

# **City of Mount Vernon, New York**

1 ROOSEVELT SQ. RM. 104  
CITY HALL, MOUNT VERNON, NEW YORK 10550  
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## **Meeting Agenda - Final**

**Tuesday, August 19, 2025**

**3:00 PM**

**MAYOR'S CONFERENCE ROOM - 1st FLOOR**

**Board of Estimate & Contract**

**Call to Order: At 3:00 PM by Chairwoman Mayor Shawyn Patterson-Howard**

Roll Call: Roll Call and reading of agenda items administered by City Clerk Nicole Bonilla. Noticed in the Journal News.

OTHERS: Chief of Staff Malcolm Clark, Asst. Corporation Counsel Johan Powell, Deputy City Clerk Jordan A. Riullano, Assistant Comptroller Condell Hamilton

**OPENING OF RFP FOR DEPARTMENT OF PUBLIC WORKS: VARIOUS PUBLIC WORKS CONSTRUCTION EQUIPMENT RENTALS****ADMINISTRATION OF THE AGENDA****RESOLUTIONS APPROVING ORDINANCES**

1. Department of Management Services: An Ordinance Authorizing the Amendment of Ordinance No. 11, Adopted by the City Council on June 11, 2025, entitled "AN ORDINANCE AUTHORIZING THE MAYOR TO RENEW THE ANNUAL MAINTENANCE AGREEMENT WITH BUSINESS ELECTRONICS (IRECORD) FOR INTERVIEW ROOM RECORDING EQUIPMENT USED BY THE DEPARTMENT OF PUBLIC SAFETY"

**Code:** LPW

**Attachments:** [Amended Request for Legislation - Ordinance 11 Business Electronics Agreement.pdf](#)  
[Ordinance 11 City Council.pdf](#)

2. Office of the Mayor: An Ordinance Authorizing the Office of Neighborhood Safety and Engagement, the Office of the Mayor, and the Department of Recreation to Co-Sponsor the 3rd Annual Big Block Party and Providing for Street Closure, City Services and Support

**Code:** LPW

**Attachments:** [Big Block Party 2025- Referral Letter .docx](#)  
[DPW Response 2025 Big Block Party](#)  
[FD Response](#)  
[PD Response](#)

3. Office of the Mayor: An Ordinance Authorizing the Mayor to Attend the New York Conference of Mayors and Municipal Officials (NYCOM) 2025 Fall Training School

**Code:** LPW

**Attachments:** [September 2025 NYCOM \(002\)](#)

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4. Department of Public Works: An Ordinance Authorizing a Budget Transfer Within the Department of Public Works to Cover the Emergency Rental of a Towable Generator and Cooling Unit for the Doles Center

**Code:** LPW

**Attachments:** [Updated DPW Doles Transfer Letter](#)

5. Department of Public Works: An Ordinance Declaring an Emergency and Authorizing the Rental of Temporary Cooling Equipment and the Repair and Replacement of HVAC Systems at the Doles Center

**Code:** LPW

**Attachments:** [Lee Mechanical Blower Motor- Doles](#)  
[Lee Mechanical HVAC Quote-Doles](#)  
[Sunbelt HVAC Quote- Doles](#)

6. Department of Public Works: An Ordinance Authorizing the Mayor to Enter into an Emergency Contractual Agreement with Zonzini Pipeline Inc. for Sewer Rehabilitation Work at Macquesten and West Devonia Avenue and 115 Dell Avenue (2nd Vote)

**Code:** LPW

**Attachments:** [Zonzini- Emergency at Macquesten-Devonia-Dell](#)

7. Board of Water Supply: An Ordinance Authorizing the Board of Water Supply to Amend the Salary for the Lead Service Line Data Entry Clerk Position

**Code:** LPW

**Attachments:** [LSLDE - 071725 Referral Letter](#)

8. Office of the City Clerk: An Ordinance Authorizing the Transfer of Funds Within the Office of the City Clerk Budget to Cover Travel-Related Expenses

**Code:** LPW

**Attachments:** [Referral Letter Transfer of Funds 07-2025](#)

9. Office of the City Clerk: An Ordinance Authorizing the City Clerk and Executive Assistant to Attend the 2025 NYCOM Fall Training School in Lake Placid, New York - (September 15-19, 2025)

**Code:** LPW

**Attachments:** [Referral Letter NYCOM Fall Training 2025](#)

10. Office of the City Clerk: An Ordinance Authorizing the Mayor to Enter into a Three-Year Agreement with Granicus Corporation for Legislation Management Software and Related Services

**Code:** LPW

**Attachments:** [Referral Letter - Granicus 2025-2028](#)

11. Youth Bureau: An Ordinance Authorizing the Transfer of Funds Within the Mount Vernon Youth Bureau Budget to Cover Salary Expenses for the Workforce Development Academy for Youth (WDAY) Program Director

