Town of Pelham

PELHAM, NEW YORK 34 FIFTH AVE 10803

TOWN BOARD
Legislative Meeting Minutes –
Adopted 3/2/26
February 9, 2026

PELHAM TOWN BOARD MEMBERS

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

1. **Call to Order**

2. **Pledge of Allegiance**

3. **Roll Call**

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

4. **Public Comment**

Edward Doty (15 Oak Ave.) - As a member of the Pelham Seniors club and a district representative for Westchester County Council for Seniors, Mr. Doty expressed two concerns:

- Isolation and loneliness of Pelham seniors due to lack of transportation. Mr. Doty suggested using the Town van (which is currently used to help transport seniors to medical appointments) to transport seniors to the Monday meetings at Daronco Town House.
- Mr. Doty also requested exploration of hiring an acoustical engineer to evaluate and make suggestions for improving the acoustics in the Daronco Town House.

Supervisor Mohan addressed Mr. Doty's concerns:

- Extended use of the van is currently being discussed by the Recreation department
- Acoustical evaluation will be part of the space planning RFP

5. **Reports**

<u>Town Council Reports</u>

a. Councilwoman Burke

- The constable van is being outfitted and will be ready for use soon.
- The Court is set to move downstairs by mid-March. Supervisor Mohan added that we will coordinate the transfer of important historical documents to the fireproof vault downstairs with the Court move.
- We learned last month that we were not successful in receiving the NYSERDA grant for electronic vehicles. Councilwoman Burke and Supervisor Mohan met with a NYSERDA representative last week to gain feedback and found that while there were many strengths (strong community engagement, letters of support), the data showed that only 5% of the population lacked mobility and the overall community need was not clear. We did gain valuable information in the transit mobility study that was conducted and those results will be shared with the public.
- Glover Field update: The Board of Education is actively working to implement some of the first level recommendations. Councilwoman Burke will continue to follow up on this.]

b. Councilman Jenks

- The library board did not meet in February. Library programming continues.

c. Councilwoman McLoughlin

- Pelham Together update:
  - Winterfest will be held on February 28th from 4pm – 7pm at Daronco Town House (music and one-pot meals)
  - Employment youth programs for the summer are currently being set up (high school internships and middle school entrepreneur program)
  - Youth advocates were down in Washington DC meeting with Congressman Latimer and NY Senator's staff to discuss funding for drug free zones.

- Recreation held a YMCA teen night on January 31 with 40 participants; this event will be held again on February 28. Sign up on the Rec website.
- Mindful Sports special needs program took place on Sunday, February 1. There was a great turnout, including high school student volunteers.
- February break camps will take place next week. Registration is still open. Summer day camp sign-ups will open on Monday, February 23rd at 10am. Big Tots, Tiny Tots and Camp Mindfulness registration opens on Tuesday, February 24th at 10am. Spring Rec Soccer registration is open now – the season begins April 18th. Spring Rec and After School programming registration will open in mid-March and will begin after Spring Break.
- The Seniors had 19 medical appointment trips. They also had a January birthday celebration, Civics luncheon, arts and crafts, exercise/yoga, card playing and bingo.
- Councilwoman Burke asked if there would be any limitations this summer with space at the schools. Councilwoman McLoughlin believes that neither Colonial nor Prospect will be available.

d. Deputy Supervisor Curtin

- Deputy Supervisor Curtin, with the help of Mark Baumblatt, applied for a NYS Government Efficiency grant for $1.25 million to help fund an Emergency Operations Center. The Town would be responsible for a 10% match (roughly $100,000).
- Mark Baumblatt from EVAC gave an update and explained that during flu season it takes more time for the ambulance to get in and out of the hospitals. Average turnaround time is 31 minutes. The ambulance continues to try to take patients to the hospital of their choice within reason. The OB floor at Montefiore New Rochelle is being renovated and patients will be taken to the Bronx facility in the interim. We are still waiting for the new ambulance and EVAC has one covering in the interim.
- The new Recreation portion of our website is up and running. We are currently evaluating and updating our overall website to make it easier for residents to navigate and get the information they need.

e. Supervisor Report

- Supervisor Mohan has reached out to local elected officials to meet with them. Westchester County Executive, Ken Jenkins, is scheduled to visit Pelham on February 24.
- The RFP for our space planner was sent to the Board for comments and should be ready by the end of the week.
- The Employee Handbook is being streamlined and should be ready for review in advance of the March Board meeting.

NON-RECURRING ITEMS

6. PUBLIC HEARING ON PROPOSED LAW NO. 1 OF 2026

Motion to open the Public Hearing

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

No Public Comment

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

TOWN OF PELHAM LEGAL NOTICE OF PUBLIC HEARING

PROPOSAL OF LOCAL LAW No. 1 OF 2026:

A local law to adopt a Code of Ethics for the Town of Pelham, NY pursuant to section 806 of General Municipal Law NOTICE IS HEREBY GIVEN, that the Town Board of the Town of Pelham will hold a Public Hearing on Monday, February 9, 2026 at 7:00pm at the Daronco Town House (20 Fifth Ave.) and at this hearing any person may be heard in favor or against the proposed local law as compiled; or, against any items contained therein.

Eileen Miller – Town Clerk
Molly Girolamo – Deputy Town Clerk

7. RESOLUTION 2026-19 ADOPTING LOCAL LAW NO. 1 OF 2026 - A LOCAL LAW ADOPTING A CODE OF ETHICS FOR THE TOWN OF PELHAM

WHEREAS, the Town Board of the Town of Pelham ("Town Board") is authorized pursuant to Article 18 of the New York State General Municipal Law to adopt a Code of Ethics governing the conduct of officers and employees of the Town; and

WHEREAS, the Town Board seeks to promote public confidence in local government by establishing clear standards of ethical conduct for Town officers and employees, including standards relating to conflicts of interest, disclosure, use of Town

resources, and standards of professional behavior; and
WHEREAS, the Town Board has prepared and reviewed a proposed Code of Ethics to replace and modernize the Town's existing ethics provisions, consistent with best practices and applicable law; and

