Town of Pelham

PELHAM, NEW YORK 34 FIFTH AVE 10803

TOWN BOARD
Adopted Minutes for Legislative
Meeting of March 2, 2026

PELHAM TOWN BOARD MEMBERS

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

4. **Public Comment** – there was no public comment

5. **Reports**
   a. **Town Council Reports**
      - **Deputy Supervisor Maura Curtin**
        - PSA: People seem to be getting "invitations" from PunchBowl and Paperless Post at the same time which turn out to be fake, and your passwords may be compromised. Please don't click randomly, make sure you really know the person (though they seem to come from people in one's contacts), that the event makes sense (one recently was for a picnic which is unseasonable at best), and that you check with the sender before responding if it's unusual in any way.
        - EMS report for February: 98 total calls, average response time – 6.1 mins, avg on scene time – 17 mins, avg transport time – 13 mins, avg time at hospital – 29 mins
        - Calls by municipality: 40 Pelham, 38 Pelham Manor, 11 Eastchester, 7 Tuckahoe
        - Given recent weather, chains have been installed on the ambulance and the fly car.
        - As much as possible, the ambulance will take clients to the hospital of their choice. Most hospitals are New Rochelle, Westchester Medical Center, Bronxville and New York Presbyterian.

      - **Councilwoman Kristen Burke**
        - Pelham Courts have received a JCAP grant of $7,400 for the panic buttons and security cameras in the new first floor court clerks' office.
        - Another grant is being requested for the bulletproof glass in the new offices.
        - The Town of Pelham has been invited to speak at a NYSERDA Transportation Conference in St. Louis in August.
        - Supervisor Mohan added that they are expecting an itemized invoice for the bulletproof glass and it is expected to be delivered next week.

      - **Councilman Michael Jenks**
        - There has been no Library Board meeting since our last meeting. Their next Board meeting is March 11. Weekly programs continue.
        - Weekly programs include: Storytime, Outside Storytime, Tai Chi, Mah

Jongg, ESL for Adults, Lego club, After Dark Book Club, Homework Help, Fiber Fridays, Ukelele for Beginners. Sat Apr 4th at 11am, "Wild and Crazy Facts About Mushrooms"

- Reminder that the deadline for the NYS budget process is April 1. Please advocate for continued and increased library funding.

- **Councilwoman Kara McLoughlin**
  - Pelham Senior Citizens were active despite the weather. Supervisor Mohan visited them during a weekly meeting. They participated in birthday celebrations, arts & crafts, yoga, and exercise. We transported seniors to 6 doctor appts by our van,. Exercise group had a lunch at Marcello's, another group had a lunch sponsored by Solimine Real Estate
  - Pelham Rec Summer Day Camp registration is full. This allows for 130 students per week, an increase from prior max of 100. Big Tots and Hutchinson Tiny Tots still have openings, Siwanoy Tiny Tots sessions are closed. Work is being done at Prospect Hill and Colonial, so those locations will not have camps. Please contact Pelham Rec to sign up for openings.
  - Indoor pickleball has been extended a few more weeks, that takes place at Level Fitness, 8:30-10:30 and you can sign up at Pelham Rec online.
  - Pelham Rec Spring program registration opens the week of March 9. Still to come are the Spring Event– 3/28 at 10am. Easter Egg Hunt begins at 10, you must be on time.
  - New things coming are moving online registration to the evening, Trustee Burke put out a survey to assess interest in a Ski Club, with individual trips being of greatest interest. She will move that idea to Pelham Rec to see how they can make that happen.
  - Pelham Together had a very successful WinterFest with musicians in the Main room and one-pot dinners being sampled in the Guild room. Several local restaurants, including Gigi's, Starlight Kitchen, 4 Corners Pizza, and Cantina Lobos, donated food to be served.
  - Supervisor Mohan asked about a meeting with high school students regarding programming requests that needed to be rescheduled due to weather and Councilwoman McLoughlin responded that it was still being rescheduled.

b. Supervisor Report

- **Financial Report**
  - Supervisor Mohan explained that the Town's financial system is not web-based which limits accessibility. The system has some limitations which are currently limiting our reporting capabilities. Supervisor Mohan will be considering alternatives going forward. If any Trustee has requests for the current report, please let her know.
    - Councilwoman McLoughlin said she had some thoughts about how to reflect Rec department revenues and expenses which can be out of sync given payment for programs happening before programs begin, often by many months, and crossing over fiscal years.
  - For FY 2025, budgeted revenues and expenses did not come in as expected. Supervisor Mohan is anticipating covering the net difference by allocation of reserve funds through resolution in the next meeting.
  - Regarding the Rec Department, Supervisor Mohan noted a deficit in this area by $150k-$200k in 2025. Trustee McLaughlin noted that this may be a timing issue as 2024 operated at a surplus. Further research will continue.

