Town of Pelham

PELHAM, NEW YORK 34 FIFTH AVE 10803

TOWN BOARD
Legislative Meeting Agenda
March 2, 2026

PELHAM TOWN BOARD MEMBERS

Theresa K. Mohan, *Town Supervisor*
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	□	□	□	□
Maura Curtain	□	□	□	□
Kristin Burke	□	□	□	□
Michael Jenks	□	□	□	□
Kara McLoughlin	□	□	□	□

4. **Public Comment**

5. **Reports**
   a. **Town Council Reports**
      - **Deputy Mayor Maura Curtin**
      - **Councilwoman Kristen Burke**
      - **Councilman Michael Jenks**
      - **Councilwoman Kara McLoughlin**

   b. **Supervisor Report**
      - **Financial Report**
      - **Overview of Ongoing Projects**
        - **Employee Handbook**
        - **Sustainability Advisory Board**

NON-RECURRING ITEMS

6. **RESOLUTION ADOPTING THE RICHARD J. DARONCO TOWN HOUSE USE POLICY**

WHEREAS, the Town of Pelham is the owner of the Richard J. Daronco Town House, a historic municipal facility used for official Town business and community-related activities; and

WHEREAS, the Town Board seeks to ensure that the Daronco Town House and Gazebo Park is used in a manner that is safe, orderly, equitable, consistent with the Town's public mission, and protective of Town resources; and

WHEREAS, the Town Board finds that adoption of a formal use policy will promote transparency, consistency, and lawful administration of access to the facility;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Pelham hereby adopts the Richard J. Daronco Town House Use Policy (See Attachment A), effective immediately; and be it further

RESOLVED, that the Town Clerk is authorized and directed to administer the Policy, including review and approval of applications, collection of deposits and fees, and enforcement of Policy provisions; and be it further

RESOLVED, that the Town Board reserves the right to amend the Policy from time to time by resolution.

Resolution 2026-22 Adopting Town of Pelham Richard J. Daronco Town House Use Policy and Application

☐ Adopted ☐ Adopted as Amended ☐ Defeated ☐ Tabled ☐ Withdrawn ☐ Failed to Move			Yes / Aye	No / Nay	Abstain	Remote	Absent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

7. CONSIDERATION OF A REQUEST TO WAIVE A TAX PENALTY – 1353 Park Lane

RECURRING ITEMS

8. Approval of Minutes

9. Adjournment

Attachment A

TOWN OF PELHAM
RICHARD J. DARONCO TOWN HOUSE

USE POLICY AND APPLICATION

USE POLICY

I. PURPOSE AND STATUS OF FACILITY

The historic Richard J. Daronco Town House, opened in 1930, is a Town-owned municipal facility that has long served important governmental and community functions, including housing the Pelham Recreation Department, the Town of Pelham Courts, the Town Historian and a variety of civic activities over the years. The Daronco Town House is intended primarily for official Town business and, when not required for such purposes, may be made available for Pelham-based civic, cultural, educational, and community-related uses, or for organizations whose activities benefit Pelham residents, as determined in accordance with this Policy.

In light of the significant maintenance, preservation, and operational demands associated with a municipal building of this size, the Town of Pelham has adopted the following policy, application requirements, and fee schedule to ensure that use of the Daronco Town House, inclusive of Gazebo Park, is safe, orderly, equitable, and consistent with the Town's public mission and stewardship responsibilities.

II. PRIORITY AND HIERARCHY OF USE

Use of the Daronco Town House shall be subject to the following order of priority:

1. Official Town business, including Town Board meetings, Town Court functions, and meetings or activities of Town departments, boards, and commissions;
2. Town-sponsored or Town-affiliated programs, including Recreation Department and other municipal programming;
3. Pelham-based civic, cultural, educational, or community organizations, or organizations whose activities primarily benefit Pelham residents, provided such use is consistent with this Policy.

The Town reserves the right to preempt, cancel, or reschedule any approved use when necessary to accommodate higher-priority Town needs.

III. ELIGIBILITY AND GENERAL REQUIREMENTS

1. Use of the Daronco Town House is limited to non-profit civic, cultural, educational, or community-related activities.
2. All users must submit a completed application and receive written approval prior to use.
3. Applications must be submitted at least five (5) calendar days prior to the proposed event date.
4. Approval is subject to availability, compliance with this Policy, and Town operational needs.
5. Fundraising activities are permitted if they are directly supporting a non-profit organization's exempt activities. Games of chance, including gambling, raffles, and bingo, are not permitted to take place on Town property.

