



**BOARD OF ESTIMATE & CONTRACT AGENDA
TUESDAY, JANUARY 31, 2023**

4:00 P.M.

**MAYOR'S CONFERENCE ROOM – 1ST FLOOR
CITY HALL, MOUNT VERNON, NEW YORK
& VIA FACEBOOK.COM/MOUNTVERNONNY**

“REVISED”

**BOARD OF ESTIMATE AND CONTRACT MEETING MINUTES
HELD ON TUESDAY, JANUARY 31, 2022**

**MAYOR'S CONFERENCE ROOM – CITY HALL, MOUNT VERNON, NEW YORK
& VIA FACEBOOK <https://www.facebook.com/mountvernonny>**

Call to Order: At 4:12 PM by Chairwoman Mayor Shawyn Patterson-Howard

Roll Call: Roll Call and reading of agenda items administered by City Clerk Tanesia M. Walters. Noticed in the Journal News.

Board Members Present: Comptroller Darren Morton, City Council President Danielle Browne and Chairwoman, Mayor Shawyn Patterson-Howard (we have a quorum).

Absent: None

Others: Assistant Corporation Counsel Alyssa Gillespie, City Clerk Tanesia M. Walters, Deputy City Clerk Donna Jackson, Assistant Comptroller Condell Hamilton, Chief Kristen Reed

RESOLUTIONS APPROVING ORDINANCES

1. Granting permission for two (2) members of the Law Department to attend the “Collective Bargaining for Public Safety Employees’ Seminars” (March 22nd – March 24th, 2023, at the Flamingo Las Vegas, Nevada - \$6,000.00 available in Budget Code A1420.417, Education/Training).

Moved: Council President Browne, Seconded by Comptroller Morton

On the Question: none.

Response: None

Ayes: Comptroller Morton, Council President Browne and Chairwoman, Mayor Patterson-Howard

Nays: None

2. Authorizing the Mayor to enter into a service agreement with Pipeliners of NY, Inc., dba: Mechanical Epoxy Solutions (“MES”) (for emergency roof drain inspection and permanent repairs cured in-place pipe lining - \$12,850.00 available in Budget Code A1620.414, DPW Building Maintenance).

Moved: Council President Browne, Seconded by Comptroller Morton

On the Question: None.

Response: None

Ayes: Comptroller Morton, Council President Browne and Chairwoman, Mayor Patterson-Howard

Nays: None

3. Granting permission to transfer funds within the Department Lines in the Office of the City Clerk (\$100,000.00 to be transferred from A1450.447 ~~405~~, Contracted Outside Services to A1450.401, Salaries and Wages).

Moved: Council President Browne, Seconded by Comptroller Morton

On the Question: Comptroller needs clarification.

Response: Clerk Walters explained that this is for the Election Budget line for the employees for early, primary and general election. She explained she is using the previous budgets to base on. Deputy Comptroller Hamilton corrected the budget code from the floor to A1450.405

Ayes: Comptroller Morton, Council President Browne and Chairwoman, Mayor Patterson-Howard

Nays: None

4. Granting permission for the Department of Recreation to sponsor the opening celebration of Black History month - (\$2,500.00 available in Account Code 7620.464, Cultural Civic Adult Education – Miscellaneous Expense; to be held on Wednesday, February 1, 2023, from 5:30 p.m. to 7:30 p.m. in the Mount Vernon City Hall Rotunda).

Moved: Council President Browne, Seconded by Comptroller Morton

On the Question: None.

Response: None

Ayes: Comptroller Morton, Council President Browne and Chairwoman, Mayor Patterson-Howard

Nays: None

5. Granting permission for the Department of Recreation to sponsor the “Celebration of Black Excellence - (\$3,000.00 available in Account Code 7620.464, Cultural Civic Adult Education – Miscellaneous Expense; to be held on Wednesday, February 24, 2023, from 6:00 p.m. to 7:30 p.m. at the Doles Center).

Moved: Council President Browne, Seconded by Comptroller Morton

On the Question: Comptroller asked why these items are coming before the BOE&C.

Response: Clerk noted these should be legislated. Comptroller noted none of these are asking for DPW, contracts, or street closings. Comptroller asked Chief Reed to have a discussion on what should come before the body. Mayor noted that that there was once a time that required this elevation of items. Comptroller asked for a list of “do’s and don’ts for council and BOE&C items. If it was a co-sponsorship, it does need to come before these bodies.