WHEREAS, the Town Board held a duly noticed public hearing on February 9, 2026, to receive public comment on proposed Local Law No. 1 of 2026; and

WHEREAS, the Town Board has considered any and all comments received and determined that adoption of the proposed local law is in the best interests of the Town and its residents;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Pelham hereby adopts **Local Law No. 1 of 2026**, entitled **"A Local Law Adopting a Code of Ethics for the Town of Pelham,"** a copy of which is attached hereto as **Exhibit A** and made a part hereof; and

BE IT FURTHER RESOLVED, that said Local Law shall supersede any prior ethics code or ethics provisions previously adopted by the Town, to the extent inconsistent therewith; and

BE IT FURTHER RESOLVED, that the Town Clerk is hereby directed to file a certified copy of Local Law No. 1 of 2026 with the New York State Department of State in accordance with the provisions of the Municipal Home Rule Law; and

BE IT FURTHER RESOLVED, that Local Law No. 1 of 2026 shall take effect upon filing with the New York State Department of State

Resolution 2026-19 Adopting a Local Law Establish a Code of Ethics for the Town of Pelham							
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	☐	☐	☐	☐
	Kristin Burke		X	☐	☐	☐	☐
	Michael Jenks		X	☐	☐	☐	☐
	Kara McLoughlin	Motion	X	☐	☐	☐	☐

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

8. <u>RESOLUTION ADOPTING TOWN OF PELHAM INVESTMENT POLICY</u>

WHEREAS, Section 39 of the New York State General Municipal Law requires the Town Board to adopt an investment policy; and

WHEREAS, the Town Board seeks to ensure the prudent investment of public funds; and

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Pelham hereby adopts the Investment Policy attached hereto; and

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately.

Town of Pelham Investment Policy

I. AUTHORITY

Pursuant to Section 39 of the New York State General Municipal Law, the Town Board of the Town of Pelham hereby establishes this Investment Policy governing the investment of all Town funds not required for immediate expenditure.

II. POLICY STATEMENT

It is the policy of the Town of Pelham to invest public funds in a manner that will provide the highest investment return consistent with safety, liquidity, and legal requirements, while meeting the daily cash flow needs of the Town.

III. SCOPE

This policy applies to all monies and other financial resources available for investment by the Town of Pelham, including operating funds, reserve funds, and trust funds, except where otherwise provided by law.

IV. OBJECTIVES

The Town's investment activities shall be guided by the following objectives, in priority order:
1. Safety of Principal
2. Liquidity
3. Yield

V. DELEGATION OF AUTHORITY

The Town Board delegates authority to invest and manage Town funds to the Town Supervisor. The Supervisor may delegate day-to-day operational responsibilities to the Town Comptroller in writing.

VI. STANDARD OF PRUDENCE

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence exercise in the management of their own affairs.

VII. AUTHORIZED INVESTMENTS

Pursuant to General Municipal Law §11, Town funds may be invested in obligations of the United States, obligations guaranteed by the United States, obligations of the State of New York, certificates of deposit, time deposits, and repurchase agreements as permitted by law.

VIII. DIVERSIFICATION

The Town shall diversify investments by type, institution, and maturity.

IX. COLLATERALIZATION

All deposits and investments requiring collateral shall be fully collateralized in accordance with General Municipal Law §10.

X. SAFEKEEPING AND CUSTODY

All investments shall be held in the name of the Town of Pelham and kept in the custody of a bank or trust company authorized to do business in New York State.

XI. INTERNAL CONTROLS

The Supervisor and Comptroller shall establish and maintain internal controls to prevent loss of public funds.

XII. REPORTING

The Town Supervisor shall provide quarterly investment reports to the Town Board.

XIII. ETHICS

Officers and employees involved in the investment process shall avoid conflicts of interest in accordance with our Code of Ethics.

XIV. ANNUAL REVIEW

This policy shall be reviewed annually.

XIV. EFFECTIVE DATE

This policy shall take effect immediately upon adoption.

Resolution 2026-20 Adopting Town of Pelham Investment Policy							
X Adopted ☐ Adopted as Amended ☐ Defeated ☐ Tabled ☐ Withdrawn ☐ Failed to Move			Yes / Aye	No / Nay	Abstain	Remote	Absent
	Theresa K. Mohan		X	☐	☐	☐	☐
	Maura Curtin	Motion	X	☐	☐	☐	☐
	Kristin Burke	Second	X	☐	☐	☐	☐
	Michael Jenks		X	☐	☐	☐	☐
	Kara McLoughlin		X	☐	☐	☐	☐

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

9. RESOLUTION ADOPTING PROCUREMENT POLICY

WHEREAS, General Municipal Law §104-b requires the Town Board to adopt written policies and procedures governing the procurement of goods and services not subject to competitive bidding; and

WHEREAS, the Town Board has reviewed the Town's Procurement Policy adopted in 1996 and determined that it should be updated to reflect current statutory requirements and best practices; and

WHEREAS, the proposed Procurement Policy establishes clear procedures, documentation standards, and procurement methods consistent with General Municipal Law §§103 and 104-b;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Pelham hereby adopts the attached Procurement Policy pursuant to General Municipal Law §104-b; and

BE IT FURTHER RESOLVED, that this Policy shall take effect immediately upon adoption and shall supersede all prior procurement policies of the Town; and

BE IT FURTHER RESOLVED, that all Town officers and employees involved in procurement shall comply with this Policy.

TOWN OF PELHAM PROCUREMENT POLICY

I. STATEMENT OF PURPOSE

The Town of Pelham ("Town") adopts this Procurement Policy to ensure that the procurement of goods and services is conducted in a manner that:

- Assures the prudent and economical use of public funds;
- Facilitates the acquisition of quality goods and services at the lowest possible cost consistent with quality and responsibility;
- Guards against favoritism, improvidence, extravagance, fraud, and corruption;
- Provides fair competition among vendors; and
- Creates a clear paper trail to support transparency, auditability, and public confidence.

This Policy is adopted pursuant to General Municipal Law ("GML") §104-b and shall govern all Town procurements not subject to the competitive bidding requirements of GML §103.

