

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

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



## **Meeting Minutes - Final**

**Thursday, August 14, 2025**

**4:30 PM**

**CITY COUNCIL CHAMBERS - ROOM 206**

### **City Council Special Meeting**

*NICOLE BONILLA, MBA  
City Clerk*

*JORDAN RIULLANO, JD  
Deputy City Clerk*

**A SPECIAL MEETING OF THE CITY OF THE MOUNT VERNON CITY COUNCIL  
HELD ON THURSDAY, AUGUST 14, 2025.**

**Scheduled for 4:30 pm in the City Council Chambers, City Hall, Mount Vernon, New York.**

*\*\*\* This meeting was held in the City Council Chambers, with virtual participation via ZOOM and CMVNY Facebook. The meeting was not closed to the public.\*\*\**

**PRESIDING:** Danielle Browne, President

**OTHERS:** Nicole Bonilla, City Clerk; Jordan Riullano, Deputy City Clerk; Antoinette Anderson, Legislative Aide; Johan Powell, Asst. Corporation Counsel

**CALL TO ORDER / PLEDGE OF ALLEGIANCE**

Lead by Deputy City Clerk Riullano

Council President Danielle Browne called the meeting to order and provided general house-keeping rules, including encouraging citizens to share the meeting on social media and what to do “in case of emergency”.

**REFERRAL SESSION**

Roll Call administered by City Clerk Nicole Bonilla

**PRESENT** President Danielle Browne Esq., Acting Pro Tempore Derrick Thompson, Councilperson Jaevon Boxhill, and Councilperson Cathlin Gleason

**ABSENT** Pro Tempore Edward Poteat

**REPORTS OF STANDING COMMITTEES AND ACTION THEREON**

**To the Council:**

The **LEGISLATION AND PUBLIC WORKS** Committee recommends for **ADOPTION** the following entitled legislation:

- 0 1. **TMP**  
**-1571**  
**Code:** LPW  
**Attachments:** [Eastchester Lane](#)  
**Moved:** Councilman Gleason, Seconded by Councilman Boxhill  
**On the question:** none.  
**Response:** none.  
adopted  
**Aye:** President Browne, Acting Pro Tempore Thompson, Councilperson Boxhill, and Councilperson Gleason  
**Nay:** None  
**Absent:** Pro Tempore Poteat

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2. [TMP-1551](#)

**Code:** LPW

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

**Moved:** Councilman Gleason, Seconded by Councilman Boxhill

**On the question:** none.

**Response:** none.

adopted

**Aye:** President Browne, Acting Pro Tempore Thompson, Councilperson Boxhill, and Councilperson Gleason

**Nay:** None

**Absent:** Pro Tempore Poteat

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3. [TMP-1528](#)

**Code:** LPW

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

**Moved:** Councilman Gleason, Seconded by Councilman Boxhill

**On the question:** none.

**Response:** none.

adopted

**Aye:** President Browne, Acting Pro Tempore Thompson, Councilperson Boxhill, and Councilperson Gleason

**Nay:** None

**Absent:** Pro Tempore Poteat

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4. [TMP-1561](#)

**Code:** LPW

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

**Moved:** Councilman Gleason, Seconded by Councilman Boxhill

**On the question:** none.

**Response:** none.

adopted

**Aye:** President Browne, Acting Pro Tempore Thompson, Councilperson Boxhill, and Councilperson Gleason

**Nay:** None

**Absent:** Pro Tempore Poteat

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5. [TMP-1542](#)

**Code:** LPW

**Attachments:** [Public Works Summit 2025](#)  
[2025 Public Works Summit Acceptance Email](#)

**Moved:** Councilman Gleason, Seconded by Councilman Boxhill

**On the question:** none.

**Response:** none.

adopted

**Aye:** President Browne, Acting Pro Tempore Thompson, Councilperson Boxhill, and Councilperson Gleason

**Nay:** None

**Absent:** Pro Tempore Poteat

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6. [TMP-1570](#)

**Code:** LPW

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

**Moved:** Councilman Gleason, Seconded by Councilman Boxhill

**On the question:** none.

**Response:** none.

adopted

**Aye:** President Browne, Acting Pro Tempore Thompson, Councilperson Boxhill, and Councilperson Gleason

**Nay:** None

**Absent:** Pro Tempore Poteat

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7. [TMP-1546](#)