**Code:** HR

**Attachments:** [Youth Bureau's Lloyld Shields referral letter 2025](#)

12. Youth Bureau: An Ordinance Authorizing the Mayor to Approve the Attendance of Three (3) Mount Vernon Youth Bureau Staff Members, Including the Executive Director, at the 2025 Independent Sectors National Summit in Atlanta, Georgia, and Providing for Related Expenses

**Code:** HR

**Attachments:** [ISNS 2025 Summit -Youth Bureau R4L Supporting Doc. \(reg. air, hotel, etc\)](#)

13. Youth Bureau: An Ordinance Authorizing the Mayor to Accept Foundation Funds from the New York Community Trust and its Westchester Advisory Board to Support the Expansion of Mount Vernon Youth Empowerment Advocacy Council

**Code:** HR

**Attachments:** [YEAC-referral 2025-2027](#)  
[YEAC Awarded letter](#)

14. Department of Buildings: An Ordinance Establishing a Separate Gas Work Permit and Fee Schedule Within the Department of Buildings

**Code:** PSC

**Attachments:** [Referral-Gaswork](#)

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15. Department of Buildings: An Ordinance Amending the Plumbing Re-inspection Fee Structure Administered by the Department of Buildings
- Code:** PSC
- Attachments:** [Plumbing Reinspection Fees Based on Failed Inspection Plumbing-Yo](#)
16. Department of Public Safety: An Ordinance Amending Section 243 of the Mount Vernon City Charter to Impose on Unlicensed Tow Truck Operators
- Code:** PSC
- Attachments:** [Fines on Unlicensed Tow Trucks Referral Letter](#)
17. Department of Assessment: An Ordinance Authorizing the Transfer of Funds Within the Department of Assessment Budget to Cover Necessary Overtime Expenses
- Code:** FP
- Attachments:** [Transferfunds405to110July1620250001](#)
18. Office of the Comptroller: An Ordinance Authorizing Attendance at the NYCOM Fall 2025 Training School
- Code:** FP
- Attachments:** [COMP2025-12-NYCOM 2025 Fall Training 2025 Fall Training School Conference NYCOM FALL 2025 School Agenda - New York Conference of Mayors](#)
19. Office of the Comptroller: An Ordinance Authorizing the Adoption of a Travel and Expense Policy for the City of Mount Vernon
- Code:** FP
- Attachments:** [COMP2025-13-Travel and Expense Policy Mount Vernon Travel Expense Policy \(8.13.25\)](#)

20. Office of the Comptroller: An Ordinance Authorizing the Extension of the Agreement with Capital Markets Advisors, LLC for Financial Strategic Planning Services and Authorizing Related Budget Transfer

**Code:** FP

**Attachments:** [COMP2025-14 -Extension of Capital Markets, LL Contract for Financial Strategic Planning](#)

21. Office of the Comptroller: An Ordinance Authorizing the Issuance of a Request for Proposals/Qualifications (RFP/Q) for a Consultant Team to Implement the "Innovative Finance & Asset Management Initiative" Under Referral #Comp2025-15

**Code:** FP

**Attachments:** [COMP2025-15-RFP for Innovative Finance & Asset Consultant](#)

22. Department of Planning & Community Services: An Ordinance Authorizing the Mayor to Execute a Contract Amendment with the Cities for Financial Empowerment Fund to Incorporate Legacy Planning Services into the Mount Vernon Financial Empowerment Center

**Code:** FP

**Attachments:** [FEC Contract Amendment Legacy Planning 8.4.25](#)  
[Ex. H - FEC Public Outcome Definitions and Calculations 2025 LP](#)  
[Ex. I - FEC Code of Ethics and Professional Practices](#)

23. Department of Planning & Community Development: An Ordinance Authorizing the Mayor to Enter into a Memorandum of Understanding with Mount Vernon United Tenants for the Installation of a City Resource Kiosk at Their Mount Vernon Facility

**Code:** FP

**Attachments:** [MVUT Kiosk Referral Letter 8.4.25](#)

24. Department of Planning & Community Development: An Ordinance Authorizing the Mayor to enter into a Memorandum of Understanding (MOU) with Westchester Neighborhood Health Center for the Installation of a City Resource Kiosk at Their Mount Vernon Facility

**Code:** FP

**Attachments:** [WNHC Kiosk Referral Letter 8.4.25](#)

25. City Council: An Ordinance Authorizing the Office of the Comptroller to Establish a Custodial Account for 55 Pondfield Parkway to Support Planning Board Consultant Services