- **Overview of Ongoing Projects**
  - **Employee Handbook**
    - Handbook is redrafted, Councilpeople Burke and Jenks have both reviewed it and the draft is with our lawyers.
    - It is more accessible and less redundant.
    - Planning to distribute to the Board in April and then rolling out to the employees after that.
    - Regarding policies, Supervisor Mohan will follow through on distributing Code of Ethics to all employees. This is easier now that everyone is on Town emails.

  - **Sustainability Advisory Board**
    - Both Village Mayors and the Pelham School District have received a request to provide a representative to this Board, and all have agreed to participate.
    - The application is now online for community members. The application will close in the next 2-3 weeks.
    - This Board has applied for a grant from Seed Grants to complete a Town of Pelham tree inventory. This grant leveraged the Village of Pelham's Natural Resources Inventory as a launching point.

- Supervisor Mohan also spoke about a meeting coming up with an overall systems/IT/telecommunications professional to understand our needs. There is potentially an opportunity to save money by looking at the issue holistically. Potential RFP to come.
- Supervisor Mohan reviewed the status of our current live RFP. Questions have come in, and the deadline for responses is March 16.
- Per Councilwoman Burke's earlier comments, the Court Clerks are moving downstairs in the next few weeks.

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

- Councilmembers discussed the possibility of allowing for approval to events lasting longer than 4 hours. It was decided to amend the Policy to say "unless otherwise approved by the Board" in section 6.2
- Augusta Turner asked about the ability to sell items, given that sometimes selling is for fundraising purposes, which are allowed. The Board agreed to amend the application to say "No sale of goods or services, except as outlined in section 3.5 of the Policy.

7. CONSIDERATION OF A REQUEST TO WAIVE A TAX PENALTY – S/B/L#05/167.46-1-16

- The Board denied the request to waive a tax penalty because the penalty was assessed due to a user error, not by failure on the part of the Town.
- Councilwoman Curtin pointed out that we should not encourage residents to write letters regarding this type of issue because the Board has no ability to grant a waiver. Supervisor Mohan clarified that residents are clearly explained, in conversation and by letter, that there is no leeway to grant a waiver. Additionally, the Tax Receiver's office has identified an escalation chain for these types of concerns that will attempt to further explain the situation prior to reaching the level of the Board. Requests will first be referred to the Tax Receiver.
- No sale of goods or services

8. NEW BUSINESS

- Councilwoman Curtin announced that the Town is forming a committee (by resolution at the next meeting) to plan for the 250th anniversary of the signing of the Declaration of Independence and the Battle of Pell. The resolution will allow for funding to support these efforts. The Library is also planning a celebration.
- Councilwoman Curtin also noted that this year is the 25th anniversary of 9/11 and she will be working with Councilwoman McLoughlin and the American Legion to plan a larger-than-normal event commemorating that day.
- Councilwoman Burke inquired about public funds and all agreed to look into that. Councilwoman Mohan also mentioned that various local electeds will be coming in to meet with her and tour the building with the longer term objective of securing grants and other funding.

RECURRING ITEMS

9. Approval of Minutes

Motion to Approve Minutes from February 9, 2026 Legislative Meeting							
X Adopted ☐ Adopted as Amd ☐ Defeated ☐ Tabled			Yes / Aye	No / Nay	Abstain	Remote	Absent
	Theresa K. Mohan		X				
	Maura Curtin		X				

☐ Withdrawn ☐ Failed to Mov e	Kristen Burke	moti on	X				
	Michael Jenk s	seco nd	X				
	Kara McLoug hlin		X		☐		

10. Adjournment

Motion to Close the March 2, 2026 Legislative Meeting							
X Adopted ☐ Adopted as Amend ☐ Defeated ☐ Tabled ☐ Withdrawn ☐ Failed to Move			Yes / Aye	No / Nay	Abstain	Remote	Absent
	Theresa K. Mo han		X				
	Maura Curtin		X				
	Kristen Burke	motion	X				
	Michael Jenks	second	X				
	Kara McLoug hlin		X				

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: _____