Ayes: Comptroller Morton, Council President Browne and Chairwoman, Mayor Patterson-Howard

Nays: None

6. Amending Ordinance No. 17 adopted on October 13, 2022, entitled “AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH THE WESTCHESTER/PUTNAM WORKFORCE DEVELOPMENT BOARD TO HAVE THE MOUNT VERNON YOUTH BUREAU PROVIDE WIOA/WDAY YOUTH EMPLOYMENT SERVICES” - (July 1, 2021 to June 30, 2023 [June 30, 2022] -- The funds for this program are to be accounted for in revenue code A4790.6 for appropriations in budget code A6295.101 (Salaries) [and Fringes] and A6295.803, 804 & 806 (Fringes) and A6295.458 [485] (Miscellaneous-Expenses), which includes, vendors, consumables, supplies, and stipend).

Moved: Council President Browne, Seconded by Comptroller Morton

On the Question: Mayor clarified the acronyms.

Response: None

Ayes: Comptroller Morton, Council President Browne and Chairwoman, Mayor Patterson-Howard

Nays: None

- 7. Granting permission for the Mayor to enter into an Inter-Municipal Agreement with the Westchester County Youth Bureau – (\$50,000.00 per year with a CMV, NY required funding match in the amount of \$26,923.00 per year for three (3) years. Contract period from January 1, 2023, through December 31, 2025 – funds accounted for in revenue code A3820.3 for appropriations in budget code A7338.101 (Salaries), A7338.803 & 804 (Fringes) and A7338.458 (Miscellaneous) consumables, supplies, contractors, and stipend. The matching obligation for this grant should be accounted for in City Code A7319.458).

Moved: Council President Browne, Seconded by Comptroller Morton

On the Question: None.

Response: None

Ayes: Comptroller Morton, Council President Browne and Chairwoman, Mayor Patterson-Howard

Nays: None

- 8. Granting permission for the Mayor to enter into an agreement with 105 Stevens Center, LLC c/o the Hakimian Organization– (*4th floor leased space* will be used for the Mount Vernon Youth Bureau’s Comprehensive Adolescent Pregnancy Prevention (“CAPP”) program. Contract period from January 1, 2023, through June 30, 2023. \$13,980.00 can be accounted for in Budget Code A7321.405, Youth Bureau 2023 Budget).

Moved: Council President Browne, Seconded by Comptroller Morton

On the Question: Comptroller asked if this is a renewal; or a new space?

Response: Clerk Walters noted it is a renewal. Assistant Hamilton noted the increase of \$500. The Mayor noted the cost and the need to explore alternatives.

Ayes: Comptroller Morton, Council President Browne and Chairwoman, Mayor Patterson-Howard

Nays: None

- 9. Granting permission for the Mayor to enter into an agreement with 105 Stevens Center, LLC c/o the Hakimian Organization– (*lower-level leased space* will be used for the Mount Vernon Youth Bureau’s Ready 4 Life program. Contract period from July 1, 2022, through September 30, 2023. Expenses are \$2,016.00 monthly for rent and \$314.00 monthly for utilities, totaling \$2,330.00 per month and \$76,281.80 to be accounted for in Budget Code A7335.458, Youth Bureau 2023 Budget).

Moved: Council President Browne, Seconded by Comptroller Morton

On the Question: comptroller asked why this contract is to begin July 2022, why is it coming before the body now?

Response: Council President Browne noted the need to track contract expirations. Comptroller noted that there is not system in place, and noted he will note in Munis, Council and members need to be able to go into a system and see if a contract is valid. Chief Reed noted it will be in the procurement contract. Clerk Walters noted that Granicus and OpenGov may have contract management capabilities.

Ayes: Comptroller Morton, Council President Browne and Chairwoman, Mayor Patterson-Howard

Nays: None

- 10. Granting permission to four (4) staff members and ten (10) youths to attend the Annual Association of New York State Youth Bureaus (“ANYSYB”) Youth Leadership Forum – (February 6th and 7th, 2023 – Latham, New York. \$3,856.00 should be expensed through budget codes, A7321-402 (CAPP), A7327.458 (GEM), A7335.458 (READY) and A7336.458 (Step Up) equally, totaling \$964.00 per grant funded program).

Moved: Council President Browne, Seconded by Comptroller Morton

On the Question: None.

Response: Mayor noted this is a great opportunity for our young people to have a youth voice at the state lever around youth programming.

