Town of Pelham

PELHAM, NEW YORK 34 FIFTH AVE 10803

TOWN BOARD
Legislative Meeting Agenda
May 4, 2026

PELHAM TOWN BOARD MEMBERS

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

I. Call to Order

II. Pledge of Allegiance

III. Roll Call

Attendee Name	Present	Absent	Late	Arrived
Theresa K. Mohan	□	□	□	□
Maura Curtin	□	□	□	□
Kristen Burke	□	□	□	□
Michael Jenks	□	□	□	□
Kara McLoughlin	□	□	□	□

IV. Public Comment

V. Reports

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

b. Supervisor Report
- **Financial Report**
- **Overview of Ongoing Projects**

VI. RESOLUTION APPOINTING SUSAN QUINTIN TO THE TOWN OF PELHAM LIBRARY BOARD

WHEREAS, pursuant to Section 2.2 of the bylaws of the Town of Pelham Library, trustees are elected by a majority of the Town Board for terms of five (5) years and shall continue in office until their successors have been elected and qualified; and

WHEREAS, a vacancy currently exists on the Town of Pelham Library Board; and

WHEREAS, Susan Quintin is a resident of the Town of Pelham, is over the age of twenty-five (25), and is otherwise qualified to serve in accordance with the bylaws; and

WHEREAS, Ms. Quintin has expressed a willingness to serve and brings significant professional experience in strategy, governance, and operations, along with a strong record of community leadership; and

WHEREAS, the Town Board finds that Ms. Quintin's experience and commitment to the community will contribute meaningfully to the governance and continued success of the Town of Pelham Library;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board hereby appoints Susan Quintin to serve as a trustee of the Town of Pelham Library for a term of five (5) years, commencing on May 6, 2026 and expiring on May 5, 2031, and until her successor shall have been elected and qualified; and

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

Resolution 2026-30 Appointing Susan Quintin to the Town of Pelham Library Board							
☐ Adopted ☐ Adopted as Amended ☐ Defeated ☐ Tabled ☐ Withdrawn ☐ Failed to Move			Yes / Aye	No / Nay	Abstain	Remote	Absent
	Theresa K. Mohan		☐	☐	☐	☐	☐
	Maura Curtin		☐	☐	☐	☐	☐
	Kristen Burke		☐	☐	☐	☐	☐
	Michael Jenks		☐	☐	☐	☐	☐
	Kara McLoughlin		☐	☐	☐	☐	☐

VII. RESOLUTION INCREASING AND DECREASING CERTAIN EXPENDITURE APPROPRIATIONS WITHIN THE GENERAL FUND FOR THE FISCAL YEAR ENDING DECEMBER 31, 2026

WHEREAS, the Town has identified the need to increase certain expenditure appropriations within the General Fund for the fiscal year ending December 31, 2026; and

WHEREAS, the amounts of those increases will be offset by decreases in other lines;

NOW, THEREFORE, BE IT RESOLVED by the Town Board of the Town of Pelham that the FY2026 General Fund budget is hereby amended as follows in Schedule A.

Resolution 2026-31 Authorizing Changes to the FY 2025 General Fund Budget							
☐ Adopted ☐ Adopted as Amended ☐ Defeated ☐ Tabled ☐ Withdrawn ☐ Failed to Move			Yes / Aye	No / Nay	Abstain	Remote	Absent
	Theresa K. Mohan		☐	☐	☐	☐	☐
	Maura Curtin		☐	☐	☐	☐	☐
	Kristen Burke		☐	☐	☐	☐	☐
	Michael Jenks		☐	☐	☐	☐	☐
	Kara McLoughlin		☐	☐	☐	☐	☐

VIII. RESOLUTION AUTHORIZING THE SUPERVISOR TO ENTER INTO AN AGREEMENT WITH GEDDIS ARCHITECTS FOR A TOWN-WIDE FACILITIES MASTER PLAN

WHEREAS, the Town of Pelham recognizes the importance of long-term, strategic planning for its municipal facilities to ensure that they effectively serve the needs of residents, staff, and community partners; and

WHEREAS, the Town seeks to undertake a comprehensive Facilities Master Plan to evaluate and reimagine the use, organization, accessibility, and long-term capital needs of its civic buildings, including Pelham Town Hall and the Richard J. Daronco Town House; and