II. APPLICABILITY AND GOVERNING LAW

A. Competitive Bidding (GML §103)

Except as otherwise provided by law, the following procurements by the Town are subject to competitive bidding pursuant to **General Municipal Law §103**:

- **Purchase contracts** (including goods, materials, equipment, and supplies) involving an aggregate expenditure of **more than $20,000** in a fiscal year; and
- **Public works contracts** involving an aggregate expenditure of **more than $35,000** in a fiscal year.

All such procurements shall be awarded in accordance with GML §103 and applicable law and are **not governed by this Procurement Policy**.

B. Procurements Below Competitive Bidding Thresholds

All procurements **below the statutory bidding thresholds set forth above**, and all procurements otherwise exempt from competitive bidding under GML §103, shall be governed by this Policy pursuant to General Municipal Law §104-b.

C. Other Applicable Law

This Policy shall be read in conjunction with:

- Town Law
- General Municipal Law
- State Finance Law
- OSC guidance and audit standards
- The Town's Code of Ethics
- Records retention and FOIL requirements

III. ROLES AND RESPONSIBILITIES

A. Town Board

- Adopts this Policy and any amendments.
- Retains authority over procurements requiring Board approval by law.

B. Town Supervisor

- Provides overall oversight of procurement practices.
- Ensures compliance with this Policy.
- May designate procurement authority consistent with law.

C. Town Comptroller

- Oversees fiscal controls, audit readiness, and compliance.
- Reviews procurement documentation as required.

D. Department Heads

- Estimate annual needs.
- Initiate procurement requests.
- Assist in vendor evaluation and documentation.

IV. DETERMINATION OF APPLICABILITY OF COMPETITIVE BIDDING

Prior to initiating any procurement, the authorized Town official shall:

- Estimate the aggregate annual cost of the goods or services, including consideration of:
    - Past purchasing history
    - Similar purchases across departments
    - Reasonably anticipated future needs
- Determine whether competitive bidding applies under GML §103; and
- Document the determination in writing for procurements exceeding the thresholds set forth in this Policy.

Documentation shall be retained with the procurement record.

V. PROCUREMENT METHODS WHEN COMPETITIVE BIDDING IS NOT REQUIRED

When competitive bidding is not required, the Town shall use one of the following methods, as appropriate, to ensure competition and cost-effectiveness.

A. GOODS (Including Incidental Services)

Estimated Annual Amount	Required Method
Less than $500	Discretion of Purchaser; competitive pricing encouraged
$500 – $3,500	Oral or written quotes from at least two vendors
$3,500 – $10,000	Written quotes or RFP from at least three vendors
Over $10,000 (below GML §103 threshold)	Formal written RFP or quote process

B. SERVICES (Non-Professional)

Estimated Annual Amount	Required Method
Less than $1,000	Discretion of Purchaser
$1,000 – $5,000	Oral or written quotes from at least two vendors
$5,000 – $15,000	Written quotes or RFP from at least three vendors
Over $15,000 (below GML §103 threshold)	Formal written RFP

C. PUBLIC WORKS (Below GML §103 Threshold)

Estimated Annual Amount	Required Method
Less than $2,500	Discretion of Purchaser
$2,500 – $10,000	Oral or written quotes from at least two contractors
$10,000 – Threshold	Written quotes or RFP from at least three contractors

VI. PROFESSIONAL SERVICES

Professional services (including but not limited to legal, engineering, architectural, auditing, planning, and consulting services) are generally exempt from competitive bidding.

However, the Town shall:

- Use Requests for Proposals (RFPs) or Qualifications-Based Selection (QBS) where practicable;
- Evaluate proposals based on experience, expertise, quality, and cost; and
- Document the basis for selection.

VII. USE OF STATE, COUNTY, AND COOPERATIVE CONTRACTS

The Town may procure goods and services through:

- New York State Office of General Services (OGS) contracts;
- County contracts; or
- Other governmental cooperative or piggyback contracts.

When using such contracts, separate competitive quotes are not required, but the use of the contract shall be documented.

VIII. DOCUMENTATION REQUIREMENTS

For all procurements subject to this Policy, the Town shall maintain documentation including:

- Vendors solicited
- Quotes or proposals received
- Basis for vendor selection
- Written justifications where required

All records shall be retained in accordance with records retention schedules and made available for audit and FOIL purposes.

IX. AWARD OF CONTRACTS

Contracts shall be awarded to the **lowest responsible offeror**, unless it is determined in writing that awarding to another offeror is in the Town's best interest.

Factors may include:

- Quality
- Experience
- Reliability
- Responsiveness
- Past performance

X. EXCEPTIONS

Solicitation of quotes or proposals may be waived under the following circumstances, provided justification is documented:

- Emergencies
- Sole source procurements
- Professional services
- Preferred sources
- Purchases from other governmental entities
- Purchases at auction
- Purchases below minimal thresholds

XI. BEST VALUE AWARDS

Pursuant to **General Municipal Law §103(1)**, and where authorized by resolution of the Town Board, the Town may award purchase contracts on the basis of **Best Value**, as permitted by law.

"Best Value" shall mean the basis for awarding contracts that optimizes quality, cost, and efficiency, and may include consideration of:

- Cost of maintenance or operation over the life of the product or service;
- Product performance, durability, and reliability;
- Quality of workmanship or materials;
- Vendor experience, past performance, and reputation; and
- Compliance with specifications, delivery schedules, and service requirements.

When a contract is awarded on the basis of Best Value rather than lowest price, the basis for the award shall be documented in the procurement record.

XII. ANNUAL REVIEW

The Town Board shall review this Policy periodically and no less than annually and may amend it by resolution as necessary.