**Code:** LPW

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

**Moved:** Councilman Gleason, Seconded by Councilman Boxhill

**On the question:** none.

**Response:** none.

adopted

**Aye:** President Browne, Acting Pro Tempore Thompson, Councilperson Boxhill, and Councilperson Gleason

**Nay:** None

**Absent:** Pro Tempore Poteat

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8. [TMP-1566](#)

**Code:** LPW

**Attachments:** [Request for Release of RFQ No. 07.25-Profess Services](#)

**Moved:** Councilman Gleason, Seconded by Councilman Boxhill

**On the question:** none.

**Response:** none.

adopted

**Aye:** President Browne, Acting Pro Tempore Thompson, Councilperson Boxhill, and Councilperson Gleason

**Nay:** None

**Absent:** Pro Tempore Poteat

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9. [TMP-1529](#)

**Code:** LPW

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

**Moved:** Councilman Gleason, Seconded by Councilman Boxhill

**On the question:** none.

**Response:** Council President Browne: Civil service, CSEA approved?

Councilman Gleason: Yes

adopted

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**Aye:** President Browne, Acting Pro Tempore Thompson, Councilperson Boxhill, and Councilperson Gleason

**Nay:** None

**Absent:** Pro Tempore Poteat

10. [TMP-1526](#)

**Code:** LPW

**Moved:** Councilman Gleason, Seconded by Councilman Boxhill

**On the question:** none.

**Response:** none.

adopted

**Aye:** President Browne, Acting Pro Tempore Thompson, Councilperson Boxhill, and Councilperson Gleason

**Nay:** None

**Absent:** Pro Tempore Poteat

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11. [TMP-1535](#)

**Code:** LPW

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

**Moved:** Councilman Gleason, Seconded by Councilman Boxhill

**On the question:** none.

**Response:** none.

adopted

**Aye:** President Browne, Acting Pro Tempore Thompson, Councilperson Boxhill, and Councilperson Gleason

**Nay:** None

**Absent:** Pro Tempore Poteat

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12. [TMP-1536](#)

**Code:** LPW

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

**Moved:** Councilman Gleason, Seconded by Councilman Boxhill

**On the question:** none.

**Response:** none.

adopted

**Aye:** President Browne, Acting Pro Tempore Thompson, Councilperson Boxhill, and Councilperson Gleason

**Nay:** None

**Absent:** Pro Tempore Poteat

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13. [TMP-1553](#)

**Code:** LPW

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

**Moved:** Councilman Gleason, Seconded by Councilman Boxhill

**On the question:** Council President Browne: Why 3 years?

Clerk Bonilla: explained the pricing and contract is based on OMNIA cooperative and that the contract has a termination clause to exit out of the contract with 30 days' notice and that the current contract is a 3-year.

**Response:** Aye - Councilman Gleason, Councilman Boxhill, Councilman Thompson

Nay - Council President Browne

adopted

**Aye:** President Browne, Acting Pro Tempore Thompson, Councilperson Boxhill, and Councilperson Gleason

**Nay:** None

**Absent:** Pro Tempore Poteat

**To the Council:**

The **HUMAN RESOURCES** Committee recommends for **ADOPTION** the following entitled legislation:

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14. [TMP-1520](#)

**Code:** HR

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

**Moved:** Councilman Thompson, Seconded by Councilman Gleason

**On the question:** none.

**Response:** none.

adopted

**Aye:** President Browne, Acting Pro Tempore Thompson, Councilperson Boxhill, and Councilperson Gleason

**Nay:** None

**Absent:** Pro Tempore Poteat

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15. [TMP-1522](#)

**Code:** HR

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

**Moved:** Councilman Thompson, Seconded by Councilman Gleason

**On the question:** none.

**Response:** none.

adopted

**Aye:** President Browne, Acting Pro Tempore Thompson, Councilperson Boxhill, and Councilperson Gleason

**Nay:** None

**Absent:** Pro Tempore Poteat

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16. [TMP-1527](#)

**Code:** HR

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

**Moved:** Councilman Thompson, Seconded by Councilman Gleason

**On the question:** none.

**Response:** none.

adopted

**Aye:** President Browne, Acting Pro Tempore Thompson, Councilperson Boxhill, and Councilperson Gleason

**Nay:** None

**Absent:** Pro Tempore Poteat

**To the Council:**

The **PUBLIC SAFETY AND CODES** Committee recommends for **ADOPTION** the following entitled legislation:

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17. [TMP](#)  
[-1547](#)