Ayes: Comptroller Morton, Council President Browne and Chairwoman, Mayor Patterson-Howard

Nays: None

- 11. Granting permission for two (2) Members of Service of the Fire Department to attend the ATF Fire Training & Site Visit / Tour of the Fire Research Lab - (Beltsville, Maryland on Tuesday, January 24, 2023. Costs not expected to exceed \$250.00 and can be accounted for in Budget Line A3410.451, Training – 2023 Budget).

Moved: Council President Browne, Seconded by Comptroller Morton

On the Question: none.

Response: Mayor noted that this was an excellent training regarding ATF/Fire

Ayes: Comptroller Morton, Council President Browne and Chairwoman, Mayor Patterson-Howard

Nays: None

- 12. Granting permission to one (1) Member of Service of the Department of Public Safety to attend the ATF Fire Training Center - (Beltsville, Maryland on Tuesday, January 24, 2023. Costs not expected to exceed \$250.00 and can be accounted for in Budget Line A3120.451, Training 2023 Budget).

Moved: Council President Browne, Seconded by Comptroller Morton

On the Question: none.

Response: None

Ayes: Comptroller Morton, Council President Browne and Chairwoman, Mayor Patterson-Howard

Nays: None

Mayor asks for a motion to take 13, 14, 15 and 16 together. Council President Browne moves, Comptroller seconds. Clerk makes the roll call, All AYES.

- 13. Granting permission to one (1) Member of Service of the Department of Public Safety to attend the FBI – LEEDA Conducting and Managing Internal Affairs Investigations Training Course (Valhalla, NY, March 27th – March 31st, 2023. Total cost \$795.00 available in Budget Line A3120.451, Training 2023 Budget).

- 14. Granting permission to two (2) Members of Service of the Department of Public Safety to attend the FBI – LEEDA Supervisor Leadership Institute Training (Valhalla, NY, July 17th – July 21st, 2023. Total cost \$1,590.00 available in Budget Line A3120.451, Training 2023 Budget).

- 15. Granting permission to three (3) Members of Service of the Department of Public Safety to attend the FBI – LEEDA Command Leadership Institute Training (Westchester County Police Academy, September 18th – September 22nd, 2023. Total cost \$2,385.00 available in Budget Line A3120.451, Training 2023 Budget).

- 16. Granting permission to two (2) Members of Service to attend the FBI – LEEDA Supervisor Leadership Institute Training (Westchester County Police Academy, December 4th – December 8th, 2023. total cost \$1,590.00 available in Budget Line A3120.451, Training 2023 Budget).

Moved: Council President Browne, Seconded by Comptroller Morton

On the Question: Mayor noted that these are trainings needed to ensure current credentials. This will allow our command staff to be able to receive proper training on supervision, duty to intervene, and other critical issues.

Response: None

Ayes: Comptroller Morton, Council President Browne and Chairwoman, Mayor Patterson-Howard

Nays: None

- 17. Granting permission for designated on-street parking to accommodate holiday shopping at 30 Warren Place (along the property line) – (November 1, 2023, through December 30, 2023, Monday through Friday 9:00 a.m. to 8:30 p.m. and Saturday and Sunday 8:30 a.m. to 8:30 p.m.).

Moved: Council President Browne, Seconded by Comptroller Morton

On the Question: Mayor noted this is more than holiday parking. This is also to support American Christmas that supports their philanthropic endeavor. 100% of the proceeds of this experience were donated back to 3 organizations who received up to \$27,000 apiece. There is no financial loss to the city (non-metered parking spaces).

Response: None

Ayes: Comptroller Morton, Council President Browne and Chairwoman, Mayor Patterson-Howard

Nays: None

- 18. Granting permission for the Comptroller and one staff member to attend the 2023 Government Finance Officers Association (“GFOA”) Conference (Portland, OR from May 21 – May 24, 2023. \$4,200.00 to be charged to Budget codes A1315.402 (Travel Expenses for travel and lodging), and ~~A1325.417~~ **A1315.417** (Education and Training for conference registration).

Moved: Council President Browne, Seconded by Comptroller Morton

On the Question: Comptroller noted that he received a scholarship to go, and he will likely not take another staff member. Next month for the NYS Government Finance conference that he will ask staff to attend. He noted the major changes in reporting and internal finance management. Chief Reed noted a correction from the floor to code A1325.417; it should be **A1315.417**.

