Town of Pelham

PELHAM, NEW YORK 34 FIFTH AVE 10803

TOWN BOARD
Legislative Meeting Agenda
August 3, 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 AMENDING THE TOWN OF PELHAM PERSONNEL HANDBOOK REGARDING PERSONAL LEAVE AND SICK LEAVE

WHEREAS, the Town Board adopted the Town of Pelham Personnel Handbook on April 6, 2026; and
WHEREAS, the adopted Personnel Handbook references personal leave but does not specify the number of personal leave days provided to eligible employees or the rules governing such leave; and
WHEREAS, the Town's prior personnel policy provided eligible full-time employees with two (2) paid personal leave days per calendar year, without carryover; and
WHEREAS, Section 8.1 of the adopted Personnel Handbook provides paid sick and safe leave based upon New York Labor Law § 196-b, including up to fifty-six (56) hours of annual leave and carryover of unused leave; and
WHEREAS, New York Labor Law § 196-b does not apply to municipal employers because the definition of "employer" under Article 6 of the Labor Law excludes governmental agencies; and
WHEREAS, the Town Board wishes to replace Section 8.1 with a Town-established sick leave benefit that restores the Town's prior policy of twelve (12) paid sick days per year for eligible full-time employees, accrued over the course of the calendar year; and
WHEREAS, the Town Board finds that restoring these personal and sick leave provisions will clarify employee benefits, maintain continuity with prior Town policy, and support the effective administration of the Town's workforce;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Pelham hereby amends the Town of Pelham Personnel Handbook as follows:

1. Personal Leave

A new Section 5.10, entitled "Personal Leave," shall be added to read as follows:

5.10. Personal Leave

Eligible full-time employees shall receive two (2) paid personal leave days during each calendar year.

Personal leave must be used during the calendar year in which it is provided. Unused personal leave shall expire on December 31 and may not be carried over into the following calendar year.

Personal leave must be requested and approved in advance by the employee's Department Head when practicable. When advance notice is not practicable, the employee shall provide notice as soon as possible.

Employees hired after January 1 shall receive personal leave on a prorated basis, as determined by the Town. Unused personal leave shall not be paid upon separation from employment.

The existing Sections 5.10 through 5.12 shall be renumbered accordingly, and all related cross-references shall be updated.

2. Sick Leave

Section 8.1 of the Personnel Handbook shall be deleted in its entirety and replaced with the following:

8.1. Town Paid Sick Leave

Eligible full-time employees shall accrue paid sick leave at the rate of one (1) day for each completed month of employment, up to a maximum of twelve (12) sick days during a calendar year.

Sick leave may be used only after it has accrued. Employees hired during the calendar year shall begin accruing sick leave upon completion of their first month of employment.

Sick leave may be used for the employee's personal illness, injury, medical care, treatment, preventive care, or medical appointments; the illness, injury, medical care, treatment, preventive care, or medical appointments of the employee's parent, child, spouse, sibling, or immediate family member; or child-care leave as authorized by Town policy.

An employee requesting sick leave must notify the Town Supervisor's Office at least one and one-half hours before the employee's scheduled starting time on each day of absence. When emergency or unforeseen circumstances make such notice impracticable, the employee shall provide notice as soon as practicable.

Sick leave must be used during the calendar year in which it accrues. Unused sick leave shall expire on December 31 and may not be carried over into the following calendar year.

For an absence of three or more consecutive workdays, the employee must submit medical documentation acceptable to the Town confirming the employee's need for sick leave.

The Town may also require appropriate documentation when it reasonably believes that an employee is misusing or abusing sick leave. Where appropriate and permitted by law, the Town may require medical certification concerning a serious health condition or a fitness-for-duty certification before an employee returns to work.

Any medical information obtained by the Town shall be maintained confidentially and separately from the employee's general personnel records, as required by applicable law.

Unused sick leave shall not be paid upon separation from employment unless otherwise expressly authorized by the Town Board.

BE IT FURTHER RESOLVED, that references in the Personnel Handbook stating or implying that the Town's sick leave benefit is provided pursuant to New York Labor Law § 196-b shall be removed or revised to reflect that sick leave is provided pursuant to Town policy;
BE IT FURTHER RESOLVED, that the heading of Section 8 shall be changed from "Sick Leave & Statutory Leave" to "Sick Leave and Other Protected Leave";
BE IT FURTHER RESOLVED, that nothing in this resolution shall diminish any employee leave, accommodation, or employment protection independently required by federal, state, or local law;
BE IT FURTHER RESOLVED, that the Town Supervisor is authorized to incorporate these amendments into the Personnel Handbook, correct section numbering and cross-references, and make other non-substantive formatting changes necessary to implement this resolution;
BE IT FURTHER RESOLVED, that the amended provisions shall be distributed to all Town employees and included in future copies of the Personnel Handbook; and
BE IT FURTHER RESOLVED, that these amendments shall take effect immediately upon adoption.

Resolution 2026-43 RESOLUTION AMENDING THE TOWN OF PELHAM PERSONNEL HANDBOOK REGARDING PERSONAL LEAVE AND SICK LEAVE							
☐ 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 APPROVING FINANCIAL SOFTWARE UPGRADES

WHEREAS, the Town evaluated proposals to add vendor hosting, cash-management and bank-reconciliation capabilities, and advanced budgeting and purchasing capabilities to its financial management system; and
WHEREAS, the Town reviewed proposals from Harris Local Government, its current financial software provider, and Edmunds GovTech; and
WHEREAS, Harris proposed the upgrades for a first-year additional cost of $9,986.26, including $4,487.26 in recurring annual charges, while allowing the Town to retain its existing system and avoid a lengthy and costly conversion; and
WHEREAS, the Town Board finds that the Harris proposal provides the best value based on cost, compatibility, implementation time, continuity of operations, and reduced conversion risk;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board approves the financial software upgrades proposed by Harris Local Government, including vendor hosting, cash-management and bank-reconciliation software, and advanced budgeting and purchasing software; and
BE IT FURTHER RESOLVED, that the Town Board authorizes an additional first-year expenditure not to exceed $9,986.26, together with continuation of the Town's existing Harris software and maintenance charges, subject to available appropriations; and
BE IT FURTHER RESOLVED, that the Town Supervisor is authorized to execute the proposal and related agreements, subject to review and approval by Town Counsel, and to take all actions necessary to implement the upgrades; and
BE IT FURTHER RESOLVED, that this resolution shall take effect immediately.

Resolution 2026-44 RESOLUTION APPROVING FINANCIAL SOFTWARE UPGRADES							
☐ 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

VIII. Approval of Minutes July 13, 2026

☐ 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		☐	☐	☐	☐	☐

IX. Adjournment to Executive Session