlin
8)	INSURANCE	Supervisor McLaughlin
9)	INTERGOVERNMENTAL LIAISON:	
	a) Village of Pelham Manor	Councilwoman McLoughlin
	b) Village of Pelham	Deputy Supervisor Szymanski
	c) School Board	Supervisor McLaughlin
10)	FIELDS AND GROUNDS	Councilwoman McLoughlin
11)	SUPERVISOR'S REPORT	Supervisor McLaughlin
12)	OFFICE PERSONNEL	Deputy Supervisor Szymanski
13)	SPECIAL EVENTS / CELEBRATIONS	Deputy Supervisor Szymanski
14)	COURT LIAISON/ CONSTABLES	Councilwoman Burke
15)	WEBSITE/PUBLICITY	Councilwoman Curtin
16)	AMBULANCE/EMERGENCY SVCS	Deputy Supervisor Szymanski

On Motion to approve Appointment of Deputy Supervisor and Board Committees as read by Supervisor McLaughlin:

Motion by: Councilwoman McLoughlin

Seconded by: Councilwoman Curtin

Vote taken:

Supervisor McLaughlin- Aye

Deputy Town Supervisor Szymanski -Aye

Councilwoman Burke- Aye

Councilwoman Curtin- Aye

Councilwoman McLoughlin - Aye

Motion carried unanimously

III. SALARIES AND COMPENSATION AND MILEAGE

Supervisor McLaughlin presented the following resolutions regarding annual Salaries and other Compensation for Town government employees for 2024.

POSITION	INDIVIDUAL	BUDGET SALARY
Supervisor	Daniel McLaughlin	5,500.00
Deputy Supervisor	Rae Szymanski	1,000.00
Councilwoman	Kara McLoughlin	1,000.00
Councilwoman	Kristen Burke	1,000.00
Councilwoman	Maura Curtin	1,000.00
Town Clerk	Antoinette Clemente	5,000.00
Deputy Town Clerk	Molly Girolamo	62,445.73
Town Assessor	Joseph Battaglia	129,005.16
Assessment Clerk	Barbara Maloney	69,794.21
Town Attorney	Tom Kleinberger	6,000.00
Town Engineer	James Vassalotti	25,000.00
Tax Receiver	Catherine Mazzaro	5,000.00

Deputy Tax Receiver	Darlene Paolercio	75,250.73
Supervisor's Conf. Sec.	Ruthann DeSimone	30,239.88
Town Justice	John Gardner	43,553.00
Town Justice	Adam Kagan	35,758.80
Chief of Town Police Const.	Stephen Conte	4,554.86
Lieutenant	Anthony Camardella	1,138.97
Sergeant	Christopher Williams	$27.85 hr
Sergeant	Robert Iaboni	$27.85 hr
Sergeant	Michael Farley	$27.85 hr
Town Police Constables	See Minutes Above	$25.80 hr
Court Clerk	Eileen Gregware	61,920.00
Assistant Court Clerk	Deanna DePierro	67,080.00
Court Clerk	Nicholas Florio	50,000.00
Recreation Supervisor	Michael Iannuzi	87,720.00
Recreation Assistant	Diane Bartley	69,554.08
Recreation Assistant	Jeremy Camiguel	40,000.00
Recreation Leader/Sr Citizen	Carolyn Veith	52,624.38
Sr Advocate	Carolyn Veith	9,287.56
Custodian of Elections	Molly Girolamo	7,554.27
Caretaker	Felix Anderson	53,197.00
Caretaker/Clerk of Works	Philip DeSimone	37,366.48
Historian	Arthur Scinta	$ 0
Bookkeeper/ Payroll	Ruthann DeSimone	77,201.67
Comptroller	Samantha LoSurdo	69,350.40
Part-Time Clerical Asst.	Harold Engstrom	25.80 per hour
Part-Time Clerical Asst.	Lisa Vassalotti	25.80 per hour
Office Manager	Ruthann DeSimone	8,346.21

None of the above shall receive overtime pay except as otherwise required by law.

MILEAGE

RESOLVED, that any employee or officer of the Town entitled to collect mileage should be entitled to collect mileage at the rate of 67 cents per mile.

MEDICAL BENEFIT OPT-OUT

RESOLVED, that any full-time employee that declines medical coverage by the Town is entitled to receive a $2,000 annual opt-out benefit payment.