****** Discussion around what distinguishes different categories from another and thresholds of procurement******

Resolution 2025-21 adopting Procurement Policy							
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	☐	☐	☐	☐
	Kristin Burke	Motion	X	☐	☐	☐	☐
	Michael Jenks		X	☐	☐	☐	☐
	Kara McLoughlin		X	☐	☐	☐	☐

10. RESOLUTION ADOPTING THE RICHARD J. DARONCO TOWN HOUSE USE POLICY

******Tabled until next meeting******

Motion to discuss Establishing the Town of Pelham Sustainability Advisory Board							
☐ Adopted ☐ Adopted as Amended ☐ Defeated ☐ Tabled ☐ Withdrawn ☐ Failed to Move			Yes / Aye	No / Nay	Abstain	Remote	Absent
	Theresa K. Mohan		X	☐	☐	☐	☐
	Maura Curtin		X	☐	☐	☐	☐
	Kristin Burke	Second	X	☐	☐	☐	☐
	Michael Jenks	Motion	X	☐	☐	☐	☐
	Kara McLoughlin		X	☐	☐	☐	☐

11. <u>RESOLUTION ESTABLISHING THE TOWN OF PELHAM SUSTAINABILITY ADVISORY BOARD</u>

WHEREAS, the Town Board of the Town of Pelham recognizes the importance of sustainability, resilience, and responsible stewardship of public resources in Town-owned buildings, facilities, grounds, and operations; and

WHEREAS, the Town Board further recognizes the value of coordination, information-sharing, and education to support voluntary sustainability efforts across the Town of Pelham, the Villages of Pelham and Pelham Manor, the Pelham Union Free School District, and community-based organizations; and

WHEREAS, the Town Board desires to establish a Sustainability Advisory Board to serve as a collaborative, non-regulatory advisory body to study sustainability-related issues, research best practices, identify opportunities for coordination, and make recommendations to the Town Board; and

WHEREAS, the Town Board further desires that such advisory efforts respect the independent authority of the Villages and the School District, and that participation in any coordinated initiative or funding opportunity remain entirely voluntary and subject to approval by the applicable governing body or organization; and

WHEREAS, the Town Board wishes to adopt a formal Charter setting forth the purpose, scope of authority, membership structure, and operating framework of the Sustainability Advisory Board;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Pelham hereby establishes the **Town of Pelham Sustainability Advisory Board** as an advisory body to the Town Board; and

BE IT FURTHER RESOLVED, that the Town Board hereby adopts the **Town of Pelham Sustainability Advisory**

Board Charter, attached hereto as **Exhibit B** and incorporated herein by reference, which Charter governs the purpose, authority, membership, and operation of the Sustainability Advisory Board; and

BE IT FURTHER RESOLVED, that the Sustainability Advisory Board shall serve in a purely advisory capacity and shall have no regulatory, enforcement, or spending authority, nor shall it bind the Town of Pelham, the Villages of Pelham or Pelham Manor, or the Pelham Union Free School District; and

BE IT FURTHER RESOLVED, that the Sustainability Advisory Board may, where requested by the Town Board or Town staff, assist in identifying, evaluating, and coordinating sustainability-related funding and grant opportunities that may be pursued by the Town independently or collaboratively with community organizations, other municipalities, or public entities, subject in all cases to voluntary participation and applicable approvals; and

BE IT FURTHER RESOLVED, that the Town Board shall appoint five (5) voting members to the Sustainability Advisory Board, and that participating governmental entities, including the Villages of Pelham and Pelham Manor and the Pelham Union Free School District, may appoint up to three (3) additional voting members, as provided in the Charter; and

BE IT FURTHER RESOLVED, that the Town Supervisor is authorized to take any and all actions necessary to implement this Resolution, including coordinating initial appointments and convening the first meeting of the Sustainability Advisory Board.

******Discussion around the purpose of a Sustainability Advisory Board and who will be on it ******

Resolution 2026-23 Establishing the Town of Pelham Sustainability Advisory Board							
X Adopted ☐ Adopted as Amended ☐ Defeated ☐ Tabled ☐ Withdrawn ☐ Failed to Move			Yes / Aye	No / Nay	Abstain	Remote	Absent
	Theresa K. Mohan		X	☐	☐	☐	☐
	Maura Curtin	Motion	X	☐	☐	☐	☐
	Kristin Burke	Second	X	☐	☐	☐	☐
	Michael Jenks		X	☐	☐	☐	☐
	Kara McLoughlin		X	☐	☐	☐	☐

12. <u>RESOLUTION CLARIFYING THE SUPERVISOR'S AUTHORITY OVER DAY-TO-DAY ADMINISTRATION OF TOWN OPERATIONS</u>

WHEREAS, Town Law §§ 29 and 64 vest the Town Supervisor with responsibility for the supervision and coordination of Town officers and employees and for ensuring that the policies, resolutions, and directives of the Town Board are properly implemented; and

WHEREAS, the Town Board retains legislative and policy-making authority, including the adoption of budgets, approval of contracts, and establishment of positions and compensation, while the effective functioning of Town government requires clear administrative leadership over day-to-day operations; and

WHEREAS, the Town Board wishes to affirm and clarify the respective roles of the Town Board and the Town Supervisor in order to promote efficient, transparent, and accountable governance;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board hereby affirms that the Town Supervisor is responsible for the **day-to-day administration and supervision of Town operations**, including the coordination and oversight of Town departments, offices, employees, and facilities, consistent with applicable law, Town policies, and resolutions of the Town Board; and

BE IT FURTHER RESOLVED, that nothing herein shall be construed to diminish or transfer any authority or responsibility expressly reserved to the Town Board or to independently elected or appointed Town officers under New York State law; and

BE IT FURTHER RESOLVED, that the Town Supervisor shall keep the Town Board appropriately informed regarding significant operational matters and shall carry out such duties in a manner consistent with the policies and directives adopted by the Town Board.