IV. REVIEW AND APPROVAL

1. The Town Clerk's Office shall review applications for completeness and compliance with this Policy.
2. Applications meeting all requirements shall be considered on a first-come, first-served basis within the applicable priority category.
3. The Town may deny, condition, or revoke approval based on objective, content-neutral criteria, including but not limited to safety concerns, conflicts with Town operations, or failure to meet policy requirements.

V. FEES, INSURANCE, AND INDEMNIFICATION

1. Applicants must provide a Certificate of Insurance naming the Town of Pelham as an additional insured, with minimum limits of $1,000,000 per occurrence, at least three (3) business days prior to the event.
2. Applicants must execute the Town's Indemnification and Hold Harmless Agreement.
3. A refundable $250 security deposit is required prior to use and may be applied to cover damage, excessive cleaning, or loss of Town property.
4. When a Town Constable is required based on objective safety or operational considerations, applicable fees shall be charged in accordance with the Town's fee schedule.

VI. HOURS, DURATION, AND CAPACITY

1. All use must conclude by 9:00 p.m., including cleanup.
2. Events may not exceed four (4) hours in duration.
3. Maximum occupancy limits shall be enforced as established by the Town and applicable fire codes.

VII. ENFORCEMENT

Failure to comply with this Policy or with conditions of approval may result in immediate termination of the event and/or suspension or revocation of future use privileges.

VIII. NO ENDORSEMENT

Approval of use of the Richard J. Daronco Town House does not constitute endorsement by the Town of Pelham of any organization, viewpoint, program, or activity conducted on the premises. All users of the facility act independently and are solely responsible for the content and conduct of their activities.

Application for Use of Daronco Town House

Organization Name: _____

Contact Person (21+): _____

Address: _____

Email & CellPhone: _____

Event Title & Description (attach as needed):

Date Requested: _____

Start / End Time: _____

Space Requested: ☐ Main Room ☐ Guild Room ☐ Gazebo Park

Estimated Attendance: _____

ELIGIBILITY CERTIFICATION

☐ The organization is Pelham-based or its activities primarily benefit Pelham residents.

☐ The proposed use is non-profit and does not involve games of chance, including raffles, bingo, or gambling.

ACKNOWLEDGMENT OF USE CONDITIONS

By initialing below, the applicant agrees to comply with the following conditions:

☐ No alcohol, tobacco, or vaping products

☐ No political fundraising, partisan advocacy, or campaign events

☐ No religious worship services

☐ No sale of goods or services

☐ No animals except service animals

☐ No hazardous or combustible materials

☐ No affixing items to walls or fixtures

☐ No confetti, glitter, or helium balloons

☐ Furniture must remain in assigned rooms and be returned after use

☐ Applicant is responsible for cleanup and trash removal

INSURANCE & INDEMNIFICATION

☐ Certificate of Insurance submitted

☐ Indemnification & Hold Harmless Agreement executed

FEES

☐ If the Town Clerk's office determines that the event requires a Constable, a fee of $30 per hour, minimum of 3 hours will be charged. This is payable by check to Town of Pelham.

SIGNATURE

I certify that the information provided is accurate and that I agree to comply with the Daronco Town House Use Policy and all conditions of approval.

Signature: _____
Name/Title: _____
Organization: _____
Date: _____

FOR TOWN CLERK USE ONLY – APPLICATION REVIEW & APPROVAL

Application Received Date: _____
Application Complete: ☐ Yes ☐ No

Priority Category:
☐ Official Town Business
☐ Town-Sponsored / Town-Affiliated Program
☐ Pelham-Based / Pelham-Benefiting Organization

Requested Space:
☐ Main Room ☐ Guild Room ☐ Gazebo Park

Date(s) Approved: _____

Approved Time: From _____ To _____

Maximum Approved Attendance: _____

REVIEW CHECKLIST

☐ Application reviewed for compliance with Daronco Town House Use Policy
☐ Facility availability confirmed
☐ Insurance Certificate received and verified
☐ Indemnification & Hold Harmless Agreement executed

☐ Security deposit received
☐ Constable required ☐ Yes ☐ No
If yes, number of hours required: _____
If no, Name and Signature of person responsible for guest key (to be completed in Clerk's office)
Name (pls print):_____

Signature: _____

APPROVAL STATUS

☐ Approved
☐ Approved with Conditions (see below)
☐ Denied

Conditions of Approval (if any):

Reason for Denial (if applicable – objective, content-neutral):

TOWN CLERK'S OFFICE CERTIFICATION

I certify that this application has been reviewed and acted upon in accordance with the Richard J. Daronco Town House Use Policy.

Approved / Denied by: _____
Signature: _____
Date: _____