**Code:** PSC

**Attachments:** [Referral R.Lashley Absence](#)

**Moved:** Councilman Thompson, Seconded by Councilman Gleason

**On the question:** none.

**Response:** none.

adopted

**Aye:** President Browne, Acting Pro Tempore Thompson, Councilperson Boxhill, and Councilperson Gleason

**Nay:** None

**Absent:** Pro Tempore Poteat

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

**Code:** PSC

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

**Moved:** Councilman Thompson, Seconded by Councilman Gleason

**On the question:** none.

**Response:** none.

adopted

**Aye:** President Browne, Acting Pro Tempore Thompson, Councilperson Boxhill, and Councilperson Gleason

**Nay:** None

**Absent:** Pro Tempore Poteat

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

**Code:** PSC

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

**Moved:** Councilman Thompson, Seconded by Councilman Gleason

**On the question:** none.

**Response:** none.

adopted

**Aye:** President Browne, Acting Pro Tempore Thompson, Councilperson Boxhill, and Councilperson Gleason

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20.

**Nay:** None  
**Absent:** Pro Tempore Poteat

**TMP**  
**-1550**

**Code:** PSC

**Attachments:** [Request for Professional Services 115 Macque](#)

**Moved:** Councilman Thompson, Seconded by Councilman Gleason

**On the question:** none.

**Response:** none.

adopted

**Aye:** President Browne, Acting Pro Tempore Thompson, Councilperson Boxhill, and Councilperson Gleason

**Nay:** None

**Absent:** Pro Tempore Poteat

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21.

**TMP**  
**-1552**

**Code:** PSC

**Attachments:** [Third Party Inspection Services for Buildings F ReferralLetter Tmp-1552](#)

**Moved:** Councilman Thompson, Seconded by Councilman Gleason

**On the question:** none.

**Response:** Council President Browne: Are there any issues with the union for this one?

Assistant Corporation Counsel Powell: No, no issues.

adopted

**Aye:** President Browne, Acting Pro Tempore Thompson, Councilperson Boxhill, and Councilperson Gleason

**Nay:** None

**Absent:** Pro Tempore Poteat

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22.

**TMP**  
**-1530**

**Code:** PSC

**Attachments:** [Agenda Letter 7-18-25.pdf](#)  
[List of Coondemned PPE](#)

**Moved:** Councilman Thompson, Seconded by Councilman Gleason

**On the question:** none.

**Response:** none.

adopted

**Aye:** President Browne, Acting Pro Tempore Thompson, Councilperson Boxhill, and Councilperson Gleason

**Nay:** None

**Absent:** Pro Tempore Poteat

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23. [TMP](#)  
[-1564](#)

**Code:** PSC

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

**Moved:** Councilman Thompson, Seconded by Councilman Gleason

**On the question:** none.

**Response:** Aye - Councilman Boxhill, Councilman Gleason, Councilman Thompson

Abstain - Council President Browne: I need more clarification on this. I am unsure if this is a changing of the ordinance or the code.

adopted

**Aye:** Acting Pro Tempore Thompson, Councilperson Boxhill, and Councilperson Gleason

**Nay:** None

**Absent:** Pro Tempore Poteat

**Abstain:** President Browne

**To the Council:**

The **FINANCE AND PLANNING** Committee recommends for **ADOPTION** the following entitled legislation:

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24. [TMP](#)  
[-1525](#)

**Code:** FP

**Attachments:** [Transferfunds405to110July1620250001](#)

**Moved:** Councilman Boxhill, Seconded by Councilman Gleason

**On the question:** none.

**Response:** none.

adopted

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25. **TMP**  
**-1537**
- Code:** FP
- Attachments:** [COMP2025-10 – Proposed Fund Balance Policy Mount Vernon City - Fund Balance Policy](#)
- Moved:** Councilman Boxhill, Seconded by Councilman Gleason
- On the question:** none.
- Response:** none.  
adopted
- Aye:** President Browne, Acting Pro Tempore Thompson, Councilperson Boxhill, and Councilperson Gleason
- Nay:** None
- Absent:** Pro Tempore Poteat
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26. **TMP**  
**-1538**
- Code:** FP
- Attachments:** [COMP2025-11 – Proposed Debt Management Mount Vernon City - Debt Management Policy](#)
- Moved:** Councilman Boxhill, Seconded by Councilman Gleason
- On the question:** none.
- Response:** none.  
adopted
- Aye:** President Browne, Acting Pro Tempore Thompson, Councilperson Boxhill, and Councilperson Gleason
- Nay:** None
- Absent:** Pro Tempore Poteat
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27. **TMP**  
**-1539**
- Code:** FP
- Attachments:** [COMP2025-12-NYCOM 2025 Fall Training 2025 Fall Training School Conference NYCC FALL 2025 School Agenda - New York Confe](#)