Response: None

Ayes: Comptroller Morton, Council President Browne and Chairwoman, Mayor Patterson-Howard

Nays: None

- 19. Amending Ordinance No. 31 adopted on September 14, 2022, entitled “AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE CONTRACT #305303 WITH ENVIRONMENTAL SERVICES RESEARCH INSTITUTE (“ESRI”) INC. FOR THE ACQUISITION OF GEOGRAPHIC INFORMATION SYSTEMS (“GIS”) SOFTWARE SERVICES.” (“Period of Performance”: December 21, 2022, through December 31, 2023).

Moved: Council President Browne, Seconded by Comptroller Morton

On the Question: Comptroller noted that \$75,000 was paid; Chief Reed noted that this is a contract extension that doesn’t impact the cost of the contract but requires the Mayor’s signature. Council President asked if the timeframe was long enough. Chief Reed noted that they are close to a possible hiring.

Response: None

Ayes: Comptroller Morton, Council President Browne and Chairwoman, Mayor Patterson-Howard

Nays: None

- 20. Granting permission to establish positions at the FY2023 Revised Salaries and transfer funds to cover the salaries within the Department of Public Works (\$21,482.98 to be transferred from A8160.101 as follows: \$8,125.50 to 1640.101 and \$13,357.48 to 8170.101).

Moved: Council President Browne, Seconded by Comptroller Morton

On the Question: none.

Response: None

Ayes: Comptroller Morton, Council President Browne and Chairwoman, Mayor Patterson-Howard

Nays: None

MINIMUM/MAXIMUM SALARY RESOLUTION(S)

- 21. Establishing the salary of Garage Attendant, Watchperson and Laborer in the Department of Public Works.

Moved: Council President Browne, Seconded by Comptroller Morton

On the Question: none.

Response: None

Ayes: Comptroller Morton, Council President Browne and Chairwoman, Mayor Patterson-Howard

Nays: None

- 22. Fixing the salary of Garage Attendant and Watchperson in the Department of Public Works.

Moved: Council President Browne, Seconded by Comptroller Morton

On the Question: none.

Response: None

Ayes: Comptroller Morton, Council President Browne and Chairwoman, Mayor Patterson-Howard

Nays: None

PARTIAL PAYMENTS

- 23. Authorizing partial payment #8 in the amount of \$221,931.40 to PCI INDUSTRIES CORP. (Budget Code FY2022 H5110.203.C931 – 100% reimbursed via the New York State Chips Program, Consolidated Local Street & Highway Improvement Program).

Moved: Council President Browne, Seconded by Comptroller Morton

On the Question: Comptroller noted this is reimbursable. The problem is paying out and getting the funds back. We do need to look at the budget lines because we put monies in to cover this; Will examine the law, and establish a capital fund that helps us to these things.

Response: None

Ayes: Comptroller Morton, Council President Browne and Chairwoman, Mayor Patterson-Howard

Nays: None

- 24. Authorizing partial payment #9 in the amount of \$548,411.73 to PCI INDUSTRIES CORP. (Budget Code H5110.203.C931 – 100% reimbursed via the New York State Chips Program, Consolidated Local Street & Highway Improvement Program).

Moved: Council President Browne, Seconded by Comptroller Morton

On the Question: Council President Browne asked if there was a list of streets that these payments cover.

Response: Mayor noted on every voucher received the streets are listed so we can ensure no double-payments

Ayes: Comptroller Morton, Council President Browne and Chairwoman, Mayor Patterson-Howard

Nays: None

Agenda concluded at 4:59

FURTHER BUSINESS: Mayor noted a vigil tonight, 1/31/23, at 6:00 PM in homage to Tyre Nichols in the Rotunda. She further noted the protocols in place for use of force by police in Mount Vernon.

Comptroller made an update: This is the close of the first installment of City Property taxes due on February 6th. Saturday the Comptroller’s office was open 9-12, citizens have

opportunities to come in and pay without accruing interest. If there are questions about tax arrears they should contact the office.

Chief Reed noted that financial reports can be found on the City Website:
WWW.CMVNY.COM.

Motion to adjourn by Comptroller, seconded by Browne.

Roll Call by Clerk Walters. **Ayes:** Comptroller Morton, Council President Browne and Chairwoman, Mayor Patterson-Howard. **Nays:** None

Meeting Adjourned at 5:04 PM
Donna M. Jackson,
Deputy Clerk