Resolution 2026-24 Affirming that the Town Supervisor is responsible for the day-to-day administration and supervision of Town operations							
☐ Adopted ☐ Adopted as Amended ☐ Defeated ☐ Tabled ☐ Withdrawn ☐ Failed to Move			Yes / Aye	No / Nay	Abstain	Remote	Absent
	Theresa K. Mohan		X	☐	☐	☐	☐
	Maura Curtin		X	☐	☐	☐	☐
	Kristin Burke	Second	X	☐	☐	☐	☐
	Michael Jenks	Motion	X	☐	☐	☐	☐
	Kara McLoughlin		X	☐	☐	☐	☐

Discussion Authorizing the Town Supervisor to Execute an Agreement Concerning the Parking Enforcement Platform							
☐ Adopted ☐ Adopted as Amended ☐ Defeated ☐ Tabled ☐ Withdrawn ☐ Failed to Move			Yes / Aye	No / Nay	Abstain	Remote	Absent
	Theresa K. Mohan		X	☐	☐	☐	☐
	Maura Curtin		X	☐	☐	☐	☐
	Kristin Burke	Second	X	☐	☐	☐	☐
	Michael Jenks	Motion	X	☐	☐	☐	☐
	Kara McLoughlin		X	☐	☐	☐	☐

13. AUTHORIZING THE TOWN SUPERVISOR TO EXECUTE AN AGREEMENT CONCERNING THE PARKING ENFORCEMENT PLATFORM

WHEREAS, the Village of Pelham has contracted with T2 Systems, Inc. to provide a parking enforcement software platform for use by the Village and its police department; and

WHEREAS, the Town Court of the Town of Pelham is responsible for the adjudication and processing of parking tickets once such tickets are filed with the Court; and

WHEREAS, the Town Court sought and received judicial ethics opinions from the New York State Office of Court Administration dated November 6, 2025 and December 18, 2025, providing guidance regarding judicial participation in a parking enforcement software platform and the necessity of restricting non-court personnel access to ticket data; and

WHEREAS, the Village of Pelham, the Town Court, and T2 Systems, Inc. have negotiated an agreement to ensure that access to parking ticket data within the software platform complies with the requirements set forth in those judicial ethics opinions; and

WHEREAS, the proposed agreement establishes that, once parking tickets are uploaded to the software platform, the Town Court shall have exclusive administrative control over such tickets, with the Village retaining “read only” access, and includes notice obligations in the event of any change to that access; and

WHEREAS, the Town Board wishes to authorize execution of this agreement in order to support judicial independence, transparency, and compliance with applicable judicial ethics requirements, without altering the statutory authority or responsibilities of the Town Court or the Village;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Pelham hereby approves the agreement among the Village of Pelham, T2 Systems, Inc., and the Town Court of the Town of Pelham concerning the parking enforcement software platform, substantially in the form presented to the Town Board and attached hereto as **Exhibit C**; and be it further

RESOLVED, that the Town Supervisor is hereby authorized and directed to execute said agreement on behalf of the Town of Pelham, together with any non-substantive or ministerial changes approved by the Town Attorney; and be it further

RESOLVED, that nothing in this resolution or in the agreement authorized hereby shall be construed to modify, limit, or interfere with the independent statutory authority or ethical obligations of the Town Court.

14. Resolution 2026-25 Authorizing the Town Supervisor to Execute an Agreement Concerning the Parking Enforcement Platform							
☐ Adopted ☐ Adopted as Amended ☐ Defeated ☐ Tabled ☐ Withdrawn ☐ Failed to Move			Yes / Aye	No / Nay	Abstain	Remote	Absent
	Theresa K. Mohan		X	☐	☐	☐	☐
	Maura Curtin		X	☐	☐	☐	☐
	Kristin Burke	Second	X	☐	☐	☐	☐
	Michael Jenks		X	☐	☐	☐	☐
	Kara McLoughlin	Motion	X	☐	☐	☐	☐

RECURRING ITEMS

15. Approval of Minutes from the January 12 Organizational Meeting

Motion to Accept the Minutes from the January 12, 2026 Organizational Meeting							
☐ 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	☐	☐	☐	☐
	Kristin Burke		X	☐	☐	☐	☐
	Michael Jenks	Motion	X	☐	☐	☐	☐
	Kara McLoughlin		X	☐	☐	☐	☐

Approval of Minutes from the January 12 Legislative Meeting

Motion to Accept the Minutes from the January 12, 2026 Legislative Meeting							
☐ 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	☐	☐	☐	☐
	Kristin Burke		X	☐	☐	☐	☐
	Michael Jenks	Motion	X	☐	☐	☐	☐
	Kara McLoughlin		X	☐	☐	☐	☐

16. Financial Report

The Board was presented with a January accounts payable packet and a complete revenue report from December 2025. Councilwoman Burke had a question regarding clarification of one of our lawyers. Councilwoman McLoughlin requested a roll up by department. Supervisor Mohan is working with our Comptroller to get a y-t-d roll up report and a cash flow report.

17. David Montilla, Communications Director from the office of State Senator Nathalia Fenandez gave a legislative update. The district is hosting an unclaimed funds event on February 23, 2026 – he will leave flyers in our office.

18. Adjournment

Motion to Close the February 9, 2026 Legislative Meeting							
☐ Adopted ☐ Adopted as Amended ☐ Defeated ☐ Tabled ☐ Withdrawn ☐ Failed to Move			Yes / Aye	No / Nay	Abstain	Remote	Absent
	Theresa K. Mohan		X	☐	☐	☐	☐
	Maura Curtin	Motion	X	☐	☐	☐	☐
	Kristin Burke		X	☐	☐	☐	☐
	Michael Jenks		X	☐	☐	☐	☐
	Kara McLoughlin	Second	X	☐	☐	☐	☐

EXHIBIT A

Code of Ethics of the Town of Pelham

Section 1. Purpose.

Officers and employees of the Town of Pelham hold their positions to serve and benefit the public, and not for obtaining unwarranted personal or private gain in the exercise and performance of their official powers and duties. The Town Board recognizes that, in furtherance of this fundamental principle, there is a need for clear and reasonable standards of ethical conduct. This code of ethics establishes those standards.

Section 2. Definitions.

(a) "Board" means the governing board of a municipality and any municipal administrative board (e.g. Town Board of Assessment Review), commission, or other agency or body comprised of two or more municipal officers or employees.

(b) "Code" means this code of ethics.

(c) "Interest" means a direct or indirect financial or material benefit, but does not include any benefit arising from the provision or receipt of any services generally available to the residents or taxpayers of the municipality or an area of the municipality, or a lawful class of such residents or taxpayers. A municipal officer or employee is deemed to have an interest in any private organization when he or she, his or her spouse, or a member of his or her household, is an owner, partner, member, director, officer, employee, or directly or indirectly owns or controls more than 5% of the organization's outstanding stock.