WHEREAS, as part of this effort, the Town intends to assess critical operational functions, including but not limited to recreation, court operations, community programming, and the long-term siting and operational needs of the Town's ambulance services**;** and

WHEREAS, the Town further recognizes that this planning effort may identify the need for additional or alternative facilities, including the potential development or acquisition of a future site to better serve Town functions and community needs; and

WHEREAS, the Town previously issued a Request for Proposals (RFP) for facilities planning services and received no responsive submissions; and

WHEREAS, following the RFP process, the Town Supervisor sought and obtained a proposal from Geddis Architects, a firm with demonstrated experience in municipal and community-based planning; and

WHEREAS, such procurement is consistent with the Town's adopted procurement policy and applicable provisions of New York State General Municipal Law governing professional services; and

WHEREAS, Geddis Architects has submitted a proposal, dated April 17, 2026, to provide professional planning services to support this Facilities Master Plan, including documentation of existing conditions, space programming, conceptual design alternatives, and recommendations for phased capital improvements and long-term planning; and

WHEREAS, the proposal contemplates an approximately eight (8) week planning process, including work sessions with Town representatives, and a total fee of $23,000 for the core scope of services; and

WHEREAS, the Town Board finds that engaging Geddis Architects will provide the Town with a thoughtful, data-driven framework to guide future investment, improve public access and service delivery, and support informed decision-making for years to come; and

WHEREAS, a copy of the proposal is on file in the Office of the Town Clerk;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board hereby approves the engagement of Geddis Architects to develop a Town-wide Facilities Master Plan in accordance with the proposal dated April 17, 2026; and

BE IT FURTHER RESOLVED, that the Town Supervisor is hereby authorized and directed to execute an agreement with Geddis Architects, in a form acceptable to the Town Attorney, and to take any and all actions necessary to effectuate the purposes of this resolution; and

BE IT FURTHER RESOLVED, that the cost of such services shall be charged to the Capital Improvements line of the Town budget**,** subject to the availability of appropriated funds; and

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

Resolution 2026-32 AUTHORIZING THE SUPERVISOR TO ENTER INTO AN AGREEMENT WITH GEDDIS ARCHITECTS FOR A TOWN-WIDE FACILITIES MASTER PLAN							
☐ Adopted ☐ Adopted as Amended ☐ Defeated ☐ Tabled ☐ Withdrawn ☐ Failed to Move			Yes / Aye	No / Nay	Abstain	Remote	Absent
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	Michael Jenks		☐	☐	☐	☐	☐
	Kara McLoughlin		☐	☐	☐	☐	☐

IX. RESOLUTION AUTHORIZING IMPROVEMENTS TO FIRST FLOOR OFFICE AT TOWN HALL TO SUPPORT RELOCATION OF THE TOWN CLERK

WHEREAS, the Town of Pelham has identified the need to improve accessibility to Town services for residents and visitors; and

WHEREAS, the Town Board has determined that relocating the Office of the Town Clerk from the second floor to the first floor of Town Hall will significantly enhance public access to essential services by reducing barriers associated with stair access; and

WHEREAS, in order to facilitate such relocation, certain improvements are required to an office located on the first floor of Town Hall; and

WHEREAS, the total cost of such work is anticipated to be less than $5,000; and

WHEREAS, pursuant to the Town's adopted procurement policy, purchases of this nature require the solicitation of two (2) oral quotes; and

WHEREAS, the Town has obtained two (2) written quotes for the proposed work, exceeding the requirements of the procurement policy; and

WHEREAS, the Town Board has reviewed the quotes received and has determined that it is in the best interest of the Town to accept the lowest responsible quote;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board hereby authorizes the completion of improvements to the first floor office at Town Hall to accommodate the relocation of the Office of the Town Clerk; and

BE IT FURTHER RESOLVED, that the Town Board hereby approves the award of such work to the vendor submitting the lowest responsible quote; and

BE IT FURTHER RESOLVED, that the Town Supervisor is hereby authorized to execute any documents and take any actions necessary to effectuate the work authorized herein; and

BE IT FURTHER RESOLVED, that the cost of such work shall be charged to an appropriate budget line, subject to the availability of appropriated funds; and