**Code:** FP

**Attachments:** [55 Pondfield Parkway Custodial Account Request 8.2025](#)  
[55 Pondfield.Lukas. Referral Letter LaBella](#)

26. City Council: An Ordinance Authorizing the Establishment of a Custodial Account for the Sentinel on Third Project

**Code:** FP

**Attachments:** [Sentinel Custodial Referral](#)

### REQUEST TO AUTHORIZE PARTIAL PAYMENTS - DEPARTMENT OF PUBLIC WORKS

27. Department of Public Works: A Resolution Authorizing Partial Payment No. 2 to Nuvista Designs General Contractors LLC for Emergency Repairs to the Roofing at the Armory - \$125,400

**Code:** LPW

**Attachments:** [Nuvista Designs PP 2- Armory Invoice INV-0107 \(003\)](#)  
[RESOLUTION FOR PARTIAL PAYMENT NO. 2 TO NUVISTA DESIGNS GENERAL CONTRACTORS LLC FOR REPAIRS TO THE ROOF AT THE ARMORY - \\$125,400](#)

28. Department of Public Works: A Resolution Authorizing Partial Payment No. 16 to National Water Main Cleaning Company for Sewer System Rehabilitation - \$122,106.50

**Code:** LPW

**Attachments:** [RESOLUTION FOR PARTIAL PAYMENT NO. 16 TO NATIONAL WATER MAIN CLEANING COMPANY FOR SEWER REHABILITATION - PHASE 1 -\\$122,106.50](#)

29. Department of Public Works: A Resolution Authorizing Partial Payment No. 17 to National Water Main Cleaning Company for Sewer System Rehabilitation - \$1,098.00

**Code:** LPW

**Attachments:** [MOU015-2 June 2025 billing package signed 051431](#)  
[RESOLUTION FOR PARTIAL PAYMENT NO. 17 TO NATIONAL WATER MAIN CLEANING COMPANY FOR SEWER REHABILITATION - PHASE 1 -\\$122,106.50](#)

30. Department of Public Works: A Resolution Authorizing Partial Payment No. 15 to National Water Main Cleaning Company for Sewer System Cleaning & Televising - Phase 1, (\$38,924.99)

**Code:** LPW

**Attachments:** [RESOLUTION FOR PARTIAL PAYMENT NO. 15 TO NATIONAL WATER MAIN CLEANING COMPANY FOR SEWER SYSTEM CLEANING TELEVISIONING - PHASE 1 -\\$38,924.99](#)

#### SALARY RESOLUTIONS

31. Board of Water Supply: All Positions - Salary Resolution Amendment No. 14 for Lead Service Line Data Entry Clerk – (EFC Funded)

**Code:** LPW

**Attachments:** [SALARY RESOLUTION NO. 14 \(ALL POSITIONS - LEAD SERVICE LINE DATA ENTRY CLERK\) BOARD OF WATER SUPPLY](#)

32. Board of Water Supply: Minimum / Maximum - Salary Resolution Amendment No. 1 for Lead Service Line Data Entry Clerk

**Code:** LPW

**Attachments:** [SALARY RESOLUTION NO. 1 - MINIMUM-MAXIMUM FOR LEAD SERVICE LINE DATA ENTRY CLERK](#)

33. Department of Public Works: All Positions - Salary Resolution Amendment No. 14 for Stormwater Coordinator (EFC Funded)

**Code:** LPW

**Attachments:** [SALARY RESOLUTION NO. 14 \(ALL POSITIONS - STORMWATER COORDINATOR\) DEPARTMENT OF PUBLIC WORKS](#)

### SETTLEMENTS

34. Settlement of Claim for Property Damage for Diane Atkins - (\$441.36)

**Attachments:** [SETTLEMENT RESOLUTION FOR PROPERTY DAMAGE - \(pothole\) - DIANE ATKINS](#)

35. Settlement of Claim for Property Damage for Natalee Patterson - (\$1,939.14)

**Attachments:** [SETTLEMENT RESOLUTION FOR PROPERTY DAMAGE - \(dump truck\) - NATALEE PATTERSON](#)

36. Settlement of Claim for Property Damage for Darryl Selsey - (\$3,801.59)

**Attachments:** [SETTLEMENT RESOLUTION FOR PROPERTY DAMAGE - \(tree damage\) - DARRYL SELSEY](#)

37. Settlement of Claim for Personal Injuries for Brianna Mecca - (\$30,000.00)

**Attachments:** [SETTLEMENT RESOLUTION \(BRIANNA MECCA\)](#)

Agenda was concluded at \_\_\_\_ PM

Chairwoman Patterson-Howard asked if there was new business:

Mayor asked for a motion to adjourn.

There being no further business, the meeting was adjourned at \_\_\_\_