(d) "Municipality" means the Town of Pelham. The word "municipal" refers to the municipality.

(e) "Municipal officer or employee" means a paid or unpaid officer or employee of the Town of Pelham, including, but not limited to, the members of any municipal board.

(f) "Relative" means a spouse, parent, step-parent, sibling, step-sibling, sibling's spouse, child, step-child, uncle, aunt, nephew, niece, first cousin, or household member of a municipal officer or employee, and individuals having any of these relationships to the spouse of the officer or employee.

Section 3. Applicability.

This code of ethics applies to the officers and employees of the Town of Pelham, and shall supersede any prior municipal code of ethics. The provisions of this code of ethics shall apply in addition to all applicable State and local laws relating to conflicts of interest and ethics including, but not limited to, article 18 of the General Municipal Law and all rules, regulations, policies and procedures of the Town of Pelham.

Section 4. Prohibition on use of municipal position for personal or private gain.

No municipal officer or employee shall use his or her municipal position or official powers and duties to secure a financial or material benefit for himself or herself, a relative, or any private organization in which he or she is deemed to have an interest.

Section 5. Disclosure of interest in legislation and other matters.

(a) Whenever a matter requiring the exercise of discretion comes before a municipal officer or employee, either individually or as a member of a board, and disposition of the matter could result in a direct or indirect financial or material benefit to himself or herself, a relative, or any private organization in which he or she is deemed to have an interest, the municipal officer or employee shall disclose in writing the nature of the interest.

(b) The disclosure shall be made when the matter requiring disclosure first comes before the municipal officer or employee, or when the municipal officer or employee first acquires knowledge of the interest requiring disclosure,

whichever is earlier.

(c) In the case of a person serving in an elective office, the disclosure shall be filed with the governing board of the municipality. In all other cases, the disclosure shall be filed with the person's supervisor or, if the person does not have a supervisor, the disclosure shall be filed with the municipal officer, employee or board having the power to appoint to the person's position.
In addition, in the case of a person serving on a municipal board, a copy of the disclosure shall be filed with the board. Any disclosure made to a board shall be made publicly at a meeting of the board and must be included in the minutes of the meeting.

Section 6. Recusal and abstention.

(a) No municipal officer or employee may participate in any decision or take any official action with respect to any matter requiring the exercise of discretion, including discussing the matter and voting on it, when he or she knows or has reason to know that the action could confer a direct or indirect financial or material benefit on himself or herself, a relative, or any private organization in which he or she is deemed to have an interest.

(b) In the event that this section prohibits a municipal officer or employee from exercising or performing a power or duty:

(1) if the power or duty is vested in a municipal officer as a member of a board, then the power or duty shall be exercised or performed by the other members of the board; or

(2) if the power or duty that is vested in a municipal officer individually, then the power or duty shall be exercised or performed by his or her deputy or, if the officer does not have a deputy, the power or duty shall be performed by another person to whom the officer may lawfully delegate the function.

(3) if the power or duty is vested in a municipal employee, he or she must refer the matter to his or her immediate supervisor, and the immediate supervisor shall designate another person to exercise or perform the power or duty.

Section 7. Prohibition inapplicable; disclosure, recusal and abstention not required.

(a) This code's prohibition on use of a municipal position (section 4), disclosure requirements (section 5), and requirements relating to recusal and abstention (section 6), shall not apply with respect to the following matters:

(1) adoption of the municipality's annual budget;

(2) any matter requiring the exercise of discretion that directly affects any of the following groups of people or a lawful class of such groups:

(i) all municipal officers or employees;

(ii) all residents or taxpayers of the municipality or an area of the municipality; or

(iii) the general public; or

(3) any matter that does not require the exercise of discretion.

(b) Recusal and abstention shall not be required with respect to any matter

(1) which comes before a board when a majority of the board's total membership would otherwise be prohibited from acting by section 6 of this code;

(2) which comes before a municipal officer when the officer would be prohibited from acting by section 6 of

this code and the matter cannot be lawfully delegated to another person.

Section 8. Investments in conflict with official duties.

(a) No municipal officer or employee may acquire the following investments:

(1) investments that can be reasonably expected to require more than sporadic recusal and abstention under section 6 of this code; or

(2) investments that would otherwise impair the person's independence of judgment in the exercise or performance of his or her official powers and duties.

(b) This section does not prohibit a municipal officer or employee from acquiring any other investments or the following assets:

(1) real property located within the municipality and used as his or her personal residence;

(2) less than five percent of the stock of a publicly traded corporation; or

(3) bonds or notes issued by the municipality and acquired more than one year after the date on which the bonds or notes were originally issued.

Section 9. Private employment in conflict with official duties.

No municipal officer or employee, during his or her tenure as a municipal officer or employee, may engage in any private employment, including the rendition of any business, commercial, professional or other types of services, when the employment:

(a) can be reasonably expected to require more than sporadic recusal and abstention pursuant to section 6 of this code;

(b) can be reasonably expected to require disclosure or use of confidential information gained by reason of serving as a municipal officer or employee;

(c) violates section 805-a(1)(c) or (d) of the General Municipal Law; or

(d) requires representation of a person or organization other than the municipality in connection with litigation, negotiations or any other matter to which the municipality is a party.

Section 10. Future employment.

(a) No municipal officer or employee may ask for, pursue or accept a private post-government employment opportunity with any person or organization that has a matter requiring the exercise of discretion pending before the municipal officer or employee, either individually or as a member of a board, while the matter is pending or within the 30 days following final disposition of the matter.

(b) No municipal officer or employee, for the two-year period after serving as a municipal officer or employee, may represent or render services to a private person or organization in connection with any matter involving the exercise of discretion before the municipal office, board, department or comparable organizational unit for which he or she serves.

(c) No municipal officer or employee, at any time after serving as a municipal officer or employee, may represent or render services to a private person or organization in connection with any particular transaction in which he or she personally and substantially participated while serving as a municipal officer or employee.

Section 11. Personal representations and claims permitted.