**Moved:** Councilman Boxhill, Seconded by Councilman Gleason

**On the question:** none.

**Response:** none.

adopted

**Aye:** President Browne, Acting Pro Tempore Thompson, Councilperson Boxhill, and Councilperson Gleason

**Nay:** None

**Absent:** Pro Tempore Poteat

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28. [TMP-1559](#)

**Code:** FP

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

**Moved:** Councilman Boxhill, Seconded by Councilman Gleason

**On the question:** none.

**Response:** none.

adopted

**Aye:** President Browne, Acting Pro Tempore Thompson, Councilperson Boxhill, and Councilperson Gleason

**Nay:** None

**Absent:** Pro Tempore Poteat

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29. [TMP-1568](#)

**Code:** FP

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

**Moved:** Councilman Boxhill, Seconded by Councilman Gleason

**On the question:** none.

**Response:** none.

adopted

**Aye:** President Browne, Acting Pro Tempore Thompson, Councilperson Boxhill, and Councilperson Gleason

**Nay:** None

**Absent:** Pro Tempore Poteat

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30. [TMP-1572](#)

**Code:** FP

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

**Moved:** Councilman Boxhill, Seconded by Councilman Gleason

**On the question:** none.

**Response:** Council President Browne: We can do a Request For Proposal and a Request for Qualification at the same time? It doesn't have to be separated?

Aye - Councilman Boxhill, Councilman Gleason, Councilman Thompson

Abstain - Council President Browne - I am unsure about this one and need more info.

adopted

**Aye:** Acting Pro Tempore Thompson, Councilperson Boxhill, and Councilperson Gleason

**Nay:** None

**Absent:** Pro Tempore Poteat

**Abstain:** President Browne

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31. [TMP-1560](#)

**Code:** FP

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

**Moved:** Councilman Boxhill, Seconded by Councilman Gleason

**On the question:** none.

**Response:** none.

adopted

**Aye:** President Browne, Acting Pro Tempore Thompson, Councilperson Boxhill, and Councilperson Gleason

**Nay:** None

**Absent:** Pro Tempore Poteat

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32. [TMP-1562](#)

**Code:** FP

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

**Moved:** Councilman Boxhill, Seconded by Councilman Gleason

**On the question:** none.

**Response:** none.

adopted

**Aye:** President Browne, Acting Pro Tempore Thompson, Councilperson Boxhill, and Councilperson Gleason

**Nay:** None

**Absent:** Pro Tempore Poteat

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33. [TMP](#)  
[-1563](#)

**Code:** FP

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

**Moved:** Councilman Boxhill, Seconded by Councilman Gleason

**On the question:** none.

**Response:** none.

adopted

**Aye:** President Browne, Acting Pro Tempore Thompson, Councilperson Boxhill, and Councilperson Gleason

**Nay:** None

**Absent:** Pro Tempore Poteat

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34. [TMP](#)  
[-1554](#)

**Code:** FP

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

**Moved:** Councilman Boxhill, Seconded by Councilman Gleason

**On the question:** none.

**Response:** none.

adopted

**Aye:** President Browne, Acting Pro Tempore Thompson, Councilperson Boxhill, and Councilperson Gleason

**Nay:** None

**Absent:** Pro Tempore Poteat

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

**Code:** FP

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

**Moved:** Councilman Boxhill, Seconded by Councilman Gleason

**On the question:** none.

**Response:** none.

adopted

**Aye:** President Browne, Acting Pro Tempore Thompson, Councilperson Boxhill, and Councilperson Gleason

**Nay:** None

**Absent:** Pro Tempore Poteat

**OTHER BUSINESS/CLOSING COMMENTS**

Councilman Gleason: Department of Public Works town hall is tonight at 6pm in the council chambers

Councilman Thompson: Advising the public to come out and support the Youth at the Doles Center for the final round of awards.

Motion to Adjourn

**Moved:** Councilman Gleason, Seconded by Councilman Thompson

approved

**Aye:** President Browne, Acting Pro Tempore Thompson, Councilperson Boxhill, and Councilperson Gleason

**Nay:** None

**Absent:** Pro Tempore Poteat

There being no further business, the meeting was adjourned at 5:00 pm.

Jordan Riullano, JD  
Deputy City Clerk