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

Resolution 2026-33 Authorizing Improvements to First Floor Office at Town Hall to Support Relocation of the Town Clerk							
☐ Adopted ☐ Adopted as Amended ☐ Defeated ☐ Tabled ☐ Withdrawn ☐ Failed to Move			Yes / Aye	No / Nay	Abstain	Remote	Absent
	Theresa K. Mohan		☐	☐	☐	☐	☐
	Maura Curtin		☐	☐	☐	☐	☐
	Kristen Burke		☐	☐	☐	☐	☐
	Michael Jenks		☐	☐	☐	☐	☐
	Kara McLoughlin		☐	☐	☐	☐	☐

X. RESOLUTION AUTHORIZING ENHANCEMENTS TO THE TOWN'S TAX COLLECTION SYSTEM (CATALIS)

WHEREAS, the Town of Pelham utilizes the Catalis tax collection system to support the administration of property tax billing and collection; and

WHEREAS, Catalis has proposed enhancements to the existing system, including an Email Communication Feature and an Online Tax Status Portal, designed to improve communication with taxpayers and enhance access to tax information; and

WHEREAS, such enhancements would allow residents to receive tax reminders and receipts electronically, provide a centralized and user-friendly platform to access property tax information, and support improved efficiency within the Tax Office; and

WHEREAS, the total projected cost of the Catalis system, including such enhancements, is approximately $12,603.25 for 2026, including a one-time setup fee, a portion of which is recouped from the villages; and

WHEREAS, funds for such expenditures are available in the Town's adopted 2026 budget; and

WHEREAS, the Town Board finds that the proposed enhancements will improve service delivery to residents and support the efficient operation of the Tax Office;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board hereby authorizes the implementation of enhancements to the Town's tax collection system through Catalis, including the Email Communication Feature and Online Tax Status Portal; and

BE IT FURTHER RESOLVED, that the Town Supervisor is hereby authorized to execute any agreements or related documents with Catalis, in a form acceptable to the Town Attorney, and to take any actions necessary to effectuate the implementation of such enhancements; and

BE IT FURTHER RESOLVED, that the cost of such enhancements shall be charged to the appropriate budget line, as provided in the 2026 adopted budget; and

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

Resolution 2026-34 Authorizing Enhancements to the Town's Tax Collection System							
☐ Adopted ☐ Adopted as Amended ☐ Defeated ☐ Tabled ☐ Withdrawn ☐ Failed to Move			Yes / Aye	No / Nay	Abstain	Remote	Absent
	Theresa K. Mohan		☐	☐	☐	☐	☐
	Maura Curtin		☐	☐	☐	☐	☐
	Kristen Burke		☐	☐	☐	☐	☐
	Michael Jenks		☐	☐	☐	☐	☐
	Kara McLoughlin		☐	☐	☐	☐	☐

XI. RESOLUTION ADOPTING AN EMS COMMITTEE CHARTER

WHEREAS, the Town Board of the Town of Pelham recognizes the critical importance of high-quality, responsive, and sustainable Emergency Medical Services ("EMS") for the health and safety of the community; and

WHEREAS, the Town Board seeks to strengthen long-term planning, coordination, and community engagement related to EMS services; and

WHEREAS, the establishment of an advisory body will provide valuable input, expertise, and community perspective to support informed decision-making by the Town Board; and

WHEREAS, the Town Board has developed an EMS Advisory Committee Charter attached as Addendum A setting forth the purpose, authority, responsibilities, membership, and procedures of such Committee;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Pelham hereby adopts the EMS Advisory Committee Charter, attached hereto as *Addendum A*; and

BE IT FURTHER RESOLVED, that the EMS Advisory Committee is established as an advisory body to the Town Board and shall have no authority over EMS operations or personnel; and

BE IT FURTHER RESOLVED, that the Committee shall consist of up to seven (7) voting members to be appointed by the Town Board in accordance with the Charter; and

BE IT FURTHER RESOLVED, that the EMS Director, or designee, shall participate in Committee meetings in an ex officio, non-voting capacity, as provided in the Charter; and

BE IT FURTHER RESOLVED, that the Town Board authorizes the Supervisor to take such administrative actions as may be necessary to implement this resolution, including facilitating initial appointments; and