This code shall not be construed as prohibiting a municipal officer or employee from:

(a) representing himself or herself, or his or her spouse or minor children before the municipality; or

(b) asserting a claim against the municipality on his or her own behalf, or on behalf of his or her spouse or minor children.

Section 12. Use of municipal resources

(a) Municipal resources shall be used for lawful municipal purposes. Municipal resources include, but are not limited to, municipal personnel, and the municipality's money, vehicles, equipment, materials, supplies or other property.

(b) No municipal officer or employee may use or permit the use of municipal resources for personal or private purposes, but this provision shall not be construed as prohibiting:

(1) any use of municipal resources authorized by law or municipal policy;

(2) the use of municipal resources for personal or private purposes when provided to a municipal officer or employee as part of his or her compensation; or

(3) the occasional and incidental use during the business day of municipal telephones and computers for necessary personal matters such as family care and changes in work schedule.

(c) No municipal officer or employee shall cause the municipality to spend more than is reasonably necessary for transportation, meals or lodging in connection with official travel.

Section 13. Interests in Contracts.

(a) No municipal officer or employee may have an interest in a contract that is prohibited by section 801 of the General Municipal Law.

(b) Every municipal officer and employee shall disclose interests in contracts with the municipality at the time and in the manner required by section 803 of the General Municipal Law.

Section 14. Nepotism.

Except as otherwise required by law:

(a) No municipal officer or employee, either individually or as a member of a board, may participate in any decision specifically to appoint, hire, promote, discipline or discharge a relative for any position at, for or within the municipality or a municipal board.

(b) No municipal officer or employee may supervise a relative in the performance of the relative's official powers or duties.

Section 15. Political Solicitations.

(a) No municipal officer or employee shall directly or indirectly to compel or induce a subordinate municipal officer or employee to make, or promise to make, any political contribution, whether by gift of money, service or other thing of value.

(b) No municipal officer or employee may act or decline to act in relation to appointing, hiring or promoting, discharging, disciplining, or in any manner changing the official rank, status or compensation of any municipal officer or employee, or an applicant for a position as a municipal officer or employee, on the basis of the giving or withholding or neglecting to make any contribution of money or service or any other valuable thing for any political purpose.

Section 16. Confidential Information.

No municipal officer or employee who acquires confidential information in the course of exercising or performing his or her official powers or duties may disclose or use such information unless the disclosure or use is required by law or in the course of exercising or performing his or her official powers and duties.

Section 17. Gifts.

(a) No municipal officer or employee shall solicit, accept or receive a gift in violation of section 805-a(1)(a) of the General Municipal Law as interpreted in this section.

(b) No municipal officer or employee may directly or indirectly solicit any gift.

(c) No municipal officer or employee may accept or receive any gift, or multiple gifts from the same donor, having an annual aggregate value of seventy-five dollars or more when:

(1) the gift reasonably appears to be intended to influence the officer or employee in the exercise or performance of his or her official powers or duties;

(2) the gift could reasonably be expected to influence the officer or employee in the exercise or performance of his or her official powers or duties; or

(3) the gift is intended as a reward for any official action on the part of the officer or employee.

(d) For purposes of this section, a "gift" includes anything of value, whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form. The value of a gift is the gift's fair market value, determined by the retail cost of the item or a comparable item. The fair market value of a ticket entitling the holder to food, refreshments, entertainment, or any other benefit is the face value of the ticket, or the actual cost to the donor, whichever is greater. Determination of whether multiple gifts from a single donor exceed seventy-five dollars must be made by adding together the value of all gifts received from the donor by an officer or employee during the twelve-month period preceding the receipt of the most recent gift.

(e) (1) A gift to a municipal officer or employee is presumed to be intended to influence the exercise or performance of his or her official powers or duties when the gift is from a private person or organization that seeks municipal action involving the exercise of discretion by or with the participation of the officer or employee.

(2) A gift to a municipal officer or employee is presumed to be intended as a reward for official action when the gift is from a private person or organization that has obtained municipal action involving the exercise of discretion by or with the participation of the officer or employee during the preceding twelve months.

(f) This section does not prohibit any other gift, including:

(1) gift made to the municipality;

(2) gifts from a person with a family or personal relationship with the officer or employee when the circumstances make it clear that the personal relationship, rather than the recipient's status as a municipal officer or employee, is the primary motivating factor for the gift

(3) gifts given on special occasions, such as marriage, illness, or retirement, which are modest, reasonable and customary;

(4) unsolicited advertising or promotional material of little intrinsic value, such as pens, pencils, note pads, and

calendars;

(5) awards and plaques having a value of seventy-five dollars or less which are publicly presented in recognition of service as a municipal officer or employee, or other service to the community; or

(6) meals and refreshments provided when a municipal officer or employee is a speaker or participant at a job-related professional or educational conference or program and the meals and refreshments are made available to all participants.

Section 18. Board of Ethics.

(a) There is hereby established a board of ethics for the municipality. The board of ethics shall consist of three members, a majority of whom shall not be officers or employees of the municipality, but at least one of whom must be a municipal officer or employee. The members of such board of ethics shall be appointed by the Town Board, serve at the pleasure of the appointing authority, and receive no salary or compensation for their services as members of the board of ethics.

(b) The board of ethics shall render advisory opinions to the officers and employees of the Town of Pelham with respect to article 18 of the General Municipal Law and this code. Such advisory opinions must be rendered pursuant to the written request of any such officer or employee under such rules and regulations as the board of ethics may prescribe. The board of ethics shall have the advice of legal counsel employed by the board, or if none, the municipality's legal counsel. In addition, the board of ethics may make recommendations with respect to the drafting and adoption of a code of ethics, or amendments thereto, upon the request of the Town Board.

Section 19. Posting and distribution.

(a) The Town Supervisor must promptly cause a copy of this code, and a copy of any amendment to this code, to be posted publicly and conspicuously in each building under the municipality's control. The code must be posted within ten days following the date on which the code takes effect. An amendment to the code must be posted within ten days following the date on which the amendment takes effect.

(b) The Town Supervisor must promptly cause a copy of this code, including any amendments to the code, to be distributed to every person who is or becomes an officer and employee of the Town of Pelham.