On Motion to approve all Appointments, Salaries and Compensation and to approve Mileage and opt out benefit as read by Supervisor McLaughlin

Motion by: Deputy Town Supervisor Szymanski

Seconded by: Councilwoman McLoughlin

Vote taken:

Supervisor McLaughlin- Aye

Deputy Town Supervisor Szymanski- Aye

Councilwoman Burke - Aye

Councilwoman Curtin - Aye

Councilwoman McLoughlin - Aye

Motion carried unanimously

IV. TOWN BOARD MEETINGS SCHEDULE AND HOLIDAY SCHEDULE

Supervisor McLaughlin presented the following resolutions regarding Town Board meetings and Town government holiday schedule:

RESOLVED, that the following dates are scheduled for Meetings of the Town Board for 2024 All meetings will begin at 7:00 p.m.:

January 8	June 3	October 10 BUDGET WORKSHOP
February 5	July 8	November 4
March 4	August 12	December 2 PUBLIC HEARING - BUDGET
April 8	September 9	December 16 BUDGET VOTE
May 6	October 7	

All Town Board Meetings are held in Town Hall on the above-mentioned dates at 7:00 p.m. Special workshop meetings may be called by the Town Supervisor will be held on an as needed basis and will be posted.

RESOLVED, that the following dates for the holiday closings of Town government offices be accepted:

HOLIDAY SCHEDULE FOR THE YEAR 2024

Holidays falling on Sunday will be observed on Monday. Holidays shall not be counted as vacation days.

SCHEDULE OF LEGAL HOLIDAYS	DAY	DATE
MARTIN LUTHER KING DAY	MONDAY	JANUARY 15
PRESIDENT'S DAY	MONDAY	FEBRUARY 19
GOOD FRIDAY	FRIDAY	MARCH 29
MEMORIAL DAY	MONDAY	MAY 27
JUNETEENTH	WEDNESDAY	JUNE 19
INDEPENDENCE DAY	THURSDAY	JULY 4
INDEPENDENCE DAY	FRIDAY	JULY 5

LABOR DAY	MONDAY	SEPTEMBER 2
COLUMBUS DAY	MONDAY	OCTOBER 14
ELECTION DAY	TUESDAY	NOVEMBER 5
VETERAN'S DAY	MONDAY	NOVEMBER 11
THANKSGIVING DAY	THURSDAY	NOVEMBER 28
	FRIDAY	NOVEMBER 29
CHRISTMAS	WEDNESDAY	DECEMBER 25
CHRISTMAS	THURSDAY	DECEMBER 26
NEW YEAR'S	TUESDAY	DECEMBER 31

2 Floating Days to be taken anytime during the year at the employee's request.

THIS SCHEDULE WILL BE IN EFFECT FOR ALL TOWN DEPARTMENTS. PART-TIME EMPLOYEES PAID ON AN HOURLY OR PER DIEM BASIS AND WORK LESS THAN 17 HOURS PER WEEK DO NOT QUALIFY FOR COMPENSATORY TIME OFF. IF A SCHEDULED HOLIDAY FALLS ON PART-TIMERS' REGULAR WORKDAY, EMPLOYEES ARE OBLIGATED TO RE-SCHEDULE LOST TIME WITH APPROVAL BY THE TOWN BOARD.

On Motion to approve Town Board Meetings Schedule and Holiday Schedule as read by Supervisor McLaughlin

Motion by: Councilwoman McLoughlin

Seconded by: Councilwoman Burke

Vote taken:

Supervisor McLaughlin- Aye

Deputy Town Supervisor Szymanski- Aye

Councilwoman Burke - Aye

Councilwoman Curtin- Aye

Councilwoman McLoughlin- Aye

Motion carried unanimously

V. OFFICIAL NEWSPAPERS

Supervisor McLaughlin presented the following resolution regarding official Town newspapers:

RESOLVED, that the JOURNAL NEWS is hereby designated as the official newspaper of the Town of Pelham.

On Motion to approve Official Newspapers as read by Supervisor McLaughlin

Motion by: Councilwoman Curtin

Seconded by: Councilwoman Burke

Vote taken:

Supervisor McLaughlin- Aye

Deputy Town Supervisor Szymanski- Aye

Councilwoman Burke - Aye

Councilwoman Curtin- Aye

Councilwoman McLoughlin – Aye

Motion carried unanimously

VI. FISCAL MATTERS

Supervisor McLaughlin presented the following resolutions regarding fiscal matters:

A. DESIGNATED DEPOSITORIES

RESOLVED, that pursuant to subdivision 1 of Section 64 of the Town Law of the State of New York, the Town Board is required to designate the banks or Trust Companies in which the Supervisor, the Tax Receiver and the Town Clerk put their funds. The Town Board does hereby designate the branches of BANK OF AMERICA, JPMORGAN CHASE, TD BANK, located in the Town of Pelham and branches of as depositories for any and all moneys which may come into the hands of the

Supervisor, Tax Receiver and Town Clerk by virtue of their offices and they shall deposit moneys received by them in their official Town capacities in said branches of said banks.

