

City of Mount Vernon, New York

*1 ROOSEVELT SQ. RM. 104
CITY HALL, MOUNT VERNON, NEW YORK 10550
& VIA FACEBOOK.COM/MOUNTVERNONNY*



Meeting Minutes

Tuesday, August 19, 2025

3:00 PM

MAYOR'S CONFERENCE ROOM - 1st FLOOR

Board of Estimate & Contract

*NICOLE BONILLA, MBA
City Clerk*

*JORDAN RIULLANO, JD
Deputy City Clerk*

Call to Order: At 3:08 PM by Chairwoman Acting Mayor Danielle Browne

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

PRESENT Comptroller Darren Morton, and Danielle Browne Esq.

ABSENT Mayor Shawyn Patterson-Howard

REMOTE Edward Poteat

OTHERS: Chief of Staff Malcolm Clark, Corporation Counsel Brian Johnson, 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

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1. [TMP-1551](#)

Code: LPW

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

Moved: Comptroller Morton, Seconded by Acting Council President Poteat

On the question: none.

Response: none.

adopted

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2. [TMP-1528](#)

Code: LPW

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

Moved: Comptroller Morton, Seconded by Acting Council President Poteat

On the question: none.

Response: none.

adopted

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3. [TMP-1561](#)

Code: LPW

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

Moved: Comptroller Morton, Seconded by Acting Council President Poteat

On the question: none.

Response: Comptroller Morton: several elected and staff attending this important training and there is a discussion on travel arrangements

Clerk Bonilla : Yes, executive assistant and I will be riding to Lake Placid with the Mayor to eliminate the additional cost of travel incurred by our attendance.

adopted

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4. [TMP](#)
[-1570](#)

Code: LPW

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

Moved: Comptroller Morton, Seconded by Acting Council President Poteat

On the question: none.

Response: Comptroller Morton: IS there a plan in place for permanent solution?

Assistant Comptroller Hamilton: part of the renovations will be with the reimbursable grant

Acting Council President Poteat: hopefully this issue is only for one month because the weather is changing

adopted

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5. [TMP](#)
[-1546](#)

Code: LPW

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

Moved: Comptroller Morton, Seconded by Acting Council President Poteat

On the question: none.

Response: none.

adopted

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6. [TMP-1483](#)

Code: LPW

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

Moved: Comptroller Morton, Seconded by Acting Council President Poteat

On the question: none.

Response: Comptroller Morton: Is this paid from the regular operating line?

Assistant Comptroller Hamilton: This is not covered by the grant adopted

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7. [TMP-1529](#)

Code: LPW

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

Moved: Comptroller Morton, Seconded by Acting Council President Poteat

On the question: none.

Response: Comptroller Morton: Is this funded by a grant and the adjustment is because?

Assistant Comptroller Hamilton: it was a re-evaluation. adopted

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8. [TMP-1535](#)

Code: LPW

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

Moved: Comptroller Morton, Seconded by Acting Council President Poteat

On the question: none.

Response: none.

adopted

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9. [TMP-1536](#)

Code: LPW

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

Moved: Comptroller Morton, Seconded by Acting Council President Poteat

On the question: none.

Response: none.

adopted

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10. [TMP](#)
[-1553](#)

Code: LPW

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

Moved: Comptroller Morton, Seconded by Acting Council President Poteat

On the question: none.

Response: none.

adopted

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11. [TMP](#)
[-1520](#)

Code: HR

Attachments: [Youth Bureau's Lloyld Shields referral letter 20](#)

Moved: Comptroller Morton, Seconded by Acting Council President Poteat

On the question: none.

Response: Comptroller Morton: This is being done because the lapse of grant renewal and youth bureau and believe the grant will be renewed but there are delays and don't want to discontinue services and the funds are then being used to cover additional expenses.

adopted

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12. [TMP](#)
[-1522](#)

Code: HR

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

Moved: Comptroller Morton, Seconded by Acting Council President Poteat

On the question: none.

Response: Comptroller Morton: This travel is covered by a grant and required by the grant

adopted

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13. [TMP](#)
[-1527](#)

Code: HR

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

Moved: Comptroller Morton, Seconded by Acting Council President Poteat

On the question: none.

Response: none.

adopted

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14. [TMP](#)
[-1548](#)

Code: PSC

Attachments: [Referral-Gaswork](#)

Moved: Comptroller Morton, Seconded by Acting Council President Poteat

On the question: none.

Response: Acting Council President Poteat: this is typical of building departments where the utilities are separate, plumbing is a separate license. gas and plumbing were the same fee and not separated

Comptroller Morton - which budget line is this?

Assistant Comptroller Hamilton - all under building permits. Only electrical are separated

Comptroller Morton - check the fee schedule and make sure it does not have to be separated as well

Assistant Comptroller Hamilton: also need a separate application in opengov.

Acting Mayor Browne- This will not be active until January 2026

adopted

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15. [TMP](#)
[-1549](#)

Code: PSC

Attachments: [Plumbing Reinspection Fees Based on Failed I Plumbing-Yo](#)

Moved: Comptroller Morton, Seconded by Acting Council President Poteat

On the question: none.