(c) Every municipal officer or employee who receives a copy of this code or an amendment to the code must acknowledge such receipt in writing. Such acknowledgments must be filed with the Town Clerk or Deputy Town Clerk who must maintain such acknowledgments as a public record.

(d) The failure to post this code or an amendment to the code does not affect either the applicability or enforceability of the code or the amendment. The failure of a municipal officer or employee to receive a copy of this code of ethics or an amendment to the code, or to acknowledge receipt thereof in writing, does not affect either the applicability or enforceability of the code or amendment to the code.

Section 20. Enforcement. Any municipal officer or employee who violates this code may be censured, fined, suspended or removed from office or employment in the manner provided by law.

Section 21. Effective date.

This code takes effect on [insert date on which code of ethics takes effect].

EXHIBIT B

TOWN OF PELHAM

Sustainability Advisory Board Charter

I. Establishment

The Sustainability Advisory Board ("SAB") is hereby established by resolution of the Town Board of the Town of Pelham as an advisory body to the Town Board.

II. Purpose

The purpose of the Sustainability Advisory Board is to:

1. Advise the Town Board on sustainability practices related to Town-owned buildings, facilities, grounds, and operations;
2. Serve as a coordinating, information-sharing, and collaborative advisory forum to support voluntary sustainability efforts across the Town of Pelham, the Villages of Pelham and Pelham Manor, and the Pelham Union Free School District;
3. Promote education and awareness by developing and sharing clear, accessible sustainability information for residents, local organizations, and public institutions;
4. Coordinate, where appropriate, with community-based organizations, civic groups, nonprofits, and other stakeholder groups within the Town of Pelham to support shared sustainability goals on a voluntary basis; and
5. Assist the Town Board and Town staff, where requested, with identifying, evaluating, and coordinating sustainability-related funding and grant opportunities that may be pursued by:
   a. the Town of Pelham independently;
   b. the Town in collaboration with Town-based sustainability groups or community organizations; and/or
   c. the Town in collaboration with other municipalities, public entities, or institutions, where appropriate.

   Participation in any specific funding opportunity or collaboration shall remain voluntary and subject to the approval of the applicable governing body or organization.

III. Scope of Authority

The Sustainability Advisory Board is purely advisory in nature.

The SAB may:

1. Study, evaluate, and make recommendations to the Town Board;
2. Assist Town staff by researching best practices, data, and funding opportunities;
3. Encourage coordination and alignment among local governmental entities on a voluntary basis;
4. Provide educational information to residents and community organizations;
5. Identify and assess potential funding strategies and partnership models to support sustainability initiatives, without administering grants or obligating participating entities.

The SAB shall not:

1. Exercise regulatory or enforcement authority;
2. Direct Town staff or expend Town funds without express authorization of the Town Supervisor or Town Board;
3. Bind the Town of Pelham, the Villages of Pelham or Pelham Manor, or the Pelham Union Free School District;
4. Interfere with or supersede the independent authority of any other governmental entity.

IV. Jurisdictional Limitation

Nothing in this Charter shall be construed to confer authority over the Villages of Pelham or Pelham Manor, or the Pelham Union Free School District, each of which retains full and independent governance authority. Participation in coordinated sustainability initiatives is entirely voluntary.

V. Membership

1. The Sustainability Advisory Board shall consist of five (5) voting members appointed by the Town Board.
2. In addition, up to three (3) voting members may be appointed by participating governmental entities, consisting of the Villages of Pelham and Pelham Manor and the Pelham Union Free School District.
3. All members shall be residents of the Town of Pelham, unless otherwise agreed by the Town Board for members appointed by participating governmental entities.
4. Members appointed by the Town Board shall serve terms of three (3) years and may be reappointed for successive terms, and shall continue to serve until their successors are appointed, unless earlier removed by the Town Board.
5. The Town Board may designate non-voting Town staff or Town Board liaisons to support the work of the SAB, as appropriate.
6. Role of Members Appointed by Participating Governmental Entities:
   Members appointed by the Villages of Pelham and Pelham Manor and the Pelham Union Free School District shall serve as full participating members of the Sustainability Advisory Board. Such members are expected to contribute subject-matter expertise, participate fully in deliberations, vote on advisory recommendations to the Town Board, and support collaborative problem-solving across institutions. These members do not represent or advocate for the official positions of their appointing entities unless expressly authorized by those entities, nor do they bind their appointing entities to any recommendation or action of the SAB.

VI. Meetings

1. The Sustainability Advisory Board shall meet at least quarterly.
2. Meetings shall be conducted in accordance with the New York State Open Meetings Law.
3. The SAB shall provide quarterly updates to the Town Board summarizing its activities, findings, progress, and opportunities for collaboration.

WHEREAS, the Village and the Town Court wish to enter into an agreement with the Company to ensure compliance with the November 2025 Opinion and the December 2025 Opinion;

NOW THEREFORE, the Parties hereby agree as follows:

1. The Village and members of its police department shall have administrative control over all parking tickets until such time as the subject ticket has been uploaded to the Company's parking platform.

2. The Town Court shall assume exclusive administrative control over all parking tickets once any parking ticket has been uploaded to the Company's parking platform, and the Village shall retain "read only" access to review records and reports.

3. The Company agrees to modify their parking platform to reflect the above, and to notify the Town Supervisor of the Town of Pelham in writing not less than ten (10) days prior to making any change to this arrangement for any reason.

4. Nothing in this Agreement (and no action taken pursuant hereto) is intended to, nor shall it, amend, modify, supplement, restate, waive, release, terminate, novate, supersede, or otherwise affect any rights or obligations of any Party under any other agreement between or among any of the Parties, all of which shall remain in full force and effect. Nothing herein shall be construed as a consent to or waiver of any breach or default under any such other agreement.

[SIGNATURES APPEAR ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

BY:

Village of Pelham

_____

NAME: Christopher Scelza
TITLE: Village Administrator

BY:

T2 Systems, Inc.

_____
NAME: _____
TITLE: _____

BY:

Town of Pelham

_____
NAME: Theresa Mohan
Title: Town Supervisor