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

Resolution 2026-35 Authorizing The Adoption of the EMS Advisory Committee Charter							
☐ Adopted ☐ Adopted as Amended ☐ Defeated ☐ Tabled ☐ Withdrawn ☐ Failed to Move			Yes / Aye	No / Nay	Abstain	Remote	Absent
	Theresa K. Mohan		☐	☐	☐	☐	☐
	Maura Curtin		☐	☐	☐	☐	☐
	Kristen Burke		☐	☐	☐	☐	☐
	Michael Jenks		☐	☐	☐	☐	☐
	Kara McLoughlin		☐	☐	☐	☐	☐

XII. RESOLUTION ESTABLISHING A 9/11 25TH ANNIVERSARY COMMITTEE

WHEREAS, September 11, 2026 marks the twenty-fifth (25th) anniversary of the September 11 attacks, a defining moment in our nation's history; and

WHEREAS, the Town of Pelham seeks to honor the lives lost, recognize the courage and sacrifice of first responders, and preserve the stories of that day for future generations; and

WHEREAS, this anniversary presents an opportunity to create lasting memorials, expand educational initiatives, and foster intergenerational remembrance grounded in community values; and

WHEREAS, a coordinated and inclusive planning effort is necessary to ensure meaningful, respectful, and enduring commemorative programming;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board hereby establishes a **9/11 25th Anniversary Committee**to plan, coordinate, and implement commemorative activities in advance of September 11, 2026; and

BE IT FURTHER RESOLVED, that the Committee shall include representatives from Town government, Pelham EMS, the Fire and Police Departments, local schools, the Library, faith-based organizations, and community stakeholders, and may engage regional and national partners, including the National September 11 Memorial & Museum; and

BE IT FURTHER RESOLVED, that the Committee's work shall be guided by the principles of permanence, education, and intergenerational remembrance, and shall include, but not be limited to, the following:

- Development or enhancement of permanent memorial elements within the community;
- Collection and preservation of oral histories from families and first responders;
- Educational partnerships with schools and the Library, including student-led projects, exhibits, and digital archives;
- Organization of a community-wide Day of Service aligned with the September 11 National Day of Service and Remembrance;
- Recognition of active and retired first responders, including mutual aid and regional coordination efforts;
- Planning of interfaith services and a community candlelight vigil on September 10, 2026;
- Creation of digital and archival resources, including a dedicated webpage, storytelling initiatives, and recorded programming for long-term public access; and

BE IT FURTHER RESOLVED, that the Committee shall provide periodic updates to the Town Board and present a final plan of events and initiatives no later than _____; and

BE IT FURTHER RESOLVED, that the Town Board affirms its commitment to ensuring that the legacy of September 11 endures through education, service, and remembrance for generations to come; and

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

Resolution 2026-36 Authorizing the Establishment of a 9/11 25th Anniversary Committee							
☐ Adopted ☐ Adopted as Amended ☐ Defeated ☐ Tabled ☐ Withdrawn ☐ Failed to Move			Yes / Aye	No / Nay	Abstain	Remote	Absent
	Theresa K. Mohan		☐	☐	☐	☐	☐
	Maura Curtin		☐	☐	☐	☐	☐
	Kristen Burke		☐	☐	☐	☐	☐
	Michael Jenks		☐	☐	☐	☐	☐
	Kara McLoughlin		☐	☐	☐	☐	☐

XIII. RESOLUTION APPROVING THE TOWN'S PARTICIPATION IN THE "HEY PELHAM! HEADS UP – PHONES DOWN" PEDESTRIAN SAFTEY INITIATIVE

WHEREAS, the Town of Pelham is committed to promoting the safety and well-being of all residents, including pedestrians, students, and families; and

WHEREAS, distracted walking, including the use of mobile devices while crossing streets, has emerged as a growing public safety concern nationwide and within local communities; and

WHEREAS, the "Hey Pelham! Heads Up – Phones Down" campaign is a collaborative, community-wide pedestrian safety initiative developed and supported by the Pelham Council of PTAs, local schools, the Villages of Pelham and Pelham Manor, and other community partners; and

WHEREAS, the campaign seeks to raise awareness, encourage safer pedestrian behavior, and reinforce a shared commitment to road safety through consistent messaging across the community; and

WHEREAS, participation in this initiative aligns with the Town's broader goals of enhancing public safety, supporting youth and families, and fostering collaboration among local institutions;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Pelham hereby approves the Town's participation in the "Hey Pelham! Heads Up – Phones Down" pedestrian safety initiative; and