Response: Comptroller Morton: Are there current fees?

Assistant Comptroller Morton: Currently there are no fees for reinspection

adopted

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16. [TMP-1564](#)

Code: PSC

Attachments: [Fines on Unlicensed Tow Trucks Referral Letter](#)

Moved: Comptroller Morton, Seconded by Acting Council President Poteat

On the question: none.

Response: none.

adopted

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17. [TMP-1525](#)

Code: FP

Attachments: [Transferfunds405to110July1620250001](#)

Moved: Comptroller Morton, Seconded by Acting Council President Poteat

On the question: none.

Response: none.

adopted

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18. [TMP-1539](#)

Code: FP

Attachments: [COMP2025-12-NYCOM 2025 Fall Training 2025 Fall Training School Conference _NYCC FALL 2025 School Agenda - New York Conference](#)

Moved: Comptroller Morton, Seconded by Acting Council President Poteat

On the question: none.

Response: none.

adopted

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19. [TMP-1559](#)

Code: FP

Attachments: [COMP2025-13-Travel and Expense Policy Mount Vernon Travel Expense Policy \(8.13.25\)](#)

Moved: Comptroller Morton, Seconded by Acting Council President Poteat

On the question: none.

Response: Comptroller Morton: We've been working on it for a while. My office will create the forms and distribute once adopted. This is in response to the audit previously done.

adopted

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20. [TMP-1568](#)

Code: FP

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

Moved: Comptroller Morton, Seconded by Acting Council President Poteat

On the question: none.

Response: Comptroller Morton: We have a relationship with CMA to create a number of thing regarding financial infrastructure as we look at trend and recognize the financial status of the city and the recommendations form state comp office to have multi-year financial planning to help re-apply for a city credit rating and lower some of our expenditure cost about 80% of our cost is employees and research options.

Acting Council President Poteat - Morton we do not have anyone that does budgets? Morton - AC does the budgets in our office. would this help AC to do budgets the following year?

Assistant Comptroller: yes.

Comptroller Morton - the criticism is that we've only done year to year, we also have to do multi-year budgets and our cash flow forecasting and to create a 5 year plan and capital plan. Mount Vernon covers 100% of the health care cost of their employees, that could be looked at.

Comptroller Morton: council will have the opportunity to give suggestions, but we have already identified that. two of our unions pay into it 20% and looking at the health plan itself, should we be using NYSHIP or a Cooperative health plan

adopted

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21. [TMP-1572](#)

Code: FP

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

Moved: Comptroller Morton, Seconded by Acting Council President Poteat

On the question: none.

Response: none.

adopted

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22. [TMP-1560](#)

Code: FP

Attachments: [FEC Contract Amendment Legacy Planning 8.4 Ex. H - FEC Public Outcome Definitions and C Ex. I - FEC Code of Ethics and Professional Pr](#)

Moved: Comptroller Morton, Seconded by Acting Council President Poteat

On the question: none.

Response: none.

adopted

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23. [TMP-1562](#)

Code: FP

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

Moved: Comptroller Morton, Seconded by Acting Council President Poteat

On the question: none.

Response: none.

adopted

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24. [TMP-1563](#)

Code: FP

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

Moved: Comptroller Morton, Seconded by Acting Council President Poteat

On the question: none.

Response: none.

adopted

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25. [TMP-1554](#)

Code: FP

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

Moved: Comptroller Morton, Seconded by Acting Council President Poteat

On the question: none.

Response: none.

adopted

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26. [TMP](#)
[-1573](#)

Code: FP

Attachments: [Sentinel Custodial Referral](#)

Moved: Comptroller Morton, Seconded by Acting Council President Poteat

On the question: none.

Response: Comptroller Morton: Where are we with this?

Acting Mayor Browne: The bill was generated, we need an escrow to pay the bill we have to make sure that the tax payers are not paying exploratory.

adopted

REQUEST TO AUTHORIZE PARTIAL PAYMENTS - DEPARTMENT OF PUBLIC WORKS

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

[TMP](#)
[-1534](#)

Code: LPW

Attachments: [Nuvista Designs PP 2- Armory Invoice INV-0107 \(003\) RESOLUTION FOR PARTIAL PAYMENT NUVISTA DESIGNS GENERAL CONTRACTORS LLC THE ROOF AT THE ARMORY - \\$125,400](#)

Moved: Comptroller Morton, Seconded by Acting Council President Poteat

On the question: none.

Response: Comptroller Morton: Is this with a grant?

Assistant Comptroller Hamilton: ARPA and 2023 band adopted

Motion to take items #28 - 30 as a block vote

Moved: Comptroller Morton, Seconded by Acting Council President Poteat

On the question: none.

Response: none.

approved

(Department of Public Works: 28. [TMP](#)
Resolution for Partial Payment No. [-1543](#)
16 to National Water Main
Cleaning Company for Sewer
System Rehabilitation -
\$122,106.50)

Code: LPW

Attachments: [RESOLUTION FOR PARTIAL PAYMENT N](#)
[WATER MAIN CLEANING COMPANY FOI](#)
[REHABILITATION - PHASE 1 -\\$122,106.50](#)

Moved: Comptroller Morton, Seconded by Acting Council
President Poteat

On the question: none.