B. PETTY CASH FUND

RESOLVED, that the amount of $75.00 be established as Petty Cash Fund from the General Fund for the office of Town Clerk.

RESOLVED, that change funds be set up for the office of the Tax Receiver in the amount of $25.00. These accounts are always to remain at the given amount: the funds are strictly for making change and not to be used as Petty Cash and no change is to be given on checks.

On Motion to approve Designated Depositories and Petty Cash Fund as read by Supervisor McLaughlin

Motion by: Deputy Town Supervisor Szymanski-

Seconded: Councilwoman Burke

Vote taken:

Supervisor McLaughlin- Aye

Deputy Town Supervisor Szymanski- Aye

Councilwoman Burke - Aye

Councilwoman Curtin- Aye

Councilwoman McLoughlin – Aye

Motion carried unanimously

VII. PAYMENT OF RECURRENT BILLS

Supervisor McLaughlin presented the following resolutions regarding payment of recurrent bills.

RESOLVED, that all salaries be paid on a semi-monthly basis and all contractual services be paid by proper voucher monthly.

RESOLVED, that pursuant to Town Law Sections 118 and 125, the Town Supervisor is authorized to pay the principal of and interest on indebtedness, stated salaries, compensation for services of officers or employees regularly engaged by the Town at agreed wages by the hour, day, week, month or year, and amounts becoming due upon lawful contracts for periods exceeding one year for which provision for payment has been made in the annual budget without prior audit by the Town Board.

On Motion to approve Resolutions on Payment of Recurrent Bills as read by Supervisor McLaughlin

Motion by: Deputy Town Supervisor Szymanski

Seconded by: Councilwoman Burke

Vote taken:

Supervisor McLaughlin- Aye

Deputy Town Supervisor Szymanski- Aye

Councilwoman Burke - Aye

Councilwoman Curtin- Aye

Councilwoman McLoughlin – Aye

Motion carried unanimously

VIII. AUTHORIZATION TO PAY UTILITY CLAIMS AND OTHER CHARGES AND ANNUAL AUDIT

Supervisor McLaughlin presented the following resolutions regarding payment of charges and annual audit:

RESOLVED, that, pursuant to Town Law Section 118, the Town Supervisor is authorized to make payment in advance of audit of claims for public utility service, postage, and freight and express charges and all such claims to be presented at the next regular meeting for audit.

RESOLVED, that in lieu of the report required by Section 29, subdivision 10a, the Supervisor may submit to the Town Clerk within 60 days after the closing of the fiscal year, a copy of his report to the State Comptroller, required by Municipal Law Section 30.

That, the Town Clerk shall cause either a summary of such report to be published within ten days after receipt thereof in a form approved by the State Comptroller or a notice that a copy of such report is on file in the Town Clerk's office and is available for public inspection and copying, in the official newspaper of the Town.

On Motion to approve Authorization to Pay Utility Claims and Other Charges and Annual Audit as read by Supervisor McLaughlin:

Motion by: Councilwoman Curtin

Seconded by: Councilwoman Burke

Vote taken:

Supervisor McLaughlin- Aye

Deputy Town Supervisor Szymanski- Aye

Councilwoman Burke - Aye

Councilwoman Curtin- Aye

Councilwoman McLoughlin - Aye

Motion carried unanimously

IX. MOTION TO END THE 2024 ORGANIZATIONAL MEETING

On Motion to end the 2024 organizational meeting of the Town Board

Motion by: Councilwoman Burke

Seconded by: Councilwoman Curtin

Vote taken:

Supervisor McLaughlin- Aye

Deputy Town Supervisor Szymanski-

Councilwoman Burke Aye

Councilwoman Curtin- Aye

Councilwoman McLoughlin – Aye

Motion carried unanimously and the organizational meeting ended at 7:39 PM

Respectfully submitted,

Antoinette Clemente

Town Clerk

Molly Girolamo

Deputy Town Clerk

Pelham, NY