BE IT FURTHER RESOLVED, that the Town supports the promotion and dissemination of campaign materials through Town communication channels, facilities, and programs, as appropriate; and

BE IT FURTHER RESOLVED, that the Town encourages continued collaboration with local schools, PTAs, villages, and community partners to advance pedestrian safety awareness; and

BE IT FURTHER RESOLVED, that the Supervisor is authorized to take such administrative actions as may be necessary to support the Town's participation in this initiative; and

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

Resolution 2026-37 Approving the Town's Participation in the "Hey Pelham! Heads Up – Phones Down" Pedestrian Safety Initiative							
☐ Adopted ☐ Adopted as Amended ☐ Defeated ☐ Tabled ☐ Withdrawn ☐ Failed to Move			Yes / Aye	No / Nay	Abstain	Remote	Absent
	Theresa K. Mohan		☐	☐	☐	☐	☐
	Maura Curtin		☐	☐	☐	☐	☐
	Kristen Burke		☐	☐	☐	☐	☐
	Michael Jenks		☐	☐	☐	☐	☐
	Kara McLoughlin		☐	☐	☐	☐	☐

RECURRING ITEMS

XIV. Approval of Minutes

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

XV. Adjournment to Executive Session

Schedule A

	Debit	Credit	Amount
1	A7140.4160 Rec Field Maintenance	A7140.1060 Rec Officials (will not use this line for the rest of the yr)	$250.00
2	A1330.4010 Tax Receiver Supply & Maint	A1330.4070 Tax Reciever Dues & Subscritions Dues are going up in October.	$300.00
3	A1410.4010 Twnclerk Supply & Maint	A1410.4030 Travel & Convention Maybe more training for Eileen and intern from PT in summer	$1,500.00

Addendum A

EMS ADVISORY COMMITTEE CHARTER

1. Purpose
The EMS Advisory Committee is established to provide advice and recommendations to the Town Board regarding EMS services.

2. Authority
The Committee is advisory only and has no authority over EMS operations or personnel.

3. Responsibilities

- Review EMS system performance metrics, including response times, call volume, and service trends;
- Provide input on strategic planning, including facilities, equipment, and workforce needs;
- Support coordination among EMS, fire, police, and healthcare partners;
- Recommend community engagement and public education initiatives;
- Advise on policies, funding opportunities, and grant initiatives related to EMS services;
- Identify opportunities to enhance service delivery, efficiency, and patient outcomes.

4. Membership
The Committee shall consist of up to seven (7) voting members appointed by the Town Board.

Membership should reflect a cross-section of relevant expertise and community representation, which may include:

- Emergency medical services professionals
- A physician or hospital representative
- Fire service and police representatives
- A public health professional
- Members of the community

All voting members must be residents of the Town of Pelham, unless otherwise determined by the Town Board for specific professional expertise.

5. Ex Officio Participation
The EMS Director, including any individual employed by or affiliated with a contracted EMS service provider, shall participate in Committee meetings in an ex officio, non-voting capacity.

The EMS Director or designee shall:

- Provide technical and operational information
- Assist in interpreting system data
- Support the Committee's understanding of current operations

The Committee may also request input from contracted service providers or other subject matter experts as needed.

6. Appointment and Terms
Members shall be appointed by the Town Board.

Members shall serve terms of two (2) to three (3) years, as determined by the Town Board

- Initial appointments may be staggered to ensure continuity
- Members may be reappointed
- Members shall serve until their successors are appointed

The Town Board may remove members at its discretion.

7. Chair and Organization
The Town Board may appoint a Chair or authorize the Committee to elect its own Chair.

The Chair shall:

- Preside over meetings
- Coordinate agendas in consultation with the EMS Director or designee
- Serve as liaison to the Town Board

8. Meetings
The Committee shall meet at least quarterly, and more frequently as needed.

- Meetings shall comply with the New York State Open Meetings Law
- A majority of voting members shall constitute a quorum

9. Reporting
The Committee shall:

- Provide periodic updates and recommendations to the Town Board
- Prepare an annual summary of activities, findings, and recommendation

10. Amendments
This Charter may be amended by resolution of the Town Board.

11. Effective Date
Effective upon adoption.