Response: none.

adopted

(Department of Public Works: 29. [TMP](#)
Resolution for Partial Payment No. [-1544](#)
17 to National Water Main
Cleaning Company for Sewer
System Rehabilitation - \$1,098.00)

Code: LPW

Attachments: [MOU015-2 June 2025 billing package signed](#)
[RESOLUTION FOR PARTIAL PAYMENT N](#)
[WATER MAIN CLEANING COMPANY FOI](#)
[REHABILITATION - PHASE 1 -\\$122,106.50](#)

Moved: Comptroller Morton, Seconded by Acting Council
President Poteat

On the question: none.

Response: none.

adopted

(Department of Public Works: 30. [TMP](#)
Resolution for Partial Payment No. [-1545](#)
15 to National Water Main
Cleaning Company for Sewer
System Cleaning & Televising -
Phase 1, (\$38,924.99))

Code: LPW

Attachments: [RESOLUTION FOR PARTIAL PAYMENT N
WATER MAIN CLEANING COMPANY FOI
CLEANING TELEVISIONS - PHASE 1 -\\$38.9](#)

Moved: Comptroller Morton, Seconded by Acting Council President Poteat

On the question: none.

Response: none.

adopted

Moved: Comptroller Morton, Seconded by Acting Council President Poteat

On the question: none.

Response: none.

approved the Consent Agenda

Aye: Comptroller Morton, and Browne

Nay: None

Absent: Mayor Patterson-Howard

SALARY RESOLUTIONS

Motion to take items #31 - 33 as a block vote

Moved: Comptroller Morton, Seconded by Acting Council President Poteat

On the question: none.

Response: none.

approved

(Board of Water Supply: All 31. [TMP](#)
Positions - Salary Resolution [-1531](#)
Amendment No. 14 for Lead
Service Line Data Entry Clerk –
(EFC Funded))

Code: LPW

Attachments: [SALARY RESOLUTION NO. 14 \(ALL POSI
SERVICE LINE DATA ENTRY CLERK\) BO
SUPPLY](#)

Moved: Comptroller Morton, Seconded by Acting Council President Poteat

On the question: none.

Response: none.

adopted

(Board of Water Supply: 32. [TMP](#)
Minimum / Maximum - Salary [-1532](#)

Resolution Amendment No. 1 for
Lead Service Line Data Entry
Clerk)

Code: LPW

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

Moved: Comptroller Morton, Seconded by Acting Council
President Poteat

On the question: none.

Response: none.

adopted

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

[TMP
-1533](#)

Code: LPW

Attachments: [SALARY RESOLUTION NO. 14 \(ALL POSI
STORMWATER COORDINATOR\) DEPART
WORKS](#)

Moved: Comptroller Morton, Seconded by Acting Council
President Poteat

On the question: none.

Response: none.

adopted

Moved: Comptroller Morton, Seconded by Acting Council President Poteat

On the question: none.

Response: none.

approved the Consent Agenda

Aye: Comptroller Morton, and Browne

Nay: None

Absent: Mayor Patterson-Howard

SETTLEMENTS

Motion to take items #34 - 37 as a block vote

Moved: Comptroller Morton, Seconded by Acting Council President Poteat

On the question: none.

Response: none.

approved

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

[TMP](#)
[-1574](#)

Attachments: [SETTLEMENT RESOLUTION FOR PROPEI](#)
[\(pothole\) - DIANE ATKINS](#)

Moved: Comptroller Morton, Seconded by Acting Council
President Poteat

On the question: none.

Response: none.

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

[TMP](#)
[-1575](#)

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

Moved: Comptroller Morton, Seconded by Acting Council
President Poteat

On the question: none.

Response: none.

adopted

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

[TMP](#)
[-1576](#)

Attachments: [SETTLEMENT RESOLUTION FOR PROPEI](#)
[damage\) - DARRYL SELSEY](#)

Moved: Comptroller Morton, Seconded by Acting Council
President Poteat

On the question: none.

Response: none.

adopted

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

[TMP](#)
[-1577](#)

Attachments: [SETTLEMENT RESOLUTION \(BRIANNA M](#)

Moved: Comptroller Morton, Seconded by Acting Council
President Poteat

On the question: none.

Response: none.

adopted

Moved: Comptroller Morton, Seconded by Acting Council President Poteat

On the question: none.

Response: none.

approved the Consent Agenda

Aye: Comptroller Morton, and Browne

Nay: None

Absent: Mayor Patterson-Howard

Agenda was concluded at 3:48 PM

Chairwoman Patterson-Howard asked if there was new business:

Acting Mayor Browne asked for a motion to adjourn.

Moved: Comptroller Morton, Seconded by Acting Council President Poteat

approved

There being no further business, the meeting was adjourned at 3:48 P.M.

**Jordan Riullano, JD
Deputy City Clerk**